



**TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
MONDAY, January 14, 2008  
COUNCIL CHAMBERS  
AUDREY P. BECK MUNICIPAL BUILDING  
7:30 p.m.**

**AGENDA**

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**EXECUTIVE SESSION**

20. Performance Review – Town Manager

**ADJOURNMENT**

SPECIAL MEETING-MANSFIELD TOWN COUNCIL  
WITH THE MANSFIELD HOUSING AUTHORITY  
November 1, 2007

I. ROLL CALL

Council Members Present: Blair, Clouette, Haddad, Hawkins, Koehn,  
Paterson, Paulhus  
Commissioners Present: Christison-Lagay, Eddy, Hall, Long, Simonsen

II. NEW BUSINESS

Rebecca Fields, Director of the Housing Authority, described the current situation and some of the Authority's ideas for expansion. The Housing Authority currently owns and manages Holinko Estates for moderate-income residents, Wright's Village for the elderly and disabled, and manages the Section 8 Program for the district, which includes Mansfield, Coventry, Ashford, Willington and Chaplain.

Members of the Housing Authority expressed concern that working moderate-income residents of the Town are not being served because of the number of qualified graduate student who apply for the limited housing at Holinko Estates. Council members suggested that the Town bring the issue to the attention of the University at the next Town/Gown meeting. The Housing Authority is looking for available land in the southern part of town. That area has access to water and sewer and is farther away from the University. They have also considered renovating older larger homes to apartments.

Ms. Fields commented that 48% of the clientele at the Wright's Way facility, which was originally intended for the elderly, is under the age of 62. The State definition of elderly includes the disabled of any age, limiting the number of apartments available for older residents.

The Mansfield Housing Authority has received word that the Payment In Lieu of Taxes has not been renewed by the State. They are planning a modest increase in the rents and will increase the % of income that can be paid by residents from 25% to 30%, but would like to renegotiate the amount paid to the Town as taxes. Town Manager, Matt Hart, suggested the issue be referred to the Finance Committee who will present the Council with recommendations. The Mayor asked for clarification as to which year the July payment from the State to the Authority was for, the previous year or the current year.

Ms. Fields briefly explained the process of securing the financing to build additional housing. The Housing Authority has the ability to issue bonds and can borrow directly from the State.

The Town Council asked the Housing Authority to keep them informed as they explore their options. The Housing Authority asked the Council to let them know about any land in Town that can be developed and has water and sewer service.

III. ADJOURNMENT

Mr. Paulhus moved and Ms. Blair seconded to adjourn the meeting at 8:25 p.m.

Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

REGULAR MEETING-MANSFIELD TOWN COUNCIL

December 10, 2007

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

I. ROLL CALL

Present: Clouette, Duffy, Koehn, Nesbitt, Paterson, Paulhus  
Absent: Blair, Haddad, Schaefer

II. APPROVAL OF MINUTES

Mr. Nesbitt moved and Mr. Paulhus seconded to approve the minutes of the November 26, 2007 meeting as corrected.  
Motion passed unanimously.

III. MOMENT OF SILENCE

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

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Cynara Stites, Chair of the Northeast Chapter of the Civil Liberties Union, urged Council members to support a resolution proclaiming December 15, 2007 as Bill of Rights Day (resolution attached).

Beverly Sims, 61 Northwood Road, inquired whether at the UConn Water and Wastewater Policy Advisory Committee meeting the request for a UConn water connection to Ponde Place would be considered as a new request. Town Manger, Matt Hart, stated that he believes it will be a new system request.

Betty Wassmundt, Old Turnpike Road, inquired as to the status of the Senior Citizen Center space study and asked, if it is complete, whether any money has been budgeted for the project. She asked the Council to consider the economic climate of the country before approving additional funding. Ms. Wassmundt shared comments she received from a municipal law attorney regarding questions on the Landlord Registration Ordinance and the Mansfield Housing Code (comments attached). Ms. Wassmundt questioned the actual amount of the Educational Cost Sharing Grant received by the Town. She also urged the Council to maintain the budget allocation for the police, fire department, and snow plowing because they are proper functions of government. She does not, however, feel that recreation expenditures are a

proper function of government. Ms. Wassmundt requested a clear accounting of the entire recreation budget.

## V. OLD BUSINESS

### 1. Community/Campus Relations

Matt Hart reported that the Community/Campus Partnership met last Friday. The group discussed the white paper being developed on Spring Weekend and how to better advertise the successes of the Partnership. The Partnership is also planning a presentation to the Town Council. He also announced that the Office of Off Campus Housing would soon be holding an open house. Members discussed how best to enforce the existing ordinances and laws, and reviewed the successes and failures realized this school year.

The Town Manger announced the appointment of Gregory Padick, Director of Planning, to the site placement committee for the UConn compost facility.

### 2. Community Water and Wastewater Issues

The UConn Water and Wastewater Policy Advisory Committee has scheduled a meeting for Thursday December 13<sup>th</sup> at 5:30 p.m. at the Bishop's Center.

## VI. NEW BUSINESS

Mr. Nesbitt moved and Mr. Clouette seconded to add to the agenda a discussion and possible action regarding a request for clarification to the Freedom of Information Commission.

Motion passed unanimously.

Ms. Koehn moved and Mr. Clouette seconded to add to the agenda the resolution regarding declaring December 15, 2007 as the Bill of Rights Day.

Motion passed unanimously.

Ms. Koehn moved and Mr. Clouette seconded to add to the agenda a discussion of the anti-Semitic act that took place in front of the Town Hall.

Motion passed unanimously.

### 3. Acceptance of Town Roads

Mr. Clouette moved and Mr. Nesbitt seconded, 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 Estate 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.
2. Execution by the Planning and Zoning Commission Chairman, Mansfield Controller, and the developer of a one-year maintenance bond agreement that addresses all the regulatory requirements and approved conditions.

Motion passed unanimously.

Mr. Clouette moved and Mr. Paulhus seconded, effective December 10, 2007, to authorize Town Manager Matthew W. Hart, subject to the conditions 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 the following conditions:

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

Motion passed unanimously.

Mr. Clouette moved and Mr. Paulhus seconded, effective December 10, 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 one-year maintenance bond agreement that addresses all regulatory requirements and approval conditions and the completion of minor work detailed in staff reports.

Motion passed unanimously.

#### 4. Regional Performance Incentive Program

Mr. Paulhus moved and Mr. Nesbitt seconded to approve the following resolution:

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.

Motion passed unanimously.

5. Proposed Amendments to FY 2007/2008 Budgets

In the absence of Mr. Schaefer, Mr. Clouette reported for the Finance Committee. He explained the adjustments presented and noted that the Committee approved the amendments. Mr. Nesbitt inquired as to the status of the consultant's work at the Community Center and the impact on this year's budget.

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

Resolved, effective December 10, 2007 to amend the Town of Mansfield FY 2007/2008 Budgets as recommended by the Finance Committee.

Motion passed unanimously.

6. Cancellation of December 24, 2007 Town Council Meeting

Mr. Paulhus moved and Ms. Koehn seconded, effective December 10, 2007, to cancel the December 24, 2008 regular meeting of the Mansfield Town Council.

Motion passed unanimously.

7. Major Projects and Initiatives Updates

Town Manager, Matt Hart, presented an update regarding major projects and initiatives. PowerPoint presentation attached.

The Town Manager will distribute a list of open space, as presented in the Plan of Conservation and Development, to the Council members.

8. Freedom of Information Request

Mr. Nesbitt moved and Mr. Paulhus seconded, effective December 10, 2007, to authorize the Town Clerk to request an advisory opinion from the Freedom of Information Commission as to how many members of the Town Council of different parties may meet via direct contact, phone or e-mail without requiring meeting notice.

Motion passed unanimously.

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

9. Bill of Rights Day

Ms. Koehn moved and Mr. Clouette seconded to approve the attached resolution declaring December 15, 2007 as Bill of Rights Day.

Motion passed unanimously.

10. Defacing of Sign

Ms. Koehn moved and Ms. Duffy seconded that the Town Council hereby condemns the anti-Semitic act committed on a sign posted in front of the Mansfield Town Hall and directs the Town Manager to take whatever actions are available to identify those who committed this hateful act and bring them to justice.

Motion passed unanimously.

VII. QUARTERLY REPORTS

Distributed and will be discussed next meeting.

VIII. DEPARTMENTAL AND COMMITTEE REPORTS

Mr. Clouette, speaking for the Finance Committee, stated the Committee has discussed the report on the Community Center with the finance staff and has reviewed the checks and balances in place to insure that all budget items all reported in the budget.

Following a discussion regarding the methodology used to allocate space to the membership or the community, members agreed to take another look at the report (page 109) before the next meeting at which time there will be an additional opportunity for discussion.

IX. REPORTS OF COUNCIL COMMITTEES

None

X. REPORTS OF COUNCIL MEMBERS

None

XI. TOWN MANAGER'S REPORT

Attached

Mayor Paterson requested an effort be made to reach out to citizens in their 20's and 30's and make sure they are invited to the open houses in the next stage of the Strategic Planning Process.

Ms. Koehn requested the issue of transportation for seniors, as raised in a letter received by members, be discussed at the next meeting. The Town Manager will do so.

Ms. Koehn suggested the Beautification Committee consider a "green award" given for the use of LED holiday lights.

## XII. FUTURE AGENDAS

Town Manager, Matt Hart, reviewed a number of items that are slated as future agenda items including the noise ordinance and tax exemptions for use of alternatives fuels. He also will provide a complete list of pending issues to the Council.

Mr. Nesbitt expressed interest in reviewing both the noise and the special police ordinance.

Members also expressed interest in exploring the idea of a consent agenda and having one meeting a month for discussion and one for business. The public participation section of the meeting was also discussed. Jeff Smith asked Council members to look at the communication (page 97) from Denise Nappier, State Treasurer, regarding the STIF fund in which the Town has investments. He suggested this might be an item members would like to discuss at a future meeting.

## XIII. PETITIONS, REQUEST AND COMMUNICATIONS

11. Advocate, "Legislators Want State to Plan for Oil Shortage"
12. R. Lee re: Mansfield's Finance Department
13. D. Nappier re: An Open Letter to Investors and Connecticut Citizens
14. State of Connecticut Department of Transportation re: State Project Number 0188-0730-AG
15. State of Connecticut Office of Policy and Management re: Revised Estimates of State Formula Aid to Municipalities
16. C. Trahan re: Parks and Recreation Financial Statements
17. Washington Post, "The Carbon Footprint" 11/26/07

Ms. Duffy moved and Mr. Nesbitt seconded to move into Executive Session. Motion passed unanimously.

## XIV. EXECUTIVE SESSION

Personnel – Manager's Performance Review  
Included – Matt Hart, Town Manager

XV. ADJOURNMENT

Ms. Duffy moved and Mr. Clouette seconded to adjourn the meeting.

Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

# Memo

To: Town Council  
From: Matt Hart, Town Manager *MattH*  
CC: Town Employees  
Date: December 10, 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:

- **Mansfield 2020: A Unified Vision (Strategic Planning)** - The first search conference for "Mansfield 2020: A Unified Vision," was held on December 8-9, 2007. We had approximately 70 participants on Saturday, and 60 on Sunday. The steering committee will conduct Strategic Planning Visioning Fairs/Open Houses on January 7<sup>th</sup> at the Community Center and January 10<sup>th</sup> at the Mansfield Public Library. The open houses will serve as a forum for members of the larger community to provide feedback on a vision for the town's future. Additionally, our project facilitator will establish a web-based system to allow citizens to provide feedback about the outcomes of the first search conference.
- **UConn Compost Facility** - The University of Connecticut is considering alternate sites for its proposed compost facility. I have asked the University to add Gregory Padick, Director of Planning, to the site selection committee. We will keep the Town Council apprised of the status of this project.
- **Senior Transportation Services and Issues** - a local resident has asked that the Town Council discuss this important topic. With the Council's approval, I will ask staff to make a presentation in January regarding this item.
- **CL&P Transmission Project** - CL&P is planning a major upgrade to its transmissions lines. The project will impact Mansfield Hollow Park as well as various town and privately owned properties. The town will have an opportunity to comment at a public hearing that CL&P will

conduct in the area this coming February as well as during the Connecticut Siting Council review process later in the Spring. I will ask staff to work with our various advisory committees to prepare draft comments for Council consideration.

- **Holiday displays** - The Mansfield Beautification Committee will be evaluating holiday displays starting Tuesday evening, December 18, 2007. Judging will be based on originality and creatively designed lighting. Certificates will be awarded to the most outstanding displays. Any resident of Mansfield who wants to have a business, home or yard lighting display considered for the awards should call the Beautification Committee at 860-429-3855 before December 18th.
  
- **Mansfield Parks and Recreation:**
  - **FREE Fitness Classes!** In the true Holiday spirit, the community center will offer a series of free classes between 12/24 and 1/5. We'll have Boot Camp, Spinning, Yoga, Tai Chi and more! These classes are open to anyone age 14(+). We ask that all participants bring a canned good, non-perishable food item or cash donation to each class they attend. Space on a first come basis. Please stop by the Community Center for a schedule or call 429-3015 ext 202 to have one faxed to you. Happy Holidays!
  - **Family Fun Nights!** Bring the whole family down to the Community Center for games, swimming, giant slides and more! Friday 12/7 Family Fun and BINGO 6-9 pm. Friday 12/14 Tween Scene, a night of fun especially for kids in grades 5-8, 6-9 pm. Sunday 12/30 Family Fun 3-6 pm. Everyone is welcome for Family Fun nights: guests pay the regular day pass fee, off-peak members pay just %50 of the day pass fee, full-use members - just swipe your badge! Questions? Call 429-3015.
  - **9<sup>th</sup> Annual Nutcracker Ballet** Saturday 12/15 at 6pm, Sunday 12/16 at 2pm, at E.O. Smith High school. Tickets on-sale at the Community Center - buy them while they last! Join us for this timeless holiday tale, a favorite for kids of all ages!
  - **Parents Night Out!** Get the shopping done! Have dinner with out the kids! (no offense kids) Saturday 12/15 4-9 pm for kids in grades K-5. We'll watch the kids here at the Community Center! Fun, pizza, games and age appropriate movies are just some of the possible activities! Residents pay just \$15 per child with a \$30 max per family. Questions? Call 429-3015 ext. 107.
  
- **Upcoming meetings:**
  - Youth Service Bureau Advisory Board, 11:30 AM, December 11, 2007, Conference Room B
  - Town/University Relations Committee, 4:00 PM, December 11, 2007, Council Chambers
  - Historic District Commission, 8:00 PM, December 11, 2007, Employee Lounge
  - Zoning Board of Appeals, 7:00 PM, December 12, 2007, Council Chambers

- UConn Water and Wastewater Advisory Committee, 5:30 PM, December 13, 2007, Bishop Center, Rom 7 A/B
- Board of Education, 7:30 PM, December 13, 2007, Council Chambers
- Planning and Zoning Commission, 7:00 PM, December 17, 2007, Council Chambers
- Open Space Preservation Committee, 7:30 PM, December 18, 2007, Conference Room B
- Conservation Commission, 7:30 PM, December 19, 2007, Conference Room B



TOWN OF MANSFIELD

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2007/2008

Major Projects and  
Initiatives

December 10, 2007

## Municipal Projects & Initiatives: Assisted/Independent Living

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- o Town Council has established advisory committee charged with identifying potential developer(s) to build and operate facility - Town Council to make final selection
- o 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

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



Municipal Projects & Initiatives:  
Communications & Information Technology

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- o 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

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- 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

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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; David Dagon, Fire Chief; John Jackman, Fire Marshal  
**Date:** January 14, 2008  
**Re:** Swearing in of Deputy Fire Marshal

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**Subject Matter/Background**

I am very pleased to inform you that Ms. Karin Lipinski, a member of the Mansfield Firefighters Association, has completed the coursework and passed the examination necessary to be appointed as a Deputy Fire Marshal. At Monday's meeting, we plan to appoint Ms. Lipinski and to swear her in as a Deputy Fire Marshal.

I would like to congratulate Ms. Lipinski upon her accomplishment, and to acknowledge her volunteer service to the town. I am confident that she will do a fine job in her expanded role with Mansfield Fire and Emergency Services.

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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; Jeffrey Smith, Director of Finance  
**Date:** January 14, 2008  
**Re:** An Ordinance Providing a Tax Exemption for Farm Buildings

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**Subject Matter/Background**

Back in the fall, the Town Council referred to the Planning and Zoning Commission (PZC) and various advisory committees the draft Ordinance Providing a Tax Exemption for Farm Buildings. If adopted, the ordinance would exempt from local property taxation up to \$100,000 in assessed value for any building used actually and exclusively for farming purposes. The policy justification behind the proposed ordinance is to help preserve farming and farmland as well as to promote economic and environmental sustainability.

**Financial Impact**

If the ordinance was approved, the estimated revenue loss would be \$21,500 per year.

**Recommendation**

The PZC, Agriculture Committee and Open Space Preservation Committee have all responded favorably to the proposed ordinance. At this point, if the Town Council wishes to proceed with this proposal, the next step would be to submit the draft ordinance to a public hearing to solicit comment from the public.

The following motion is suggested:

*Move, effective January 14, 2008, to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on January 28, 2008, to solicit public comment regarding the proposed Ordinance Providing a Tax Exemption for Farm Buildings.*

**Attachments**

- 1) Draft Ordinance Providing a Tax Exemption for Farm Buildings
- 2) Mansfield Planning and Zoning Commission re: Proposed Tax Exemption for Farm Buildings
- 3) Mansfield Agriculture Committee re: Proposed Property Tax Exemption for Farm Buildings

4) Mansfield Open Space Reservation Committee re: Proposed Property Tax Exemption for Farm Buildings



**Town of Mansfield  
Code of Ordinances**

**“An Ordinance Providing a Property Tax Exemption for Farm Buildings”**

*September 24, 2007 Draft*

**Section 1. Title.**

This Ordinance shall be known and may be cited as “An Ordinance Providing a Property Tax Exemption for Farm Buildings.”

**Section 2. Legislative Authority.**

This Ordinance is enacted pursuant to the provisions of Section 12-91(c) of the Connecticut General Statutes, as it may be amended from time-to-time.

**Section 3. Findings and Purpose.**

The Town Council of the Town of Mansfield finds that the preservation of farming and farmland is vitally important to retaining Mansfield’s rural character and quality of life, as well as promoting economic and environmental sustainability. Therefore, pursuant to *Connecticut General Statutes* § 12-91(c), as amended, the Town of Mansfield seeks to protect, preserve and promote the health, welfare and quality of life of its people by providing a tax exemption for certain farm buildings.

**Section 4. Applicability and Benefits.**

- (a) Any building used actually and exclusively in farming, as “farming” is defined in Section 1-1 of the Connecticut General Statutes, upon proper application being made in accordance with this section, shall be exempt from property tax to the extent of an assessed value of one hundred thousand dollars.
- (b) This exemption shall not apply to any residence of any farmer but may be applied to a residence used to house seasonal farm workers.
- (c) Annually, within thirty days after the assessment date, each individual farmer, group of farmers, partnership or corporation shall make written application to the Assessor for the exemption provided in subsection (a) of this section, including therewith a notarized affidavit certifying that such farmer, individually or as part of a group, partnership or corporation, derived at least fifteen thousand dollars in gross sales from such farming operation or incurred at least fifteen thousand dollars in expenses related to such farming operation, with respect to the most recently completed taxable year of such farmer prior to the commencement of the assessment year for which such application is made, on forms prescribed by the Commissioner of Agriculture. Failure to file such application in said manner and form within the time limit prescribed shall be considered a waiver of the right to such exemption for the assessment year. Any person aggrieved by any action of the Assessor shall have the rights and remedies for appeal and relief as are provided in the general statutes for taxpayers claiming to be aggrieved by the doings of the Assessor.

**Section 5. Effective Date.**

Following its adoption by the Town Council, this Ordinance shall become effective on the twenty-first day after publication in a newspaper having circulation within the Town.

**TOWN OF MANSFIELD  
PLANNING AND ZONING COMMISSION**

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

Tuesday, December 04, 2007

To: Mansfield Town Council  
From: Rudy Favretti, Chairman  
Mansfield Planning and Zoning Commission  
Re: Town Council Referral  
Proposed Tax Exemption for Farm Buildings



At the Mansfield Planning and Zoning Commission's December 3, 2007 meeting, the draft ordinance to provide property tax exemptions for certain farm buildings was discussed. Members instructed me to communicate to the Town Council the Commission's support of the proposed ordinance. Preserving Mansfield's existing agricultural uses and promoting new agricultural activity are major objectives of Mansfield's Plan of Conservation and Development. Agricultural uses provide important open space and economic benefits to the Town and the proposed ordinance will promote these interests.

**Sara-Ann Chainé**

**From:** don wetherell [donvicweth@juno.com]  
**Sent:** Wednesday, January 09, 2008 12:29 PM  
**To:** Sara-Ann Chainé  
**Subject:** For Council packet 1 of 2

**MANSFIELD AGRICULTURE COMMITTEE**

**To:** Mansfield Town Council

**Re:** Proposed Property Tax Exemption for Farm Buildings

At their November 7, 2007, meeting, the committee reviewed the Council's proposed "Ordinance Providing a Property Tax Exemption for Farm Buildings." The committee supports this proposed ordinance as a way for the Town to preserve farming and farmland in Town. The committee recommends that a notice be mailed to qualifying farmers about the availability of this exemption.

**Sara-Ann Chainé**

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**From:** don wetherell [donvicweth@juno.com]  
**Sent:** Wednesday, January 09, 2008 12:29 PM  
**To:** Sara-Ann Chainé  
**Subject:** For Council packet 2 of 2

January 8, 2007

To: Town Council

From: Mansfield Open Space Preservation Committee

Re: PROPOSED PROPERTY TAX EXEMPTION FOR FARM BUILDINGS

The committee reviewed this proposed ordinance at their October 16, 2007 meeting and voted to recommend that the Council pass this ordinance.

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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  
**Date:** January 14, 2008  
**Re:** Community-Campus Relations

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**Subject Matter/Background**

I wish to report on the following items regarding community/campus relations:

- I have asked staff to research various enforcement programs that have been implemented in university communities around the nation, including zoning regulations, residential parking permits, ordinances targeting disorderly houses, program to encourage owner-occupancy and responsible management, and deed restrictions and covenants for specified neighborhoods. I will pass the results of our research along to the Town Council.
- As requested, SGT Kennedy and I are reviewing the town's various nuisance abatement ordinances, such as the open container, special police services, noise and litter ordinances. At an upcoming meeting, we plan to discuss with the Council the enforcement of these ordinances and to identify ways in which the ordinances might be improved.
- On February 13, 2008, the University's Office for Off-Campus Services will hold an off-campus housing fair. Several town offices, including the Department of Building and Housing Inspection, will attend to provide information regarding town services and our various enforcement programs.
- The next meeting of the Mansfield Community-Campus Partnership will be held at 3:00 PM on Friday, February 1, 2008. We will meet in the community center, and all are welcome.
- The Town-University Relations Committee will meet again at 4:00 PM on Tuesday, February 12, 2008. The committee will meet in the council chambers, and all are welcome.

- The Mansfield Police and other town staff are beginning preparations for enforcement and patrol activities this spring, particularly for those neighborhoods adjacent to campus.



**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  
**Date:** January 14, 2008  
**Re:** Community Water and Wastewater issues

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**Subject Matter/Background**

Attached please find the agenda and related materials for the January 10<sup>th</sup> meeting of the UConn Water and Wastewater Policy Advisory Committee. I will be attending the meeting, and will be able to provide you with a report on Monday.

**Attachments**

- 1) UConn Water and Wastewater Policy Advisory Committee, January 10, 2008  
Agenda Materials

## AGENDA

Meeting of the  
UNIVERSITY OF CONNECTICUT WATER AND WASTEWATER  
POLICY ADVISORY COMMITTEE

January 10, 2008

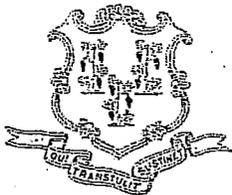
~~December 13, 2007~~ – 5:30 p.m.

University of Connecticut  
Bishop Center, Room 7A/B

### Attachment

- 1) Welcome – Dan Mullins
- 2) Opportunity for Public Comment
- 3) Approval of the September 13, 2007 Meeting Summary (to be provided)
- 4) Drought Response Update
- 5) DPH Consent Order Closeout 1
- 6) Willimantic River Streamflow Study 2
- 7) Subcommittee Report: User Representative Search
- 8) New System Connection Requests
  - Keystone/Ponde Place 3
  - Knollwood 4
  - Aurthur's Pond 5
- 9) Prior System Connection Request Updates
  - E.O. Smith/Reynolds School
  - Celeron Square
- 10) Other Business
  - WMI Water Conservation Study
- 11) Adjourn

Next Meeting to be held on March 20, 2008 at 5:30 p.m.



# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH

October 25, 2007

Thomas Callahan  
Associate Vice President  
University of Connecticut  
Administrative and Operation Services  
352 Mansfield Road, Unit 2014  
Storrs, CT 06269-2014

RE: *Consent Order DWS-05-078-397a; Water Supply Master Plan*

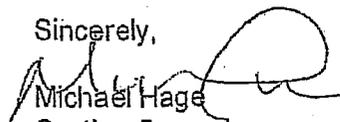
Dear Mr. Callahan:

This office is in receipt of the University Implementation plan, which was submitted on September 24, 2007 in response to our review letter of June 13, 2007. We have reviewed your implementation plan to integrate the Master Plan with the water supply planning process and as such generally support the plan. However, we strongly encourage you to consider the following as you complete the implementation process:

- 1) Develop a comprehensive distribution system mapping based on the outcome of priority recommendations #1, 5, 6 & 10, and incorporate the comprehensive map in the next water supply plan update in conformance as feasible with the requirements of Section 25-32d-3(a) of the Regulations of Connecticut State Agencies (RCSA).
- 2) Re-assess the safe yield of the two existing well-fields based on the outcome of priority recommendations # 3, 4 & 13, consistent with the requirements of Section 25-32d-4 of the RCSA. Updated safe daily yield figures should then be utilized to calculate available water and margin of safety within Uconn's 2010 water supply plan.
- 3) Re-evaluate the source protection segment of the water supply plan to account for priority recommendation #2.
- 4) Embellish the conservation plan within the water supply plan to reflect the outcome of priority recommendations # 8, 11 & 12, and to account for the enhanced water supply emergency contingency plan of February 12, 2007.
- 5) Update the Infrastructure improvements segment of the water supply plan to account for priority recommendations # 5, 6, 7 & 10.

In submitting this implementation plan you have fully satisfied the terms of the referenced consent order, and is hereby considered closed. Once again, we want to congratulate you on the completion of the Master Plan, and look forward to the receipt of your next water supply plan, which is due by May of 2010.

Sincerely,



Michael Hage  
Section Supervisor  
Drinking Water Section

cc: Director of Health, Eastern Highlands Health District  
Denise Ruzicka, DEP

Phone:

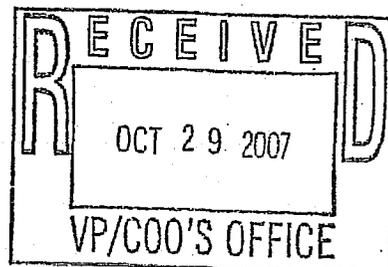
(860) 509-7333

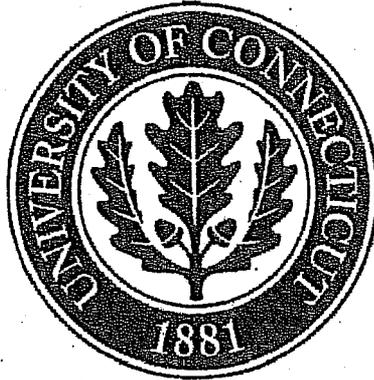
Telephone Device for the Deaf: (860) 509-7191

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**The University of Connecticut**

**REQUEST FOR PROPOSAL  
KJ120507-1**

**Willimantic River Study**

**Mandatory Pre-Proposal Conference  
12-18-2007 @ 2:00 pm  
in the Purchasing Dept Bid Room**

**Proposal Due Date:  
1-8-2008 @ 2:00pm**

**Issued By:** Philip Lang  
3 North Hillside Road Unit 6076  
Storrs, CT 06269-6076  
Phone: (860) 486-2626  
Fax: (860) 486-5051  
[Philip.Lang@uconn.edu](mailto:Philip.Lang@uconn.edu)

## SECTION 1 Project Requirements and Specifications

**1.1 Project Overview:** The University of Connecticut (hereinafter referred to as the "University") in Storrs, Connecticut, is seeking proposals from highly qualified consultants with extensive experience in analyzing and quantifying watershed use and effect correlations in stratified drift aquifers. A description of the analysis required can be found in more detail in the Scope of Work section.

The University currently draws water from two aquifers, the Fenton River aquifer located to the east of campus and the Willimantic River aquifer to the west. The Fenton River, its aquifers and the University's associated wellfields have been studied, documented, analyzed and reported previously. The University intends to create, in the future, a "Master Wellfield Management Plan" using the previous Fenton River study and the study resulting from this RFP. The final report resulting from this RFP shall be similar in form to the previous Fenton River report (copy may be provided). The University and other interested parties will be involved in all stages of this project, providing historical data, guidance and direction to insure that the resulting report is in compliance with various State Agency requirements.

**1.2 Demographics:** The University of Connecticut is comprised of the main campus located at Storrs with branch campuses in West Hartford, Waterbury, Avery Point, Torrington and Stamford, a School of Social Work located at the Greater Hartford Campus, a School of Law located in Hartford, CT., and Schools of Medicine and Dental Medicine, graduate programs, medical and dental clinics and the John Dempsey Hospital, all of which comprise the UConn Health Center, located in Farmington, CT. Total enrollment at all campuses is approximately 28,000 students. The Storrs campus has an enrollment of approximately 21,000 undergraduate and graduate students, including a resident undergraduate population of approximately 12,000 students. There are approximately 9,000 full and part-time faculty and staff.

**1.3 Term of Contract:** The awarded firm will have 18 months (less time is preferable) to complete all work involved in execution and delivery of all contract requirements.

**1.4 Contract Value:** It is estimated that any contract pursuant to this RFP will have a value of \$200,000.00 or less. This information is provided for informational purposes only and should not be construed as a commitment by the University to purchase any specified amount of services. It should also be noted that any contract resulting from this RFP will not be an exclusive contract. The University will reserve the right to place purchase orders in any manner deemed by the University to be in its own best interest.

**1.5 Scope of Work:** Analysis of the University of Connecticut's Willimantic River supply well withdrawals on river levels and the Habitat of the Willimantic River

1.5.1 As part of its November 6, 2006 Memorandum of Agreement with the Connecticut Water Planning Council, the University of Connecticut agreed to conduct a study to determine whether and, if so, how, water withdrawals from its Willimantic supply wells affect the aquatic habitat of the Willimantic River in the vicinity of the wellfield. This study will be used in conjunction with the results of the Fenton River Study to develop an overall wellfield management plan for the University. UConn withdraws water using four water supply wells placed in stratified drift aquifer located along the Willimantic River in Mansfield. The four Willimantic wells are registered with the Connecticut Department of Environmental Protection (CTDEP) for a maximum withdrawal rate of 2.3077 million gallons per day. As part of the assessment of the potential impacts of the wells and wellfield, the study will evaluate the relationships between fish habitat and instream flow for a section of the Willimantic River from Merrow Road to the head of Eagleville Lake in Mansfield.

1.5.2 The proposed objectives of the proposed study are:

A. To establish the relationships between instream flow in the Willimantic River and habitat suitability for selected fish species and life stages;

B. To establish the relationships between the magnitude and timing of groundwater withdrawals and stage and discharge in the Willimantic River, principally from Merrow Road to Route 44,

C. To model selected water management scenarios to optimize water withdrawals while minimizing adverse impacts to streamflow.

1.5.3 The study will use an appropriate model, such as the Instream Flow Incremental Methodology to assess the effects of flow manipulation on river habitats in the Willimantic River. Modeling will include stream hydraulics at selected representative transects over a range of flows and incorporate Habitat Suitability Criteria (HSC), within the hydraulic model. It is anticipated that HSC from the Fenton River study can be used or modified for the Willimantic River study. Target fish for species for the modeling will include brown and brook trout or other species as determined based on consultation with CT DEP fisheries staff.

1.5.4 Relationships between habitat suitability and hydraulic characteristics will be determined using a model such as the Physical Habitat Simulation (PHABSIM). Field surveys will be conducted to inventory habitats in the study area, and classify them into hydromorphologic units, similar to that conducted for the Fenton River study, and to identify river segments that represent major habitat conditions based on location in the watershed, gradient and predominant habitats. Study sites and transects within each river segment will be selected based on their representation of habitat conditions within each segment. Velocity, depth, and water surface elevation will be measured at transect points during three flows – high, medium and low. Target flows will be determined in consultation with DEP. Substrate, cover and bed elevation will be measured. The inventory of dominant substrate types will be similar to those in the Fenton River Study. Determination of the long term frequency of low flows in the Willimantic River will be accomplished by analyzing the long-term gauging data from the Mansfield Depot and Coventry gauging stations.

1.5.5 Data Analysis will include:

- A. Development of standard weighted useable (WUA) curves for each target species.
- B. The results of the PHABSIM model will be incorporated into a time series analysis of habitat response to water withdrawal.
- C. Development of habitat time series will include "Before" (without extraction)/ "After" (with extraction) comparison to assess the magnitude of habitat change from a reference condition.
- D. Development of "UCUT" (continuous under threshold) curves, or an approved comparable analysis of the allocation of flow reduction and specified threshold, for each target fish species, similar to the Fenton River study.

1.5.6 The existing Level A simulation model prepared for the University by Dan Meade (2007) will be provided and may be modified, as appropriate, to reflect the total amount of water available to the river and wells in the area of study. This will be accomplished by linking the ground water flow model more closely with surface water processes. The modified Level A model will be used to simulate the effect of pumping on stage and discharge in the Willimantic River under various management scenarios. In this way, the timing and magnitude of pumping impacts, if any, can be correlated more directly to streamflow and quality of aquatic habitat and recommendations made regarding water management protocols that best meet the system's water supply needs while minimizing or avoiding adverse impacts to aquatic habitat.

1.5.7 Whether and how groundwater withdrawals affect instream flow and aquatic habitat in the study area of the Willimantic River is likely to be a complex relationship. An objective of this study is to better understand the complexity of this relationship. Because streamflow levels often experience a delayed response following ground water withdrawals, the timing of withdrawals may be managed to minimize impacts with respect to periods of ground water recharge and periods that are critical for fish populations while meeting the system's water supply requirements.

1.5.8 The University will organize a "Technical Advisory Group" comprised of appropriate representatives of CTDEP, CTDPH, Town of Mansfield officials, watershed and conservation interests, and other interested parties. The purpose of the advisory group will be; to provide guidance and support with regard to technical or specialized aspects of the study; to review and comment on key findings and analysis at the conclusion of key phases or stages of the study; and to review and comment on drafts of the final submission.

1.5.9 The University will provide the professional services of Dan Meade to the awarded contractor. Mr. Meade has extensive knowledge and data relating to the Willimantic River and the University's wellfield use.

**RFP # KJ120507-1**  
**Willimantic River Study**

2.4 Estimated Timetable:

The following schedule will apply to this RFP:

Release of RFP	12-5-2007
Mandatory Pre-proposal Conference	12-18-2007 2:00pm
Closing Date for Inquires	1-3-2008
RFP Due Date	1-8-2008 2:00pm.
Bidder Presentations (if necessary)	TBD
Negotiations/Contract	TBD
Attorney General's Office review	TBD
Anticipated Award Date	TBD

2.9.5 All compliant responses shall be evaluated by a committee, which will use the specific evaluation criteria listed below. The importance given to each element is represented proportionately by the respective weight assignments. Proposals will be evaluated as to the vendor's response to the following criteria:

Qualifications of Team Members Assigned to Project	Maximum Points Available 10
Prior Experience in Conducting Similar Analysis	Maximum Points Available 20
Project Approach	Maximum Points Available 35
Cost	Maximum Points Available 25
References	Maximum Points Available 10
Exceptions to Terms and Conditions	Maximum Deduction – 10

*Total Maximum Points Available 100*



University of Connecticut  
*Administration and Operations Services*

Thomas Q. Callahan  
*Associate Vice President*

**TO:** Members, University of Connecticut Water and Wastewater Systems  
Policy Advisory Group

**FROM:** Thomas Q. Callahan TQC

**DATE:** December 13, 2007

**SUBJECT:** Keystone/Ponde Place

**Recommendation:**

That the Water and Wastewater Systems Policy Advisory Group defer consideration of Keystone's request for reaffirmation of the prior May 2006 recommendation to provide water and sewer service for the proposed project, subject to certain conditions, for the proposed Ponde Place development in the vicinity of Hunting Lodge, North Eagleville and Northwood Roads.

**Background:**

In May 2006, the Advisory Group recommended that the University provide the Keystone/Ponde Place development connections to its water and sanitary sewer systems, subject to several conditions. (See attached) The recommendation was made after determining that the proposed use could be supported by the University's utilities systems, was consistent with the University's master plan and was consistent with Mansfield's Plan of Conservation and Development. The approval of Mansfield's land use authorities – the Planning and Zoning and Inland Wetlands Commissions – was identified as one of several conditions of final approval.

In September, Keystone withdrew its Ponde Place application from consideration by the Mansfield Planning and Zoning Commission, in order to seek further input from the proposed project's neighbors and abutters and to modify their proposal. Mansfield's Planning Director, subsequently notified Keystone that a renewed letter of commitment for utilities connections from the University would be required as part of any new application.

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Storrs, Connecticut 06269-2014

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Facsimile: (860) 486-1070

December 13, 2007

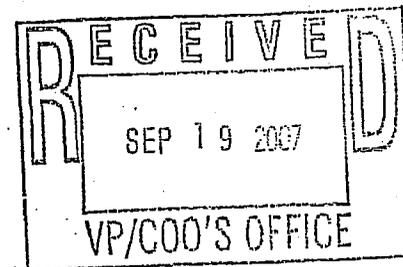
Consistent with the recommendations of the Fenton River Instream Flow Study, the University has managed its water supply system without groundwater withdrawals from its Fenton Wellfield since July 27<sup>th</sup>. The University plans to: 1) complete an assessment of its management of this summer and fall drought conditions; and, 2) evaluate whether any modifications to the recently completed Water and Wastewater Master Plan recommendations are required. Any action on this request would be premature until the results of this work are completed and evaluated.



56 East Main Street  
Suite 202  
Avon, CT 06001

p: 860.677.5555

f: 860.677.5590



September 18, 2007

Mr. Thomas Callahan  
Associate Vice President of Administration  
And Operations Services  
University of Connecticut  
352 Mansfield Road, Unit 2014  
Storrs, CT 06269-2014

Dear Tom:

On Thursday, September 13<sup>th</sup>, I received a letter from Gregory J. Padick, Director of Planning, Town of Mansfield. Under Article X, Section A.6.a. of the Mansfield Zoning Regulations, we are required to submit a current letter from the University of Connecticut authorizing public sewer and water services for our proposed development project, Ponde Place. Given this requirement, we respectfully request that the University of Connecticut's Water and Wastewater Advisory Committee issue an updated letter restating their original authorization on June 20, 2006 for connections to the University's utility system.

All of the utility plans submitted on May 17, 2006 remain the same. We are still committed to adhere to the general conditions and special terms stated in your June 20, 2006 letter. We accepted those conditions in our July 12, 2006 letter and are prepared to provide a new letter upon receipt of an updated letter from the Wastewater Advisory Committee.

It is our intention to resubmit the Ponde Place applications in November 2007. We appreciate your attention to our request and express our appreciation to the Water and Wastewater Advisory Committee for their supportive action. Included with this letter is a copy of Mr. Padick's letter for your files.

Sincerely,



P. Anthony Giorgio, Ph.D.  
Managing Director

PAG/ses

Enclosure

cc: Tom Fahey  
Matthew Hart  
Karl Krapek  
Gregory J. Padick

TOWN OF MANSFIELD  
OFFICE OF PLANNING AND DEVELOPMENT

RECEIVED

SEP 17 2007

GREGORY J. PADICK, DIRECTOR OF PLANNING

Thursday, September 13, 2007

Mr. Anthony Giorgio  
The Keystone Companies  
56 East Main Street, Suite 202  
Avon, CT 06001

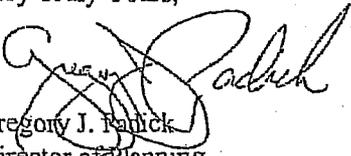
Re: Ponde Place Project  
Mansfield, CT

Dear Mr. Giorgio,

As recently discussed, Article X, Section A.6.a of Mansfield's Zoning Regulations require all developments in a Design Multiple Residence (DMR) zone to be served by public water and sewer facilities. Based on this regulation, all previous applications to create a DMR zone and concurrently obtain Special Permit approval for a specific development have included a current letter from either the Town of Windham or the University of Connecticut authorizing public sewer and water service for the proposed development project. Accordingly, it is recommended that your expected resubmittal of the Ponde Place applications include a current commitment from the University of Connecticut that the subject property has been authorized to be connected to the University's sewer and water facilities.

If you have any questions regarding this recommendation, please contact me at (860) 429-3329.

Very Truly Yours,

  
Gregory J. Padick  
Director of Planning

cc: Attorney Thomas Fahey  
M. Hart, Mansfield Town Manager  
T. Callahan, UConn Associate Vice President, Administrative and Operation Services



University of Connecticut  
*Administration and Operations Services*

June 20, 2006

P. Anthony Giorgio, Ph.D.  
Managing Director  
Keystone Properties, LLC  
56 East Main Street  
Suite 202  
Avon, CT 06001

**Re: Keystone Hunting Lodge Road Project**

Dear Mr. Giorgio:

Last month, the University of Connecticut Water and Wastewater Advisory Committee reviewed your May 17, 2006 letter and preliminary plans requesting that the above referenced property be provided access to the University's water and sewage treatment systems. The University's Vice President and Chief Operating Officer has accepted the Committee's recommendation to authorize the connections, subject to the following general conditions:

1. That the final project design (including drawings and attendant submissions) conform with Mansfield's Plan of Conservation and Development and be approved by all necessary Mansfield authorities, particularly the Planning and Zoning and Inland Wetlands Commissions.
2. That prior to the start of construction, the final project design technical requirements for water and sewer connections be reviewed and approved by the University's Director of Facilities Operations (including drawings and attendant submissions) and Town of Mansfield's Director of Public Works and memorialized in a final agreement outlining the responsibilities and obligations of the parties with respect to any necessary system improvements and related issues.

The general conditions outlined above are predicated on mutual acceptance of specific terms and conditions that will include but may not be limited to the following:

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Water:

1. Water demand: Not exceed 45,000 gallons daily at full project build out.
2. Water conservation: Installation of state of the art water conservation technology to limit water usage, including low flow shower and flushing devices. Water use will be subject to the same restrictions and conservation measures as the University and Town of Mansfield whenever necessary.
3. Fire protection requirements: The installation of booster pumps and/or fire tanks as required by state and town fire codes. The repair, replacement and permitting of these systems is the sole responsibility of the developer.
4. Fire hydrants: Provided as required by the University and town of Mansfield.
5. Meters: Individual meters as specified by the University to be installed for each building at developer's expense.
6. Location and manner of connection: Connection to the University's water supply system at Northwood Road, the installation of a loop system in the community and the provision of stub and easement to Carriage House Road.
7. Backflow prevention program: Installation of University approved backflow prevention devices and assumption of the annual pro-rata costs of the state required survey, testing and repair/replacement.
8. Connection fee: All connection costs are the responsibility of the developer. Additionally, the developer shall pay to the University a one-time connection fee at prevailing rate at the time of the connection. Any improvement to the University's existing water system infrastructure required to accommodate the new connection is to be borne by the developer unless otherwise negotiated.
9. Rates & Rules and Regulations: Project subject to rates, rules and regulations as promulgated and modified from time to time by the University's Board of Trustees or successor authority.
10. Construction: The developer is responsible for all construction costs, permits and road repairs associated with the connection.

Sewer:

1. Location and manner of connection: Connection to the University's sanitary sewer system at the existing Northwood Apartments Pumping Station. The developer will connect the project to the existing 10-inch gravity sewer serving Northwood Apartments. The developer will also upgrade the existing

pumping station with a new wet well and duplex pump system with the appropriate electronic control, communications and emergency power as approved by the University. A gravity stub will be provided for potential future connection with Meadowood subdivision and a manhole with stub for Carriage House apartment complex subdivision.

2. Connection fee: All connection costs are the responsibility of the developer. Additionally, the developer shall pay to the University a one-time connection fee at prevailing rate at the time of the connection. Any improvement to the University's existing wastewater system infrastructure, including an expected upgrade of the existing North Eagleville 6-inch forced main, required to accommodate the new connection is to be borne by the developer unless otherwise negotiated.
3. Commercial Connection: Connections other than single family dwellings are considered commercial connections and will be maintained by the owner according to local, state and UConn regulations. These regulations include:
  - a) Installation of grease traps as required.
  - b) Annual cleaning of the system as required. Copies of all disposal documents/manifest are required to be turned over to the University.
  - c) Stoppages and backups are the responsibility of the owner and must be reported if they involve sewage spillage.
  - d) Flow-meters may be required and must be calibrated annually at the owner's expense.
4. Waste stream evaluation: All commercial connections are subject to periodic evaluations of their waste streams for PH, temperature, BOD loadings, hazardous waste content and other criteria pursuant to the University's DEP permit. Pretreatment of waste may be required at the discretion of DEP, UConn, or the town of Mansfield to prevent damage to the University's system. The cost of any pretreatment system is solely the developer/owner's. The discharge of industrial waste is specifically prohibited.
5. Rates & Rules and Regulations: Project subject to rates, rules and regulations as promulgated and modified from time to time by the University's Board of Trustees or successor authority.
6. Construction: The developer is responsible for all construction costs, permits and road repairs associated with the connection.

We look forward to continuing our discussions with you on this project. Tim Tussing, the University's Manager of Utilities, will be our primary point of contact for these issues. Please feel free to contact him should you need additional information. He may be reached at (860) 486-2608.

Sincerely,



Thomas Q. Callahan  
Interim Associate Vice President  
Administration and Operations Services

Cc: Barry Feldman  
Eugene Roberts  
Mike Pacholski  
Tim Tussing  
Ken Pelzar  
Peter Pezanko  
Martin Berliner



University of Connecticut  
*Administration and Operations Services*

Thomas Q. Callahan  
*Associate Vice President*

**TO:** Members, University of Connecticut Water and Wastewater Systems Policy Advisory Group.

**FROM:** Thomas Q. Callahan TQC

**DATE:** December 13, 2007

**SUBJECT:** ING/Knollwood Apartments

**Recommendation:**

That the Water and Wastewater Systems Policy Advisory Group recommend that the University conditionally approve ING/Knollwood Apartments August 23, 2007 request to connect proposed new units to the University's wastewater system. Final approval will be subject to: 1) the approval of any proposed new unit development by Mansfield's land use authorities; and, 2) other technical and legal conditions required by either the Town or the University. Knollwood Apartments are located near the intersection of South Eagleville and Maple Roads.

**Background:**

In May 2006, the Advisory Group recommended that the University provide Knollwood Apartments a connection to its sanitary sewer system, subject to several conditions, due to Knollwood's imminent septic system failure. Knollwood's request was for approximately 63,000 gallons per day and included both existing units and the anticipated construction of additional units on presently undeveloped property at the site. The recommended approval was for the full 63,000 gallons per day but required Knollwood to return to seek further approval prior to connecting additional units, in order to provide for an opportunity to evaluate any potential unanticipated impacts resulting from peak flow periods on the town of Mansfield's forced main, which it shares.

Knollwood has been connected to the University's sewer system for approximately a year. The town of Mansfield's and the University's operations staff have reviewed the connection's operations during this period and are satisfied that it is working properly and can accommodate anticipated flows during normal and peaking conditions as constructed.

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Facsimile: (860) 486-1070



# FUSS & O'NEILL

*Disciplines to Deliver*

August 23, 2007

Mr. Thomas Callahan  
Associate Vice President for Administration and Operations  
University of Connecticut  
352 Mansfield Road, Unit 2014  
Storrs, CT. 06269-2014

RE: Sanitary Flows  
Knollwood Apartments

Dear Mr. Callahan:

As a follow up to our August 22 telephone conversation, I would like to take this opportunity to clarify the request for additional sanitary discharge that Mr. Rabil submitted to your office.

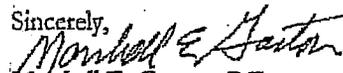
The second paragraph of that letter has been reprinted below and in bold text, a phrase was added to the second sentence to help clarify the intent of the sentence.

"The design material that was resubmitted to you on June 14, 2007 was also re-sent to the Town for review. The Town has reviewed the material and reported that the proposed flows were part of the original construction approval and no further approval is required by the Town for increasing the flows. There have been some recent alarm issues at South Eagleville Road, however we believe this will be worked out rather quickly. Tim Tussing reported he had completed his technical review, and he had no additional requests for information and was satisfied with the materials that were presented."

The technical package included the flows for both the existing and proposed development. Currently flows from the existing Knollwood Apartments are accepted by the University and through our previous correspondence we are requesting that the University review our flow discharge request of 62,920 gallons per day which includes both the existing and proposed flows.

We understand the University will take our request for additional sanitary discharges to Water/Wastewater System Policy Advisory Committee for further consideration.

If there are any questions or concerns, please do not hesitate to call me at 860-646-2469 x5309.

Sincerely,  
  
Marshall E. Gaston, P.E.  
Project Manager

/lhp  
c: Eric Phillips -- First Phillips, Inc.  
Albert Rabil -- Rabil Properties

146 Hartford Road  
Manchester, CT  
06040-5992

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Corres. (HQ)

July 12, 2007

Mr. Thomas Callahan  
Associate Vice President for Administration and Operations  
University of Connecticut  
352 Mansfield Road, Unit 2014  
Storrs, CT. 06269-2014

RE: Sanitary Flows  
Knollwood Apartments

Dear Mr. Callahan:

On Wednesday July 11, 2007 Phil Forzley and Marshall Gaston of Fuss & O'Neill met with Michael Pacholski and Tim Tussing of your staff and Lon Hultgren, Gregory Padick and Grant Meitzler from the Town of Mansfield, to discuss the sanitary sewer flows from ING's Knollwood Apartment complex.

The design material that was resubmitted to you on June 14, 2007 was also re-sent to the Town for review. The Town has reviewed the material and reported that the proposed flows were part of the original construction approval and no further approval is required. There has been some recent alarm issues at South Eagleville Road, however we believe this will be worked out rather quickly. Tim Tussing reported he had completed his technical review, and he had no additional requests for information and was satisfied with the materials that were presented.

As outlined in our technical package, we are requesting the University's approval to discharge an average daily flow of 62,920 gallons per day.

Our equipment has been sized using a peaking factor of 3, as recommended by the TR-16 guidelines, and will support 188,760 gallons per day during the peak use hours, however the computed average daily flow will remain at 62,920 gallons per day based upon our original projected number of bedrooms and occupancy rates.

Our engineer Marshall Gaston at Fuss & O'Neill is available to clarify any questions and can be reached by telephone at 860-646-2469 x5309.

Sincerely,

Albert Rabil  
Rabil Properties

/llp

c: Eric Phillips – First Phillips, Inc.  
Hagan Brown – New England Realty Management Group  
Phil Forzley & Marshall Gaston - Fuss & O'Neill

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Corres. (HQ)



**FUSS & O'NEILL**

*Disciplines to Deliver*

June 14, 2007

Mr. Thomas Callahan  
Associate Vice President for Administration and Operations  
University of Connecticut  
352 Mansfield Road, Unit 2014  
Storrs, CT. 06269-2014

RE: Sanitary Flows  
Knollwood Apartments

Dear Mr. Callahan:

On behalf of ING – Knollwood Apartments, we would like to thank you for the opportunity to meet with you and your staff yesterday to discuss the sanitary sewer flows from the Knollwood Property.

As we outlined during the meeting, our original technical package was reviewed and approved by the University and the Town of Mansfield. In November of 2006, the construction of the Knollwood Pump Station and a portion of the gravity collection system was completed and put into service. During construction, representatives of the University and the Town were invited to observe the installation and were present for the facility start-up.

We understand the University is unable to provide housing for all its students. Knollwood Apartments is currently in a transition phase and is in a position to assist with mitigating the community's current housing deficient. The sanitary flow for Knollwood's expansion is consistent with the original material that was provided to Eugene Roberts/Tim Tussing and has not been increased.

Enclosed for your technical and administrative approval are three (3) copies of the original submittal package that were submitted to Eugene Roberts; which included the flows for the build out of the entire site. With the exception of some gravity collection piping, the rest of the infrastructure that is addressed in the supporting documentation is already in place and functioning.

146 Hartford Road  
Manchester, CT  
06040-5992

T (860) 646-2469  
(800) 286-2469  
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G:\P2004\0752\510\Correspondence\sent\UConn\Letter Callahan 061307.doc  
Corres. (HQ)



Mr. Thomas Callahan  
June 14, 2007

As you requested we will also be contacting Lon Hultgren and coordinating any additional approvals that the Town requires. We are available to meet with you and your staff to clarify any questions or you can reach me by telephone at 860-646-2469 x5309.

Sincerely,

Marshall Gaston, P.E.  
Project Manager

/lhp

c: Eric Phillips  
Hagan Brown



**Fuss & O'Neill Inc. Consulting Engineers**

146 Harford Road, Manchester, CT 06040  
TEL 860 646-2469 FAX 860 533-5143  
INTERNET: www.fussandoneill.com

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Columbia, South Carolina

July 18, 2005

Mr. Eugene Roberts  
Director of Facilities Operations  
University of Connecticut  
Facilities Operations  
25 LeDoyt Road Unit 3038  
Storrs, CT. 06269-3038

RE: Town of Mansfield Forcemain

Dear Mr. Roberts:

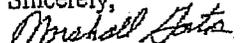
On behalf of Knollwood Apartments we have requested permission from the Town of Mansfield to connect into the 6" ductile iron force main that runs along South Eagleville Road and flows into the University of Connecticut sanitary system.

We have had previous discussions with the University of Connecticut and have received tentative approval to send sewage to the campus treatment plant in order to provide a viable long term sanitary waste disposal solution.

For your review and approval we have attached supporting documentation to address operational and construction details. Concurrently we will be discussing many of these items with the Town of Mansfield and the Connecticut DOT.

We are available to meet with you to clarify any questions that you may have or you can reach me by telephone at 860-646-2469 x5309.

Sincerely,

  
Marshall Gaston, P.E.  
Project Manager

c: Eric Phillips, First Phillips  
John Beck, Siegel, O'Connor, O'Donnell, & Beck, P.C.

G:\P2004\0752\A1\X\corres\sent\Uconn\071805\Letter ERoberts 071205.doc  
Corrs. (HQ)

## SUPPORTING DOCUMENTATION

### Sanitary Sewer Connection Into The Town Of Mansfield Forcemain

#### INTRODUCTION

Knollwood Apartments is located at 101 South Eagleville Road and has additional frontage on Maple Road. The site has a recent history of poor subsurface disposal experience which has been well documented by both the Eastern Highlands Health District and the Connecticut Department of Environmental Protection.

#### COLLECTION SYSTEM OVERVIEW

Sanitary waste will be conveyed on-site through a proposed gravity collection system that will terminate at a pump station near the existing laundry building. The location of the pump station is one of the lowest on site and is thus well suited to provide gravity service to the entire site. The proposed pump station is similar to the South Eagleville Road Station that is currently in operation by the Town.

The proposed pump station will convey effluent into a forcemain along the site driveway to South Eagleville Road where it will connect into the Town of Mansfield's forcemain. The Town forcemain continues east along South Eagleville Road and then north along Westwood Road to a receiving manhole.

Sanitary waste flows by gravity along Westwood Road to Hillside Road and through the Storrs Campus where it is subsequently treated at the University of Connecticut wastewater treatment plant.

#### SHARED FORCEMAIN

After receptive discussions with the Town, the concept of utilizing a shared forcemain was tentatively agreed upon subject to developing additional details.

#### Physical Connection

The connection to the Town forcemain will take place on the north side of South Eagleville Road. This effort will require the pump station to be taken off line and the forcemain to be drained enough to make a dry connection. A 45 degree wye fitting will be used in conjunction with a 45 degree bend to redirect the flow from the site driveway toward the east in the Town forcemain. This type of configuration will optimize flow characteristics by minimizing the head loss within the pressurized system.

At each pump station there are mechanical check valves to prevent backflow into the station. To provide additional safety and system redundancy, mechanical check valves will also be added to both down stream sides of the forcemain near the connection point. They will be housed in manholes to allow for any necessary maintenance. See Figure DT-5

#### Site flow

The projected flow from the site was developed based upon 65 gallons/day/person, which is the same value that was used to determine the flow that contributes to the Town's station. The site is expected to generate an average daily flow of 62,920 gallons per day; however, the proposed facility will be sized using a peak hour flow factor measured in gallons per day. TR-16 \* is an industry standard that indicates a peaking factor of 3. The peak hour flow value of 188,760 gallons per day will used for design purposes. See Table 1

### COMMUNICATIONS

#### Pump Station Communication Interconnection

The operation and coordination of the pump stations requires that the stations are connected so that the systems can be controlled, inflows monitored, and in case of an emergency, alarms sent to responsible parties.

The most common communication methods are by radio, cell phone or telephone line. Although radio and cell phones are newer forms of technology, they each have a drawback for use at this site. Radio communications require a clear line of sight, and due to the change in grade at this site, such a system would require additional antenna construction. The close proximity of the overhead electric lines is also a concern. Similarly, cell phone reception at the site is unreliable. Therefore, communication through telephone lines appears to be the most dependable and practical method. This method has already been proven successful through the reliable operation of the Town's station.

#### South Eagleville Pump Station Communication

A new phone line is proposed for the South Eagleville Pump Station (SEPS), which will tie into the control system through the use of a Verbatim Responder unit. This will cause control output relays to be activated within the station and provide signals to the site pump station that will be used to coordinate control.

#### Site Pump Station Communication

The site pump station will operate on a float system in conjunction with a transducer. As needed, alarms will be sent through a telephone line to the responsible party for 24 hours - 7 day's a-week maintenance.

This station will have the ability to operate independently as well as dependently of the SEPS. A Verbatim Automatic Dialer unit will be installed to send and receive the communication signals from SEPS. The intended alarms are:

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Corres. (HQ)



**TABLE 1**

**EVALUATED FLOWS BY CAPITA  
SITE PUMP STATION  
MANSFIELD, CT**

LOCATION	UNITS	BEDROOMS	ESTIMATED CAP./BR	TOTAL CAPITA	ADF (GPD) (1)	PEAKING FACTOR (2)	PEAK HOUR FLOW (GPD)	PEAK HOUR FLOW (GPM)
Knollwood Apartments	(88) 1 BR	88	2	176	11,440			
	(198) 2 BR	396	2	792	51,480			
<b>Totals @ Pump Station =</b>		<b>484</b>		<b>968</b>	<b>62920</b>	<b>3.00</b>	<b>188,760</b>	<b>131.1</b>

Add 25% I/I contribution = 131.1 gpm X 125% = 163.9 GPM peak flow into the P.S.  
 Pump discharge into Town force main on South Eagleville Road 355.0 GPM (3)

Notes:

- (1.) Assume 65 gpd/capita.
- (2) Peak Factor TR-16 = 3
- (3) Pump size increased to accommodate allowable cycle time

P.56

- Loss of communication with SEPS
- Low liquid level
- High liquid level
- Loss of power

The Responder unit will also coordinate the start and stop of the pumps. When the SEPS is pumping, the site pump station will not pump and will wait until it receives a signal that SEPS is at rest before the site station begins.

In the case that the site pump station is pumping and the SEPS starts pumping, the Responder unit will notify the site station and the site station will stop. Then, when the SEPS returns to rest, the site station will again receive a signal and resume pumping.

If communications between the stations fail, a "Loss of Communication" alarm is "triggered". In the unlikely event that communications between the stations fail and the alarm condition is not "triggered", both stations may pump at the same time. If that were to happen, the pressure in the forcemain would rise and the flows would be reduced. In this case, the site station will pump against a higher head pressure at a slower rate and then cycle off. The SEPS will also be pumping against the higher pressure and will be unable to discharge. After the site station cycles off, then SEPS will pump and cycle off.

#### FLOW MEASUREMENT

Monitoring flow from the site is of importance to all involved parties. As shown on the *site layout plan* a manhole that contains the transducer portion of the flowmeter will be positioned upstream from the pump station. The readout will be transmitted to the pump station control panel. A ThermoPolysonics dual frequency flowmeter has been chosen because of its reliability and accuracy. See *Appendix A for manufacturer's data sheet*.

#### ENCROACHMENT PERMIT

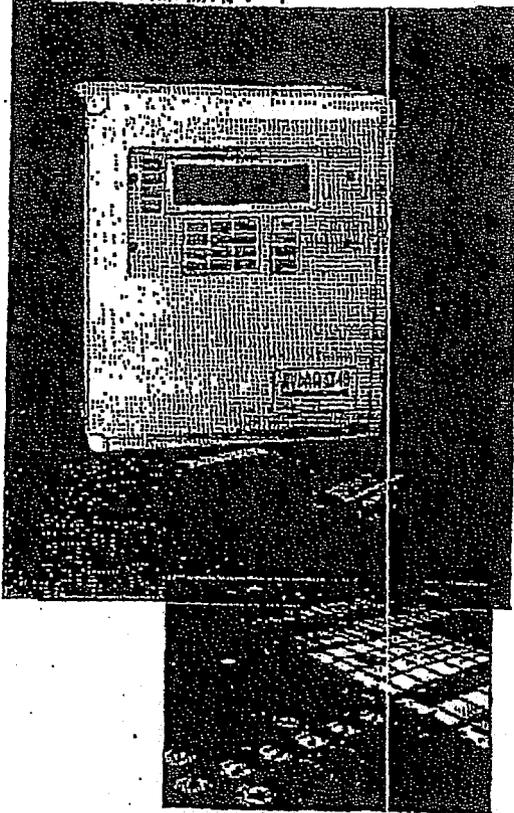
A Connecticut Department of Transportation Encroachment Permit will be required to perform work in South Eagleville Road. Coordination with Robert Bernier in District 2 of the Norwich Office has been initiated. The permit will be acquired before construction.

#### AGREEMENTS

Outside of this document, separate agreements with the Town and the University of Connecticut will be concluded, and these efforts will be conducted through Knollwood Apartments.

## APPENDIX A

# Thermo Polysonics



## HYDRA SX40 Dedicated Dual Frequency Doppler Flowmeter

### Applications

- Slurries
- Dredging
- Primary sludge
- Digested sludge
- Thickened sludge
- Waste activated sludge
- Return activated sludge

### Features

- Accuracy to  $\pm 1\%$
- Password protection
- Backlit graphics display
- Excellent noise immunity
- Easy to install and set up
- AC or DC supply operation
- Powerful 90,000 point data logger

The Hydra SX40 is the world's most advanced dedicated Doppler flowmeter. Combining dual frequency Doppler (DFD) technology (patent pending) with digital signal processing, it features exceptional performance and simple operation. This new instrument, which is principally designed for the measurement of aerated and/or solids-bearing fluids, is immune to much higher levels of external noise than was historically possible with Doppler technology. The DFD technique significantly improves the ability of the Hydra SX40 to operate in what were previously considered marginal applications for Doppler flowmeters.

Unlike conventional Doppler flowmeters which operate at a single frequency, the Hydra SX40 generates two independent ultrasonic signals at different frequencies. The two frequencies are used to automatically identify and eliminate noise errors from sources such as variable frequency drives.

In addition, the operation of the instrument is enhanced by an Expert System which allows the flowmeter to automatically "learn" the application parameters. As a result, the Hydra SX40 can be easily commissioned in a fraction of the time necessary to configure competitive ultrasonic flowmeters.

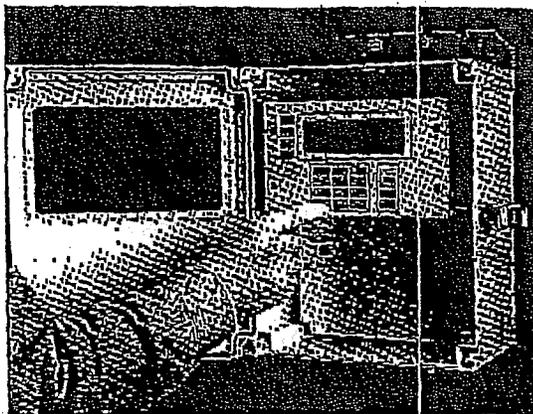
# HYDRA SX40 Dedicated Dual Frequency Doppler Flowmeter

Housed in a NEMA 4X (IP65) enclosure, the instrument is well suited to most municipal and industrial environments. The display is a high resolution, backlit graphics display that provides excellent visibility even in poorly lit conditions. Outputs include a 12-bit, optically isolated, 4-20mA analog signal and RS232 serial interface.

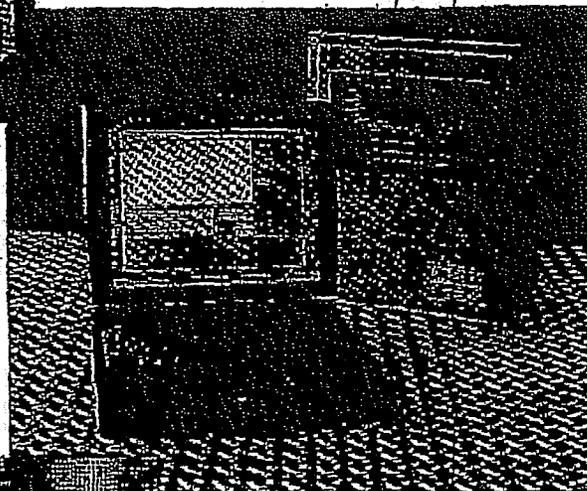
Up to four independent programmable relays can be selected for functions such as pump control, fault indication, limit switching, sampler activation, power down alarming or remote totalizer driving. In addition, a contact closure from a remote pump or other control device is available to eliminate unwanted or erroneous flow volume data when backflow conditions are present. A

powerful 90,000 point data logger, with non-volatile memory, is also incorporated in the instrument. This avoids the additional cost of a chart recorder or external data logger for applications where continuous flow recording is required.

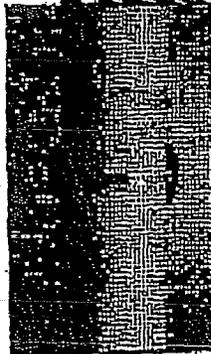
Polysonics manufactures a comprehensive range of ultrasonic flowmeters for closed full pipe, partially filled pipe and open channel applications. Models are available for raw sewage, centrate, filtrate, plant effluent, raw water, surface water, groundwater, finished water and chemicals. For further information, please contact the factory or your local representative.



The internal design of the Hydra SX40 provides plenty of space to access the terminal blocks (located behind the removable base plate) and configure the flowmeter via its integral keypad. All circuit boards are conformally coated and shielded by protective plates to prevent damage. In addition to password protection, the enclosure can be locked to avoid any chance of unauthorized tampering.



The Hydra SX40 transducers feature stainless steel shrouds and are compatible with most pipe materials. They are fully encapsulated and are suitable for submerged applications.



Data log files can be easily retrieved via HydraLink. Featuring pull down menus and pop up windows, HydraLink is simple to use and is compatible with Microsoft Excel, Lotus 123 and other similar packages.

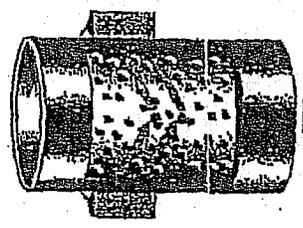


# ThermoPolysonics DFD Technology

- Dual Frequency Doppler (DFD) is the latest innovation from Polysonics. This patent pending technique is unique in its ability to automatically minimize the effects of site noise which can cause significant measurement errors with competitive Doppler flowmeters. DFD technology is embedded in the Hydra SX range.

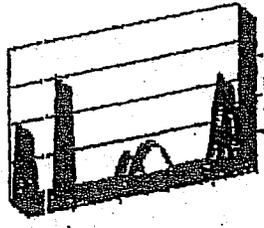
Two independent ultrasonic signals are transmitted into the flow at known fixed frequencies. Both are scattered by the solids or aeration contained within the flowing liquid. The data is collected and sent to the flowmeter electronics where it is processed through a Discrete Fourier Transform (DFT).

259.3 GPM

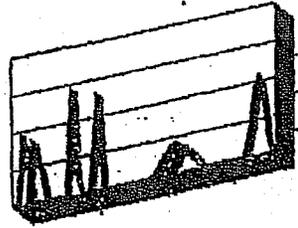


**STEP 4**  
An Expert System is used to learn the characteristics of the application and continually compare readings against this data. Automatic alterations to the transmission power and flow range are a direct result of these measurements.

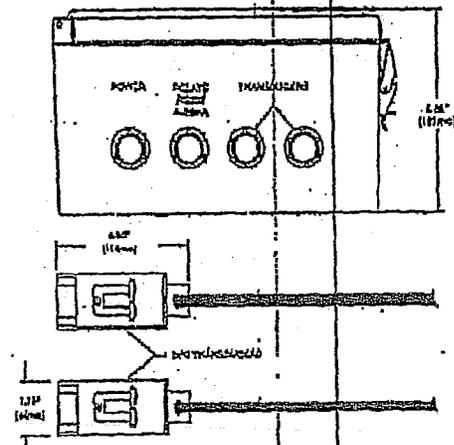
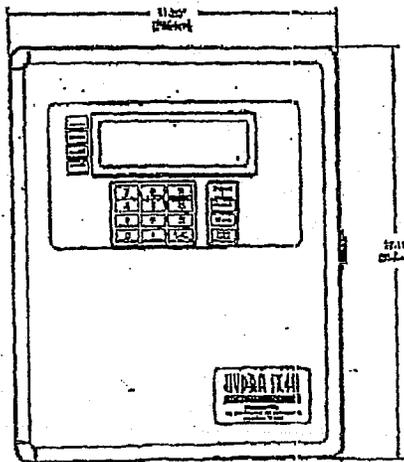
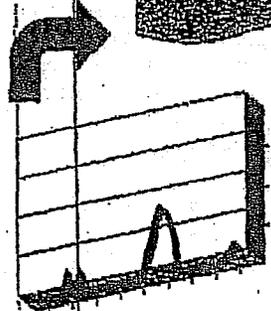
**STEP 1**  
The data collected from each transmission contains both Doppler and noise information. The two sets of Doppler information are shifted in frequency by a ratio of the transmission frequencies. Any noise that may be present at the application is not shifted.



**STEP 2**  
One set of collected data is then stretched by a ratio of the two transmission frequencies. This process aligns the Doppler information in the same frequency domain, while noise is misaligned.



**STEP 3**  
Once the Doppler information is aligned, the two sets of data are multiplied together. As a result, the Doppler information is squared and noise falls away. This makes the Doppler information easier to identify and track.



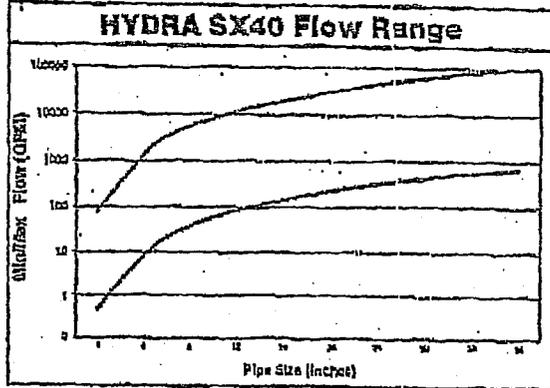
05/03/2005 10:22 858288857

**Specifications**

(Established at reference conditions)

**Performance Specifications**

Flow Range: See table below



Velocity Range: 0.2 to 32 ft/s (0.08 to 10m/s).  
 Accuracy: ±1% total error band.  
 Fluids: Liquids containing entrained gas or particles.  
 Pipe Size: 0.5 to 200 in. (12 to 5000mm).

**Physical Specifications**

Transmitter: NEMA 4X (IP65), flame retardant fiberglass, reinforced polyester.  
 Transducers: Two encapsulated dual frequency sensor heads suitable for submersible/underground service. Encased in stainless steel shrouds with integral transducer clamps. Standard cable length: 20 ft. (6m). Maximum cable length: 500 ft. (152m).  
 Weight: Approximately 12 lbs. (5.4 kg).



The Hydra SX40 is a portable battery-powered version of the SX40

**Functional Specifications**

Outputs: 4-20mA (into 1,000 ohms), 12 bit, 5kV opto-isolated loop or self-powered, RS232 serial interface.  
 Power Supply: 90-132 VAC and 190-250 VAC, 50/60 Hz switch selectable. 12-18 VDC.  
 Keypad: 19 key with tactile action.  
 Display: High resolution backlit, 240x80 dot, graphics display.  
 Data Logger: 90,000 point data logger. Programmable in log intervals of 30 sec., 1, 5, 15, 30 and 60 minutes. HydraLink retrieval software (Windows 95/98 version) is included as standard. Compatible with Microsoft Excel, Lotus 123 and other similar packages.  
 Relays: 5 Amp, SPDT, fully programmable. 1 standard, up to 4 total.  
 Temperature: -40° to +200°F (-40° to +93°C): transducers. -5° to +140°F (-20° to +60°C): transmitter. -40° to +140°F (-40° to +60°C): transmitter with integral heater. For wider temperature limits, please consult factory.  
 Humidity: 0 to 100% RH

**Ordering Information**

Model	Product Description
SX40	Hydra SX Dedicated Dual Frequency Doppler Flowmeter
Code	Relays
1	One relay, 5 Amp SPDT fully programmable
2	Two relays, 5 Amp SPDT fully programmable
3	Three relays, 5 Amp SPDT fully programmable
4	Four relays, 5 Amp SPDT fully programmable
Code	Power Supply
1	90-132 VAC, 190-250 VAC, 50/60 Hz
2	12-18 VDC
Code	Transducer Cable Length
20A or XXXXA	20 ft. (6m) cable - standard Additional cable, max. 500 ft. (152m), 10 ft. (3m) increments

**SX40-4-1-20A TYPICAL MODEL NUMBER**

Description: Hydra SX40 dual frequency Doppler flowmeter, four 5 Amp SPDT programmable relays, AC power supply, transducer cable length - 20 ft.

01-0386 Issue: SX40/Feb.2001

Thermo Polysonics, Inc.  
 10335 Landsbury Drive  
 Suite 600  
 Houston, TX 77099-3407  
 USA  
 Tel: 281-879-3700  
 Fax: 281-498-7721  
 Visit our Website: www.polysonicsinc.com



ISO 9001



Thermo Polysonics reserves the right to alter specifications without notice.

Represented by:

--	--

**Thermo Polysonics**

A Thermo Electron business

2818793700 2814987721



University of Connecticut  
*Administration and Operations Services*

June 20, 2006

Eric Phillips, President  
First Phillips, Inc.  
11201 Gunston Road  
Mason Neck, VA 22079

**Re: Knollwood Apartments Sanitary Sewer Connection**

Dear Mr. Phillips:

Last month, the University of Connecticut Water and Wastewater Advisory Committee reviewed your request for connection of the above referenced property to University's sewage treatment system. The University's Vice President and Chief Operating Officer has accepted the Committee's recommendation to authorize the connection, subject to the following general conditions:

1. That the final project design (including drawings and attendant submissions) conform with Mansfield's Plan of Conservation and Development and be approved by all necessary Mansfield authorities.
2. That prior to the start of construction, the final project design technical requirements for sanitary sewer connections be reviewed and approved by the University's Director of Facilities Operations (including drawings and attendant submissions) and Town of Mansfield's Director of Public Works and memorialized in a final agreement outlining the responsibilities and obligations of the parties with respect to only necessary system improvements and related issues.

The general conditions outlined above are predicated on mutual acceptance of specific terms and conditions that will include but may not be limited to the following:

1. Location and manner of connection: Connection to the University's sanitary sewer system at the existing 6-inch force main at the approximate terminus of your driveway on South Eagleville Road. This line is serviced by the Town of Mansfield's pumping station and requires its written approval prior to the effecting the connection.

*An Equal Opportunity Employer*

352 Mansfield Road Unit 2072  
Storrs, Connecticut 06269-2072

Telephone: (860) 486-4340

2. Connection fee: All connection costs are your responsibility. Additionally, you are required to pay to the University a one-time connection fee of \$10,000 as previously negotiated. You are also responsible for the cost of the installation and maintenance of a separate flow meter for the purpose of recording flows from Knollwood into the University's sanitary system. The flow meter will be read periodically for the purposes of calculating the University's charges for discharges into the system.
3. Commercial Connection: Connections other than single family dwellings are considered commercial connections and will be maintained by the owner according to local, state and UConn regulations. These regulations include:
  - a) Installation of grease traps as required
  - b) Annual cleaning of the system as required. Copies of all disposal documents/manifest are required to be turned over to the University.
  - c) Stoppages and backups are the responsibility of the owner and must be reported if they involve sewage spillage.
  - d) Flow-meters are required and must be calibrated annually at the owner's expense.
4. Waste stream evaluation: All commercial connections are subject to periodic evaluations of their waste streams for PH, temperature, BOD loadings, hazardous waste content and other criteria pursuant to the University's DEP permit. You are required to provide the University with advanced notification of any proposed unique or unusual discharges to the sanitary system (e.g., chlorinated pool water, laundry, etc). Pretreatment of waste may be required at the discretion of DEP, UConn, or the town of Mansfield to prevent damage to the University's system. The cost of any pretreatment system is solely the developer/owner's. The discharge of industrial waste is specifically prohibited.
5. Rates & Rules and Regulations: Your connection is subject to rates, rules and regulations promulgated and modified from time to time by the University's Board of Trustees or successor authority.
6. Construction: The developer is responsible for all construction costs, permits and road repairs associated with the connection.
7. Limited Approval: Approval is limited to Knollwood's current inventory of housing units as outlined in Mr. Gaston's July 15, 2005 letter to Director of Facilities Operations Eugene Roberts. Requests for water and sanitary sewer connections associated with any proposed new or redeveloped units require de novo review and approval by both the University and Town of Mansfield.

We look forward to continuing our discussions with you on this project. Tim Tussing, the University's Manager of Utilities, will be our primary point of contact for these issues. Please feel free to contact him should you need additional information. He may be reached at (860) 486-2608.

Sincerely,



Thomas Q. Callahan  
Interim Associate Vice President  
Administration and Operations Services

Cc: Barry Feldman  
Eugene Roberts  
Mike Pacholski  
Tim Tussing  
Ken Pelzar



# ENGINEERING & SURVEYING, LLC

132 Conantville Road  
Mansfield Center, CT 06250  
(860) 456-1357 • Fax (860) 456-1840

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

November 15, 2007

Jeffrey Polhemus, RS  
Eastern Highlands Health District  
4 South Eagleville Road  
Storrs, CT 06268

Re: Arthur's Pond Subdivision

Dear Mr. Polhemus:

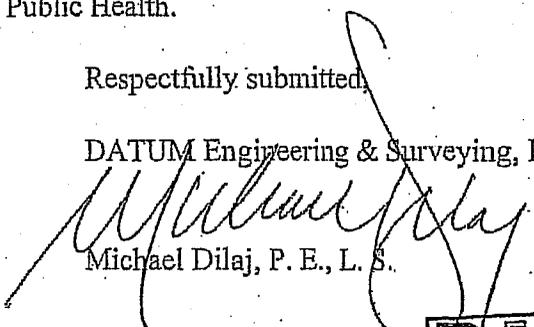
Eastern Highlands Health District reviewed the above proposed subdivision for compliance with the Connecticut Public Health Code with regards to installation of subsurface sewage disposal systems on the proposed lots in compliance with Sections 10-13-B103a to 19-13-B104d. In the review memo dated September 26, 2007 it was noted that the University of Connecticut water supply system abuts this property along North Eagleville Road. Under Sections 19-13-B51m. of the Connecticut Public Health Code no water supply well permit shall be given by the director of health if the subject property is within two hundred feet of the community water supply system.

In compliance with the Connecticut Public Health Code we have submitted a request to the University of Connecticut to allow us to connect the proposed lots to the University System. In response to this request we received a letter dated November 9, 2007 (copy attached) from the University indicating that the University is unwilling to provide water service to Arthur's Pond Subdivision.

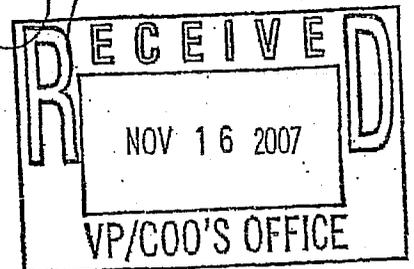
As provided under Section 19-13-B51m.(c)(1) of the Connecticut Public Health Code we are requesting an exception since the University is unable to provide the proposed lots within the subdivision with water. I have attached a copy of the subdivision Plans for your review. Each of the lots is depicted with individual wells. I understand that this request will be forwarded by EHHD to the Commission of the Department of Public Health.

Respectfully submitted,

DATUM Engineering & Surveying, LLC

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

MD/oh  
cc: file  
Thomas Callahan  
Greg Padick





University of Connecticut  
*Administration and Operations Services*

Thomas Q. Callahan  
*Associate Vice President*

November 9, 2007

Michael Dilaj, P.E., L.S.  
Datum Engineering & Surveying, Inc.  
132 Conantville Road  
Mansfield Center, CT 06250

Re: Arthur's Pond Subdivision

Dear Mr. Dilaj:

In response to your correspondence dated October 15 2007, the University is unwilling to provide water service to Arthur's Pond Subdivision on North Eagleville Road at this time.

At the December 2006 meeting of the Water/Wastewater Policy Advisory Committee, it was agreed to defer consideration of any new requests for off campus connections until the master planning process required pursuant to our consent order with the Connecticut Department of Public Health was completed.

The master plan was completed in June and recommended that no new connections, other than to those either previously approved or anticipated in the University's water supply planning, be made until an additional water supply source is developed.

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

Sincerely,

TQC/mjfs

Cc: Barry Feldman  
Gene Roberts  
Mike Pacholski  
Tim Tussing  
Greg Padick  
Lon Hultgren

*An Equal Opportunity Employer*

352 Mansfield Road Unit 2014  
Storrs, Connecticut 06269-2014

Telephone: (860) 486-4340  
Facsimile: (860) 486-1070

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T  
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## ENGINEERING & SURVEYING, LLC

132 Conantville Road  
Mansfield Center, CT 06250  
(860) 456-1357 • Fax (860) 456-1840

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

October 15, 2007

Mr. Thomas Callahan, Associate Vice President  
University of Connecticut  
352 Mansfield Road Unit 2014  
Storrs, CT 06269-2014

Re: Arthur's Pond Subdivision

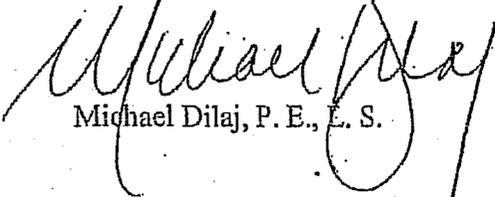
Dear Mr. Callahan:

We represent RAAR Development, LLC in their pending subdivision application before the Mansfield Planning & Zoning Commission. The application is for an eight lot subdivision that fronts on the south side of North Eagleville Road and the west side of Separatist Road. Eastern Highlands Health District reviewed this submission as part of the review process, and cited a requirement in the Connecticut Public Health Code that requires residences to connect to a community water supply system if the boundary of the parcel of property is within two hundred feet of an approved water supply. I have enclosed a copy of "Section 19-13-B51m. Well permits" for your information.

This letter is to request permission to connect the proposed residential lots to the University Water Supply System. The University presently has a waterline installed along North Eagleville Road. RAAR Development, LLC would connect to the existing waterline along North Eagleville Road and extend a new 6-inch diameter waterline into the property to service the proposed eight lots. I would be glad to meet with you or your representative to further discuss this requirement.

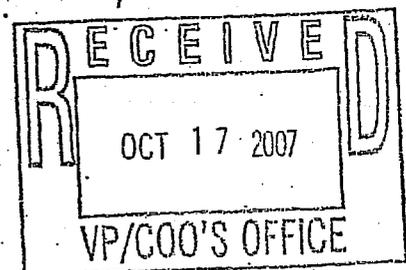
Respectfully submitted,

Datum Engineering & Surveying, LLC

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

Md/oh  
encl.

cc: G. Padick, Director of Planning  
G. Havens, RS  
R. Bobb



## 19-13-B51l. Testing

**19-13-B51l. Testing**

Public water supply wells shall be sampled by the state department of public health or local director of health for bacteriological, physical and sanitary chemical examination. Approval of the commissioner of public health shall be obtained before the well water is made available for use.

(Effective January 12, 1971; Amended effective December 30, 1996.)

**19-13-B51m. Well permits**

(a) Subject to subsections (b) and (c) below no water supply well permit shall be given until it has been demonstrated to the satisfaction of the director of health that public sewers are available or a subsurface sewage disposal system can be installed on the lot in compliance with Sections 19-13-B103a to 19-13-B104d, inclusive of the Regulations of Connecticut State Agencies.

(b) No water supply well permit shall be given by the director of health:

(1) To premises used for human occupancy when a community water supply system having at least fifteen service connections or regularly serving at least twenty-five individuals is deemed available if the boundary of the parcel of property in which the premises is on or will be located on is within two hundred feet, measured along a street, alley or easement, of the approved water supply; or

(2) To non-residential premises, where the water may be used for human consumption, when a community water supply system having at least fifteen service connections or regularly serving at least twenty-five individuals is deemed available if the boundary of the parcel of property in which the premises is on or will be located on is within two hundred feet, measured along a street, alley or easement, of the approved water supply.

(c) The commissioner of health services, or his or her designee, may grant an exception to subsection (b) above upon a finding that such exception will not adversely affect the purity and adequacy of the supply nor the service of the system or it is determined that:

(1) The community water system which serves the premises is unable to provide such premises with a pure and adequate supply of water; or

(2) If construction problems warrant such action.

(Effective February 2, 1988.)

**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; Jeffrey Smith, Director of Finance; Cherie Trahan, Controller/Treasurer; Curt Vincente, Director of Parks and Recreation  
**Date:** January 14, 2008  
**Re:** Parks and Recreation Financial Statements

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**Subject Matter/Background**

At the previous meeting, the Town Council requested that we add to the January 14<sup>th</sup> agenda the financial statements for the Department of Parks and Recreation, in order to finalize the structure and methodology behind the organization of the statements. From my perspective, staff has done an excellent job preparing and organizing the statements, and I commend them for a job well-done.

**Attachments**

1) Parks and Recreation Financial Statements

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**INTER**

**OFFICE**

**MEMO**

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**FINANCE DEPARTMENT, TOWN OF MANSFIELD**

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

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

**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
	881,367	

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)	-	-
<b>Member Services:</b>							
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)
<b>Sub-total Member Services</b>	<b>1,192,479</b>	<b>116,175</b>	<b>1,308,654</b>	<b>302,918</b>	<b>811,129</b>	<b>1,114,047</b>	<b>194,606</b>
<b>Community Services:</b>							
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
<b>Sub-total Community Services</b>	<b>560,251</b>	<b>112,935</b>	<b>673,186</b>	<b>510,436</b>	<b>420,291</b>	<b>930,727</b>	<b>(257,540)</b>
<b>Total Parks &amp; Recreation</b>	<b>1,981,840</b>	<b>-</b>	<b>1,981,840</b>	<b>2,044,774</b>	<b>-</b>	<b>2,044,774</b>	<b>(62,934)</b>

General Fund support included in revenues above:

<b>Overall Indirect:</b>	
Administrative from GF	194,610
<b>Community Services:</b>	
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)	-	-
<b>Member Services:</b>							
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)
<b>Sub-total Member Services</b>	<b>253,394</b>	<b>107,012</b>	<b>360,406</b>	<b>69,177</b>	<b>192,349</b>	<b>261,526</b>	<b>98,879</b>
<b>Community Services:</b>							
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
<b>Sub-total Community Services</b>	<b>292,303</b>	<b>104,027</b>	<b>396,330</b>	<b>217,405</b>	<b>93,530</b>	<b>310,935</b>	<b>85,396</b>
<b>Total Parks &amp; Recreation</b>	<b>756,736</b>	<b>-</b>	<b>756,736</b>	<b>572,461</b>	<b>-</b>	<b>572,461</b>	<b>184,275</b>

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	<u>582,436</u>	<u>0.657856631</u>
	<u>885,354</u>	

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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	358	1,500	500
53124 Consultants			
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>

51201	Overall Indirect Allocation			
51601	Regular Payroll - CSEA	37,507	40,400	8,435
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**

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)
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53120	Prof & Technical Services	24,142	15,683	6,404
Personal Training				
Massage Therapy				

**44650 MEMBER SWIM**

Aquatics Allocation				
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**44910 MEMBER EVENTS**

40680	Program Fees	(24)		(2)
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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	(9,642)	(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
		<u>8,047</u>	<u>9,150</u>	<u>4,298</u>
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)	
		<u>(15,430)</u>	<u>(23,470)</u>	<u>(2,998)</u>
	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
		<u>6,806</u>	<u>18,580</u>	<u>3,061</u>
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)	
		<u>(31,089)</u>	<u>(39,450)</u>	<u>(13,456)</u>
	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	
		<u>43,130</u>	<u>33,200</u>	<u>7,229</u>
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  
76 Batterson Park Road  
Farmington, CT 06032

Main Line: (860) 678-6000  
Toll Free: (800) 286-KRCCO  
Fax: (860) 678-6110  
Web: [www.kostin.com](http://www.kostin.com)

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



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *M.H.*  
**CC:** Maria Capriola, Assistant to Town Manager; Kevin Grunwald, Director of Social Services  
**Date:** January 14, 2008  
**Re:** Transportation Services for Seniors

---

**Subject Matter/Background**

I have been asked to provide an update to the Town Council on the status of transportation services for seniors. The following are services that are currently offered to seniors and other residents of Mansfield:

- **Dial-A-Ride:** This is a "shared ride" door-to-door transit system that may be used for rides to anywhere within the ten-town Windham Region, including:
  - medical appointments (first priority);
  - shopping (preferably in groups);
  - personal business;
  - nutrition sites;
  - Senior Center activities;
  - social & recreational activities;
  - and work.

The service is subsidized by the Town of Mansfield for seniors and people with disabilities, and riders are asked to make a donation. Rides normally need to be scheduled 48 hours in advance.

- **ADA (Disabled Transportation) Dial-A-Ride:** Passengers who are certified ADA eligible and who are traveling within a 3/4 mile radius of a WRTD fixed-route bus (the Willimantic City Bus or Storrs-Willimantic Bus), may use Dial-A-Ride as paratransit during the days and hours of the fixed route service. This service is also subsidized by the Town of Mansfield.
- **WRTD Storrs-Willi Bus:** The Storrs-Willimantic bus provides service between the Holiday Mall in Storrs and Gateway Commons (Shaw's) in Willimantic. This route serves UConn, East Brook Mall and ECSU's Noble Hall using Route 195, Main Street inbound and Valley Street outbound. This service is subsidized by the Town of Mansfield, and residents can obtain a card that allows them to ride at no charge. During the summer of 2007 this route was extended to Glen Ridge

Cooperative and Juniper Hill Village through advocacy efforts by staff of the Town.

- DOT Elderly/Disabled Transportation Grant: In July of 2006 the Town of Mansfield received a grant from the State of Connecticut to enhance transportation services to elderly and disabled residents. The Town has used these funds to implement the following services:
  - Transportation to medical appointments outside of the Dial-A-Ride region anywhere within the state, along with transportation to medical appointments within the region during times not served by Dial-A-Ride.
  - Extended Dial-A-Ride hours to provide Saturday morning service.
  - Recreational trips offered to community groups primarily composed of seniors. The following groups have been offered the use of the Dial-A-Ride van for six-hour trips at least twice a year: Wright's Way, Juniper Hill Village, Glen Ridge Cooperative, Husky Red Hatter's, Low-Vision group, Mansfield Senior Center Association, Jensen's Retirement Community, and several groups at the Senior Center. This service is offered at no charge to these groups, and the only requirement is that they stay within the state. We also utilized this grant to provide transportation from Glen Ridge, Wright's Way and Juniper Hill to the 2007 Festival on the Green.
- UConn Shuttle Service: Through efforts of the Senior Center staff, the UConn shuttle bus picks up residents at the Senior Center who are taking classes at Hawley Armory. We have also used this service to provide transportation to groups of seniors who are attending performances at Jorgensen Auditorium.
- Transportation to Meetings: The Town has arranged for transportation to the annual Town Meeting in 2006 and 2007, and recently to the open houses for the strategic planning initiative. To date, no residents have taken advantage of this service.

Also, staff have been researching International Transportation Network, and hope to explore the potential of implementing this model in Mansfield. The model marries the power of information technology and the strength of local support to create an efficient and financially sustainable solution to the transportation needs of seniors and their families. ITN® relies on a combination of paid and volunteer drivers, integrating them seamlessly into the service. If volunteers are not available, ITN® solves this problem with paid drivers – a practice that ensures the service is reliable and responsive to customer needs. The flagship site, [ITNPortland™](#) has been operating for eleven years and currently provides more than 16,000 door-through-door rides a year for approximately 1,000 seniors.



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *mat*  
**CC:** Maria Capriola, Assistant to Town Manager; Jeffrey Smith, Director of Finance; Cherie Trahan, Controller/Treasurer  
**Date:** January 14, 2008  
**Re:** Employee Health Insurance, Broker's Report

---

**Subject Matter/Background**

I have invited Steve May from Milliman, Inc., the town's employee benefits broker and consultant, to make a brief report to the Town Council regarding health insurance. As you know, for the past several years health insurance has been a significant financial issue for the members of our health insurance pool. Heading into the budget season I believe it will be helpful for the Council to hear from Steve regarding our current position and how we compare to other municipalities around the state. Steve can also discuss the status of our various initiatives related to employee health insurance, such as the employee wellness program. In addition, I will be able to review the work of the CCM Ad hoc Committee on Municipal Health Care Costs.

PAGE  
BREAK



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant to Town Manager  
**Date:** January 14, 2008  
**Re:** Communications Advisory Committee

---

**Subject Matter/Background**

Attached please find a draft ordinance prepared by Council member Nesbitt to establish a Communications Advisory Committee. Council member Nesbitt offers the following in support of his proposal:

*Background:*

- There is no single media source for communications between the Town Council, Committees and administrative staff and the residents of Mansfield.
- The Revised Town Charter addresses the need for two-way communications between residents and Town Government, requiring the use of multiple modes of communication when applicable in all communications from the Town Government to the residents.
- There is a lack of a policy to coordinate the various communication modes including print, web, public meetings, cable, video and radio.
- As use of the Town web and cable sites are expanded, there is a need to establish specific policies and guidelines for its use.
- The number of attendees from the public in various hearings and meetings including Town Council, advisory committees, commissions, and Town Meetings is partially determined by the timely dissemination of dates, time, purpose and information about the meeting or event as well the specific format for public participation in the public meeting.
- The appropriate and optimal means of dissemination of information will be variable depending up on the specific topic and venue and may change over time as various current modes of communication are enhanced or new ones emerge.

*Proposal:*

Establish a standing Communications Advisory Committee with members from the Town Council and public that have the responsibility

- To recommend to the Council policies to maximize the dissemination and receipt of information and for specific meeting formats (i.e. Budget Town Meeting).

- To provide recommendations to the Council and administrative staff as needed concerning formats and material for dissemination for public meetings that will encourage maximum public participation.
- To monitor and evaluate communication policies as to expected outcomes and to make recommendations for changes if needed to the Council and administrative staff.

### **Recommendation**

Council member Nesbitt and I have discussed a few issues concerning how this initiative would fit within the context of the strategic plan, and whether a stand-alone ordinance would be necessary. (Chapter A192 of the Mansfield Code concerns boards, committees and authorities.) At this point we would recommend a referral to the Committee on Committees to review the merits of the proposed advisory committee in more detail.

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

*Move, effective January 14, 2008, to refer to the Committee on Committees the proposal to establish a Communications Advisory Committee. The Committee on Committees shall review the merits and feasibility of the proposal and present a recommendation to the Town Council.*

### **Attachments**

- 1) Proposed Ordinance to Establish a Communications Advisory Committee

**Town of Mansfield**  
**Code of Ordinances**  
"Communication Advisory Committee Ordinance"

**Section 1. Title.**

This chapter shall be known and may be cited as "the Communication Advisory Committee".

**Section 2. Legislative Authority.**

This chapter is enacted pursuant to the provisions of C.T.S. section 7-148, et seq., as amended.

**Section 3. Findings and Purpose.**

The citizens of Mansfield are the stakeholders in the Town Government. Elected and volunteer representatives and administrative staff fulfill specific functions to make the Town Government responsive and efficient to the needs its citizens. The timely dissemination of information between the citizens and their representatives is critical to fulfillment of the activities of the elected and appointed officials. This often requires the use of multiple communication modes.

Currently, the Town of Mansfield has neither a single mode of communication to reach all residents or a policy to coordinate multiple modes of communication to reach the largest number of citizens. Several communication vehicles are available in varying degrees of maturity including public meetings, print, web, cable, video and radio. The format for meetings with public participation will be variable depending on the venue and purpose.

**Section 4. Membership;terms**

The Communications Advisory Committee shall consist of two (2) members of the Town Council and five (5) members of the public, none of which shall be serving as elected officials of the Town. The Town Council will make the appointments. There will be one ex-officio member from the Town Administrative Staff.

The terms of office shall be for three (3) years, except that one (1) shall serve one (1) year from their date of appointment, two (2) for two (2) years from their date of appointment and two (2) for three (3) years from their date of appointment.

**Section 5. Responsibilities.**

The Communications Advisory Committee shall:

- A. Recommend to Town Council general and/or specific communication policies.
- B. Monitor outcomes of the policies and oversee evaluation of the policies and associated communication programs as needed or directed.
- C. Review and/or recommend to the Council formats for specific public meetings (ie. Town Budget Meeting, Informational Budget meetings)
- D. Review format of materials for distribution for Budget Informational and Town Budget meetings and any other items as requested by the Town Council and staff.

**Section 6. Committee Organization.**

The Chairman and Secretary shall be elected from the committee members.



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *mh*  
**CC:** Maria Capriola, Assistant to Town Manager  
**Date:** January 14, 2008  
**Re:** Windham Region No Freeze Project

---

**Subject Matter/Background**

Attached please find a communication from the Windham Region No Freeze Project, requesting that the town budget funds to provide financial assistance for the program. For the current year, the Town Council has budgeted \$1,000 to assist this important initiative. The Town Council may wish to consider an additional appropriation for the current year

**Recommendation**

Staff suggests that the Town Council consider making an additional appropriation of \$1,000 to the Windham Region No Freeze Project.

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

*Move, effective January 14, 2008, to make an additional appropriation of \$1,000 to the Windham Region No Freeze Project, for the current fiscal year.*

**Attachments**

- 1) D. Fenn re Windham Region No Freeze Project

# THE WINDHAM REGION NO FREEZE PROJECT, INC

---

P.O. Box 46  
Willimantic, Connecticut  
06226

REC'D DEC 17 2007

Tuesday, December 11, 2007

Dear Mayor Paterson,

We are writing in regards to the Windham Region No Freeze Project. We are writing to your town specifically because in the past we have served individuals at our Hospitality Center from your town. As you may know the Hospitality Center is the sole program of the Project and it is currently entering its fifth year of operations. The Hospitality Center was formed because of concern about the continuous overcrowding of homeless shelters in the state, the critical lack of single shelter beds in the region and the shortage of low-income housing options for single adults. The Hospitality Center provides shelter through the cold months for adults who are homeless in the region. Without the Center many of these people would have to sleep outside or in their cars or abandoned buildings, as many had done previously. Some would die from exposure.

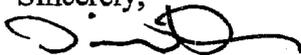
Last season, within the time period of November 2006 to April 2007 the Hospitality Center served 150 unduplicated guests for over a total number of 2000 occupant stays from these same unduplicated guests. And of these 150 guests, 70% have resided within the last two years in the northeast region. Also of these clients, 8% were veterans, 42% had never been homeless before, and most disturbingly, 15% were recently released to the street by hospitals or other health facilities and had nowhere to stay.

We are writing to ask for your assistance to help us continue to provide the help and shelter these guests need. We know that times are very tight fiscally, *but we are requesting you consider our Project for a line item in your budget at whatever level your board deems appropriate.*

We would be happy to meet with your town board or representatives, if necessary, to provide further information regarding the Center and its program.

We greatly appreciate your consideration of this request.

Sincerely,



David Fenn, Executive Director



MINUTES  
AD HOC GROUP ON THE ENVIRONMENT

November 27, 2007  
Audrey P. Beck Building

Present: J. Buck, D. Britton, L. Hultgren, M. Hart,  
H. Koehn, B. Lehmann, M. Manfred

I. The meeting was convened at 3:40 p.m. Members greeted each other.

II. The minutes of October 11 were m/s/a.

III. November 1 Conference

A. Program: Dan commented on the program in Rich's absence. About 130 people attended. Dan felt we could have had a full day conference, given the ambitious agenda. The panelists were clearly rushed, especially those with graphics, charts, etc. There should also have been more time for Q and A. Many questions were not answered. Members agreed. Clearly the audience was very interested and could have used more time to become fully engaged.

B. Registration: It went well enough, but it was awkward getting people to mail in checks. On-line registration would have been simpler, but must be set up ahead of time. We might have gotten professional help, which is costly

Both Helen and Becky expressed concern about charging people; do not think we should do this at future events. However, pre-registration is a good idea. Lon and Dan pointed out that the purpose of the fee was to ensure a commitment to attend. Joan noted that we discussed the pros and cons in June and September. Becky reported that Von Der Mehden stopped charging for local performers in response to complaints.

Lon offered several suggestions: we probably should not charge in the future; this conference was ambitious and we tried to do too much in a short time. But we can build on what we have learned. We should also enlist the help of those who volunteered to work with us. Perhaps a small group could take on a specific task. Helen asked for help with Earth Day plans, will get the names from Lon. Lon suggested we also reach out to people who did not attend the conference

Since people are interested in both political and personal action, we should address both, Lon thinks. Dan noted that on a recent student group trip to D.C. to learn about "sustainability" and to lobby Congresspeople, he found students knew little about practical politics

and responsibility for personal action. During the visit the students learned about issues and about how to lobby. The trip ended with visits to Congressional offices.

D. Interest Sheets: Lon distributed the tabulated results. They are comprehensive and varied and will be discussed in January.

E. Next Steps: Helen and Dan reported on Earth Day plans for town and University. Helen hopes the Clean Air Team can organize an event on the weekend of April 19/20, both inside and outside the Community Center. It will include bands and many activities.

UCONN will have a program on April 22, with Ellise Becker handling much of the planning. Dan wants to collaborate with the town. Madge suggested getting in touch with our "neighbor", ECSU. Helen would like to involve more eastern Connecticut people in general. She suggested Michael Klare of Hampshire College as an excellent speaker for young people.

A discussion followed on the importance of using the media better, using different venues. It is important to reach more of the kinds of people we did not see at the conference. Do we know what environmentally responsible things Wal-Mart is doing, for example. If we want to help people learn how to live a more "conserving" lifestyle, we may want the help of professionals to develop a long-term outreach strategy.

Matt thinks that long-term this group should seek an official connection with the Town Council and the University. We could then help set long-term carbon goals for the town and University. Joan asked how to proceed toward this objective. Matt thinks it can be achieved through the Strategic Planning process, which will focus on "sustainability" as an objective. Joan will talk with Matt before the January meeting. Dan wants to ensure that there is a way to measure progress toward achieving carbon goals.

Becky agrees that we should institutionalize our connection with the town and University. Perhaps an office could be set up, as UCONN has done (Office of Environmental Quality). Lon noted that the popular will of the town will emerge out of the strategic planning process. This should be completed in February.

According to Matt, the first Search Conference takes place in December, the second in January. Open houses will be held at the Community Center and the Library. By mid-spring a plan will be presented to the Town Council. People should check the town website for the draft vision statement. The University is represented in the process by faculty, administrators, a food-service person and others.

Regarding University support for the fare-free bus service, there must be a way to enlist public support (letters-to-the-editor, notices, ads). That can help influence the students to use it.

Becky inquired about high school student participation in the planning process; Matt noted that educators and Region 19 are represented. Lon thought students might participate in a search conference. Joan thanked Matt for his interest in our group.

Next Steps, Short-term (continued)

Dan reported on UCONN's participation in a nationwide teach-in, "Focus the Nation", taking place on January 31. University teachers will gear their classes toward a global warming theme. Faculty will indicate their participation, and townspeople will be invited to sit in.

Preceding the teach-in, a Webcast and round-table discussion will be held. The film "The 11th Hour" will be shown. Dan will investigate the extent of town participation.

Also short-term, Becky would like to sponsor workshops held at Starbucks (Science Cafe-style). She suggested the topic of "sustainable gardening/ agriculture". Joan would prefer more structured workshops, with larger seating capacity and pre-registration, on "Alternative Energies: Technologies and Applications". There are many energy models already being used or researched (solar, wind, ethanol, geothermal, ocean currents, etc.) The discussion will continue in January.

IV. Next meeting date, January 10 at 3:30 in Conference Room B.

V. Meeting was adjourned at 5 p.m. Merry Christmas!

Respectfully submitted,

Joan Buck, Convenor

# MANSFIELD AGRICULTURE COMMITTEE

Minutes of December 5, 2007 meeting (draft)

Audrey P. Beck Municipal Building

Conference Room B, 7:30 p.m.

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

Opportunity for Public Comment: Diane Dorfer informed the committee that the lessee of Commonfields (Tom Wells) had spread sewage sludge on the hay fields. The committee referred this to Jennifer Kaufman for action.

## Old Business

4. Ag Lease Monitoring Report: Tabled to the January meeting.
5. Historic Barn Inventory: Ann Galonska, Mansfield Historical Society Museum Director, has contacted Todd Todd Levine of Ct. Trust for Historical Preservation about presenting a training session for barn inventories. The committee decided to ask him to do so on Thursday, February 21 (snow date on Feb. 28). Ann will try to reserve the Buchanan center for this event, which would be from 6 p.m. to 8 p.m. Ann suggested having food, such as pizza, etc. for this event.

She also noted the Eves article about barn surveys in the Chronicle, and will contact them and Therese Karmel about Mansfield's proposed project to start the publicity for the project. She has started going through the Historical Society's files for photos and information about old barns (existing, and no longer existing) for the exhibit next year. A UConn intern may help with this project in the spring semester.

Potential Volunteers: EO Smith Agriculture students, FFA, and photo club. UConn team (from the School of Agriculture or the History Dept.) could research the UConn farm buildings. A booth at the Town's Winter Festival (Feb. 24) could recruit volunteers and publicize the project. Al could hand out flyers on his wagon at that event.

Carol proposed six committees and will forward her detailed notes to us:

**COMPUTER COMMITTEE:** develop a Power Point program about the project and/or Mansfield barns (Al offered to work on this). Could use this as part of a traveling exhibit next fall at Library, Farmers Market, the mall, etc. Announce inventory and photo contest on Town website and provide link to CTHP site for information and inventory forms. Flickr web site could host photos for free.

**PUBLICITY COMMITTEE:** A series of press releases, etc. to introduce project, announce training session and photo contest (Historical Society newsletter at end of January, February Horizons magazine (deadline Jan. 10), and usual media (newspapers, cable, radio, flyers). Contest results to be announced at Historical Society Museum's opening on June 1. Announce winners in media, e.g. cable, have winning photo on Horizons cover, display of winners at Community Center.

**SPONSOR COMMITTEE:** Solicit prizes for the contest from local businesses. Prize possibilities: gift certificate to photo shop, frame shop, or agriculture oriented prize. A ride in Al's wagon. Al offered to supply the ribbon awards.

**INVENTORY COMMITTEE:** Organize teams by district, submit forms to CTHP, notify owners.

**PHOTO CONTEST COMMITTEE:** Develop entry form, find judges.

**EXHIBIT COMMITTEE:** Work with Ann to set up photos at Historical Society Museum.

The meeting adjourned at 8:45.

**ARTS ADVISORY COMMITTEE**  
Meeting of Tuesday, 06 November 2007  
Mansfield Community Center (MCC) Conference Room

MINUTES

1. The meeting was called to order at 7:05p by Acting Chair Jay Ames. Members present: Jay Ames, Leon Bailey, Kim Bova, Scott Lehmann, Blanche Serban. Members absent: Anita Bacon, Joan Prugh. Others present: Irmgaard Rees, Jay O'Keefe (staff, from 8:15p).

2. The agenda was reordered to accommodate Ms. Rees, who outlined her proposal for an exhibit of found-object art. Her presentation is summarized in item 7a below.

3. The minutes of the 09 October 07 meeting were approved as written.

4. **2008 Meeting Schedule.** The state Freedom of Information Act requires that meeting dates for 2008 be filed with the Town Clerk by 31 January 2008. The AAC agreed on the first Tuesday of each month (or the second Tuesday, if the first one is a holiday): 8 Jan, 5 Feb, 4 Mar, 1 Apr, 6 May, 3 Jun, 1 Jul, 5 Aug, 2 Sep, 7 Oct, 4 Nov, 2 Dec.

**5. High School arts.**

- a. There appears to be interest at E. O. Smith High School in a "Battle of the Bands" at the MCC in the spring, perhaps as a 'rehearsal' for one at the school.
- b. Jay A. has talked to one of the art teachers at Smith about organizing an exhibit of student art at the MCC; he will approach the others as well.

5. **Art Display policy.** The MCC art display policy, as revised in accord with discussion at the 10/09/07 meeting and circulated by e-mail in advance of this meeting, was approved. Scott will draft (1) a report to the Town Council and (2) a general art display policy for Town buildings, using the MCC policy as a template, and will circulate them by e-mail for comment before the December meeting.

6. **Storrs Center development.** Blanche reported that Mayor Betsy Patterson had indicated in conversation that those planning the new Storrs Center development were thinking in terms of a large art gallery, whereas the AAC has suggested small retail spaces for local artists. Leon, who serves on the Downtown Partnership's Design Committee, will try to find out what is going on. Scott will send him copies of the AAC's recommendations to the Partnership.

**7. MCC art displays.**

- a. Irmgaard Rees brought samples and photos of the sort of found-object art she proposes to exhibit in the display cases. The exhibit's theme would be art employing materials of no other value, things that would otherwise be discarded. It would contain pieces made by Ms. Rees and others (including, perhaps, children). The AAC agreed that an exhibit of the sort of work represented by Ms. Rees' samples and photos would be fine, but it will need to see photos of all the pieces. The Committee also thought that Ms. Rees was proposing to show more work than could be accommodated at one time in the display cases and suggested that she think in terms of a display of her own work for the winter quarter (15 Jan – 15 Apr), perhaps to be followed by an exhibit of found-object art from other artists.
- b. Sarah Winter has not yet submitted photos of all the 16 mixed-media pieces she wants to exhibit in the sitting room and hallways. She needs to get them in before the December meeting, if the AAC is to approve her exhibit for the winter quarter
- c. Blanche will call Judith Meyers to ask whether she wants to show more than the 5 oil paintings of local scenes that the AAC approved for display, probably in the spring quarter (15 Apr – 15 Jul). If so, we will need to see photos. We also need to know what display area she wants.
- d. John Manfred has applied to show 27 photos of Toddy Pond (ME) in 16 by 20 inch frames; he included a CD of these photos, which the AAC viewed and approved, probably for the summer quarter (15 Jul – 15 Oct). Scott will contact Mr. Manfred.

Exhibit Period	Entry cases		Sitting room		Hallway	
	Double-sided	Shelves	Upper	Lower	Long (5)	Short (2)
Fall 15 Oct – 15 Jan	<i>Patty Vinsonhaler</i> (ceramics)		<i>Laurie Smolin</i> (watercolors)			
Winter 15 Jan – 15 Apr	<i>Irmgaard Rees?</i> (found-object art)		<i>Sarah Winter?</i> (mixed media)			
Spring 15 Apr – 15 Jul				<i>Judith Meyers?</i> (oils)		
Summer 15 Jul – 15 Oct				<i>John Manfred?</i> (photos)		

8. **Artist statement/identification.** Leon asked about the AAC's policy on identifying artists who display work, noting that **Patty Vinsonhaler** (whose ceramics are now in the display cases) had simply put up post-it notes which don't look good. Jay O'K proposes lucite holders for artist statements, permanently affixed to the walls; should artists fail to provide a statement, the MCC will put up a notice that simply identifies the artist.

9. **Adjourned** at 8:35p. Next meeting: Tuesday, 04 December, 7:00p.

Scott Lehmann, Acting Secretary, 13 November 07  
Approved 04 December 07

# Mansfield Board of Education Meeting

## November 8, 2007

### Minutes

**Attendees:** Mary Feathers, Vice Chair, Christopher Kueffner, Secretary, Dudley Hamlin, Martha Kelly, Min Lin, Katherine Paulhus, Superintendent Gordon Schimmel, Board Clerk, Celeste Griffin,

**Absent:** William Simpson, Gary Bent, Shamim Patwa

#### I. Call to Order

The meeting was called to order at 7:35 p.m. by Ms Feathers, Vice Chair.

#### II. Approval of Minutes - MOTION by Mr. Hamlin, seconded by Mr. Kueffner to approve the minutes of the 10-25-07 meeting. VOTE: Unanimous in favor.

#### III. Hearing for Visitors - None

#### IV. Communications - None

#### V. Addition to Present Agenda - Mansfield Middle School Chinese Exchange Trip and an Executive Session at the end of the meeting for a personnel matter.

#### VI. Committee Reports - Ms Feathers reported that the Building Committee held their first of three Community Workshops on November 7, 2007. Mr. Kueffner reported that he attended a recent Region 19 Board of Education meeting.

#### VII. Report of the Superintendent

- A. **Quarterly Financial Report - MOTION by Mr. Hamlin, seconded by Ms Lin to accept the first quarter financial report for the period ending September 30, 2007. VOTE: Unanimous in favor.**

Dr. Patwa arrived at 8:00pm.

- B. **Energy Conservation Report - Mr. Smith and Mr. Hammon reported on efforts to reduce energy costs and usage in the school buildings.**
- C. **Full Day Kindergarten Report - Mr. Baruzzi discussed the full-day kindergarten program. Information and guidelines about the program were included in the 2007-2008 Parent Handbook and are posted on the district's website.**

Mr. Hamlin left at 8:55pm.

- D. **Group Testing Report - Mr. Baruzzi provided details of the district's results on the March 2007 Connecticut Mastery Test.**
- E. **2008 Board Meeting Calendar - MOTION by Mr. Kueffner, seconded by Dr. Patwa to approve the proposed 2008 Board Meeting dates. VOTE: Unanimous in favor.**
- F. **Personnel - MOTION by Dr. Patwa, seconded by Mrs. Paulhus to accept with regret the retirement of Wayne Trembly, Enrichment Teacher, Mansfield Middle School effective the end of the 2007-2008 school year. VOTE: Unanimous in favor.**
- G. **China Exchange Trip - MOTION by Mr. Kueffner, seconded by Ms Lin to approve Mansfield Middle School 7<sup>th</sup> and 8<sup>th</sup> graders exchange trip to China with a request to have the protocol for travel by students and faculty reviewed by Board Attorney. VOTE: Ms Lin, Mr. Kueffner, Dr. Patwa, and Mrs. Paulhus in favor; Mrs. Kelly opposed.**

- VIII. Hearing for Visitors - None
- IX. Suggestions for Future Agenda - Presentation by Insurance Consultant
- X. Executive Session - Personnel - MOTION by Ms. Feathers, seconded by Mr. Kueffner to go into executive session at 10:15p.m. VOTE: Unanimous in favor.  
MOTION by Dr. Patwa, seconded by Mrs. Kelly to return to open session at 10:30p.m.
- XI. MOTION by Mr. Kueffner, seconded by Dr. Patwa to endorse the addition of a part-time secretary for the central office. VOTE: Unanimous in favor.
- XII. Adjournment - MOTION by Mrs. Paulhus, seconded by Mrs. Kelly to adjourn at 10:32pm. VOTE: Unanimous in favor.

  
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Celeste N. Griffin, Board Clerk

## Mansfield Commission on Aging Minutes

2:30 PM – Senior Center

Tuesday, November 13, 2007

**PRESENT:** K. Grunwald (staff), C. Pellegrine, C. Phillips, M. Thatcher, M. Ross, T. Quinn (Chair), S. Gordon, J. Quarto, Cynthia Van Zelm (guest), W. Bigl, J. Kenny (staff), P. Hope (staff)

**REGRETS:** K. Doeg

- I. **Call to Order:** the meeting was called to order by Chairman T. Quinn at 2:30 PM.
- II. **Appointment of Recording Secretary:** K. Grunwald agreed to take minutes for the meeting.
- III. **Acceptance of Minutes:** The minutes of the October 9, 2007 meeting were accepted as written.
- IV. **Correspondence – Chair and Staff:** none.

### V. New Business

-Update on the Storrs Downtown Project: Cynthia Van Zelm from the Mansfield Downtown Partnership distributed copies of their newsletter, concept plan and timeline. They have been working on creating a special design district, which has been approved by the Planning and Zoning Commission. The Inland Wetlands Agency approved an inland wetlands license. They have submitted permit requests to the CT DEP for a storm water control system and the US Army Corps of Engineers. Another permit application needs to be submitted to CT DOT for changes to Storrs Rd. Over a year ago a permit was submitted for a building on Dog Lane for "DL 1" which has been proposed for relocated businesses. Right now they are working on a financing plan to transition them to this new building. It is likely that construction on that building will start in the Spring; they are hoping to start construction on Phase I some time next year, and looking for state and federal funding for the parking garage. All of the remaining approvals are concurrent, and are currently in process. The proposed garages (2) would be 3-4 stories high with no underground parking. The Market Square area could include some underground parking. C. Phillips raised concerns re: space for service vehicles to come in and out, and if the view from residences would be compromised in any way. There will be "urban" elements of the design to accommodate service vehicles. Most views from the residential buildings would be oriented towards open space, with the exception of residences above commercial space. Apartments would have no age limitations, and rents would be "market rate." Most of the commercial buildings would be 3-4 stories, with access via elevators. There is a need to clarify a question re: handicap accessible toilet facilities. One main goal is to make the development pedestrian-oriented, including space for buses to come through. The parking garage would include

bike racks, and cross-walk improvements are planned in changes to Storrs Rd. Road design is focused on not impeding the neighborhood (Dog La.) with excessive traffic. Property owners or a business association will be responsible for maintenance of property in front of their buildings. The Town will probably become responsible for the maintenance of Village St., the Town Square and Market Square. Not sure where the property will come from to widen Storrs Rd. There will be a fee for parking, which is intended to be affordable. There will be accessible parking designated on the Village St. Phase I is the area around the Town Square, Phase II is the area on Village St., Phase III is the area for housing. Cynthia will get back to T. Quinn or K. Grunwald with answers to questions and updates.

- "Other": none

## VI. Optional Reports on Services/Needs of Town Aging Populations

### A. Health Care Services

Wellness Center and Wellness Programs – J. Kenny distributed copies of her report. She noted that rules for Medicare are changing re: hospitalization and visiting nursing care. Patients must request visiting nurse services if they are being discharged from a hospital or nursing home.

Mansfield Center for Nursing and Rehabilitation – J. Kenny: no report.

### B. Social, Recreational and Educational

Senior Center – P. Hope distributed copies of her report, and noted the continued increase in the TVCCA lunch program. The State Dept. of Social Services had a van here in October to assist with a review of Medicare Part D benefits. Atty. George Bickford presented on reverse annuity mortgages on estate planning.

Senior Center Assoc. – John Brubacher (for Tom Rogers) was not present; no report.

### C. Housing

Assisted Living Advisory Committee: no report.

Wrights Way, Juniper Hill: no report

Jensen's Park: W. Bigl reported that they held a successful Veteran's Day supper; residents attended "Jensen's Day" lunch at the Senior Center.

Other: none.

### D. Related Town and Regional Organizations such as:

Advisory Committee on the Needs of Persons with Disabilities: M. Ross came to Town Hall to look at assistive hearing technology in the Council Chambers, and apparently there are funds designated to update the sound system. He is making recommendations for a specific system that can be used for people who use hearing aids; he believes that the system would cost

approximately \$1000 and could be easily installed. The Commission agreed to adopt this as a continuing issue.

Senior Resources of Eastern CT: no report

## VII. Old Business

- Long Range Plan for 2007- 2010: Action Plans – K. Grunwald reminded members that they had been asked to review the proposed action plans for the issues identified in the Long Range Plan. K. Grunwald will explore whether or not there is funding that has been designated to upgrade the sound system in Council Chambers. There is also an ongoing discussion re: taping meetings to be seen on public access TV. M. Ross agreed to follow-up on the new strategy of exploring what is being done re: taping of Council meetings. T. Quinn asked members to advocate with other organizations that they belong to as a source of information around the needs of seniors. Senior Center Facility: W. Bigl and C. Phillips agreed to work on the issue of a new Senior Center Facility. C. Pellegrine and M. Thatcher agreed to take responsibility for the issue of information dissemination. These are the three issues that the Commission will focus on at this time, and members will provide monthly updates. Transportation: P. Hope provided an update on the ITNA model of transportation, and they are in the process of developing software for smaller communities. They will keep us informed of their progress. T. Quinn asked if there is a brochure that describes all of the transportation; not at this time.

## VIII. Additional New Business

-Motto: T. Quinn suggested that the Commission adopt the motto of "Independence." Suggestion: "Independence for the Aging Population" was adopted as a motto for the Commission.

-Strategic Planning: the Town is looking for more participants for the Future Search Conference as part of the Strategic Planning process (2 weekend commitment). You can apply online, or the Senior Center will print out applications. The Steering Committee is looking particularly for participants in the 25-46 year old age group. They are also looking for participants who represent different cultural backgrounds.

**IX. Adjournment:** the meeting adjourned at 3: 40PM.

Next meeting: **Monday, December 10, 2007** at 2:30 pm at the Senior Center

Respectfully submitted,

Kevin Grunwald

Town of Mansfield  
**CONSERVATION COMMISSION**  
Meeting of 17 October 2007  
Conference B, Beck Building  
**MINUTES**

*Members present:* Peter Drzewiecki, Quentin Kessel, Scott Lehmann, John Silander, Frank Trainor. *Members absent:* Robert Dahn, Rachel Rosen, Sherry Roy (alt). *Others present:* Margaret Kessel

1. The meeting was **called to order** by Chair Quentin Kessel at 7:35p.
2. The **minutes** of the 19 September 07 meeting were approved as written.
3. **Second Alternate.** The Commission now has one Alternate member, but it is authorized to have two. Kessel mentioned a potential candidate; he will ask Dahn if he knows any one else who might be interested.
4. **Bylaws update.** The Commission's bylaws, as set forth on pp.153-6 of the Town's Administrative Procedures, should be updated to reflect the addition of two Alternate Members and to authorize the Chair to appoint one or both as voting members when regular members are absent. Kessel will draft language to this effect for approval by the Commission and the Town.
5. **Recognition of charter members.** Several of those who attended the very first Conservation Commission (19 September 1963) are still alive, and there was general agreement that it would be appropriate to recognize them. Kessel will approach Jennifer Kaufman about getting the Town to do so.
6. **Adjourned** at 8:33p.

Scott Lehmann, Secretary  
18 October 07  
Approved 28 November 07

TOWN OF MANSFIELD  
CONSERVATION COMMISSION  
Minutes of the November 28, 2007 Meeting  
Conference Room B, Audrey P. Beck Building

Present: Peter Drzewiecki, Quentin Kessel (Chair), Frank Trainor, Rachel Rosen,  
Sheri Roy, John Silander and Robert Dahn (Acting Secretary).  
Absent: Scott Lehmann.  
Town Staff: None present.  
Guests: None present.

1. The meeting was called to order at 7:34 PM.
2. No formal roll call was conducted and attendance was noted upon arrival.
3. No public comment was offered.
4. The minutes of the October 17, 2007, meeting, as amended by Kessel, were approved unanimously on a motion by Trainor, seconded by Silander.
5. New Business:
  - a. A draft of Torrey Property Management Plan was presented and approved unanimously, with a strong recommendation that the property name remain "The Torrey Property", on a motion by Dahn, seconded by Trainor.
  - b. A draft of the Planning, Management and Acquisition Guidelines for Mansfield Open Space, Park, Recreation and Agriculture Properties was presented. Comment was tabled pending further review.
  - c. Meeting Dates for 2008 were presented and approved unanimously, on a motion by Drzewiecki, seconded by Rosen.
  - d. A draft plan of the proposed pull off area required for public access to the Hillside Environmental Education Park (HEEP) was presented. A motion by Silander, seconded by Drzewiecki, stating the Commission believed there could be significant impact to the wetlands was passed. The Commission recommended that the parking area be rotated to conform to the current path configuration, that the number of spaces be reduced to 3, that Sedimentation and Erosion controls be in place during construction and removed when the site is stabilized and that appropriate trash containers be provided and maintained by the University.
6. Continuing Business: None
7. PZC Referrals: None
8. IWA Referrals.
  - a. W1389: Sabrina Pools/Enright, Old Schoolhouse Road, Above ground pool. Passed unanimously a motion by Drzewiecki seconded by Trainor, that there would be no significant negative impact if appropriate sediment and erosion controls were in place during construction and removed when the site is stabilized.

- b. W1390: Kovarovics, Daleville Road, Single family house in the buffer. Passed unanimously a motion by Silander seconded by Trainor, that 1) the Commission believes the site is a marginal location, 2) Option B (10-12-07) is the better of the two presented, 3) the house should be moved closer to the road via variance or other appropriate means, and 4) there may be significant impact regardless of the option chosen.

5. Communications:

- a. Open Space Committee Minutes.
- b. Planning and Zoning Commission Minutes.
- c. Inland Wetlands Agency Packet.
- d. Consent Order #SRD 101, CTDEP Quarterly Progress Report-July, August, September 2007 UConn Landfill-October 19, 2007.
- e. UConn Water System Supply and Conservation Assessment-Update-October 25, 2007.
- f. Model Municipal Regulations for Aquifer Protection Areas-October 1, 2007.

10. Other Business: None

11. Future Agenda Items: None

12. The meeting adjourned at 8:47 P.M.

Respectfully submitted,  
Robert Dahn  
Acting Secretary

Attachment: Report on 13 Nov 07 IWA field trip (Scott Lehmann)

W1389 (Enright, Old School House Rd.) A 24-ft diameter, above-ground pool is proposed for an area just behind the house, at the top of a slope that steepens as it drops to a watercourse. The pool site would require some leveling – perhaps a 1.5 ft cut at the top & a 2 ft fill at the bottom. Something should probably be done to control erosion, should there be heavy rain after construction. If the pool were to fail catastrophically (does this ever happen?), a lot of water would end up washing down into the watercourse.

W1390 (Kavarovics, Daleville Rd.) This land has extensive wetlands behind a relatively shallow dry area near the road. Just off the road at the north edge of the property there is a very small pond (probably artificial) in the watercourse that drains into the property from across the road. Slope from road to wetlands is modest. The required set-back (85 ft?) from the road forces the house close to wetlands – 20 or 30 ft at the closest point, with grading to about 10 ft. The leaching field of the pumped septic system is about 40 ft from wetlands at the closest point. From a wetlands-protection perspective, this is a marginal lot. The situation would be somewhat improved if the house could be sited closer to the road.



Mansfield Downtown Partnership

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

January 2, 2008

Board of Directors  
Mansfield Downtown Partnership

**Re: Item #3 - Meeting Minutes**

Dear Board members:

Attached please find the minutes for the Board meeting held on December 4, 2007.

The following motion would be in order:

*Move, to approve the minutes of December 4, 2007.*

Sincerely,

A handwritten signature in black ink, appearing to read "Cynthia van Zelm". The signature is written in a cursive style and is positioned above the printed name and title.

Cynthia van Zelm  
Executive Director

Attach: (1)

**MANSFIELD DOWNTOWN PARTNERSHIP  
BOARD OF DIRECTORS MEETING**

**Tuesday, December 4, 2007**

**University of Connecticut Lodewick Visitors Center, 115 North Eagleville  
Road**

**4:00 PM**

**Minutes**

Present: Chair: Philip Lodewick, Steve Bacon, Tom Callahan, 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 4:07 pm.

**2. Opportunity for Public to Comment**

There were no comments from the public.

**3. Approval of Minutes**

Betsy Paterson made a motion to approve the minutes. Janet Jones seconded the motion. The minutes were approved unanimously.

**4. Director's Report**

Cynthia van Zelm said that Kathleen Paterson had worked with property owners on getting the holiday lights up on the commercial buildings in Storrs Center along Storrs Road as well as on the HealthSouth building and the Town Hall. The Community Center will be putting up lights as well.

Ms. van Zelm noted that there are several businesses that are now taking Husky Bucks which debits a UConn student, faculty or staff card when they make purchases. Ms. K. Paterson noted that the availability of using Husky Bucks off campus will be a great advantage to the new downtown.

Ms. van Zelm said she had followed up with Macon Toledano and Monica Quigley at LeylandAlliance re: signage for the area where the Dog Lane-1 building will be constructed. They were receptive. Ms. van Zelm said she

will be having a conference call with Mr. Toledano and Ms. Quigley and others to discuss the signage and other public relations projects and ideas. Steve Bacon thought it would be wise to run the proposed sign by Curt Hirsch, the Mansfield zoning agent, as a courtesy even though the sign would be on UConn property. Mr. Lodewick suggested including the rendering of the Dog Lane-1 building and note that this area would be the future home of Storrs Center.

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

Ms. van Zelm said that with respect to the Dog Lane-1 building, Mr. Toledano has provided Matt Hart and Mansfield Finance Director Jeff Smith with information to assist with the proposed financing of the building and Mr. Smith is reviewing this information. If the redevelopment agency route is recommended by staff, the proposal is expected to go before the Town Council in January.

Ms. van Zelm said the CT Bond Commission meeting scheduled for Friday has been rescheduled for December 12. It is still unclear whether the parking garage funding would be put on the agenda.

Ms. van Zelm said the Town has hired a parking consultant to do peer review of the work done by Leyland's consultant Desman Associates. Ms. van Zelm met with him along with Town staff. One of the issues discussed was how to deal with the free parking available at night at the high school, the Town Hall, and adjacent commercial lots which may affect whether people park in the garage.

Mr. Lodewick noted that he and other Board members were getting questions about the status of the Storrs Center project. With the zoning approvals, there is the expectation that the project will start to move more quickly.

Steve Rogers noted that some business owners are holding off retrofits in anticipation of moving. There is a need to keep the business owners and affected property owners apprised of the schedule.

Mr. Lodewick and Frank McNabb noted that an updated timeline for the project needs to be reviewed.

Ms. van Zelm said the applications to the CT Department of Environmental Protection and the US Army Corps of Engineers had been submitted in early November. The expectation is that it would take 3 to 6 months to hear back on these applications. The application to the State Traffic Commission is being prepared with the plan to submit it in January.

Ms. van Zelm said a meeting has been scheduled to go over potential revisions to the development agreement between the Partnership and Leyland on December 13.

Ms. van Zelm said that she could have Macon Toledano and Howard Kaufman from Leyland update the Board in January if possible. Mr. Lodewick agreed that this would be a good idea and also reiterated that an updated timeline is important so that people know what to expect. Ms. van Zelm said that Leyland continues to be very positive about the project and are anxious to keep it moving at a good pace as well.

Ms. van Zelm noted the milestones that are critical which have been discussed – zoning, funding for the parking garage, and relocation. The zoning is complete and a lot of work is going on regarding funding for the garage, and getting the Dog Lane-1 building up. In response to a question, Tom Callahan said that Leyland has said it will move ahead on Dog Lane-1 without having everything in place to start Phase One.

Tom Callahan said it is important to continue to work on financing for the Dog Lane-1 building that keeps rents as low as possible. This makes the process take a little longer.

He said that the Dog Lane-1 building is scheduled to be started in the spring. He said the timeline would be to get Dog Lane-1 financing finalized, negotiate relocations with the businesses, demolish buildings, and then begin Phase One.

With respect to the development agreement, Mr. Callahan said that many of the obligations in the agreement were related to the Municipal Development Plan and zoning. Those obligations have been met. The key now is to look at revising the agreement to address relocation, phasing of the project including construction timeline, etc. He will be providing the development agreement for Blue Back Square in West Hartford to the Finance and Administration Committee as background. His goal is to have revisions to the agreement in the next 90 days – prior to Dog Lane-1 construction.

## **6. Report from Committees**

### Advertising and Promotion

Dean Woods asked Ms. K. Paterson to update the Board on the status of the banners for the pedestrian walkway and Winter Fun Day.

Ms. K. Paterson said that five banners with snowflakes and a blue background have been ordered. The Town, UConn, Partnership,

Community Center, and LeylandAlliance will be represented with an additional slice. All five entities will be contributing to the cost of the banners. The goal is to highlight the walkway and re-enforce the Storrs Center project. This will be a pilot project for the larger banner program. The banners should be up in about two weeks.

Ms. K. Paterson said the 2<sup>nd</sup> annual Winter Fun Day is scheduled for Sunday, Feb. 10 with sponsorship by the Partnership, Community Center, and the Town Manager's office. There will be ice skating (weather permitting), ice sculptures, choral groups, horse drawn carriage rides and a Wacky Hat contest.

Dean Woods said the Committee also discussed the potential brick program in the new development which would recognize sponsors of the Partnership and Storrs Center, and possibly serve as a revenue source for the Partnership. He said the Committee was leaning toward a different tact which would involve creating a piece of public art which would serve a similar purpose. Dean Woods said a tree with leaves representing donors was done in a library in the Midwest.

Ms. Schwab asked Dean Woods if summer theater was coming back this year. Dean Woods said the goal is to have summer theater starting in June. He noted that he had spoken to LeylandAlliance President Steve Maun about support.

#### Finance and Administration

Mr. Callahan said the Committee focused on revisions of the Partnership/LeylandAlliance development agreement to clarify expectations and commitments. One of the key items to discuss is whether the Town would have its own set of agreements with Leyland or whether it would be part of the Partnership/Leyland agreement. Mr. Callahan said he hopes to have a term sheet, which would identify the goals of the project, prepared in about 60 days.

#### Planning and Design

Mr. Bacon said that the Planning and Design Committee had met about the sustainability guidelines. Committee members offered verbal and written comments to Mr. Toledano at the meeting. The Committee felt comfortable with the comments.

Mr. Bacon said that Mr. Toledano will review the document again with his Leyland colleagues and with Steven Winter who had assisted with drafting the guidelines.

Mr. Bacon said the goal had been to have a recommendation to the Board for January or February but that there will need to be some more time to have all the comments incorporated into the document. It now looks like the Committee will meet on the guidelines one more time in February. He said March is now more realistic to bring them to the Board.

Mr. Bacon said that the idea of a roundabout at the intersection of Storrs Road and South Eagleville Road had been resurrected by Lon Hultgren, Town Public Works Director.

Mr. Bacon said the Committee had met with CDOT regional representatives almost five years ago and they were not entirely receptive to a roundabout, but CDOT appears now to be more interested in this concept to help with traffic control.

Mr. Bacon said his personal feelings were that coming from a southerly direction, the Storrs Road/S. Eagleville Road location would be an ideal spot to denote the beginning of the downtown. The roundabout would be a good calming measure by forcing people to slow down. Now, the intersection does not function well. He thinks the roundabout would have great appeal.

Mr. McNabb said it would be worthwhile to look at other places where roundabouts have worked. He expressed initial support for the idea.

Ms. Schwab mentioned that CDOT had started a context sensitive design section which looks at projects in the context of the bigger picture of community design. There appears to be a softening in the approach that the priority is to get cars through quickly.

Several Committee members expressed initial support for a roundabout.

Mr. Bacon said the next step is that the Town is studying whether a roundabout is feasible, and, if so, will ascertain the Town of Mansfield's support for the roundabout. If the local community supports it, it will get more of an audience from CDOT.

## **7. Adjourn**

Betsy Treiber made a motion to adjourn. Janet Jones seconded the motion. The motion was approved unanimously. The meeting adjourned at 5:03 pm.

*Meeting notes taken by Cynthia van Zelm.*

**Eastern Highlands Health District  
Board of Directors Regular Meeting  
Coventry Town Hall – Annex  
October 18, 2007**

Chair E. Paterson called the meeting to order at 4:30 p.m.

**Present:** D. Cameron, J. Elsesser, R. Fletcher (Alternate Seated), M. Kurland, E. Paterson, J. Stille, T. Sully, S. Werbner

**Staff Present:** R. Miller, J. Smith

**Absent:** C. Anderson (Alternate), S. Chace (Alternate), L. Eldridge (Alternate), M. Hart, R. Skinner, A. Teveris, C. Johnson, P. Schur, Andover Appointee (Vacant)

**Approval of August 16, 2007 Minutes:** A MOTION was made by J. Stille, seconded by D. Cameron, to approve the minutes of the August 16, 2007 meeting as presented. The MOTION was PASSED unanimously.

**Public Comments:** None

**Old Business:**

**1. By-Law Amendment Proposed – Line Item Transfer Authority:**

A MOTION was made by J. Elsesser, seconded by S. Werbner to amend the Eastern Highlands Health District By-Laws, Article VII, Section 4 – Budget Amendments as presented on October 18, 2007. The MOTION was PASSED unanimously.

**2. Management/Supervisor Class – Proposed Revision to Personnel Rules:**

A MOTION was made by S. Werbner, seconded by D. Cameron, to approve the Eastern Highlands Health District Personnel Rules revisions to Articles 3, 13, 14 & 15 as presented October 18, 2007. The MOTION was PASSED unanimously.

**New Business:**

**3. 2008 Board Meeting Schedule:**

A MOTION was made by S. Werbner, seconded by J. Elsesser to adopt the Eastern Highlands Health District Board of Directors 2008 regular meeting schedule as presented. The MOTION was PASSED unanimously.

**4. Quarterly Financial Report:**

R. Miller reported that the Finance Committee met prior to the regular board meeting and voted to accept the quarterly financial report. Fee for service revenue was down 11% for fiscal year 2007.

**5. Nondiscrimination Resolution:**

A MOTION was made by J. Elsesser, seconded by J. Stille to adopt the Nondiscrimination Resolution as presented. The MOTION was PASSED unanimously. (A copy of the resolution is attached)

**6. Proposed CNR Fund Allocation for Alternative Fuel Vehicle Purchase:**

R. Miller reported that the Finance Committee reviewed the proposal prior to the regular board meeting and voted to recommend taking advantage of the DOT Grant to purchase the alternative fuel vehicles. R. Miller reported EHHD received \$12,400 from the CT DOT to supplement the purchase of alternative fuel vehicles.

A MOTION was made by J. Elsesser, seconded by J. Stille to amend the FY 07/08 Capital Nonrecurring Fund Budget by increasing estimated expenditures by \$27,400 and estimated revenues by \$27,400 for fiscal year 2008 and to adopt the DOT Signature Authority Resolution (copy of resolution attached) (Item #7 on Agenda). The MOTION was PASSED unanimously.

**7. DOT Signature Authority Resolution:** Discussed in Item #6 of Agenda.

**Town Reports:**

R. Fletcher reported that the DEP and EPA are on the Wagon Shed Property in Willington (Route 44) for heavy metal clean up/contamination of the area.

J. Elsesser reported Coventry is finished with installation of sewers.

A discussion ensued regarding recent outbreak of MRSA in schools.

**Directors Report:**

**8. Public Act 07-2 An Act Concerning the Prevention of Childhood Lead Poisoning:**

R. Miller reported on changes to the childhood lead protection regulations. R. Miller briefed the board on the salient changes that will impact Eastern Highlands Health District. Some changes may burden agency resources due to potential workload increases.

R. Miller reported that the health district has decided to take on the role of Drought Coordinator in the event that a need occurs, for member towns.

EHHD is applying for two grants, one of which is the Community Heal Grant, which is going to address healthy behaviors in the community. The other grant is targeting women's health.

**Communications:** no discussion

**Chairs Report:** No discussion

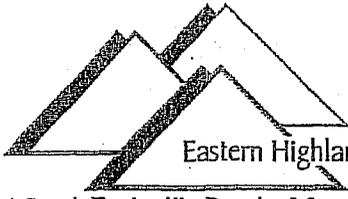
**Executive Session:** A MOTION was made by J. Stille, seconded by D. Cameron to go into Executive Session at 5:20 p.m. with R. Miller to participate. The MOTION was PASSED unanimously. (Out of Executive Session at 5:27 p.m.)

Adjournment: A MOTION was made by J. Stille, seconded by J. Elsesser to adjourn the Board of Director's Meeting at 5:27 p.m. The MOTION was PASSED unanimously.

Respectfully submitted,

Robert Miller (MER)

Robert Miller  
Secretary



Eastern Highlands Health District

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

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## NONDISCRIMINATION RESOLUTION

RESOLVED:

That the Eastern Highlands Health District hereby adopts as its policy to support the nondiscrimination agreement and warranties required under Conn. Gen. Stat. § 4a-60(a)(1) and § 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, as those statutes may be amended from time to time.

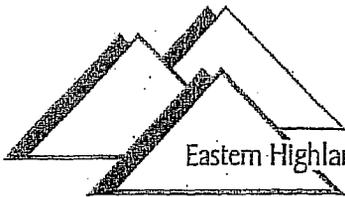
Adopted this 18<sup>th</sup> day of October 2007.



Elizabeth Paterson

Health District Board of Chairperson

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Eastern Highlands Health District

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

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## RESOLUTION FOR SIGNATURE AUTHORIZATION

RESOLVED:

That Robert L. Miller, Director of Health, and in his absence, Elizabeth Paterson, Board Chairperson, has been empowered to sign contracts and amendments hereto, on behalf of the Eastern Highlands Health District between the Eastern Highlands Health District and the Connecticut Department of Transportation or its successor agency, for the period of July 1, 2007 to June 30, 2008.

Adopted this 18<sup>th</sup> day of October 2007.

Elizabeth Paterson

Health District Board of Chairperson.

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## **HISTORIC DISTRICT COMMISSION MEETING**

Minutes from Meetings of Tuesday, November 13 and Tuesday December 11, 2007

### **November 13**

The Meeting was called to order at 8:00 p.m. in Conference Room C of the Mansfield Town Hall

Attending: Members: Gail Bruhn, Isabel Atwood, Anita Bacon and Jason McGarry

Minutes from the September meeting were approved.

Discussion centered on reviewing the status of projects which were brought before the Commission during the past year. These included the Prewitt garage conversion in Mansfield Hollow, the bridge and pathway proposals submitted by Lon Hultgren for Mansfield Centre and the Shed construction by Susannah Richards at 974 Storrs Rd., Spring Hill. It was agreed that members would drive past these to check the current status.

The meeting was adjourned at 8:30 pm.

### **December 11**

The Meeting was called to order at 8:00 p.m. in Conference Room C of the Mansfield Town Hall

Attending: Members: Gail Bruhn, Isabel Atwood, Anita Bacon, Jason McGarry and David Spencer

In response to our prior meeting proposal to review the status of projects brought before the commission in 2006, members commented on the following:

Prewitt garage conversion in Mansfield Hollow – project appears to be complete and comments by neighbors have been favorable.

Bridge and pathway proposals submitted by Lon Hultgren for Mansfield Centre – no action has been taken

Shed construction by Susannah Richards at 974 Storrs Rd., Spring Hill – the shed cannot be seen from the road, and is therefore not a concern.

The Crain house was briefly discussed, as it appears that work continues on the house without Historic District Commission involvement. Kurt Hirsch will be contacted.

The new meeting schedule for 2008 was submitted by Mary Stanton.

The meeting was adjourned at 8:30 pm.

Respectively submitted,

Gail Bruhn  
Chairman

*Regular Meeting of*  
**HOUSING CODE BOARD OF APPEALS**

February 12, 2007

In the absence of Chairman Francis Halle, Richard Pellegrine volunteered to serve as temporary Chair. Mr. Pellegrine called the meeting of the Town of Mansfield Housing Code Board of Appeals to order at 5:07 p.m. in Conference Room C of the Audrey P. Beck Building. The location of this meeting was altered just prior to the start of the meeting to accommodate preparations for the Town Council meeting also being held this evening.

I. ROLL CALL

Members present: Brian McCarthy, Richard Pellegrine, and Robert Kremer. Jennifer Thompson and Derek A. Debus were also present at the meeting.

Member(s) absent: Francis Halle and Agatha Hoover

Upon confirmation that a quorum was present, the meeting proceeded.

II. OLD BUSINESS

A. Approval / Revision of Organizational Meeting Minutes

Chairman called for a motion to accept or revise the minutes of the November 30, 2006 organizational meeting. Motion was so made by Robert Kremer and seconded by Brian McCarthy. All being in favor, motion passed.

B. Approval / Revision of Procedures for Conduct of Hearing

Upon notation by the members present that the Application for Appeal, General Information and Notice of Decision forms were simple and straight forward, the Board proceeded to review the procedures for conduct of appeal hearings.

Brian McCarthy questioned the term "full board" at the time an appeal application is presented for hearing and its implications. Discussion ensued regarding having quorum versus full board. Derek Debus assured the members that the "full board" issue is on a list for review by Town Council. Robert Kremer asked if an alternate's vote would be counted in the event of a hearing. A few scenarios were presented by the members for each other's consideration. It was the consensus that the thoughts of an alternate present at a hearing would be taken into account when members were voting and all of the Board, member or alternate, should participate in discussion. All agreed that they would like to be actively involved if in attendance at a meeting and further clarification is needed as to the role of the alternate. Richard Pellegrine mentioned that, for example, the zoning board has alternates. He wife serves on this board and she is called if someone cannot

attend the meeting then she needs to assure that an alternate will be there. Members need to contact or notify the secretary so that she can verify the intent to attend and alternates will know they will be participating and voting. Those present at this meeting noted that the differential of this board from other town boards is that there really are no on-going issues. Richard Pellegrine said he would not be against giving alternates full rights. Robert Kremer indicated the distinction for such a small board is up to Council for the oversight of procedures. Brian McCarthy remarked upon the value of alternates for quorum and acknowledged that it would be difficult to have consistency without further clarification of the role.

Richard Pellegrine made a motion that future agenda include a line item for the acceptance or addition to meeting agenda since the board will meet regularly. No additions may be made to the agenda in the event of special meeting limitations or with regard to appeal applications made beyond the required receipt date for that particular meeting. Brian McCarthy and Robert Kremer seconded. All being in favor, motion passed.

Chairman voiced concern with "revision" to meeting minutes as it might affect the record. Jennifer Thompson stated that any changes to the minutes of a previous meeting would be reflected in the format of those minutes – strikethrough for deletions, brackets and bold for additions. Brian McCarthy reminded the group that hearings would be tape-recorded as well as the secretary taking notes. Robert Kremer agreed. Further discussion on this matter was dropped.

### III. NEW BUSINESS

Upon call for new business by the Chairman, the Secretary noted that (1) there were no applications for appeals received to date and (2) a webpage for the Housing Code Board of Appeals, including such information as membership, calendar, agenda, minutes, and forms was now on-line and linked through the Building Department page of the Town of Mansfield website.

### IV. ADJOURNMENT

There being no further business to be presented to the members, Brian McCarthy moved to adjourn the meeting. Robert Kremer seconded.

Motion so passed and the meeting was adjourned at 5:32 p.m.

Respectfully submitted,  
*Jennifer Thompson, Secretary*

*Regular Meeting of*  
**HOUSING CODE BOARD OF APPEALS**

December 10, 2007

Chairman Francis Halle called the meeting of the Town of Mansfield Housing Code Board of Appeals to order at 5:02 p.m. in Council Chambers at the Audrey P. Beck Building.

I. ROLL CALL

*Members present:* Francis Halle, Robert Kremer (5:15 pm), Brian McCarthy and Richard Pellegrine. The secretary, Jennifer Thompson, was also present at the meeting.

*Member(s) absent:* Agatha Hoover

Upon confirmation that a quorum was present, the meeting proceeded.

II. AGENDA

a. Approval / Revision of Meeting Agenda

Secretary asked the Chairman to be recognized and was so granted. Secretary apologized to the Board for oversight in Agenda preparation for lack of Approval / Revision of Agenda and Old Business – Approval / Revision of Meeting Minutes. Upon the Secretary's request to Chairman to call for motion to revise agenda to include these items, motion was made by Brian McCarthy to accept the agenda as so revised and seconded by Richard Pellegrine. All being in favor, motion passed.

III. OLD BUSINESS

a. Approval / Revision of Meeting Minutes

Chairman called for a motion to accept or revise the minutes of the February 12, 2007 meeting minutes. Motion was made by Richard Pellegrine to accept the minutes and seconded by Frank Halle. All being in favor, motion passed.

IV. NEW BUSINESS

a. Review / Approval of 2008 Regular Meeting Schedule

Secretary provided members with a proposed draft schedule based on current regular meeting date and time. The members reviewed the proposal and after brief discussion reached consensus that continuing on anticipated meetings for the second Monday of each month at 5:00 pm would still work best for everyone's schedule. Richard Pellegrine

moved to accept the regular meeting schedule for 2008 as proposed. Brian McCarthy seconded. All being in favor, motion passed.

b. Selection of Chairman for 2008

Chairman called for nominations of new Chairman. Brian McCarthy nominated Richard Pellegrine to serve in this position. Francis Halle seconded. Richard Pellegrine accepted with caveat of understanding of his unavailability should something come up when he will be out of state during the winter. Vote was taken, all being in favor, the motion was carried. Richard Pellegrine shall serve as Chairman of the Housing Code Board of Appeals for the 2008 year. Thanks were extended to Francis Halle for serving over the course of the past year.

V. ADJOURNMENT

Brief general positive discussion ensued regarding the housing code and town administration of the program. Secretary noted that (1) there were no applications for appeals received to date and (2) provided to each member a copy of the legal notice for Town Council approval of zone expansion as published in The Chronicle on December 3, 2007.

There being no further business to be presented to the members, Richard Pellegrine moved to adjourn the meeting. Robert Kremer seconded.

Motion so passed and the meeting was adjourned at 5:17 p.m.

Respectfully submitted,  
*Jennifer Thompson, Secretary*

Mid-Northeast Recycling Operating Committee  
Minutes of the Meeting  
December 6, 2007  
Windham High School

Present: Sevcik (Chair-Tolland), Hultgren (Mansfield), Rayhall (Windham), Trowbridge (Eastford), Maine (Chaplin), Wrubel (Coventry), Fitzgerald & Swift (Union), Wentzell (Program Administrator), Tom Metzner (DEP), Tom DeVivo (Willimantic Waste Paper)

The meeting was called to order by Chair Sevcik at 7:02 p.m. An attendance sheet was circulated.

The minutes of the October 18, 2007 meeting were approved on a motion by Swift/Trowbridge.

Tom Metzner of the Connecticut DEP gave a brief explanation of the new state electronics recycling law and answered questions from committee members. Regulations are being written now by the DEP and the law will take effect on January 1, 2009. He said the latest information on this program was available on the DEP's website [www.ct.gov/dep](http://www.ct.gov/dep).

Tom DeVivo of Willimantic Waste Paper reported that WWP was making arrangements to accept single-stream recycling possibly by mid-summer 2008.

Wentzell reviewed the proposals received for recyclables. The committee accepted the following proposals for the coming year on a motion by Swift/Rayhall.

Oil/Antifreeze/Filters	- Advanced Liquid Recycling, Inc.
Tires	- Bob's Tire Co.
Auto Batteries	- Midstate Battery
CFC Removal	- Interstate Refrigerant Recovery, Inc.
Propane Tanks	- Arthur R. Drouin
Consumer Electronics	- Northeast Lamp Recycling

Action on the alkaline batteries proposal was deferred pending further examination and consultation with Mansfield (which is the only Town recycling these at this time).

Wentzell presented the Household Hazardous Waste Collection facility's budget status to date noting that expenditures were in-line with past years' expenditures and should be very close to the budgeted figures. He circulated a summary showing the budget for the facility over the last several years and a proposed budget that was the same level as last year (\$57,250). The proposed '08/'09 budget was approved on a motion by Hultgren/Rayhall.

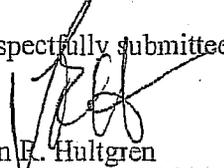
Wentzell reviewed the HHWCF's proposed schedule for 2008 noting that the 4th of July and Labor Day holidays were reversed so that it would be open the first Saturday in September but closed the first Saturday in July.

Asbestos disposal was discussed noting that 1 cubic foot can be disposed of in the trash (double bagged).

The next meeting was set for April 17, 2008 if needed.

The meeting was adjourned at 8:21 p.m. on a motion by Trowbridge/Maine.

Respectfully submitted,

  
Lon R. Hultgren  
Secretary

cc: T. Wentzell, Program Administrator, Matthew W. Hart, Mansfield Town Manager, V. Walton, Mansfield Recycling Coordinator, File

**Town of Mansfield**  
**Open Space Preservation Committee**  
Minutes of the November 20, 2007 meeting

Members present: Quentin Kessel, Steve Lowrey, Jim Morrow, David Silsbee, Jennifer Kaufman.

1. Meeting called to order at 7:36.
2. Minutes of the October 23, 2007 meeting were approved on a motion by Kessel/Silbee.
3. Opportunity for Public Comment: none present.
4. Old Business: none.
5. Recommendations to Town Manager: none.
6. New Business:
  - a. Discussion of the management plan for the Torrey property. It was suggested that the property might be called the Torrey Preserve. Through adoption of this plan, the existing trails will become official trails. The Committee is in favor of leaving the access off of Holly Lane as this may become an important link when the Town Center project is completed. Kessel/Silsbee: Accept the proposed management plan with minor modifications and recommend that the Council adopt the plan – motion carries.
  - b. Discussion of proposed Management Plan and Acquisition Guidelines. Kessel/Silsbee: accept guidelines and recommend that the Council adopts the guidelines – motion carried.
  - c. Discussion of UCONN HEEP proposal. The committee had some discussion about the proposed parking lot on Hunting Lodge Rd. near the Carriage House Apts. and the potential for the lot to be a problem area. The location of the parking lot is well suited to access Shelter Falls Park. The committee recognizes the need for a parking lot in the vicinity however; the area may need to be monitored by the UCONN police. The committee recommends that if the parking lot becomes a nuisance that it be closed since the proposed parking lot over the old landfill site will provide access for UCONN students.
7. Meeting adjourned at 8:18.

Respectfully submitted  
Stephen Lowrey

## MINUTES

### MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Monday, December 3, 2007

Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Favretti called the meeting to order at 7:27 p.m. He appointed Alternate Pociask to act in Gardner's absence.

#### Minutes:

11/19/07- Hall MOVED, Ryan seconded, to approve the 11/19/07 minutes as written. MOTION PASSED UNANIMOUSLY. Beal noted that he had listened to the tapes.

#### Scheduled Business:

##### Zoning Agent's Report

Hirsch noted that no activity has taken place at the Hall site, and none is expected until the spring. He also informed the Commission that he and the Chairman signed off on a modification request for a change in the parking plan to better facilitate snow removal at Celeron Square. Padick commented that the Greek Amphitheatre is expected to submit a modification application for consideration at the next meeting.

#### Public Hearing Continuation:

##### 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 7:40 p.m. and noted that the information presented during the Inland Wetlands Agency Public Hearing for Arthur's Pond will be entered into the record for this PZC Hearing. Members present were R. Favretti, J. Goodwin, K. Holt, P. Kochenburger, P. Plante, B. Ryan, and Alternates M. Beal, L. Lombard, B. Pociask. Favretti appointed Beal to act because Hall disqualified himself, and Pociask to act in the absence of Gardner. Padick noted the following communications received and distributed to all members of the Commission:

11-30-07 Letter from M. Dilaj of Datum Engineering requesting a 30-day extension  
11-29-07 Report from Pat Young, Eastern Connecticut Conservation District  
11-29-07 Letter from Anne Smith of 156 Hillyndale Road  
11-27-07 Letter from Jeff Polhemus, EHHD to Dept. of Public Health-Drinking Water Division  
11-28-07 Letter from M. and C. Lubatkin of 26 Southwood Road

Kochenburger MOVED, Holt seconded, to accept a 30 day-extension request from the applicant. MOTION PASSED UNANIMOUSLY.

Michael Dilaj of Datum Engineering, representing the applicant, stated that he has no comments at this time.

Quentin Kessel, Chair of the Conservation Commission, presented the Commission with copies of the August and September meeting minutes for the record.

Pociask questioned if letter from M. and C. Lubatkin of 26 Southwood Road, written on university letterhead, represents a UConn opinion or the opinion of the resident. Padick noted that he believes it is the opinion of the resident, not UConn, but will inquire about it.

With no further comments or questions, Holt MOVED, Pociask seconded, to continue the Public Hearing until 12/17/07. MOTION PASSED UNANIMOUSLY.

**Old Business:**

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

Kochenburger and Goodwin disqualified themselves, and Favretti appointed Beal and Lombard to act in their stead, and Pociask was to act in Gardner's absence. Extensive discussion was held among Commission members who expressed their concerns for parking, neighborhood impact, noise and nuisances. Plante noted that Article 1, Section B. subsection 1, 3, 5, 6, 8, and 10 of the Zoning Regulations are clearly not met with this proposal. He noted that several neighbors pointed out the negative impact as a result of activity on this site and its effect upon community. Plante volunteered to draft a denial motion with the assistance of staff.

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

Tabled, awaiting additional information from applicant/property owner.

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

David Mills, General Manager, and Robin Chesmer, owner of the Hoot, were present to answer questions. Mills reviewed the plan, which included 27 employee parking spaces. He is working with staff to plan a refuse area and delivery vehicle access at the rear of the building and he plans to relocate the handicap parking. Mills also noted that they will be requesting a panel sign under the large Sears sign on the street. Pociask stated that he felt something should be installed to demark the patio from parking so that cars don't accidentally drive onto it. The applicant indicated that they will have planters or some other barrier installed between the pavement and the patio.

With no further discussion, Holt MOVED, Plante seconded, that the PZC Chairman and Zoning Agent be authorized to approve the 11/12/07 modification request of US Properties Inc., for a new retail tenant and related site work at 82-86A Storrs Road as described in the submitted Statement of Use and depicted on submitted plans. This authorization is subject to the following conditions:

1. All previously approved plans and associated conditions of approval shall remain in effect except as altered by this modification approval.
2. The final plans shall be revised to depict an appropriately sized refuge/waste storage area that would address disposal and recycling requirements of the Town. The size and configuration of the refuge/waste storage area shall be determined after consultation with the Director of Planning and Recycling Coordinator.
3. Prior to the issuance of a Zoning Permit, it shall be confirmed that the revised free standing sign will meet size requirements.

MOTION PASSED UNANIMOUSLY.

4. **Subdivision Completion/Bonding update**

(Reports from Director of Planning, Asst. Town Engineer)

a. **Fellows Estates/Acceptance of Monticello Lane Extension**

Goodwin MOVED, Holt seconded, 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. MOTION PASSED UNANIMOUSLY.

**b. Wild Rose Estates/Acceptance of Jonathan Lane Extension**

Goodwin MOVED, Holt seconded, 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. MOTION PASSED UNANIMOUSLY.

**c. Beacon Hill Estates/Acceptance of Beacon Hill Drive**

Kochenburger MOVED, Holt seconded, 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. MOTION PASSED UNANIMOUSLY.

**d. Baxter Road Estates Common Driveway Completion**

Goodwin MOVED, Holt seconded, 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 for driveway work off of Baxter Road. MOTION PASSED UNANIMOUSLY.

**New Business:**

**1. Town Council Referral: Property Tax Exemption for Farm Buildings**

Padick briefed the Commission on why this was referred to the Commission, and noted that the goal is to facilitate farming in Mansfield. The consensus of the Commission was that the Director of Planning should draft a letter, with the Chairman's assistance, stating that the Commission supports this concept which is consistent with the 2006 Plan of Conservation of Development.

**Reports of Officers and Committees:**

There were no items to report on. Favretti noted a Regulatory Review Committee Meeting, December 6, 2007 at 1:30 in Room B.

**Communications and Bills:**

Items were noted.

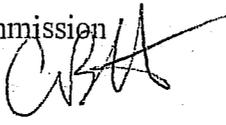
**Adjournment:**

Favretti declared the meeting adjourned at 8:40 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

To: Town Council/Planning & Zoning Commission  
 From: Curt Hirsch, Zoning Agent  
 Date: November 6, 2007



Re: **Monthly Report of Zoning Enforcement Activity**  
*For the month of November, 2007*

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	15	18	16	105	101
Certificates of Compliance issued	11	26	20	91	98
Site inspections	136	102	70	442	401
Complaints received from the Public	5	2	2	17	24
Complaints requiring inspection	2	2	1	12	13
Potential/Actual violations found	2	2	15	11	54
Enforcement letters	15	9	7	78	46
Notices to issue ZBA forms	1	1	1	8	7
Notices of Zoning Violations issued	5	7	2	27	16
Zoning Citations issued	6	10	1	16	11

Zoning permits issued this month for single family homes = 3, multi-fm = 0  
 2007/08 fiscal year total: s-fm = 8, multi-fm = 11

## TOWN/UNIVERSITY RELATIONS COMMITTEE

Tuesday, November 13, 2007  
Audrey Beck Municipal Building  
Council Chambers  
4:00 pm

### Minutes

Present: P. Barry, J. Bell-Elkins, T. Callahan, B. Clouette, B. Feldman, J. Hintz, R. Hudd, A.J. Pappanikou, R. Miller, W. Simpson, G. Zimmer

Staff: M. Capriola, G. Padick,

#### **1. Opportunity for Public to Address the Committee**

None.

#### **2. October 9, 2007 Meeting Minutes**

The minutes of October 9, 2007 were passed unanimously with corrections.

#### **3. Community-Campus Relations**

Mr. Hintz stated that he has been conducting outreach to students in off-campus housing on how to be a good neighbor. When Mr. Hintz receives a complaint about an off-campus student occupied home, he visits the property to discuss good neighbor issues such as: recycling, keeping the property clean, parking, responsibility for guests, etc. If applicable, Mr. Hintz will refer a student(s) to the Community Standards Office at UCONN.

Mr. Clouette discussed the noise ordinance and enforcement of.

Ms. Bell-Elkins provided an update on the Mansfield Community-Campus Partnership (MCCP). She mentioned that President Hogan attended a community reception at the Mansfield Community Center in November. She also provided an update on the Guard Dogs Program. Guard Dogs is a program that provides for safe rides for students that have been drinking. WRTD did not renew their contract to provide bus service for the Program; as a result there has been a disruption in service. Guard Dogs hopes to be in service again by spring. An underage drinking prevention grant is currently underway. MCCP is planning on conducting outreach to liquor outlets.

Mr. Barry stated that he has heard that 137 Hillyndale Rd. is problematic (party house). He inquired as to whether or not a community association is being formed. Mr. Hintz stated he has visited 137 Hillyndale Rd. to speak with the students residing at that address. Mr. Hintz noted that he has not received any complaints about that specific property recently. Mr. Hintz said that some residents are trying to form a formal neighborhood organization to deal with Town-University issues. Mr. Padick added that the neighborhood organization is meeting every 2-3 weeks. The organization represents approximately 5 neighborhoods. The organization is currently gathering facts and intends to articulate some recommendations to an

appropriate audience in 4-6 weeks. The neighborhood organization is concerned about the trend of converting single family homes to student rentals. The organization has met with a number of town staff members. Mr. Hintz and Mr. Padick noted that the neighborhood organization is trying to serve as one voice for the neighborhoods. Ms. Bell-Elkins stated that Albany, New York is a good benchmark for a successful community-campus partnership with neighborhood organizations.

Mr. Callahan stated that the reception for President Hogan at the Mansfield Community Center was well received and a nice welcome.

Mr. Callahan discussed the funding issues related to the fare free program for WRTD bus service from Mansfield to Willimantic. Mr. Callahan stated that students help fund the fare free program through their student fees. He also noted that students see a value in the Guard Dog program and asked if the Town would be able to help resolve the issues between the program and WRTD.

#### **4. Community Water and Wastewater Issues**

Mr. Callahan stated that the Department of Public Health received and accepted the master plan. The consent order has been closed. The next meeting of the water/wastewater advisory committee will be on December 14, 2007 at 5:30pm at the Bishop Center. Mr. Miller stated that the committee has received 6-7 applications for the vacant committee seat. However, the committee is hopeful to fill the vacancy with a residential customer (homeowner or renter). Interested applicants can send a cover letter and resume to the committee.

#### **5. Mansfield Downtown Partnership**

Mr. Callahan provided an update on the permitting process for the project. He stated that construction of Building 1A would likely begin without permits from the DEP and the Army Corps of Engineers; these two remaining permits were not necessary for construction to begin on Building 1A. Building 1A needs to be completed so existing tenants can move in and demolition can begin on the existing structure.

Mr. Callahan provided an update on the parking garage; the General Assembly approved a bond for up to \$10 million for the garage.

#### **6. Future Discussion/Presentation Topics**

None discussed.

#### **7. Other Business**

Mr. Clouette informed the Committee that the Mansfield Town Council met with the Mansfield Housing Authority. Currently, more than 60% of the Holinko units are occupied by UCONN graduate students. The Housing Authority and Council are concerned about the Housing Authority's ability to house local families as a result of the graduate student occupancy rate. Mr. Callahan stated that he is meeting with the Housing Authority next week to discuss the issue.

Mr. Clouette inquired about the University's proposed compost facility. Mr. Miller stated that the proposed site on Old Colony Road is 5 acres; the compost facility footprint would be a ¼ acre footprint. The compost facility would be used to compost leaves and manure. There are 5 residences within 500 feet of the property; 4 are privately owned and 1 is owned by Connecticut DMR. Mr. Miller stated that his Office (Environmental Policy) would present design and operational plans to abutters in December and to Council in January. Mr. Miller discussed how potential sites were evaluated and the Old Colony Road site was selected. Evaluation criteria included but was not limited to: proximity to wetlands and rivers; rural sites; remoteness of site; convenience to traffic; etc. Mr. Miller stated that his office is sensitive to community issues and concerns which is why they want to conduct the presentations. The office wants to ensure that the compost facility is environmentally sound. The project received \$600,000 in the capital budget. The University fire safety/code staff has reviewed the site and offered suggestions.

The meeting adjourned at 5:00pm.

Respectfully submitted,  
Maria E. Capriola  
Assistant to Town Manager

## Mansfield YSB Advisory Board

### Meeting Minutes

Tuesday, November 13, 2007

12 noon @ YSB Conf. Rm. B

**Attendees:** Ethel Mantzaris, Frank Perrotti, Jerry Marchon, Mike Collins, Eileen Griffin

**Staff:** Kevin Grunwald, Pat Michalak, Kathy McNamara, Karen L. Taylor

**Regrets:** Frank Perrotti

#### Call to Order

Ethel Mantzaris, Chair, called the meeting to order at 12:00

- I. Approval of Minutes – **MOTION** by Mike Collins, seconded by Eileen Griffin. Vote: Unanimous in favor of approving minutes as submitted.

#### Kevin Grunwald, Director

- A. Kevin advised the Board that he and Pat met with Chuck Leavens regarding Challenge. Chuck was advised that due to budget constraints Challenge would not be funded at the current level next FY. Suggestions were made to cut Winter Challenge as well as a parent fee, fundraising and soliciting previous participants to support the program. Pat suggested that using the funds from Winter Challenge could be applied to preparing youth for the Summer Challenge program thru participation at Villari's Martial Arts School.
- B. Kevin handed out copies of the upcoming budget request to board members. A discussion ensued regarding the budget items amongst the members. Kevin suggested the board members support the upcoming budget process at scheduled Town Council meeting in April of 08. The board members acknowledged the importance of attending. Kevin and Pat will prepare DRAFT Budget and timeline for the next meeting.

#### Pat Michalak – YSB Coordinator Update

- Pat shared with board members an article on the "Girls Summer Program" that was printed in the UConn Community newspaper.
- Pat reviewed the October Activities with the board members.
- Pat advised the board that she had invited Sheila Riffle, Assistant Principal at EOSmith High School along with Board Member Candace Morell, Assistant at MMS in order to learn more of how better to serve the targeted youth in transitioning to high school.

- Eileen Griffin reviewed the draft letter to Matt Hart, Town Manager regarding budget cuts to the Youth Service Bureau. Board members made suggestions for changes to the letter. Eileen to revise and present to the Board at the December meeting.
- .

III. New Business: None

IV. Other:

- Kevin shared with the Board that Ruth Freeman, Coordinator for the "Underage Drinking" program's desire to attend a Board meeting to present information and share the program's progress.

Meeting adjourned at 12:45.

Respectfully submitted by:

Karen L. Taylor  
Secretary

**Sara-Ann Chainé**

**From:** webmaster@mansfieldct.org  
**Sent:** Monday, December 17, 2007 9:12 AM  
**To:** Sara-Ann Chainé  
**Subject:** 11/14/07 ZBA MINUTES

## **VOL 4, PG 173**

### **MANSFIELD ZONING BOARD OF APPEALS - REGULAR MEETING**

#### **MINUTES**

**NOVEMBER 14, 2007**

Chairman Pellegrine called the meeting to order at 7:00 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

Present: Members - Fraenkel, Katz, Pellegrine, Singer-Bansal, Wright

Present: Alternates - Clauson, Gotch

Absent; Alternate - Accorsi

### **JOHN H FURLONG - 7:00 PM**

The original plan was approved by ZBA on July 13, 2005 and was contingent on funding through the housing rehabilitation system. The first bids came in considerably higher than anticipated. By the time it was put out to bid a second time, there were no funds available. Mr. Furlong decided to pay for the project himself. After choosing a contractor, work began in late July 2007.

The contractor then realized that the original foundation and chimney were collapsing and he put in a whole new foundation and changed the basement stairwell. The change to the stairwell was made so the staircases would be directly above each other and the addition was added to house the boiler. The addition is above ground, on piers.

Mr. Furlong then had a disagreement with the contractor who stopped work in September 2007. Mr. Furlong contacted the town and discovered that the contractor had not pulled the necessary permits for the job, although Mr. Furlong had notified him of the town's requirements.

Mr. Michael Nintean, the town's building inspector, stopped all construction and told Mr. Furlong that he would need to get approval from Planning & Zoning before he could continue. At present, the job is not finished but it is enclosed and covered.

When the new foundation was being put in, a neighbor, Mrs. Lillian Gyure, discussed with Mr. Furlong her concerns about basement windows facing her property. Mr. Furlong removed the window from the plans. Mrs. Gyure also contacted Mr. Curt Hirsch, the town's zoning officer, regarding her concerns.

A Neighborhood Opinion Sheet was submitted, showing no objections from neighbors and a certified receipt was received showing notification of one abutter.

VOL 4, PG 174

## **BUSINESS MEETING**

Fraenkel made a motion to approve the application of John H. Furlong, 7-9 Pollock Rd, for a Special Exception of Art IX, C.2.b to build a 6' 5" x 8' 4" addition to a previously approved plan for an existing non-conforming residence, within 2' from the property line, as shown on submitted plan.

In Favor: Fraenkel, Katz, Singer-Bansal, Wright

Opposed: Pellegrine

Reasons for approval:

- Will not adversely affect neighborhood
- Will not adversely affect property values of neighboring properties

Pellegrine was opposed due to the size of the lot, the fact that there are two houses on the property, the closeness to neighbors, and the neighbor's expressed concerns.

## **APPROVAL OF MINUTES FROM OCTOBER 10 & OCTOBER 24, 2007**

Katz moved, seconded by Wright to approve the minutes of October 10, 2007 with corrections and the minutes of October 24, 2007 as presented.

All in favor.

## **ELECTION OF OFFICERS**

Chairman - Wright nominated Pellegrine, seconded by Fraenkel. All in favor.

Vice-Chairman - Wright nominated Katz, seconded by Singer-Bansal. All in favor.

Secretary - Fraenkel nominated Wright, seconded by Katz. All in favor.

## **2008 MEETING SCHEDULE**

Schedule was unanimously approved with the change of the October 8, 2008 meeting to Tuesday, October 7, 2008.

VOL 4, PG 175

# ADJOURNMENT

Meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Julie Wright

Secretary

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**Sara-Ann Chainé**

**From:** webmaster@mansfieldct.org  
**Sent:** Thursday, January 10, 2008 10:09 AM  
**To:** Sara-Ann Chainé  
**Subject:** 12/12/07 ZBA MINUTES

## **VOL 4, PG 176**

### **MANSFIELD ZONING BOARD OF APPEALS - REGULAR MEETING**

#### **MINUTES**

**DECEMBER 12, 2007**

Chairman Pellegrine called the meeting to order at 7:00 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

**Present:** Members - Fraenkel, Katz, Pellegrine, Singer-Bansal, Wright

**Present:** Alternates - Accorsi, Clauson

**Absent:** Alternate - Gotch

### **BRUCE E. SHIEBER - 7:00 PM**

To hear comments on the application of Bruce E. Shieber, 928 Mansfield City Rd, for a Variance of Art VIII A - Schedule of Dimensional Requirements to renovate an existing single-family residence, which is 5' from required setback, and increase footprint.

Mr. Shieber purchased the house in 1985. Although the lot is 4 acres, there is a very small area suitable for building due to ledge and a steep drop off. The house has structural flaws and has deteriorated. He plans to raze the existing wooden structure down to the first floor decking and construct a new 3-bedroom, farmhouse style structure of approximately 2300 square feet. The first floor bedroom suite is to be configured to allow elderly/handicap living space, including bathroom, hallways, and exits. The covered porch will be extended to wrap around the house.

The existing house is 5' from required setback. The proposed renovations require an approximate 10' expansion of the same wall. The hardship is the amount of ledge on the property and a severe drop off.

A Neighborhood Opinion Sheet was received showing no objections from neighbors.

### **BUSINESS MEETING**

Fraenkel made a motion to approve the application of Bruce E. Shieber, 928 Mansfield City Rd, for a Variance of Art VIII A - Schedule of Dimensional Requirements to renovate an existing single-family

residence, which is 5' from required setback, and increase footprint, as shown on submitted plan

All in favor: Fraenkel, Katz, Pellegrine, Singer-Bansal, Wright

**VOL 4, PG 177**

Reasons for approval:

- Topography is a definite hardship
- Renovations will be a great improvement of property

## **NEW BUSINESS**

Zoning Agent, Curt Hirsch, explained that there was some confusion with the variance that was granted to Russell & Cheryl Hebblewaite on October 24, 2007 for a pre-built garage. Mr. Hirsch notified the Hebblewaites that they had not taken out the proper permits and later went to the property to inspect the garage and saw there was a problem with the measurements. The applicants measured from the street rather than the front property line, leaving them in need of an additional 6' variance.

Fraenkel moved that the Hebblewaites move their structure to conform to the granted variance. All in favor.

## **APPROVAL OF MINUTES FROM NOVEMBER 14, 2007**

Wright moved, seconded by Fraenkel to approve the minutes of November 14, 2007 as presented.

All in favor.

## **ADJOURNMENT**

Meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

Julie Wright

Secretary

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TOWN OF MANSFIELD  
OFFICE OF THE TOWN MANAGER



Maria E. Capriola, M.P.A., Town Manager

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268-2599  
(860) 429-3336  
Fax: (860) 429-6863

December 12, 2007

Re: Bergin C.I. Community Notification System

Dear Mansfield Resident:

You are currently on the call list to notify you in the possibility of an escape at the Donald T. Bergin Correctional Institution located on Route 44 in Mansfield. We plan to test the community notification system on **Thursday, December 20, 2007**. The test should take from one half-hour to 45 minutes to complete.

The notification system is designed to handle answering machines. When the test begins, your residence should receive a phone call with a recorded message indicating that the call is a test. If you have any difficulties (unclear message, etc.) receiving the information you should contact the Mansfield Police Department at 429-3360 (between the hours of 8:15am – noon, Monday-Friday) or via email at [conradab@mansfieldct.org](mailto:conradab@mansfieldct.org). Please also contact us if you do not receive a call. When you call the office, kindly provide your name, address and telephone number so that we can verify that we have the correct information.

Thank you for your cooperation in this matter.

Sincerely,

Maria E. Capriola  
Assistant to Town Manager

CC: Matthew Hart, Town Manager  
Mansfield Town Council  
Warden Eileen Higgins, Bergin Correctional Institution  
Mansfield Public Safety Committee  
Sgt. Brian Kennedy, Resident State Trooper, Connecticut State Police  
Audrey Conrad, Mansfield Police Department

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# UPCOMING EVENTS

Item #11

Please take the time to review our upcoming events for December  
and for the new year ahead of us.

<p><b>December 2007</b></p>	<p>Wednesday, December 5 – Grand Opening of Kahan, Kerensky &amp; Capossela Mansfield Office @ Noon Thursday, December 6 – Ribbon Cutting @ Eastern Perk at 10am Friday, December 7 – Health Net Event @ McSweeney Senior Center 10-12 PM Wednesday, December 12 –Holiday Party @ Angellino’s Restaurant 5 – 7 PM Tuesday, December 18 – B.O.D. Meeting @ Eastern Connecticut State University, 7:30 AM Wednesday, December 19 - Ambassadors Meeting in Asian Bistro @ Noon</p>
<p><b>January 2008</b></p>	<p>Sunday, January 6 – Bridal Expo 2008 @ East Brook Mall Wednesday, January 9 – BWP @ Columbia Ford Lincoln Mercury 5-7 PM Wednesday, January 23 – BWP @ Kahan, Kerensky &amp; Capossela 5-7 PM</p>
<p><b>February 2008</b></p>	<p>Wednesday, February 6 – BWP @ Swift Water Artisans Wednesday, February 27 – BWP hosted by Hebron Business Professional Association @ Hebron Travel TBD – Chamber Annual Meeting <i>location and date to be determined</i></p>
<p><b>March 2008</b></p>	<p>Saturday &amp; Sunday, March 1-2 – Home &amp; Business Expo</p>
<p><b>May 2008</b></p>	<p>Tuesday, May 13 – Business Awards Wednesday, May 14 – BWP @ Windham Area Arts Collaborative</p>
<p><b>September 2008</b></p>	<p>Wednesday, September 10 – 20<sup>th</sup> Annual Golf Tournament Sunday, September 28 – Antique Car &amp; Motorcycle Show</p>
<p><b>November 2008</b></p>	<p>Friday, November 7 – 4<sup>th</sup> Annual Beer &amp; Wine Tasting</p>
<p><b>December 2008</b></p>	<p>Tuesday, December 9 – Holiday Party</p>

Please contact the Chamber at 423-6389 for any information regarding these events or visit our website @ [www.windhamchamber.com](http://www.windhamchamber.com)



**THE CHAMBER OF COMMERCE, INC.**

W I N D H A M R E G I O N

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# Storrs downtown plan now at \$220M

*Chronicle 12/14/07*

By ZACHARY JANOWSKI  
Chronicle Staff Writer

**MANSFIELD** — Town officials expect the Storrs Center project to exceed its estimated cost of \$165 million by 33 percent, bringing the latest estimate to \$220 million.

Officials also say the town will need to contribute some kind of financial support to make rents affordable for displaced businesses.

Mansfield Downtown Partnership Executive Director Cynthia van Zelm said \$220 million is the latest "estimated number."

Van Zelm said the increased estimate is due to inflation, additional parking required to meet zoning requirements and the increased accuracy of estimates as project planning progresses.

"You're able to have a better, more accurate figure," she said. "You get better estimates. It's just like anything."

"We're still looking at around the same amount" for public money, van Zelm said, estimating federal and state contributions to total around \$22 million with the rest privately developed.

Van Zelm said the increases are "natural costs" and pose no threat to the success of the project.

"Obviously I'm sure costs have gone up because we haven't gone into the ground yet. That will be borne basically by the developer. The only cost increase that's going to affect us is the garage," Mansfield Mayor Betsy Paterson said this morning.

The town staff is working on three proposals for Mansfield to support the project so rents in  
(Storrs downtown, Page 6)

# Storrs downtown plan at \$220M

(Continued from Page 1)

the Dog Lane 1 building for businesses displaced by the project are affordable for them.

Most of the businesses currently in the Store24 building on Route 195 don't pay market rates because of the condition of the building. A new building would typically charge them much higher rents.

The Mansfield Downtown Partnership is helping the displaced companies with business plans in order to make the move work for them.

Murmurs about possible town support have come up before, even at some town council meetings, but haven't been discussed in full.

Town Manager Matthew Hart said town staffers are working on the three proposals that could benefit future tenants of the Dog Lane 1 building.

Hart said the town could finance the construction of Dog Lane 1 using its cash flow. This would allow Mansfield to charge the developers a lower interest rate than commercially available.

Hart said this plan would not work, however, if the town didn't have the extra cash available to fund the project.

"It's not going to work if we need to pay any sizable interest here," he explained.

Hart said another possibility is tax abatements for up to seven years. He said the town could give an abatement up to 100 percent and could decrease it each year.

Hart said the final option would be to waive

the building permit fees, which would save the developers thousands of dollars.

"There's a fourth component that has already been implemented," Hart added.

He said the town received a \$500,000 Small Town Economic Assistance Program grant to pay for site work.

"This isn't anything to help the developer," van Zelm said. Hart, Paterson and van Zelm all said the savings would be passed along to tenant businesses in the form of lower rents per square foot.

Currently, the tenants pay \$10-\$12 per square foot with new rents in the new building reportedly significantly higher.

Hart added the rents would be adjusted based on the businesses' financial situation.

"We'll be presenting a full proposal to the

full council in late January," Hart said.

"I think the town may have to approve whatever is done and I can't tell you this morning what that will be," Paterson said.

Without town financing, van Zelm said, the rents could be decreased "to an extent, but not as much we would like."

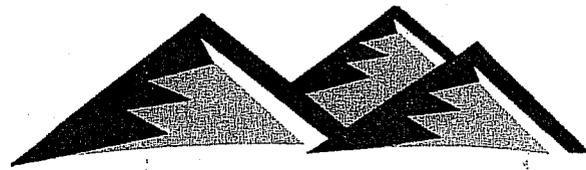
Van Zelm said she is unsure if the Dog Lane 1 building could achieve its intended purpose without town support.

"I don't know yet. I hope so. We're a creative group of people," she explained.

Despite the cost overruns and problems finding financing for displaced businesses, project proponents remain confident.

"I'm convinced that the project is on schedule. There's a lot of rumors flying around town," Paterson said.

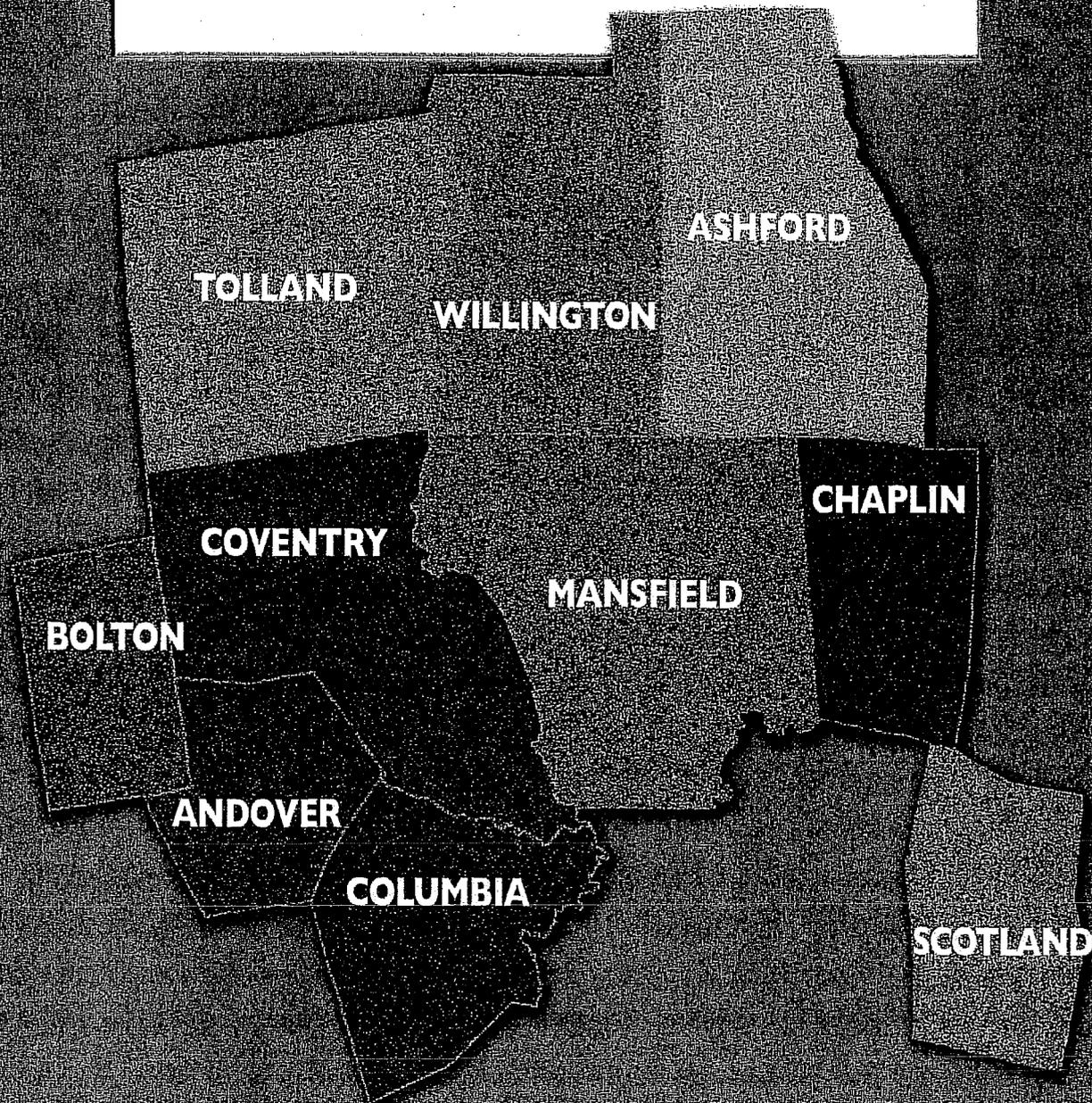
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Item #13

Eastern Highlands Health District

# 2006-2007 ANNUAL REPORT



**Serving the towns of Andover, Ashford, Bolton, Chaplin, Columbia, Coventry, Mansfield, Scotland, Tolland and Willington**

Population: 79,088 • Service Area: Approximately 208 Square Miles

860.429.3375 • [ehhd@p.149.org](mailto:ehhd@p.149.org) • [www.ehhd.org](http://www.ehhd.org)

## HEALTH DISTRICT STAFF

**Robert L. Miller, MPH, RS,**  
Director of Health

**Kenneth Dardick, MD,**  
Medical Advisor

Ande Bloom, MS, RD.....Health Education  
.....Program Coordinator

Jeff Catlett .....Sanitarian I

Geoffrey Havens, RS .....Sanitarian II

Lucinda Hogarty, MPH .....Public Health  
.....Emergency Preparedness Coordinator

Holly Hood, MPH, RS .....Sanitarian II

Janet McAllister, RS..... Sanitarian II

Jeff Polhemus, RS.....Sanitarian II

Maria Remy .....Secretary

Jody Schmidt, MS, RS .....Sanitarian II



Back left: Ande Bloom, Robert Miller, Geoff Havens, Jeff Polhemus, Jeff Catlett, Maria Remy  
Front left: Lucinda Hogarty, Janet McAllister, Jody Schmidt, Holly Hood

## MISSION STATEMENT

The mission of the Eastern Highlands Health District (EHHD) is to preserve public health through the prevention of illness and promotion of wellness within its local communities.

This mission is achieved through enforcing state and local health regulations; monitoring the health status of the community; informing and educating citizens on health issues; operating programs that support community health efforts; and collaborating with other public health partners in pursuit of our common goal.

## EHHD BOARD OF DIRECTORS



Back left: Steve Werbner, Michael Kurland, Doug Cameron, John Elsesser, Paul Schur  
Front left: Charles Johnson, Joyce Stille, Elizabeth Paterson, Tierney Tully

### Officers:

Elizabeth Paterson (Chair) .....Town of Mansfield

John Elsesser (Vice Chair) .....Town of Coventry

Joyce Stille (Assistant Treasurer) ....Town of Bolton

Connie Anderson (Alternate) ....Town of Coventry

Doug Cameron .....Town of Scotland

Susan Chace (Alternate).....Town of Scotland

Louise Eldridge (Alternate).....Town of Willington

Ralph Fletcher (Alternate).....Town of Ashford

Matt Hart.....Town of Mansfield

Charles Johnson .....Town of Ashford

William Kennedy.....Town of Coventry

Michael Kurland .....Town of Mansfield

Paul Schur .....Town of Willington

Robert Skinner .....Town of Columbia

April Teveris .....Town of Tolland

Tierney Tully.....Town of Chaplin



### A Message From the Director of Health

It is with great pleasure that I present the Eastern Highlands Health District's Annual Report for fiscal year 2006-2007. The Health District offers many resources to improve the quality of life in the communities we serve. From environmental health efforts to protect drinking water and food, to disease prevention programs addressing childhood asthma and skin cancer prevention, the EHHD has many tools in the public health toolbox to build a healthy community.

The past year was marked by the addition of two exciting new health promotion programs in the area of employee wellness and childhood obesity. The "Be Well" effort provides local government employers an employee wellness program specifically crafted to their employees' interest and needs. The "Safe Routes to School" program facilitates community efforts to break down barriers to children walking and biking to school, thus providing increased access to physical activity.

Significant strides were also made in this past year to improve local preparedness for Pandemic influenza. The EHHD drafted a comprehensive Pandemic Influenza Response Plan, complete with an annex on Isolation and Quarantine. A drill of two components of the plan (surge capacity and continuity of operations) engaged many community partners. It is these and other accomplishments in the area of public health emergency preparedness during this past year that continue to build on our capacity to respond to all types of public health emergencies.

Lastly, the Eastern Highlands Health District could not achieve its mission without the support and contribution of many community partners who collaborate with the District. It is not lost upon us that our agency is just one of many essential components of the local public health system. This system works because of the many cooperative collaborations we enjoy through out our local community. On behalf of our Board of Directors, I extend sincere gratitude to the many other agencies, entities and individuals that support the local public health system. Thank you!

My door is always open.

Sincerely,

Robert L. Miller, MPH, RS  
Director of Health





**Public Health**  
Prevent. Promote. Protect.

Local health departments work across the nation to prevent disease, promote health and protect communities. The National Association of County and City Health Officials (NACCHO) developed this logo to promote universal recognition of this critical work to provide a consistent image and message for local health departments. The EHHD is proud to support this national effort.

## What is a Health District?

Health districts are much like full-time municipal health departments in the services they provide. They are governmental entities that carry out critical local public health functions that include: infectious disease control, code enforcement, and health education. Through a binding relationship with member towns (provided for in state statutes), services are provided to a group of towns that may not otherwise have a full-time health department without district membership. Joining a health district is an attractive option for towns because they are provided with access to full-time public health services at minimal cost. District membership increases a town's ability to benefit from grant-funded public health programs. Towns that are members of health districts provide annual per capita contributions to support health district operations.

## EHHD History

As one of fifty full time health departments in Connecticut, the Eastern Highlands Health District provides services to just over two percent of the state's population. The district was formed in June of 1997, when the town leaders and residents of Bolton, Coventry and Mansfield realized that pooling resources could increase the scope and quality of public health services by providing a full-time public health staff while reducing expenses. In 2000, the Town of Tolland joined the District, and subsequently, the Towns of Willington (in 2001) and Ashford (in 2004) also joined. In June of 2005, four other contiguous towns (Andover, Chaplin, Columbia and Scotland) became part of the Health District. Each of these ten towns now has the benefits of full-time public health services, ensuring that the core functions of public

## Top 10 Benefits Your Community Receives as a Member of a Public Health District:

1. A professionally staffed department with fully trained and certified personnel.
2. Improved availability of services; seven days a week, 24 hours a day for emergencies.
3. Less fragmentation of services.
4. Uniform enforcement of state laws and regulations, codes and ordinances.
5. A regional approach to public health problems that cross town lines.
6. Pooling of manpower for backup services in times of need.
7. The capability to address a wider scope of public health problems and issues than your community could on its own.
8. Reduction of waste and maximized effectiveness through problem identification, priority setting, improved coordination and more efficient use of resources.
9. Eligibility for extensive state and federal funding, bringing services to the local level that might not otherwise be possible.
10. An opportunity for your town to network with other local health departments and state agencies.

## Public Health's 10 Core Functions:

1. **Monitor** health status to identify community health problems.
2. **Diagnose** and **investigate** health problems and health hazards in the community.
3. **Inform, educate, and empower** people about health issues.
4. **Mobilize** community partnerships to identify and solve health problems.
5. **Develop** policies and plans that support individual and community health efforts.
6. **Enforce** laws and regulations that protect health and ensure safety.
7. **Link** people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. **Assure** a competent public and personal health care workforce.
9. **Evaluate** effectiveness, accessibility and quality of personal and population-based health services.
10. **Research** for new insights and innovative solutions to public health problems.

# EHHH'S PROGRAMS AND SERVICES

Eastern Highlands Health District works diligently to comply with all State of Connecticut mandates for district health departments. We provide the community with a range of programs and services to ensure that environmental, personal and community health is protected.

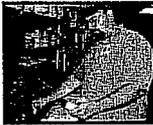
## ENVIRONMENTAL PROGRAMS

**Water Quality** - EHHH approves private well sites and monitors public bathing water to assure that our drinking and bathing water quality is free of harmful bacteria, chemicals and pollutants.



**Subsurface Sewage Disposal** - EHHH's sanitarians conduct soil-testing, review septic plans and issue permits to construct according to technical standards.

**Food Protection** - All food service establishments are inspected frequently and permitted annually.



**Campground/Daycare/Youth Camp Food Service Inspection** - EHHH conducts annual campground inspections, bi-annual daycare inspections, and assists the State of CT with youth camp kitchen inspections.

**Complaint Investigation/Code Enforcement** - EHHH staff investigate all complaints received ranging from food protection to housing. Complaints violating the Public Health Code and CT General Statutes are subject to enforcement procedures.

## COMMUNICABLE DISEASE CONTROL & SURVEILLANCE

**Disease Surveillance** - EHHH conducts communicable disease surveillance to detect outbreaks. Examples of communicable diseases include but are not limited to: hepatitis, rabies, and food borne illness. Statistics detailed at the end of this report represent the total number of reported disease cases that have public health significance in member towns. (It is generally acknowledged that these diseases are underreported within the population.)

**Disease Control** - Clinical laboratory and physician case reports are reviewed for possible follow-up and investigation. Outbreaks of disease are investigated, and measures to prevent and control further spread of disease are implemented when necessary.

## EMERGENCY PREPAREDNESS

**Public Health Emergency Preparedness Planning** - In 2003/2004, EHHH completed the state-mandated Emergency Response Plan for its jurisdiction. Through the development of this plan, EHHH engaged multiple district-wide partners to ensure that in the event of a large-scale emergency, resources would be coordinated effectively. During the 2006-2007 fiscal year all plans were updated. Recruitment of public health emergency response volunteers is ongoing, and the Health District staff continues to train and drill for possible public health emergencies.



of Governments are beginning to work together as Planning Region 4. The EHHH is working with Region 4 partners to coordinate the regional public health and medical preparedness response capacity that will support an all-hazards approach. All-hazard planning, organized regional response and effective sharing of resources are key in mitigating the effect of any type of emergency.

**Pandemic Influenza** - Preparedness planning for pandemic flu included the development of a district-wide Pandemic Influenza Response Plan, including an annex on Isolation and Quarantine. A number of events were held to advance community understanding of the need to anticipate the widespread effects of a pandemic. Continuity of operations workshops and tabletop drills were held for municipal and school officials, and a public forum on the topic provided information on steps that households can take to prepare for this type of emergency. A full-scale drill was held to simulate the establishment of an alternative care site on the campus of the University of Connecticut; the site was designed to care for influenza patients, in the event that health care systems would be overwhelmed. This type of collaboration with regional partners has solidified the District's ability to respond to any type of public health emergency.

## HEALTH PROMOTION

**Cardiovascular Health Promotion** - Established programs continue to be cornerstones of the health promotion efforts throughout the district.

These include the **Healthy Hearts Restaurant Certification Program** - which includes 64 food establishments, including eight schools, and the **Opportunities for Physical Activity and Heart Healthy Dining** - a brochure listing the Healthy Heart Certified restaurants from all towns in EHHH, along with locations in all towns for recreation. Other useful information on healthy living and resources are provided in this pamphlet. Now in its second printing, over 16,000 pamphlets have been distributed in EHHH communities since 2005.

**HEARTSafe Communities** - The Health Education Program has been a catalyst in getting several EHHH communities designated with the State Department of Public Health as HEARTSafe Communities. This program focuses on strengthening each link of the cardiac 'chain of survival', and communities must document access to services (available AEDs & emergency care) and knowledge of skills (CPR & AED training) to qualify. Chaplin, Coventry, Mansfield, and Tolland were awarded this designation in 2007.

**Tolland School Wellness Committee** - The School Health Index prompted the initiation of this committee, which focuses on a healthy school environment, staff health, staff as healthy role models, an increase in physical activity, and increasing students' fruit and vegetable consumption. EHHH provides representation at monthly committee meetings and committee functions.

## SafeRoutes

National Center for Safe Routes to School



**Safe Routes to School** - The EHHH was awarded a competitive grant in June by the State and Territorial Injury Prevention Directors

Association to facilitate the coordination of a SRTS effort in the district. SRTS provides a framework to address barriers to children walking or riding a bike to school. As one of six sites in the country, EHHH will work with Parker school in Tolland to establish a coalition to identify and address barriers and create a SRTS plan.

**Skin Cancer Prevention Program** - Supported by a Preventative Health Block Grant administered by the State Department of Public Health, this program provides free training sessions on how to prevent skin cancer from over exposure to ultraviolet rays. Training is offered to daycare providers (who receive certificates of participation upon completion of the program), students, community groups, employees and other interested individuals within the District. Educational and promotional items have also been developed through this grant to further educate the EHHH community on skin cancer prevention.



**Asthma** - The EHHH is represented on two Regional Asthma Coalitions (RAC), that provide resources and services to all member towns. RACs bring together local health departments & districts to address community issues regarding asthma education for various groups. In 2006-2007, EHHH worked with RAC 2 to gather information about asthma in the region and providing educational opportunities to childcare providers, while RAC 3 provided Putting on AIRS training to the Health Educator and a sanitarian to enable them to provide in-home assessments to area families with children affected by asthma.



**Keep It Clean** - A New England regional campaign to educate homeowners on lead safety issues during home painting and renovation projects is supported by the EHHH Health Education Program. Four local hardware stores (two in Mansfield, one in Tolland and one in Bolton) participated in the program and received materials for both consumers & employee training.

**Be Well** - Developed by the EHHH, the intent of this employee wellness program is to provide comprehensive programming and promotion on a contractual basis to local employers. The goal of Be Well is to improve the overall health and wellness of employees through wellness initiatives that target risk factors and wellness issues that influence health.

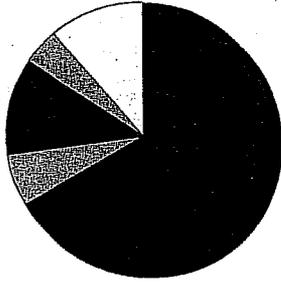


The Connecticut Department of Emergency Management and Homeland Security has assigned all the towns in the state to emergency planning regions for effective emergency response. The towns covered

# EHHD Budget Fiscal Year 2006/2007

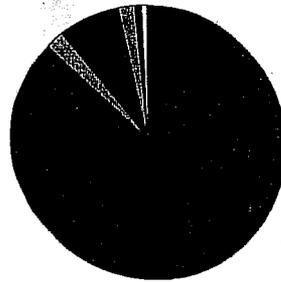
EHHD receives funds from a variety of sources including member town contributions, State and Federal grants, and permit fees. Towns are charged on a per-capita basis, which supports local public health services.

## EHHD Operating Revenues



Member Town Contributions	\$322,676
State	\$136,574
Septic Permits	\$43,885
Well Permits	\$19,690
Soil Testing Service	\$60,140
Food Protection Service	\$29,700
Health Inspection Services	\$76,433

## EHHD Operating Expenditures



Salary & Benefits	\$592,403
Insurance	\$13,788
Professional & Technical Services	\$49,035
Other Purchases Services & Supplies	\$13,241
Other Supplies	\$6,742
Equipment - Minor	\$2,028

## EHHD 2006-2007 ACTIVITY TOTALS

	Andover	Ashford	Bolton	Chaplin	Columbia	Coventry	Mansfield	Scotland	Tolland	Wilmington	District Totals
<b>Environmental Health Activities</b>											
<b>Complaints</b>											
Food Protection	3	0	0	0	0	5	8	0	1	0	17
Housing	1	1	0	1	0	4	13	0	1	4	25
Refuse/Garbage	0	2	1	0	2	0	4	0	0	2	11
Rodents/Insects	1	0	2	0	1	0	4	0	0	0	8
Water Quality	1	2	0	0	1	0	4	0	0	1	9
Air Quality	0	0	0	0	0	1	4	1	0	0	6
Sewage Disposal	5	2	4	4	2	7	3	2	1	1	31
Other	1	1	3	0	2	16	16	1	4	3	47
<b>Inspection</b>											
Group Homes	0	0	0	0	1	1	1	0	0	0	3
Day Care	0	0	3	0	4	3	2	0	2	3	17
Camps	0	1	0	0	1	1	0	0	1	0	4
Mobile Homes	0	0	0	0	0	0	0	0	0	0	0
Motels/Rooming Homes	0	0	0	0	0	1	0	0	0	0	1
Schools	0	1	0	0	0	0	0	0	0	0	1
Mortgage, Fha, Va	1	0	0	0	0	0	0	0	0	0	1
Public Pools/Bathing Areas	6	5	7	0	6	11	8	0	8	7	75
Other	0	0	0	0	0	12	0	0	0	0	12
<b>On-Site Sewage Disposal</b>											
Site Inspection - All Site Visits	116	206	183	57	303	424	230	42	444	142	2147
Deep Hole Tests - # Of Holes	82	120	98	199	145	512	190	111	292	104	1853
Percolation Tests - # Of Holes	17	18	15	20	10	28	38	20	44	15	225
Permits Issued, New	5	8	24	4	34	35	47	13	31	15	216
Permits Issued, Repair	7	8	10	7	4	26	33	1	26	10	132
Site Plans Reviewed	22	24	34	11	38	83	71	7	58	22	370
B100a Reviews	26	46	52	16	83	201	101	13	148	67	753
<b>Wells</b>											
Well Sites Inspected	6	25	13	5	54	45	6	1	38	9	202
Well Permits Issued	13	13	29	8	27	64	63	5	36	15	273
<b>Laboratory Activities (Samples Taken)</b>											
Potable Water	0	0	0	0	0	0	0	0	0	1	1
Surface Water	15	18	59	3	42	216	107	0	60	51	571
Ground Water	0	0	0	0	0	0	2	0	0	0	2
Rabies	0	0	0	0	0	0	0	2	0	0	2
Lead	0	0	0	0	0	0	2	0	0	0	2
Other (Birds, Etc)	0	0	0	0	0	0	0	0	0	0	0
<b>Food Protection</b>											
Inspection	15	23	27	18	23	64	151	4	61	34	420
Reinspection	3	3	2	0	3	6	58	0	5	6	86
Temporary License Issued	0	5	6	3	3	9	28	1	11	11	77
Plan Reviews	3	1	2	0	2	0	1	0	2	0	11
Site Construction Inspections	5	4	7	0	3	2	5	0	9	0	35
<b>Lead Activities</b>											
Housing Inspection	0	0	0	0	0	0	0	0	0	0	0
Abate Plan Reviewed	0	0	0	0	0	0	0	0	0	0	0
<b>Miscellaneous Activities</b>											
Planning And Zoning Referrals	4	20	12	0	17	25	14	1	5	5	103
Subdivision Reviewed (Per Lot)	0	17	44	8	21	57	0	0	12	17	176
Motors	0	2	2	0	22	54	53	0	22	5	177

**Selected Reportable Diseases for Calendar Year 2006 by Town**

	Andover	Ashford	Bolton	Chaplin	Columbia	Coventry	Mansfield	Scotland	Tolland	Willington	District Totals
Babesiosis	0	2	0	0	0	0	4	1	1	0	8
Campylobacter	0	2	1	0	1	1	3	0	0	1	9
Chlamydia	10	7	7	8	7	12	31	3	11	8	104
Cryptosporidium	0	0	1	0	0	0	0	0	0	0	1
Cyclospora	0	0	0	0	0	0	0	0	0	0	0
E. Coli 0157	0	0	0	1	0	0	0	0	0	0	1
Ehrlichiosis	0	0	0	0	0	1	0	0	0	0	1
Giardia	0	0	0	0	0	0	1	0	0	0	1
Gonorrhea	2	2	1	1	0	0	2	0	0	1	9
Group A Streptococcus	0	0	0	0	0	0	0	0	0	0	0
Group B Streptococcus	0	1	0	0	0	2	2	0	0	1	6
Haemophilus Influenzae	0	0	0	0	0	0	0	0	0	1	1
Hepatitis A	0	0	0	0	0	2	0	0	0	0	2
Hepatitis B	0	0	0	0	0	1	1	0	2	1	5
Hepatitis C	0	2	3	1	2	5	8	0	4	2	27
Lead-Elevated Blood Lead Levels in children up to age 6 (10-19 ug/dl)	0	1	0	0	0	0	0	0	0	0	1
Lead-Elevated Blood Lead Levels in children up to age 6 >20 ug/dl	0	0	0	0	0	0	0	0	0	0	0
Listeria	0	0	0	0	0	0	0	0	0	0	0
Lyme Disease	5	13	7	6	7	36	23	4	35	10	146
Measles	0	0	0	0	0	0	0	0	0	0	0
Methicillin Resistant Staphylococcus Aureus	0	0	0	1	0	4	3	0	4	0	12
Mumps	0	0	0	0	0	0	0	0	0	0	0
Neisseria Meningitidis	0	0	0	0	0	0	1	0	0	0	1
Pertussis	0	0	0	0	0	0	0	0	0	0	0
Rubella	0	0	0	0	0	0	0	0	0	0	0
Salmonella	0	0	2	0	0	1	4	0	2	0	9
Shigella	0	0	0	0	0	0	0	0	0	0	0
Streptococcus Pneumoniae	0	0	2	0	0	0	0	0	1	0	3
Syphilis	0	0	0	0	0	1	0	0	0	0	1
Tuberculosis Cases (Active)	0	0	0	0	0	0	0	0	0	1	1
Vibrio	0	0	0	0	0	0	0	0	0	0	0
West Nile Virus	0	0	0	0	0	0	0	0	0	0	0
Yersinia	0	0	0	0	0	0	0	0	0	0	0



4 South Eagleville Road  
Mansfield CT, 06268

**PANDEMIC INFLUENZA RESPONSE PLAN  
EASTERN HIGHLANDS HEALTH DISTRICT**

**January 2008**

Based with permission on Seattle, Washington, King's County Plan, Version 8  
With updates from Version 12

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## **I. INTRODUCTION**

One of the greatest and most likely threats to the public's health is a naturally occurring event – an influenza pandemic. Influenza epidemics happen nearly every year, and cause an average of 36,000 deaths annually in the United States. Influenza epidemics are caused by a few known virus strains that circulate around the world. Over time, people develop immunities to these strains, and vaccines are developed to protect people from serious illness.

Influenza viruses are found both in humans and animals, especially birds. These viruses experience frequent, slight changes to their genetic structure. Occasionally, however, they undergo a major change in genetic composition. This change can lead to an animal virus being capable of infecting humans or the creation of a "novel" virus and the potential for a pandemic - a global epidemic. The creation of a novel virus means that most, if not all, people in the world will have never been exposed to the new strain and have no immunity to the disease. It also means that new vaccines must be developed and therefore are not likely to be available for months, during which time many people could become infected and seriously ill.

During the 20<sup>th</sup> century, three pandemics occurred that spread worldwide within a year. The influenza pandemic of 1918 was especially virulent, killing a large number of young, otherwise healthy adults. It is now known that an avian influenza virus that suddenly developed the ability to infect humans and to easily spread from person to person caused this pandemic. The pandemic caused more than 500,000 deaths in the United States and more than 40 million deaths around the world. Subsequent pandemics in 1957-58 and 1968-69 caused far fewer fatalities in the U.S., 70,000 and 34,000 deaths respectively, but caused significant morbidity and mortality around the world. An influenza virus that arose from genetic reassortment between human and avian viruses caused these two pandemics.

The Centers for Disease Control and Prevention (CDC) estimates that in the U.S. alone, an influenza pandemic could infect up to 200 million people and cause between 200,000 and 1,900,000 deaths. Scientists and health officials throughout

the world believe that it is inevitable that more influenza pandemics will occur in the 21<sup>st</sup> century. Recent cases of human disease caused by a widespread and growing avian influenza outbreak suggest that a new pandemic could be developing at this time.

There are several characteristics of pandemic influenza that differentiate it from other public health emergencies. First, it has the potential to suddenly cause illness in a very large number of people, quickly overwhelming the health care system throughout the nation. A pandemic outbreak could also jeopardize essential community services by causing high levels of absenteeism in critical positions in every workforce. It is likely that vaccines against the new virus will not be available for six to eight months following the emergence of the virus. Basic services, such as health care, law enforcement, fire, emergency response, communications, transportation, and utilities, could be disrupted during a pandemic. Finally, the pandemic, unlike many other emergency events, could last for several weeks, if not months.

It is understood that since the nature of a pandemic is to affect many geographic areas simultaneously, local preparedness and self-reliance will be of the utmost importance. The local public health organization, Eastern Highlands Health District, serving as Mass Dispensing Area #40 is comprised of the 10 member towns. They are Andover, Ashford, Bolton, Chaplin, Columbia, Coventry, Mansfield, Scotland, Tolland, and Willington. MDA#40 was created by the Connecticut Department of Public Health as the entity responsible for responding to a public health emergency that requires distribution of mass prophylaxis medications. Eastern Highlands Health District member towns are divided between two emergency management-planning regions, Region 3, (the Capitol Region) which encompasses Bolton, Tolland and Andover, and Region 4, which includes the other seven member towns in Eastern Connecticut. References to CREPC (Capitol Region Emergency Planning Committee) roles affect the Capitol Region towns only.

## Summary of Key Pandemic Preparedness and Response Components and Principles Addressed in this Plan

### **1. Regional disease surveillance programs, coordinated with state and federal efforts, to detect pandemic influenza strains in humans and animals.**

- i. Global surveillance networks identify circulating influenza strains, including novel strains that have the potential for causing pandemic outbreaks among domestic animals and persons in several countries.
- ii. A heightened local surveillance system, coupled with state, national and international surveillance efforts and laboratory testing, serves as an early warning system for potential pandemics and a critical component of pandemic response plans.
- iii. Local surveillance tools utilized during a pandemic outbreak provide essential information regarding the severity of disease, characteristics of the affected population, and impacts on the health care system.

## **2. Mass vaccination plans and protocols to rapidly administer vaccine and monitor vaccine effectiveness and safety.**

- i. When a pandemic virus first emerges vaccine will not be available for six months or more.
- ii. Demand for vaccine will overwhelmingly exceed supply during the pandemic. Therefore, priority groups must be established by DPH, based on national recommendations from the Department of Health and Human Services (HHS), to provide guidance regarding the order in which individuals in Eastern Highlands Health District will be vaccinated when supplies become available. During a pandemic, however, EHHD will consider national and state guidelines as well as DPH and local epidemiological data to adjust and finalize priority groups as necessary.
- iii. As vaccine supplies increase, EHHD must coordinate with regional partners to vaccinate the entire region's population.

## **3. Guidelines for the utilization of antiviral medications by medical staff for treatment and prevention of influenza.**

- i. The objective of antiviral prophylaxis is to prevent influenza illness. Prophylaxis of individuals would need to continue throughout the period of exposure, possibly weeks to months. The objective of treatment is to decrease the severity of illness for individuals already infected. For optimal impact, treatment needs to be started as soon as possible and within 48 hours of the onset of illness. Guidelines directing the use of antiviral medications must align with the overall pandemic response goals established in this plan.
- ii. The available supply of influenza antiviral medications is extremely limited and production cannot be rapidly expanded.
- iii. Educating physicians, nurses, and other health care workers before and during the pandemic will be important to promote effective use of antiviral medications.
- iv. Local recommendations for prioritizing the use of antiviral medicines will be based on federal guidelines from the Centers for Disease Control, DPH, and other authoritative groups.

## **4. Capability to implement non-medical measures to decrease the spread of disease throughout Eastern Highlands Health District as guided by the epidemiology of the pandemic.**

- i. Emphasizing infection control measures in hospitals and long-term care facilities can limit the spread of influenza among high-risk populations and health care workers.
- ii. Voluntary isolation of ill persons is an infection control measure that will be implemented, as needed, throughout all stages of a pandemic.
- iii. Due to the fact that influenza is highly infectious and can be transmitted by people who appear to be well, quarantine of exposed individuals is likely to be a viable strategy only during the initial stages of a pandemic.

- iv. Social distancing measures such as limiting public gatherings, closing schools, religious centers, libraries, and recreational facilities, and restricting the use of public transportation systems may slow the spread of a pandemic. Decision makers must consider the scope of their legal authorities, social and economic impacts, anticipated effectiveness and current epidemiology of the pandemic before implementing these measures.

**5. Local pandemic preparedness planning aimed at maintaining the provision of health care services, sustaining essential community services, and limiting the spread of disease throughout the duration of a pandemic involving local health care system partners, response agencies, elected leaders, the business community, and community based organizations.**

An influenza pandemic will place a substantial burden on inpatient and outpatient health care services. Demands for medical supplies, equipment, and hospital beds may exceed available resources for several weeks.

- i. Strategies to increase hospital bed availability during a pandemic include deferring elective procedures, more stringent triage for admission, earlier discharge with follow-up by home health care personnel, and establishing alternate care facilities in non-traditional sites.
- ii. As demands for health care resources and services increase sharply, illness and absenteeism among health care workers will further strain the ability to provide quality care.
- iii. Absenteeism during a pandemic among critical infrastructure agencies, first response agencies, businesses, and community-based organizations must be accounted for in continuity of operations and business continuity plans.

**6. Communication with and education of the public, health care providers, community leaders, and the media about the consequences of influenza pandemic and what each person can do to prepare.**

- i. Influencing public behavior toward basic infection control measures (hand washing, using alcohol hand gel, respiratory etiquette, staying home when sick) will be a key factor in limiting the spread of influenza during a pandemic.
- ii. Communicating clear, concise, and accurate information about influenza, the course of the pandemic, and response activities will increase awareness, limit public panic and speculation, and sustain confidence in the public health system.

## **II. PURPOSE OF THE PLAN**

The Pandemic Influenza Response Plan for Eastern Highlands Health District (Plan) provides guidance and structure to the Eastern Highlands Health District and regional partners regarding detection, response, and recovery from an influenza pandemic. The Plan describes the challenges posed by a pandemic that may necessitate specific leadership decisions, response actions, and communications mechanisms. Specifically, the purpose of the plan is to:

- Define preparedness activities that should be undertaken before a pandemic occurs that will enhance the effectiveness of response measures.
- Describe the response, coordination and decision-making structure that will incorporate EHHD, the health care system in Eastern Highlands Health District, local response agencies, and state and federal agencies during a pandemic.
- Define roles and responsibilities for EHHD, local health care partners, and local response agencies during all phases of a pandemic.
- Describe interventions that should be implemented, and the timing of such interventions, as components of an effective influenza pandemic response.
- Serve as a guide for local health system partners, response agencies, and businesses in the development of pandemic influenza response plans.
- Provide technical information on which preparedness and response actions are based.

During an influenza pandemic, Eastern Highlands Health District and regional partners will utilize the plan to achieve the following goals:

- Limit the number of illnesses and deaths
- Preserve continuity of essential government functions
- Minimize social disruption
- Minimize economic losses

The plan will be coordinated with other regional preparedness plans and activities, and will be coordinated with the plans of community, state, and federal partners.

### **III. SCOPE OF THE PLAN**

The Plan is an attachment to the Emergency Support Function 8 Annex (Health and Medical Services) of the Regional Disaster Plan and to the respective town Emergency Operations Plans' Health and Medical Annexes. The Emergency Support Function 8 Annex and its attachments are referenced in the Plan as they provide a broad description of the responsibilities, authorities, and actions associated with public health emergencies.

The Plan primarily focuses on the roles, responsibilities, and activities of the Eastern Highlands Health District. However, specific responsibilities for key response partners are included to highlight points of coordination between agencies during a pandemic. It is expected that health care providers, essential service providers, local government officials, and business leaders will develop and incorporate procedures and protocols addressing influenza preparedness and response activities into their own emergency response plans.

This plan currently does not address measures that would be taken to contain an outbreak of the avian influenza virus in birds or other animal populations occurring in Eastern Highlands Health District. Federal and state departments of agriculture are primarily responsible for surveillance and control of influenza outbreaks in domestic animals, although agricultural control measures interface with public health actions to prevent transmission into the human population. Eastern Highlands Health District will monitor development of plans that will identify the roles and responsibilities of local, state, and federal agencies in response to an avian influenza threat to Eastern Highlands Health District.

#### **IV. PLANNING ASSUMPTIONS**

1. An influenza pandemic will result in the rapid spread of the infection with outbreaks throughout the world. Communities across the state and the country may be impacted simultaneously.
2. There will be a need for heightened global and local surveillance.
3. An avian influenza strain may arrive in Eastern Highlands Health District before the onset of a pandemic, significantly affecting domestic poultry, wild and exotic birds, and other species.
4. Eastern Highlands Health District will not be able to rely on mutual aid resources, State, or Federal assistance to support local response efforts.
5. Antiviral medications will be in extremely short supply. Local supplies of antiviral medications may be prioritized.
6. A vaccine for the pandemic influenza strain will likely not be available for 6 to 8 months following the emergence of a novel virus.
  - a. As vaccine becomes available, it will be administered first to pre-defined groups, prioritized by EHHD, and ultimately to the entire region population.
  - b. Insufficient supplies of vaccines and antiviral medicines will place greater emphasis on social distancing strategies and public education to control the spread of the disease in the region.
7. The number of ill people requiring outpatient medical care and hospitalization could overwhelm the local health care system.
  - a. Hospitals and clinics will have to modify their operational structure to respond to high patient volumes and maintain functionality of critical systems.
  - b. The health care system may have to respond to increased demands for service while the medical workforce experiences 25-35% absenteeism due to illness.
  - c. Demand for inpatient beds and assisted ventilators could increase by 25%, and patients may need to be prioritized for services.
  - d. There will be tremendous demand for urgent care services.
  - e. Hospital infection control measures specific to management of influenza patients will need to be developed and implemented.

- f. The health system may need to develop alternative care facilities to relieve demand on hospital emergency rooms.
  - g. Emergency Medical Service responders will face extremely high call volumes for several weeks, and may face 25% - 35% reduction in available staff.
  - h. The number of fatalities experienced during the first few weeks of a pandemic could overwhelm the resources of the Medical Examiner's Office, hospital morgues, and funeral homes.
  - i. The demand for home care and social services will increase dramatically.
8. There could be significant disruption of public and privately owned critical infrastructure including transportation, commerce, utilities, public safety, agriculture, and communications.
  9. Social distancing strategies aimed at reducing the spread of infection such as closing schools, community centers, and other public gather points and canceling public events may be implemented during a pandemic.
  10. Some populations will be unable or unwilling to comply with isolation directives, and for whom social distancing strategies may be less feasible (for example, homeless populations who live in congregate settings). It will be important to develop and disseminate strategies for infection control appropriate for these environments and populations.
  11. It will be important to coordinate disease control strategies throughout the State due to the regional mobility of the population.
  12. The general public, health care partners, response agencies, and elected leaders will need continuous updates on the status of the pandemic outbreak, impacts on critical services, the steps EHHD is taking to address the incident, and steps response partners and the public can take to protect themselves.

## V. AUTHORITIES

In Connecticut, various public officials have overlapping authorities with regard to protecting public health and safety. The Governor, the State Commissioner of Public Health, Chief Elected Official, and the District Health Director each can implement authorities within the scope of their jurisdiction aimed at protecting public health, including increasing social distancing by closing public or private facilities. During a pandemic, the presence of overlapping authorities will necessitate close communication and coordination between elected leaders and the District Health Director to ensure decisions and response actions are clear and consistent.

Legal Authority: Authority for public health emergency response is contained in Title 28, Chapter 517 of the Connecticut General Statutes, as amended, and local Executive Orders, Charter Provisions and Ordinances and Chapter 19a of the General Statutes pertaining to the detection, prevention, and treatment of unnecessary illness. Authority for isolation and quarantine is also contained in Public Act 03-236, an Act concerning Public Health Emergency Response Authority (PHERA).

### Local law enforcement

Local law enforcement officials have the authority to enforce the orders issued by the District Health Director within the jurisdiction of the health department. Local health officials and law enforcement officials shall enforce all rules that are adopted by the Department of Public Health.

## VI. PHASES OF A PANDEMIC

The World Health Organization (WHO) has developed a global influenza preparedness plan that includes a classification system for guiding planning and response activities for an influenza pandemic. This classification system is comprised of six phases of increasing public health risk associated with the emergence and spread of a new influenza virus subtype that may lead to a pandemic. The Director General of WHO formally declares the current global pandemic phase and adjusts the phase level to correspond with pandemic conditions around the world. For each phase, the global influenza preparedness plan identifies response measures WHO will take, and recommends actions that countries around the world should implement.

Pandemic Phases	Public Health Goals
<p>Interpandemic Period</p> <p><b>Phase 1</b> – No new influenza virus subtypes detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered low.</p> <p><b>Phase 2</b> – No new influenza virus subtypes detected in humans. However, a circulating animal influenza virus subtype poses substantial risk of human disease.</p>	<p>Strengthen influenza pandemic preparedness at all levels. Closely monitor human and animal surveillance data.</p> <p>Minimize the risk of transmission of animal influenza virus to humans; detect and report such transmission rapidly if it occurs.</p>
<p>Pandemic Alert Period</p> <p><b>Phase 3</b> – Human infection(s) are occurring with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.</p> <p><b>Phase 4</b> – Small cluster(s) of human infection with limited human-to-human transmission but spread is highly localized suggesting that the virus is not well adapted to humans.</p> <p><b>Phase 5</b> – Larger cluster(s) of human infection but human-to-human spread is localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).</p>	<p>Ensure rapid characterization of the new virus subtype and early detection, notification and response to additional cases.</p> <p>Contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development.</p> <p>Maximize efforts to contain or delay spread to possibly avert a pandemic, and to gain time to implement response measures.</p>
<p>Pandemic Period</p> <p><b>Phase 6</b> – Pandemic is declared. Increased and sustained transmission in the general population.</p>	<p>Implement response measures including social distancing to minimize pandemic impacts</p>

In accordance with the Department of Health and Human Services Pandemic Influenza Strategic Plan, HHS will determine and communicate the pandemic phase level for the U.S. based on the global pandemic phase and the extent of disease spread throughout the country.

The Eastern Highlands Health District Pandemic Influenza Response Plan corresponds to the WHO pandemic phases. Each phase within the Plan is subdivided into two components, "affected" and "not affected" depending upon whether human infection is occurring within the local region. Appropriate preparedness and response measures are identified for each phase, with implementation based in part on whether Eastern Highlands Health District is affected. (See Section VIII. Concept of Operations.)

## **VII. RESPONSIBILITIES**

### **CREPC and/or Region 4 ESF #8 will:**

1. Facilitate regional pandemic planning and preparedness efforts.
2. Coordinate the community's emergency public health response through Emergency Support Function 8 (Health and Medical Services), and the regional disaster response plans.
3. Educate the public, health care system partners, response partners, businesses, community based organizations and elected leaders about influenza pandemics, expected impacts and consequences, and preventive measures.
4. Work with DPH to conduct region-wide surveillance to track the spread of the human disease and its impact on the community.
5. Identify diseases of public health significance, and communicate such findings to health system partners.
6. Coordinate planning for and implementation of disease containment strategies and authorities.
7. Support the health care system's planning and response efforts for medical surge capacity including mass casualty and mass fatality incidents.
8. Provide effective communications to the public, the media, elected officials, health care providers, business, and community leaders throughout public health emergencies.

### **Department of Public Health (DPH)**

1. Coordinate statewide pandemic planning and preparedness efforts.
2. Coordinate statewide surveillance activities.
3. Operate biosafety level 3 laboratory facility for influenza identification, isolation and isolate typing.
4. Coordinate pandemic information with CDC and other states.
5. Coordinate development and implementation of disease containment strategies across multiple regions within the state.

6. Request antiviral medicines and vaccines from the Strategic National Stockpile and distribute to local health districts and departments.
7. Educate and inform the public on the course of the pandemic and preventive measures.
8. Provide information and technical support on surveillance, epidemiology and clinical issues, including case identification, diagnosis, management, and infection control to health care providers and facilities

### **Department of Health and Human Services (HHS)**

1. Provide overall guidance on pandemic influenza planning within the United States.
2. Coordinate the national response to an influenza pandemic.
3. Provide guidance and tools to promote pandemic preparedness planning and coordination for States and local jurisdictions.
4. Provide guidance to state and local health departments regarding prioritization of limited supplies of antiviral medications and vaccines.
5. Determine and communicate the pandemic phase for the U.S. based on the global pandemic phase (established by WHO) and the extent of disease spread throughout the country.

### **Centers for Disease Control and Prevention (CDC)**

1. Conduct national and international disease surveillance.
2. Serve as a liaison to the WHO.
3. Develop reference strains for vaccines and conduct research to understand transmission and pathogenicity of viruses with pandemic potential.
4. Develop, evaluate, and modify disease control and prevention strategies.
5. Support vaccination programs; monitor vaccine safety.
6. Investigate pandemic outbreaks; define the epidemiology of the disease.
7. Monitor the nation-wide impact of a pandemic.
8. Coordinate the stockpiling of antiviral drugs and other essential materials within the Strategic National Stockpile.
9. Coordinate the implementation of international – U.S. travel restrictions.

## **World Health Organization**

1. Monitor global pandemic conditions and provide information updates.
2. Facilitate enhanced global pandemic preparedness, surveillance, vaccine development, and health response.
3. Declare global pandemic phase and adjust phases based on current outbreak conditions.

## **Specific Responsibilities of EHHD (Eastern Highlands Health District)**

### *District Health Director*

- Communicate and coordinate directly with the chief elected officials and town managers and local community stakeholders
- Coordinate directly with health care community partners and consult on decisions regarding strategies for reallocating resources and restructuring regional health system operations in response to a pandemic.
- Authorize and communicate public health directives regarding social distancing strategies and other protective actions to elected leaders, the business community, schools, the health care community, and other partners.
- Assign responsibilities to EHHD staff for planning and responding to the pandemic.
- Ensure continuity of operations for critical EHHD functions during all phases of the pandemic.
- Direct isolation and quarantine of individuals and groups, as needed, based on recommendations from the DPH

### *Public Information Director (PIO)*

- Provide accurate, timely information to the public regarding preparations for a pandemic, the impacts of the outbreak and local response actions.
- Educate the public on how they can protect themselves from becoming infected and infecting others.
- Track activation of public information call centers focused on providing health information to the public and publicize their availability
- Conduct training, drills, and evaluated exercises to enhance EHHD 's readiness to respond to a pandemic.
- Coordinate planning and response activities with hospitals and community health clinics.
- Coordinate activation and management of the EHHD resources with Emergency Operations Center and ICS structure

- Assess the potential social and economic impacts of social distancing measures, and the extent to which implementation of such measures is feasible.
- Coordinate business continuity efforts specific to the potential impacts of a pandemic.

Coordinate regional pandemic planning, education, and outreach efforts with:

- School systems
- Business community
- Community-based organizations

### *Environmental Health Services*

- Work with the EHHD PIO to develop and disseminate risk communications messages to the public concerning zoonotic influenza virus transmission, food safety, and animal waste disposal issues.

### *General*

- Participate in planning activities focused on development of influenza diagnosis and treatment clinics.
- Lead and coordinate all mass vaccination response activities.
- Coordinate pandemic planning and preparedness efforts for EHHD in conjunction with local, state, and federal response partners.
- Identify mission critical functions that must be maintained during all hazards including a pandemic.
- Identify staff who can be cross trained to perform emergency response functions
- Identify functions that could be temporarily discontinued or performed via telecommuting for several weeks.
- Be prepared to mobilize all necessary staff to support the EHHD pandemic influenza response, as directed by the Director of Health

## VIII. CONCEPT OF OPERATIONS

### A. Direction and Control

1. The public health response will be managed according to the guidance and protocols included in this Plan, the State's Pandemic Influenza Response Plan, and the ESF 8 annexes of the Regional Disaster Plans, as developed.
2. Eastern Highlands Health District and all response partners will operate under the Incident Command System, as appropriate, throughout the duration of the pandemic response.
3. Eastern Highlands Health District may activate an Emergency Operations Center to coordinate the district-wide public health and medical response during a pandemic.
4. During Pandemic Phases 1, 2 and 3 where Eastern Highlands Health District is not directly affected, EHHD will engage in health system preparedness efforts and regional education efforts for pandemic response.
5. During Pandemic Phases 4, 5 and 6 EHHD will communicate with health system partners through the health care community to coordinate and manage health care system resources and information.
6. EHHD will assess the viability of social distancing measures and establish criteria for their implementation.
7. Upon reaching Pandemic Phase 4 (global) EHHD will:
  - a. Assess whether to activate the Pandemic Influenza Response Plan and will work with ESF 8 to coordinate the health system response.
  - b. Provide regular briefings to the Eastern Highlands Health District elected officials, and regional response partners. Briefings will address the nature of the disease, its communicability and virulence, availability of vaccines and antivirals, actions that are being taken to minimize the impact, actions that response partners should implement to protect critical functions, and health information being shared with the public and health care providers.

### B. Communications

1. Risk communications messaging and public education regarding pandemic influenza will be coordinated with EHHD to ensure consistency of communications and education messaging regarding pandemic influenza.

2. Communications with the public and health care providers will be one of the most critical strategies for containing the spread of the influenza and for managing the utilization of health care services. This plan's communications goals are to:

- a. Provide accurate, consistent, and comprehensive information about pandemic influenza including case definitions, treatment options, infection control measures, and reporting requirements.
- b. Instill and maintain public confidence in the region's public health and health care systems and their ability to respond to and manage an influenza pandemic.
- c. Ensure an efficient mechanism for managing information between EHHD, health system partners, and response agencies.
- d. Contribute to maintaining order, minimizing public panic and fear, and facilitating public compliance by providing accurate, rapid, and complete information.
- e. Address rumors, inaccuracies, and misperceptions as quickly as possible, and prevent the stigmatization of affected groups.

3. Communications During Pandemic Phases 1, 2, 3

- a. The EHHD PIO along with the health director, using guidance from DPH, will:
  - i. Assess the information needs of health care providers.
  - ii. Assess the information needs of the general public.
  - iii. Identify any logistical constraints to effective communications, such as communications staffing and equipment needs, and public information call center staffing and capacity.
  - iv. Intensify public education efforts about influenza pandemics, animal influenza, and steps that can be taken to reduce exposure to infection. Information may be disseminated via web site postings, newspaper editorials, flyers and billboards, television and radio broadcasts.
  - v. Coordinate with the State DPH, and health departments in adjacent jurisdictions to develop common health messages and education materials.

#### 4. Communications During Phases 4, 5, 6

- a. EHHD Public Information Director (PIO) will participate in a state or regional Joint Information Center (JIC) in conjunction with health system and response partners as appropriate.
- b. The EHHD PIO will evaluate the need to establish public information channels to respond to public inquiries.
- c. The EHHD PIO will develop a communications strategy including identifying appropriate community partners for reaching and educating diverse communities such as limited English-speaking residents.
- d. The EHHD PIO will work with the health care community to develop, modify and release public information messages related to the utilization of the health care system and other resources (triage centers, call centers, etc).
- e. The District Health Director will engage in regular communications with hospital emergency rooms, infection control practitioners, infectious disease specialists, and community providers and will also regularly communicate with infectious disease control specialists at the CDC, the State Department of Health, and regional jurisdictions.
- f. The District Health Director will conduct regular briefings with key response partners to inform EOC staff, business leaders, community-based organizations, first response agencies and critical infrastructure agencies on the status of the pandemic and local response actions.
- g. As the pandemic expands, the EHHD PIO will provide regular updates on the pandemic and will organize media briefings.
- h. The EHHD PIO will keep the public informed about steps that should be taken to protect against infection, treatment options for individuals who are infected, the status of the spread of the outbreak in the community, and the disease control and containment strategies that are being implemented.

#### C. Mitigation

Mitigation activities are taken in advance of an influenza pandemic to prevent or temper its impact. Mitigation efforts should occur primarily during pandemic phases 1-3.

EHHD 's pre-event mitigation activities include:

1. Planning, exercising, evaluating and revising the Pandemic Influenza Response Plan.

2. Training and equipping EHHD staff to assure competencies and capacities needed to respond to a pandemic outbreak.
3. Developing strategic partnerships with local community health care institutions and providers, and local, state, and federal response agencies and their staff.
4. Educating response partners, the media, and public about the consequences of influenza pandemics and recommended preparedness measures.
5. Informing and updating local elected officials about the potential impacts of an influenza pandemic on essential services and infrastructure in Eastern Highlands Health District.
6. Assessing local stockpiles necessary materiel that will be needed to respond to influenza pandemic.

#### D. Surveillance

1. Influenza is a mandated laboratory reportable disease in Connecticut under Sects. 19a-36-A1 through 19a-36-A24 of the State Health Code.
2. Surveillance During Pandemic Phases 1, 2, 3
  - a. The DPH Epidemiology Program will maintain influenza tracking activities [reports regarding school absenteeism, pneumonia and influenza deaths submitted by Vital Statistics, nursing home reports, homeless shelter reports and sentinel providers].
  - b. EHHD will develop partnerships with key employers to track absenteeism in the event of a flu pandemic [City and region government, large employers].
3. Surveillance During Pandemic Phases 4, 5, 6
  - a. EHHD will encourage health care providers and institutions to report influenza and to send specimens from these cases to the DPH Laboratory for testing, in compliance with reportable disease requirements.
  - b. The DPH Epidemiology Program will facilitate monitoring of the influenza pandemic strain for antiviral resistance, as appropriate.

- c. The DPH Epidemiology Program and EHHD may activate tracking of absenteeism with key employers, where feasible.

## E. Public Education

1. Public education through all phases of a pandemic may involve any or all of the following elements:
  - a. Dissemination of printed and web-based information in multiple languages.
  - b. Active outreach to traditionally underserved populations, in cooperation with community organizations.
  - c. Frequent use of radio, television, and print media.
  - d. Coordination with other health care providers and caregivers to ensure consistent messaging.
  - e. Implementation of a public information call center.
2. Government agencies, businesses, schools, health care system partners, community-based organizations and other agencies within Eastern Highlands Health District will promote and disseminate pandemic influenza educational messages to their staff.
3. EHHD will lead efforts to strengthen support, outreach, and training for vulnerable populations in Eastern Highlands Health District. Specific actions will include:
  - a. Conduct needs assessments identifying types of resources and information vulnerable populations need during emergencies.
  - b. Provide training and job aids for cultural leaders and medical interpreters to serve as information conduits to vulnerable populations during emergencies.
  - c. Collaborate with cultural leaders and medical interpreters across the region to build sustainable preparedness capabilities within communities.

## F. Vaccine and Antiviral Medications

Refer to district mass dispensing plan and to State of CT Pandemic Influenza Plan for details.

## H. Isolation and Quarantine

See Isolation and Quarantine Annex from the Connecticut Mitigation Plan for Pandemic Influenza, submitted as Appendix 3 to the CDC.

## I. Social Distancing Strategies

Social distancing strategies are non-medical measures intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other. These strategies could include closing public and private schools; minimizing social interactions at colleges, universities and libraries; closing nonessential government functions; implementing emergency staffing plans for the public and private sector including increasing telecommuting, flex scheduling and other options; and closing public gathering places including stadiums, theaters, religious meetings, community centers and other facilities.

### 1. Assumptions

- a. The effectiveness of social distancing strategies is not known with certainty, nor is the degree of public compliance with measures that is necessary for success.
- b. Implementation of social distancing strategies in Eastern Highlands Health District may create social disruption and significant, long-term economic impacts. It is unknown how the public will respond to these measures.
- c. It is assumed that social distancing strategies must be applied on a region-wide or statewide basis in order to maximize effectiveness.

2. The District Health Director will consult with the appropriate subject matter experts throughout all phases of a pandemic regarding the epidemiology and impact of the pandemic in and around Eastern Highlands Health District.
3. The District Health Director will review social distancing strategies and current epidemiological data during each phase and coordinate with town leaders regarding social distancing actions that should be implemented to limit the spread of the disease.
4. Decisions regarding the implementation of social distancing measures including suspending large public gatherings and closing stadiums, theaters, religious meetings, community centers, and other facilities where large numbers of people gather will be made jointly and concurrently by the District Health Director and town leaders.
5. Recommendations regarding the closing of public and private schools, and the University will be made by the District Health Director in consultation with local school superintendents, university officials, and elected officials.
6. Social Distancing Strategies During Phases 1, 2, 3
  - a. EHHD will educate elected officials, government leaders, school officials, response partners, businesses, the media and the public regarding the consequences of pandemics, the use of social distancing strategies, the associated impacts they cause and the process for implementing these measures.
  - b. The District Health Director will confirm the decision-making process and criteria for recommending social distancing strategies with municipal officials.
7. Social Distancing Strategies During Phases 4, 5, 6
  - a. The District Health Director will coordinate with elected officials regarding decision-making and implementation of social distancing strategies that are commensurate with the severity of illness and societal impact of the pandemic.
  - b. Specific, region-wide strategies that may be identified by the District Health Director include:
    - i. Encourage government agencies and the private sector to implement pandemic emergency staffing plans to maintain critical

business functions while maximizing the use of telecommuting, flex schedules, and alternate work site options.

- ii. Advise Eastern Highlands Health District residents to defer non-essential travel to areas of the world affected by pandemic influenza outbreaks.
  - iii. Suspend all public events where large numbers of people congregate including sporting events, concerts, and parades.
  - iv. Close all religious meetings, theaters, community centers, and other places where large groups gather.
  - v. Close all public and private schools, and the University.
  - vi. Suspend all government functions not dedicated to addressing the impacts of the pandemic or maintaining critical continuity functions.
- c. The District Health Director will monitor the effectiveness of social distancing strategies in controlling the spread of disease and will advise appropriate decision-makers when social distancing strategies should be relaxed or ended.

## **IX. Health and Medical Response**

### **A. Health Care System Response**

1. An influenza pandemic is expected to significantly increase the demand for health care services at a time when the availability of health care workers will be reduced due to illness. This imbalance between supply and demand is likely to overwhelm current health care system capabilities and necessitate implementation of alternate strategies to manage health system resources.
2. During a pandemic affecting EHHD, all possible efforts will be employed to maintain the functionality and resiliency of the health care system while providing care to patients in need. In order to accomplish this, health care system partners may need to:
  - a. Limit the provision of health care services to patients with urgent, health problems requiring immediate hospitalization;
  - b. Take steps to increase hospital bed capacity to care for extreme numbers of influenza patients;
  - c. Mobilize and deploy staff between medical institutions to address critical shortfalls.
3. During a pandemic, alternate care facilities may be identified and activated to serve as medical surge capacity to hospitals.
  - a. These facilities could add to the existing bed capacity in the region and provide supportive care to influenza patients, serve as step-down care for non-infectious hospital patients, or could serve as triage facilities to relieve the burden on hospital emergency departments.
  - b. Locating, staffing, and supplying these sites will be accomplished through a coordinated effort between Eastern Highlands Health District, local hospitals, health care community members, and local emergency managers.
4. Emergency Medical and Health Care System Response During Phases 1, 2, 3
  - a. Eastern Highlands Health District will educate providers about influenza pandemics and involve them in planning for the community's response
  - b. Eastern Highlands Health District will incorporate existing groups into pandemic planning efforts through the health care community.

- c. Hospitals and health care organizations will develop response plans for pandemic influenza addressing medical surge capacity, triage, infection control within their facilities, and staffing issues.
  - d. Eastern Highlands Health District will provide technical assistance to health system partners regarding the CREPC area Metropolitan Medical Reserve Service and other strategies to expand staffing resources, although these can be expected to be very limited.
  - e. Eastern Highlands Health District will provide regular briefings to health care community members regarding the status of a novel virus and its potential for causing a pandemic.
5. Emergency Medical and Health Care System Response During Phases 4, 5, 6
- a. Eastern Highlands Health District will work with the health care community to monitor pandemic status and heighten preparedness activities.
  - g. The Commissioner of Public Health may implement protocols for health care providers regarding the use of antiviral medications and influenza vaccine.
  - h. CREPC through MMRS will coordinate acquisition of additional medical supplies and equipment in support of medical facilities throughout the Region 3. Resources from the Strategic National Stockpile will be requested, as needed, by DPH.

## B. Public Health Services

1. The District Health Director will assess the need to reprioritize Department functions and will direct the mobilization of staff to meet emerging needs of the pandemic.
2. Public Health Services During Phases 1, 2, 3
  - a. The Eastern Highlands Health District will:
    - i. Participate in business continuity planning to identify mission critical systems and positions that must remain operational during a pandemic.

- ii. Participate in ongoing planning efforts to assess skills needed during public health emergencies and identify staff training needs to fill critical positions.

- b. The Director of Health will determine functions within the department that will remain operational during a pandemic and specify the minimum level of resources needed to remain operational.

### 3. Public Health Services During Phases 4, 5, 6

- a. The District Health Director will determine the need to suspend normal department operations in order to reassign staff to critical duties. The timing of this decision will be coordinated with similar actions taken by other health care system partners.

- b. Critical functions activated within EHHD may include:

- i. Supporting a patient call center that provides triage and medical advice services over the telephone.

- ii. Activating mass vaccination clinics to vaccinate priority groups or the general public, depending on availability of vaccine.

## **X. MAINTENANCE OF ESSENTIAL SERVICES**

1. One of the critical needs during flu pandemic will be to maintain essential community services.
  - a. With the possibility that 25-35% of the workforce could be absent due to illness, it may be difficult to maintain adequate staffing for certain critical functions.
  - b. There is the possibility that services could be disrupted if significant numbers of public health, law enforcement, fire and emergency response, medical care, transportation, communications, and public utility personnel are unable to carry out critical functions due to illness.
2. Government agencies and private businesses, particularly those that provide essential services to the public, must develop and maintain continuity of operations plans and protocols that address the unique consequences of a pandemic.
3. Local emergency management agencies in Eastern Highlands Health District will support continuity of government planning and preparedness within their jurisdictions.
4. Local emergency management agencies in Eastern Highlands Health District will support logistical and non-medical infrastructure planning with local healthcare facilities.
5. EHHD will develop continuity of operations plans that address, at a minimum:
  - a. Line of Succession for the agency.
  - b. Identification of mission essential services and priorities.
  - c. Procedures for the reassignment of employees to support public health functions essential during a public health emergency.
  - d. Redundancy of mission critical communication and information systems.
  - e. Physical relocation of critical EHHD functions including the Department Emergency Operations Center.
6. Maintenance of Essential Services During Phases 1, 2, 3
  - a. Develop plans for maintaining essential departmental services during a pandemic.

b. Continue to educate government agencies, non-profit organizations and businesses that provide essential community services about the need for continuity planning in advance of a pandemic.

7. Maintenance of Essential Services During Phases 4, 5, 6

- a. EHHD will update its essential services plans and will request that its community partners update their plans.
- b. The District Health Director will determine the appropriate time to implement the Department's continuity of operations plans and protocols and will advise community partners to implement their plans as needed.

**XI. Ethical Framework**

See State of Connecticut Pandemic Influenza Plan, Section I C

**XII. Plan Development and Maintenance**

Refer to the Public Health Emergency Preparedness Plan for Eastern Highlands Health District, Section IVA.

Also see the State of Connecticut Pandemic Influenza Plan, Section VII.

### **XIII. RECOVERY**

1. Recovery from influenza pandemic will begin when it is determined that normal supplies, resources, and response systems can manage ongoing activities.
2. In consultation with the health care community and local elected leaders, the District Health Director will recommend specific actions to be taken to return the health system and government functions to pre-event status.
3. Eastern Highlands Health District will assess the impact of the pandemic on the community's health as measured by morbidity and mortality and report findings to all response partners.
4. Eastern Highlands Health District staff will support partners in Eastern Highlands Health District towns and the health care and business communities in assessing the economic impact of the pandemic.
5. The Public Health Emergency Response Coordinator will conduct an after-action evaluation of the pandemic response. The evaluation will include recommendations for amendments to the Pandemic Influenza Response Plan.

**APPENDIX A**

Eastern Highlands Health District Priority Groups For Influenza Vaccination  
During a Pandemic

**From Oct. 2007 Centers for Disease Control**

**Draft Guidance on Allocating and Targeting Pandemic Influenza Vaccine**

**Vaccination target groups, estimated populations, and tiers for severe, moderate and less severe pandemics as defined by the Pandemic Severity Index (PSI).**

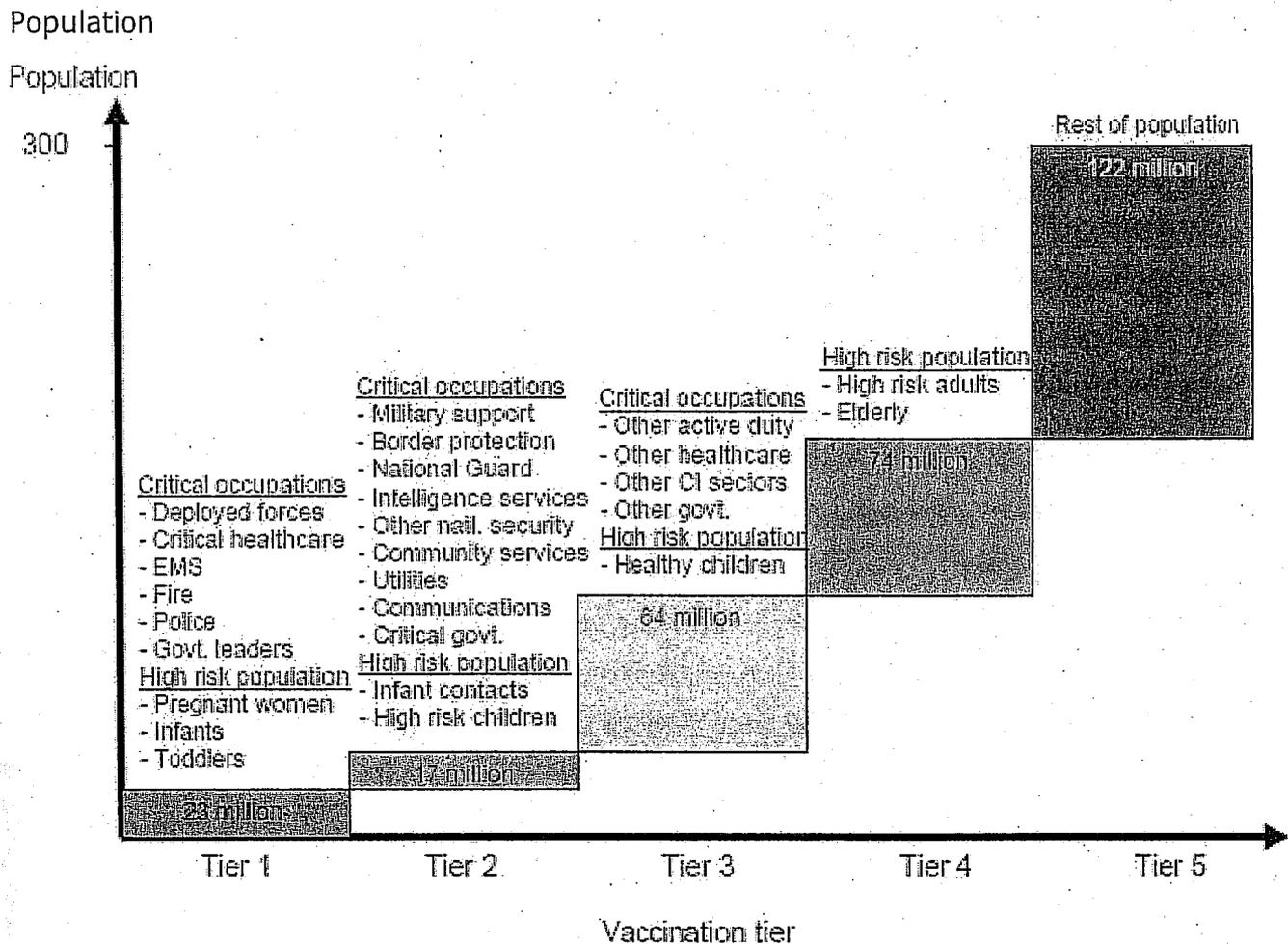
Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Not targeted

Category	Target group	Estimated number	Severe	Moderate	Less severe
Homeland and national security	Deployed and mission critical pers.	700,000	Tier 1	Tier 1	Tier 1
	Essential support & sustainment pers.	650,000	Tier 2	Tier 2	Tier 2
	Intelligence services	150,000			
	Border protection personnel	100,000			
	National Guard personnel	500,000			
	Other domestic national security pers.	50,000			
	Other active duty & essential suppt.	1,500,000	Tier 3	Tier 3	

Health care and community support services	Public health personnel	300,000	Tier 1	Tier 1	Tier 1
	Inpatient health care providers	3,200,000			
	Outpatient and home health providers	2,000,000			
	Health care providers in LTCFs	800,000			
	Community suppt. & emergency mgt.	600,000	Tier 2	Tier 2	
Other important health care personnel	500,000	Tier 3	Tier 3		
Critical infrastructure	Emergency Medical Service personnel	2,000,000	Tier 1	Tier 1	Tier 1
	Law enforcement personnel	50,000			
	Fire services personnel	50,000			
	Mfrs of pandemic vaccine & antivirals				
	Key government leaders				
	Electricity sector personnel	1,900,000 to 4,400,000	Tier 2	Tier 2	
	Natural gas personnel				
Communications personnel					
Water sector personnel					
Critical government personnel					

	Transportation sector personnel	1,400,000	Tier 3		
	Food and agriculture sector personnel	to 3,500,000			
	Banking and finance personnel				
	Pharmaceutical sector personnel				
	Chemical sector personnel				
	Oil sector personnel				
	Postal and shipping personnel				
	Other important government personnel				
General population	Pregnant women	3,100,000	Tier 1	Tier 1	Tier 1
	Infants & toddlers 6-35 mo old	10,300,000			
	Household contacts of infants < 6 mo	4,300,000	Tier 2	Tier 2	Tier 2
	Children 3-18 yrs with high risk cond.	6,500,000			
	Children 3-18 yrs without high risk	58,500,000	Tier 3	Tier 2	
	Persons 19-64 with high risk cond.	36,000,000	Tier 4	Tier 3	Tier 2
	Persons ≥65 yrs old	38,000,000			
	Healthy adults 19-64 yrs old	121,800,000	Tier 5	Tier 4	Tier 4

**Figure 1. Vaccination tiers and target groups for a severe pandemic. This figure illustrates how vaccination is administered by tiers until the entire U.S. population has had the opportunity to be vaccinated, and how tiers integrate target groups across the four categories balancing vaccine allocation to occupationally defined groups and the general population.**



### Vaccination Tier 1 at All Pandemic Severities

Tier 1 includes the highest priority groups (Level A) identified in each of the four categories (Table 2). Unlike other tiers which differ with severity of the pandemic, Tier 1 is the same across all pandemic severities. This is because for the occupationally defined groups in this tier, maintaining effectiveness is critical, burdens are likely to be markedly increased in any pandemic, and risk of occupational exposure and infection is high because of contact with ill persons, living conditions, or geographic location. It should be noted that during the 1918 pandemic, more American soldiers died of illness than in combat during the First World War.

Targeting vaccinations in Tier 1 to groups that serve important societal needs is balanced by including in this tier pregnant women and infants who are at high risk of dying during a pandemic. Protecting pregnant women and infants is in keeping with priorities expressed by public and stakeholder groups and is an efficient use of vaccine because a pregnant woman will pass on protection to her newborn and because infants between 6 and 35 months old may need a smaller vaccine dose compared with older persons.

*Potential sub-prioritization of Tier 1*

Vaccine may be in extremely short supply through the first wave of a pandemic and even longer. Particularly in a severe pandemic, it may be necessary to sub-prioritize vaccination of groups included in Tier 1 by stratifying *within* and *between* target groups (Table 3). For example, hospital-based health care providers are separated into "front-line" providers – those essential for maintaining emergency departments and intensive care units and providing medical and nursing care on inpatient wards – and other inpatient health care providers who would receive vaccine later in Tier 1. This proposed ranking of groups within Tier 1 balances allocation to achieve multiple pandemic response goals and protects persons who are at highest occupational risk of becoming infected.

**Table 3. Proposed sub-prioritization of vaccination among Tier 1 target groups for situations where vaccine supply is most limited.**

<b>Priority</b>	<b>Group</b>	<b>Rationale</b>	<b>Estimated Population</b>
1	Front-line inpatient and hospital-based health care workers (persons essential for maintaining function in emergency departments, intensive care units, and other front-line medical and nursing staff)	Critical role in providing care for the sickest persons; highest risk of exposure and occupational infection	1,000,000
2	Deployed and mission-critical personnel	Essential role in national and homeland security; high risk due to living conditions and possibly geographic location	700,000
3	Front-line Emergency Medical Service personnel (those providing patient assessment, triage, and transport).	Provide critical medical care including procedures such as intubation that increase risk of aerosol exposure and occupational infection	800,000
4	Front-line outpatient health care providers (physicians, nurses, respiratory therapy; includes public health personnel who provide outpatient care for	Effective outpatient care is critical to decrease the burden on hospitals; high risk of exposure and occupational infection	1,000,000

underserved groups)

5	Front-line fire and law enforcement personnel	Essential to public order and safety; less substantial and more predictable risk of exposure.	1,000,000
6	Pregnant women and infants 6-11 months old	High-risk documented in prior pandemics and annually; reflects public values to protect children; vaccination of a pregnant woman also will protect the infant; infants 6-11 months old are at high-risk and antiviral drugs are not FDA-approved for children <1 year old	5,150,000*
7	Others in Tier 1 (includes Tier 1 health care workers not vaccinated previously in hospitals, outpatient settings, home health, long-term care facilities, and public health; emergency service providers; manufacturers of pandemic vaccine, antiviral drugs, and other key pandemic response materials; and children 12-35 months old)	Includes persons in critical settings who have less exposure and toddlers who are less at risk of severe disease or death than younger infants and who are able to receive antiviral treatment based on FDA approval of antiviral drugs	13,100,000**

\*Because infants would be expected to receive one-half a regular vaccine dose, the number of adult vaccine dose-equivalents for this group would be about 4,125,000

\*\*Toddlers 12 – 35 months old may receive a lower vaccine dose; thus, the number of adult vaccine dose-equivalents for this group would be less.

### **Vaccination Tier 2 through 5 by Pandemic Severity**

In contrast with Tier 1, target groups included in Tiers 2 through 5 will be different depending on pandemic severity (see Table 2). When vaccination has been completed for all five tiers, at any pandemic severity, everyone in the United States will have had the chance to be vaccinated.

#### *Guidance for severe pandemics (PSI 4 or 5)*

Tier 2 targets groups in the Homeland and National Security category that are critical to maintaining our country's safety. Critical community support service

personnel are prioritized because they are needed to assist in a community pandemic response and support the elderly, persons living alone, and families complying with voluntary quarantine when a family member is ill (recommended as part of the community mitigation strategy). Critical infrastructures targeted in Tier 2 are those that provide “just in time services” (i.e., products like electricity and natural gas that cannot be stored), are relied on by all other infrastructures for their essential operations, and contribute to public health and safety. The highest risk children – those who have underlying medical conditions that increase their risk of complications or death from influenza infections – also are included in this tier.

Tier 3 includes the remainder of target groups that protect homeland and national security, provide health care, and maintain critical infrastructures. Critical Infrastructure sectors targeted in Tier 3 are those that provide essential products and services where there generally is greater “redundancy” in infrastructure (e.g., there are many bakeries, dairies, gas stations) or personnel (e.g., there are many truck drivers); or where burden is likely to decrease in a pandemic (e.g., less demand for mass transit, postal, and shipping). Many businesses in these sectors can take other measures to protect employees, such as using alternate work schedules, teleworking, and reducing in-person meetings and other contacts in the workplace. In the general population, children without high-risk medical conditions are targeted in this tier.

Tiers 4 and 5 are focused on groups in the general population that have not yet been vaccinated. Whereas persons aged 19 to 64 years who have underlying medical conditions and elderly persons 65 years old or older are targeted in Tier 4, in situations of limited vaccine supply, the 19 to 64 year old group should be targeted first. The rationale for targeting younger persons is that the effectiveness of seasonal and candidate pandemic influenza vaccines is less among elderly persons because of age-related decreases in immune function. Thus, when vaccine supply is limited, targeting high-risk adults before the elderly makes best use of the supply that is available. Other strategies, including hygiene and public health measures to reduce the risk of infection, and treatment with antiviral medications are effective options to protect the elderly. Healthy adults would be targeted in Tier 5.

#### *Guidance for moderate pandemics (PSI 3)*

Moderate pandemics also pose threats to maintaining effective security, health care and community support services, and critical infrastructure. While target groups in Tier 1 are the same as for severe pandemics, in later tiers, general population groups assume greater priority.

Target groups in Tier 2 for homeland and national security, health care and community support services, and critical infrastructure are the same as for a severe pandemic (Table 2). However, for moderate pandemics this tier includes all children 3 to 18 years old rather than only those with high-risk medical conditions (in addition to household contacts of young infants). Because of the large population of children, if vaccine supply is limited, children with medical conditions that

increase their risk of severe illness should be vaccinated before those without such conditions.

Tier 3 includes the remainder of target groups that protect homeland and national security, and provide health care. Vaccination is not targeted to critical infrastructure personnel in the remaining sectors because of the lower risk to maintenance of important functions, redundancy of infrastructures and personnel, and the ability to protect workforces using other measures: in a moderate pandemic, target groups listed in Level C of the Critical Infrastructure category would be vaccinated in their applicable age and health status group along with the general population. This tier also includes persons aged 19 to 64 years who are at higher risk of severe illness due to medical conditions and persons 65 years old and older. As for severe pandemics, if vaccine supply is limited the high-risk adults should be targeted before the elderly because of the greater vaccine effectiveness in the former group. Healthy adults are included in Tier 4.

#### *Guidance for less severe pandemics (PSI 1 or 2)*

Less severe pandemics pose less threat to delivery of health care, community support, and other essential services and products. While target groups in Tier 1 are the same as for severe pandemics, in later vaccination tiers, general population groups assume greater priority. Historical analysis of the 1957 and 1968 pandemics in the United States indicates that health care and essential services were effectively maintained. Because of this, after Tier 1, occupational groups in the health care and community support services and critical infrastructure categories are not specifically prioritized and workers in these groups would be vaccinated based on their age and health status as part of the general population.

Tier 2 includes groups that protect homeland and national security given the overriding importance of protecting our country's safety (Table 2). In contrast with more severe pandemics where children are vaccinated before other general population groups, in less severe pandemics, guidance for priority vaccination follows recommendations for annual influenza vaccination as defined by the Advisory Committee for Immunization Practices. The rationale is that a PSI category 1 pandemic may be little different than a bad annual influenza outbreak. Thus, Tier 2 includes household contacts of infants less than 6 months old and persons with medical conditions that increase their risk for influenza complications, and persons aged 65 years and older.

Tier 3 includes healthy children and Tier 4 includes healthy adults, who comprise the remainder of the population.

## APPENDIX B

### Eastern Highlands Health District Priority Groups For Receiving Antiviral Medications During a Pandemic (Pending forthcoming guidance from the Centers for Disease Control)

Please note that priority groups may change depending on the epidemiology of the virus.

If antiviral supplies are limited, treatment and prophylaxis during a pandemic will be prioritized as follows:

1. Treat patients hospitalized with influenza;
2. Treat health care workers with direct patient contact and Emergency Medical System workers;
3. Treat highest risk outpatients (immunocompromised and pregnant women);
4. Treat pandemic health responders, public safety and key government decision makers;
5. Treat increased risk populations – young children 12 – 23 months old, people over 65, and people with underlying medical conditions
6. Provide post-exposure prophylaxis in certain environments (e.g., nursing homes and other residential settings);
7. Provide prophylaxis for Emergency Medical System and health care workers and in emergency rooms, Intensive Care Units, and dialysis centers;
8. Treat critical infrastructure responders and health care workers without direct patient contact;
9. Treat other outpatients not included in categories above;
10. Provide prophylaxis to highest risk outpatients (immunocompromised and pregnant women);
11. Provide prophylaxis for other health care workers with direct patient contact.

*Based on guidelines included in the  
Department of Health and Human Services Pandemic Influenza Plan, 2005*

## **APPENDIX C**

### **EHHD Pandemic Response Checklist**

#### **Public Health Responsibilities During a Pandemic**

##### **All Phases**

1. Lead a regional health education campaign for pandemic response.
2. Coordinate the community's emergency public health response through Emergency Support Function 8 (Health and Medical Services), and the Regional Disaster Plan.
3. Serve as the lead agency in District for risk communications messaging and public education. All jurisdictions will coordinate with region to ensure consistency of communications and messaging regarding pandemic influenza.
4. Provide effective communications to the public, the media, elected officials, health care providers, business, and community leaders throughout public health emergencies.
5. Conduct regional surveillance to track the spread of the human disease and its impact on the community. Through liaison with agriculture and wildlife agencies, assure influenza surveillance in animals in region and monitor surveillance data.
6. Provide guidance to health care system partners on clinical management and infection control.
7. Coordinate planning for and implementation of disease containment strategies and authorities.
8. Communicate and coordinate with health system partners through the ESF 8 to coordinate and manage health care system resources and information.
9. Develop and implement protocols for prioritizing the use of limited supplies of influenza vaccine and antiviral medicines.
10. Initiate and direct mass vaccination efforts.
11. Lead efforts to strengthen support, outreach, and training for vulnerable populations in region.

**APPENDIX D**

**Protective Measures to Reduce the Spread of Pandemic Influenza  
Pandemic Phase Possible Protective Measures**

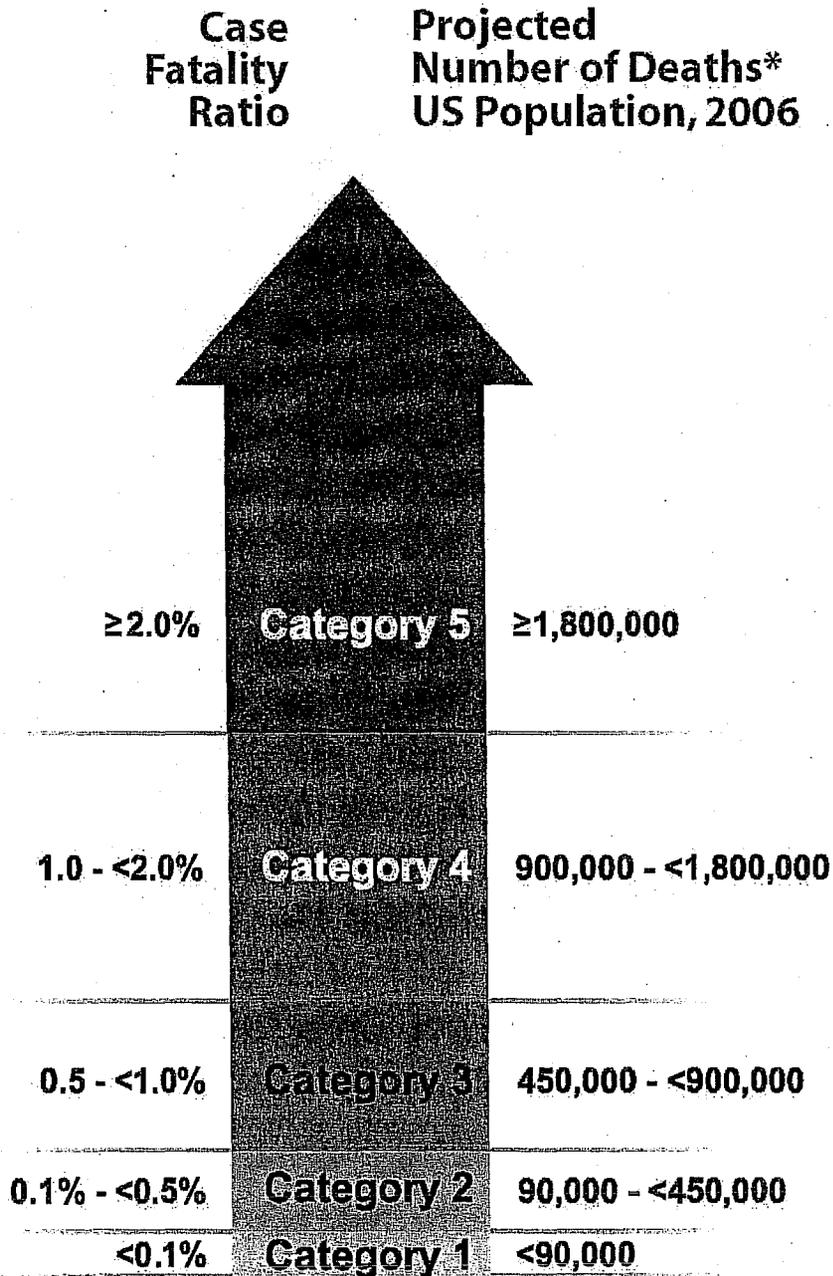
Protective Measure	Phase 1-3	Phase 4	Phase 5	Phase 6
Public information and education campaign	✓	✓	✓	✓
Individual isolation of influenza cases		✓	✓	✓
Quarantine close contacts of influenza cases	✓	✓	✓	
Recommend the public defer travel to countries impacted by pandemic		✓	✓	✓
Close all public and private schools, day care centers			⌘	⌘
Limit social interaction at libraries, colleges and universities			⌘	⌘
Direct public and private sector to implement pandemic emergency staffing plans			⌘	⌘
Suspend government functions not dedicated to pandemic response or critical continuity.			⌘	⌘
Suspend large gatherings (sports events, concerts)			⌘	⌘
Close churches, theaters and other places where crowds gather			⌘	⌘
Recommend use of public transit only for essential travel			⌘	⌘

⌘ Consider instituting these protective measures

**APPENDIX E-1**  
**Graded Implementations of Social Distancing Measures by**  
**Pandemic Phase**

Phase	Level of Influenza Activity	Possible Eastern Highlands Health District Response Actions
3	Novel influenza virus infecting humans abroad; no human to human transmission; no cases in US	Preparedness planning with partners Business continuity planning Educate response partners Initiate public education campaign Stockpile essential supplies
4	Limited human to human transmission of novel influenza virus abroad; small number of local cases may begin appearing, however all are either imported or have clear epidemiologic links to other cases	Isolation of all cases Quarantine of close contacts Recommend residents defer travel to areas affected by novel virus, per CDC guidance
4	Limited human to human transmission of novel influenza virus locally; a small number of cases without clear epidemiological links to other cases and/or increased occurrence of influenza among close contacts	Isolation of all cases Quarantine of close contacts Recommend residents defer travel to areas affected by novel virus, per CDC guidance Recommend residents avoid close contact with other persons to the extent possible by curtailing travel and non-essential contact with other persons.
5	Sustained novel influenza virus transmission locally with large number of cases identified	Isolation of all cases Close public and private schools and day care centers Limit social interaction at libraries, churches Direct government and business to implement emergency staffing plans
5	Rate of infection continues to increase following school and child care center closures and social distancing in government agencies and businesses	Close churches, theaters, stadiums, community centers Cancel all large public gatherings Recommend public transit be used only for essential travel
6	Sustained novel influenza activity in region with widespread impact	Consider suspending government functions not dedicated to pandemic response or critical continuity

APPENDIX E-2  
Pandemic Severity Index



\*Assumes 30% Illness Rate and Unmitigated  
Pandemic Without Interventions

**APPENDIX E-3.**

**Summary of the Community Mitigation Strategy by Pandemic Severity**

<b>Interventions* by Setting</b>	<b>Pandemic Severity Index</b>		
	<b>1</b>	<b>2 and 3</b>	<b>4 and 5</b>
<b>Home</b> Voluntary isolation of ill at home (adults and children); combine with use of antiviral treatment as available and indicated	<b>Recommend†§</b>	<b>Recommend†§</b>	<b>Recommend†§</b>
Voluntary quarantine of household members in homes with ill persons¶ (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient	<b>Generally not recommended</b>	<b>Consider††</b>	<b>Recommend††</b>
<b>School</b> <b>Child social distancing</b>  -dismissal of students from schools and school based activities, and closure of child care programs  -reduce out-of-school social contacts and community mixing	<b>Generally not recommended</b>  <b>Generally not recommended</b>	<b>Consider: ≤4 weeks††</b>  <b>Consider: ≤4 weeks††</b>	<b>Recommend: ≤12 weeks§§</b>  <b>Recommend: ≤12 weeks§§</b>
<b>Workplace / Community</b> <b>Adult social distancing</b>  -decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings)  -increase distance between persons (e.g., reduce density in public transit, workplace)  -modify postpone, or cancel selected public gatherings to promote social distance (e.g., postpone indoor stadium events, theatre performances)  -modify work place schedules and practices (e.g., telework, staggered shifts)	<b>Generally not recommended</b>  <b>Generally not recommended</b>  <b>Generally not recommended</b>  <b>Generally not recommended</b>	<b>Consider</b>  <b>Consider</b>  <b>Consider</b>  <b>Consider</b>	<b>Recommend</b>  <b>Recommend</b>  <b>Recommend</b>  <b>Recommend</b>

## **APPENDIX F**

### Threshold Determinants for the Use of Social Distancing Measures

#### ❖ Locally

- Total number of cases
- Rate of increase in number of cases (per day, week)
- Percentage of case with no identified epidemiologic link
- Populations affected including number and percentage of cases among:
  - Children
  - Adults between 18- 40
  - Elderly
  - Persons with underlying medical conditions
  - Other risk factors
  - Severity of illness
  - Number of cases hospitalized
  - Number of fatalities and percentage of hospitalized cases resulting in death
  - Number of contacts under active surveillance
  - Ability to rapidly trace contacts
  - Absenteeism rates

#### ❖ Nationally

- Severity of illness
- Populations affected
- Rate of spread

#### ❖ Response Measures

- Recommendations made by the CDC and DPH
- Degree to which neighboring jurisdictions have implemented social distancing measures
- Information about effectiveness of social distancing measures in other communities

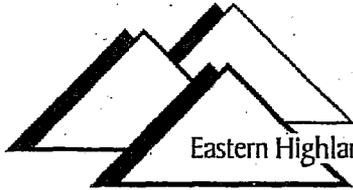
## APPENDIX G

### Projected Effects of Pandemic Influenza

Numbers for Eastern Highlands Health District assume 35% attack rate, 25% Outpatient care, 10% hospitalization and 2% case fatality rate  
Estimates derived from FluAid, CDC

	Outpatient Visits	Hospitalizations	Deaths
US	18 – 45 million	865,000 – 9.9 million	
Connecticut	261,000-610,000	6,000-14,000	1,400-3,300
Eastern Highlands Health District 779,000 population, 27,650	6,912	691	Up to 553

**PAGE  
BREAK**

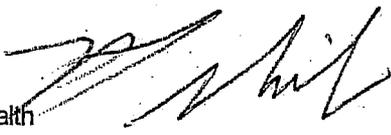


Eastern Highlands Health District

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

## Memo

**To:** Board of Directors

**From:** Robert L. Miller, MPH, RS, Director of Health 

**CC:** Jeff Smith, Chief Financial Officer

**Date:** 12/6/2007

**Re:** Proposed Fiscal Year 2008/2009 Budget

Submitted herewith for your review is the proposed budget for fiscal year 2008/2009. The proposal incorporates an expenditure increase of \$44,520 or 6.0%. The total budget has increased from \$746,790 to \$791,310. The member town contribution has increased by \$.22 from \$4.29 to \$4.51 per capita (5.1%).

There are three major factors driving the fiscal year 2008/2009 budget proposal. They are:

1. Increases in staff salary (4.4%) and benefits (9.4%) accounts. This covers a cost of living increase of 2.8%, step increases provided for in our personnel rules, a 20% increase in medical insurance and other associated benefit increases.
2. An increase in operational cost of 11.6%. Significant operational increases are associated with general liability insurance premiums (19%), administrative overhead (20%), and Office equipment (116%).
3. A decrease of 4.0% in fee for service revenues.

In addition to the proposed increase in the member town contribution rate, the budget reflects a significant increase in the state per capita grant, an increase in service fee rates and staff reductions to offset decreases in fee income. The changes are summarized on the following chart:

**PROPOSED  
EXPENDITURE/REVENUE  
CHANGES FOR FY08/09**

	ITEM	Adopted 07/08	Proposed 08/09	Change	Percent increase
<b>Revenue increases:</b>					
	State Grant in Aid	135830	171230	35400	26.1
	Town contributions	342500	362240	19740	5.7
	Fees for Service	268460	257840	(10620)	(4.0)
	<b>Total</b>	<b>746790</b>	<b>791310</b>	<b>44520</b>	<b>6.0</b>
<b>Expenditure increases:</b>					
	Salaries	514000	536475	22475	4.4
	Benefits	166620	182240	15620	9.4
	Operations	64170	71595	7425	11.6
	Transfers Out to CNR	2000	1000	(1000)	(50.0)
	<b>Total</b>	<b>746790</b>	<b>791310</b>	<b>44520</b>	<b>6.0</b>

Highlighted below are selected account objects proposed for FY08/09

**Revenues:**

- **State Grant – in – Aid.** This grant increase of \$35,400 is the result of a 25% increase in the per capita rate provided for in the State budget.
- **Town Contributions.** A total combined increase of \$19,740 is proposed for this category. The increase is due to a combination of the proposed increase in the per capita contribution rate from member towns of 5.1% and changes in population estimates. The health district population increased from 79,837 to 80,321 as estimated by the Connecticut Department of Public Health. (Please see pages 8 & 9 for individual member town increases for FY08/09)
- **Fees for Service.** A total combined decrease of \$10,620 is estimated. This decrease is the result of a reduction in fee for service activities associated with property development. This figure is offset by selected service fee rate increases of five to thirteen percent. Additionally, the proposed fee schedule increases our food service re-inspection fee and adds a new and higher fee rate for second re-inspections. Estimated revenues from re-inspections of approximately \$9,000 will further offset over all service fee revenue reductions. These re-inspection fee increases will have the primary benefit of motivating greater compliance by food establishment operators, while offsetting re-inspection costs to the District. (Please refer to page 13 for the Proposed FY08/09 Fee Schedule, pages 14 & 15 for comparison fee for service survey data from other health districts, and page 12 for Analysis of Service Fee Revenues.)

**Expenditures:**

- **51601 Regular Salaries.** The total increase proposed for salaries is \$22,475. This includes a cost of living increase of 2.8%, and step increases of approximately 3% per step where appropriate.

Also included is an increase to the Health Education Coordinators position by three hours per week. Total cost is approximately \$5,000. Total salaries are offset by \$12,000 from the elimination of the part-time environmental health inspector position, and by \$14,000 from the Public Health Emergency Preparedness grant. Without the grant, total salaries would have increased by 7.1%. This is primarily the result of reductions in the salary account while one of our employees was in Iraq in 2005. The PHEP grant is likely to be significantly reduced or eliminated for FY09/10. (Please see "Issue Paper, Staffing Changes" on page 4.)

- **52105 Medical Insurance.** An increase of \$9,540 is necessary to cover a 20% increase in premium costs for FY08/09. The 20% increase is offset by a proposed 1% increase in the employee premium cost share and the addition of one employee to the payment in lieu of coverage benefit resulting in a 12.0% net increase in the line item account. Our employee premium cost share for our PPO and POS plans are currently at 10% and 7%, respectively. We currently have 3 out of 9 eligible employees using the payment in lieu of coverage benefit.
- **52210 Training.** An increase of \$1,000 is proposed to fund workforce development of management staff. (This appropriation is earmarked for tuition reimbursement, the expenditure of which is subject to additional Board approval.)
- **53801 General Liability.** An increase of \$2,360 is necessary to cover increases in premium costs. We are catching up to a 10% increase from 2007 and additional premium costs from added employee crime coverage.
- **55420 Office Equipment.** An increase of \$1000 is necessary for the replacement of one (1) desktop computer. This is consistent with a strategy to transfer annual computer replacement costs from the CNR budget to the operating budget over a number of years. (See page 18, Capital Nonrecurring Fund Roll Forward 2008/2009)
- **56302 Administrative Overhead.** An increase of \$2,470 is proposed. This line item funds personnel, payroll, bookkeeping and IT support provided by the Town of Mansfield. This is an obligated figure pursuant to an executed service agreement.
- **58410 Capital Nonrecurring Fund.** A decrease of \$1,000 is proposed. An equity transfer of \$68,000 from general fund balance to the CNR fund in FY07/08 is proposed. Such a transfer allows the phasing in over time the annual costs for vehicle and computer replacement into the operating budget, while also providing funding for recommended IT infrastructure improvements proposed for FY08/09. The equity transfer would require a FY07/08 budget amendment. (See general fund Changes in Fund Balance Roll Forward on page 5, and CNR Fund Roll Forward on Page 18. Additionally, see Technology Review and Recommendation draft report summary on Page 20.)

The proposed budget includes changes recommended by the Finance Committee at their November 28, 2007 budget meeting. The Finance Committee will be reviewing the budget one more time, just prior to the Board of Directors 13, 2007 regular meeting. If the Finance Committee recommends the proposed budget, the following motion is in order:

*Move, to set a public hearing date of Thursday, January 17, 2008, at 4:30 PM, Coventry Town Hall, Annex, to hear the public's comments regarding the Proposed Fiscal Year 2008/2009 Eastern Highlands Health District operating budget and associated service fee schedule.*

# **Eastern Highlands Health District**

## **Proposed Budget**

**Fiscal Year 2008 – 2009**

**Board of Director's Meeting**

**December 13, 2007**

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# Eastern Highlands Health District

## Budget Presentation

### FY 08/09

The mission of the Eastern Highlands Health District is to preserve public health, prevent the spread of disease, and promote wellness in the community. The pursuit of this mission is achieved through the enforcement of state and local health regulations, monitoring the health status of the community, informing and educating citizens on health issues, running programs to support community health efforts, and collaborating with community public health partners.

#### AGENCY SUMMARY AND AUTHORITY

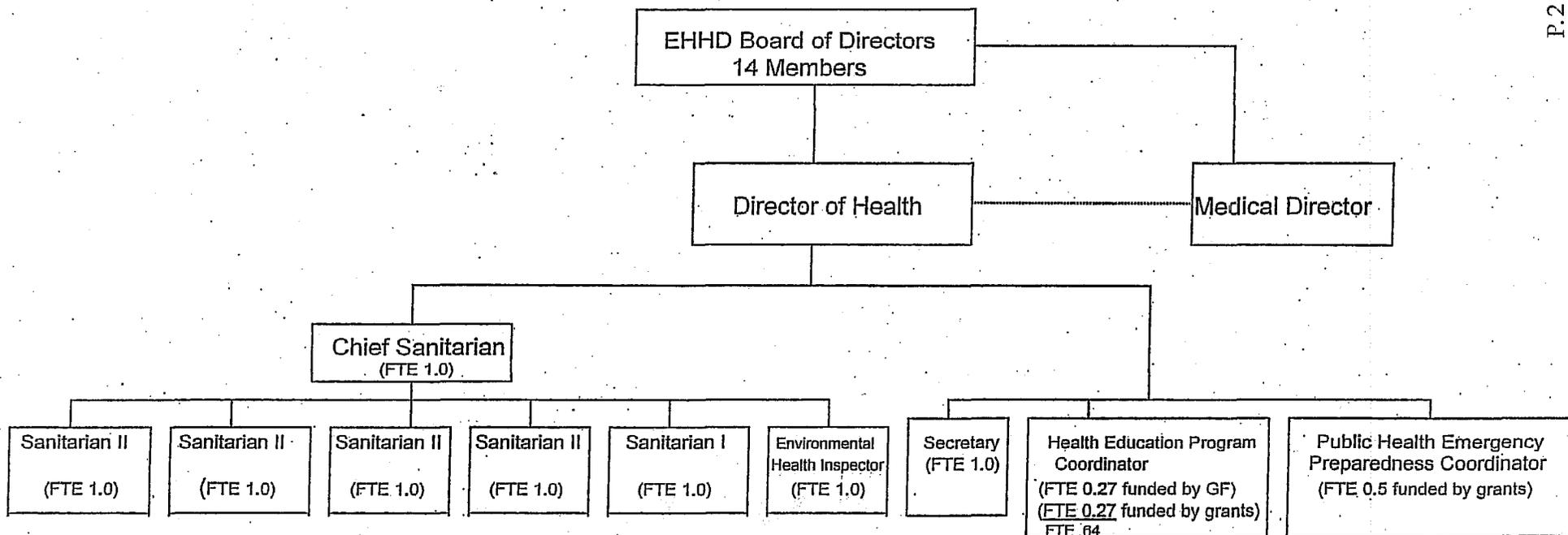
The Eastern Highlands Health District (EHHD) is one of twenty local Health Districts in the State of Connecticut. Established on June 6, 1997, it serves the towns of Andover, Ashford, Bolton, Chaplin, Columbia, Coventry, Mansfield, Tolland, Scotland and Willington with a total population of 80,321.

The District is a governmental entity authorized under Connecticut statutes for the purpose of providing local public health services. The governing authority is by a Board of Directors and the Director of Health, who acts as an agent of the State Commissioner of Public Health for the purpose of enforcing the Public Health Code.

The District services include regulatory activities in the area of environmental health, including septic system inspection and approval; well and water quality monitoring; food service; lead investigations; radon, bathing water monitoring; and public health complaint investigations. Preventing epidemics is a critical service, which includes communicable disease control involving disease surveillance and outbreak investigation. Through grants and other alternative funding, the District is expanding the number of programs it provides on a variety of public health topics that affect membership communities, such as cardiovascular health, cancer prevention and emergency preparedness. Other public health functions conducted by the District include data collection, analysis and health planning activities.

## Proposed Fiscal Year 2008 Eastern Highlands Health District Organizational Chart

Andover Board of Selectmen Appoints One Member to District Board of Directors	Ashford Board of Selectmen Appoints One Member to District Board of Directors	Bolton Board of Selectmen Appoints One Member to District Board of Directors	Chaplin Board of Selectmen Appoints One Member to District Board of Directors	Columbia Board of Selectmen Appoints One Member to District Board of Directors	Coventry Town Council Appoints Two Member to District Board of Directors	Mansfield Town Council Appoints Three Member to District Board of Directors	Scotland Board of Selectmen Appoints One Member to District Board of Directors	Tolland Town Council Appoints Two Member to District Board of Directors	Willington Board of Selectmen Appoints One Member to District Board of Directors
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### **Fiscal Year 2008/2009 Budget Calendar**

Finance Committee Meeting	November 28, 2007
Finance Committee Meeting	December 13, 2007
Budget Presentation to Board	December 13, 2007
Deadline for final budget estimates per By Laws	January 1, 2008
Fiscal Year 2007/2008 Budget Public Hearing	January 17, 2008 (recommended)
Budget Public Hearing Deadline per By Laws	February 1, 2008
Adoption of Budget	February 21, 2008 (If necessary)

## Issue Paper Staffing Changes

Issues have emerged over the past year that are driving the need to adapt Eastern Highlands Health District (EHHD) staffing configurations to changing demands. The issues driving modification needs relate primarily to decreasing fee for service revenues and increasing demands on the health promotion program. In an effort to address these issues this budget includes a request to make the following staff modifications:

*Environmental Health Inspector (reduction of 0.25 FTE).* This budget recommends eliminating the funding for this quarter-time position. Fee for service revenue is down 6% for FY06/07. Additionally, septic permits and soil testing revenues are down in the first quarter of FY07/08, 7% and 19% respectively, as compared to the same time in FY 06/07. At this time, I do not anticipate improvements in our fee for service revenue stream for the near term. The food service inspection and complaint investigation workload assigned to this position is re-assigned to existing field staff.

*Health Education Program Coordinator (addition of 0.08 FTE).* This budget requests an appropriation to fund an additional three (3) hours per week for a total of ten (10). This modest increase in hours would support increased demands on this position in the areas of grant writing, website maintenance, community networking and partnerships, general health education issues, and administrative support in the main office.

*Full-time Equivalent Effect.* The staff modifications proposed would have a 0.17 net decrease in the total health district full-time equivalent funded by the operations budget. (See table below).

<u>Current</u>		<u>Proposed</u>		<u>Difference FTE</u>
En. Health Insp.	0.25	En. Health Insp.	0.0	-0.25
Health Ed. Coord.	0.19	Health Ed. Coord.	0.27	<u>0.08</u>
				<b>-0.17</b>

*Financial Impact.* The net impact of the changes all other things being equal would be approximately a \$7,500 decrease in the salary and benefit accounts.

EASTERN HIGHLANDS HEALTH DISTRICT

ESTIMATED STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE

Roll Forward FY 2008/09

	Actual 01/02	Actual 02/03	Actual 03/04	Actual 04/05	Actual 05/06	Actual 06/07	Adopted 07/08	Estimated 07/08	Proposed 08/09
<b>Revenues:</b>									
Member Town Contributions	\$195,928	\$208,173	\$214,258	\$260,254	\$328,111	\$322,676	\$342,500	\$342,500	\$362,240
State Grant-in-Aid	108,365	94,781	96,264	132,340	132,347	136,574	135,830	172,905	171,230
Services Fees	149,006	132,071	140,766	230,258	243,722	229,848	268,460	230,150	257,840
Other State Grants		64,507	109,188	145,006					
Preventive Health Grant	6,806	10,548	11,031						
<b>Total Revenues</b>	<b>460,105</b>	<b>510,080</b>	<b>571,507</b>	<b>767,858</b>	<b>704,180</b>	<b>689,098</b>	<b>746,790</b>	<b>745,555</b>	<b>791,310</b>
<b>Expenditures:</b>									
Salaries & Benefits	393,156	424,262	416,969	459,405	553,381	592,999	680,620	663,857	718,710
Insurance	7,098	8,049	8,851	9,048	9,048	13,788	12,540	14,200	14,900
Professional & Technical Services	18,909	64,573	118,231	121,294	30,419	49,035	17,300	17,700	18,100
Other Purchased Services & Supplies	24,871	42,004	34,419	33,794	25,587	19,110	32,870	33,170	36,140
Equipment	2,764	531	690	10,658	4,210	2,028	1,460	1,460	2,460
<b>Total Expenditures</b>	<b>446,798</b>	<b>539,419</b>	<b>579,160</b>	<b>634,199</b>	<b>622,645</b>	<b>676,960</b>	<b>744,790</b>	<b>730,387</b>	<b>790,310</b>
<b>Other Financing Uses:</b>									
Operating Transfers Out	24,280	10,000	5,000	10,000	2,500	34,000	2,000	70,000	1,000
<b>Total Expenditures and Operating Transfers Out</b>	<b>471,078</b>	<b>549,419</b>	<b>584,160</b>	<b>644,199</b>	<b>625,145</b>	<b>710,960</b>	<b>746,790</b>	<b>800,387</b>	<b>791,310</b>
<b>Excess/(Deficiency) of Revenues over Expenditures</b>	<b>(10,973)</b>	<b>(39,339)</b>	<b>(12,653)</b>	<b>123,659</b>	<b>79,035</b>	<b>(21,862)</b>		<b>(54,832)</b>	
Fund Balance, July 1	154,249	143,254	103,915	\$91,262	\$214,921	\$293,956	\$272,094	\$272,094	\$217,262
Fund Balance, June 30	\$143,276	\$103,915	\$91,262	\$214,921	\$293,956	\$272,094	\$272,094	\$217,262	\$217,262

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Town of Mansfield  
Revenue Summary

	Actual 06/07	Adopted 07/08	Amended 07/08	Estimated 07/08	Proposed 08/09
634 Eastern Highlands Health Dist					
41200 Health Regulation & Inspec.					
40220 Septic Permits	43,885	60,120	60,120	45,300	48,520
40221 Well Permits	19,690	22,870	22,870	24,000	27,190
40491 State Grant-in-aid	136,574	135,830	135,830	172,905	171,230
40554 Local Support					
40630 Other Health Service	14,948	4,000	4,000	4,000	13,200
40633 Health Services - Bolton	21,106	22,180	22,180	22,180	23,190
40634 Health Services - Coventry	49,637	52,300	52,300	52,300	55,090
40635 Health Services - Mansfield	98,866	105,350	105,350	105,350	111,840
40636 Soil Testing Servicew	60,140	72,720	72,720	55,000	58,480
40637 Food protection service	29,700	36,930	36,930	36,930	38,780
40638 B100a Review	22,235	27,760	27,760	27,040	27,760
40639 Engineered Plan Review	21,455	27,550	27,550	15,960	18,130
40642 Health Services - Ashford	17,744	18,940	18,940	18,940	20,040
40643 Health Services - Willington	25,283	26,670	26,670	26,670	27,980
40645 Non-engineeredPlanReview	6,615	6,550	6,550	8,600	9,740
40646 GroupHome/Daycare Insp	1,175	970	970	1,320	1,490
40647 Subdivision Review	7,965	7,200	7,200	9,000	11,400
40648 Food Plan Review	2,040	1,790	1,790	3,000	3,150
40649 Health Services - Tolland	58,817	62,510	62,510	62,510	66,290
40685 Health Services - Chaplin	9,865	10,600	10,600	10,600	11,330
40686 Health Services - Andover	12,962	13,770	13,770	13,770	14,480
40687 Health Services - Columbia	21,603	22,890	22,890	22,890	24,220
40688 Health Services - Scotland	6,793	7,290	7,290	7,290	7,780
Total 41200 Health Regulation	689,098	746,790	746,790	745,555	791,310
Total 634 Eastern Highlands Hea	689,098	746,790	746,790	745,555	791,310
***** GRAND TOTAL *****	689,098	746,790	746,790	745,555	791,310

Town of Mansfield  
Expenditure Summary

	Actual 06/07	Adopted 07/08	Amended 07/08	Estimated 07/08	Proposed 08/09
=====					
634 Eastern Highlands Health Dist					
41200 Health Regulation & Inspec.					
51601 Regular Payroll	439,124	514,000	514,000	497,000	536,470
51602 Part-time (B)	733				
51607 Overtime - Time and One Half	1,210				
52001 Social Security	29,063	31,930	31,930	31,930	33,970
52002 Workers Compensation	12,628	10,500	10,500	10,737	11,060
52007 Medicare	6,797	7,320	7,320	7,320	7,920
52009 Charge For Employee Benefits	-7,686				
52010 Icma	26,143	30,900	30,900	30,900	32,530
52103 Town - Life Insurance	1,612	2,260	2,260	2,260	2,340
52105 Town-Medical Insurance	19,660	79,640	79,640	79,640	89,180
52117 RHS Contribution	1,679	1,670	1,670	1,670	1,840
52203 Membership Fees/Prof Dues	1,407	1,000	1,000	1,000	1,000
52210 Training	560	1,000	1,000	1,000	2,000
52212 Mileage Reimbursement	491	400	400	400	400
53120 Prof & Tech Services	24,920	10,000	10,000	10,000	10,000
53122 Legal Services	3,115	3,200	3,200	3,200	3,200
53125 Audit Expense	11,000	4,100	4,100	4,500	4,900
53303 Veh Repairs & Maintenance	3,717	4,000	4,000	4,000	4,000
53801 General Liability Insurance	13,788	12,540	12,540	14,200	14,900
53804 Medical Insurance	58,980				
53924 Advertising	2,501	2,000	2,000	2,000	2,000
53925 Printing & Binding	1,394	1,000	1,000	1,000	1,000
53926 Postage	1,500	1,500	1,500	1,500	1,500
53940 Copier Maintenance Fees	1,029	700	700	1,000	1,000
53964 Voice Communications	3,100	3,200	3,200	3,200	3,200
54101 Instructional Supplies	680	800	800	800	800
54214 Reference Bks & Periodicals	253	200	200	200	200
54301 Office Supplies	1,830	2,000	2,000	2,000	2,000
54601 Gasoline - Unleaded	3,980	5,000	5,000	5,000	5,500
55420 Office Equipment	1,568	860	860	860	1,860
55430 Equipment - Other	610	600	600	600	600
56302 Admin Overhead	10,000	12,470	12,470	12,470	14,940
58410 Capital Nonrecurring - EHHD	34,000	2,000	2,000	70,000	1,000
	-----				
Total 41200 Health Regulation	711,386	746,790	746,790	800,387	791,310
	-----				
Total 634 Eastern Highlands Hea	711,386	746,790	746,790	800,387	791,310
	-----				
***** GRAND TOTAL *****	711,386	746,790	746,790	800,387	791,310
	=====				

DEPARTMENT: EHHD

LOCATION: Main Office

ACTIVITY: 41200

RATIONAL OF OBJECTS

BUDGET FIGURES IN BOLD

REVENUES:

40220 Septic Permits  
Proposed estimate: **\$48,520**

40221 Well Permits  
Proposed estimate: **\$27,190**

	<u>Population 2006</u>	<u>Per Capita Value</u>	<u>Total</u>
Andover	3,211	2.43	7,803
Ashford	4,444	2.43	10,799
Bolton	5,142	2.08	10,695
Chaplin	2,512	2.43	6,104
Columbia	5,370	2.08	11,170
Coventry	12,215	2.08	25,407
Scotland	1,724	2.43	4,189
Tolland	14,699	2.08	30,574
Mansfield	24,799	2.08	51,582
Wilmington	6,205	2.08	12,906
<b>Total</b>	<b>80,321</b>		<b>\$171,229</b>

40633 Health Services - Bolton

<u>Bolton Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>	<u>Dollar Increase</u>	<u>% Increase</u>
5,142	4.51	<b>\$23,190</b>	<b>\$1,010</b>	<b>4.55</b>

40634 Health Services - Coventry

<u>Coventry Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>	<u>Dollar Increase</u>	<u>% Increase</u>
12,215	4.51	<b>\$55,090</b>	<b>\$2,790</b>	<b>5.33</b>

40635 Health Services - Mansfield

<u>Mansfield Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>	<u>Dollar Increase</u>	<u>% Increase</u>
24,799	4.51	<b>\$111,840</b>	<b>\$6,490</b>	<b>6.16</b>

40642 Health Services - Ashford

<u>Ashford Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>	<u>Dollar Increase</u>	<u>% Increase</u>
4,444	4.51	<b>\$20,040</b>	<b>\$1,100</b>	<b>5.81</b>

40649 Health Services - Tolland

<u>Tolland Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>	<u>Dollar Increase</u>	<u>% Increase</u>
14,699	4.51	<b>\$66,290</b>	<b>\$3,780</b>	<b>6.05</b>

40643 Health Services - Wilmington

<u>Wilmington Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>	<u>Dollar Increase</u>	<u>% Increase</u>
6,205	4.51	<b>\$27,980</b>	<b>\$1,310</b>	<b>4.91</b>

40685 Health Services - Chaplin

<u>Chaplin Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>	<u>Dollar Increase</u>	<u>% Increase</u>
2,512	4.51	<b>\$11,330</b>	<b>\$730</b>	<b>6.89</b>

40686 Health Services - Andover

<u>Andover Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>	<u>Dollar Increase</u>	<u>% Increase</u>
3,211	4.51	<b>\$14,480</b>	<b>\$710</b>	<b>5.16</b>

DEPARTMENT: EHHD

LOCATION: Main Office

ACTIVITY: 41200

RATIONAL OF OBJECTS

BUDGET FIGURES IN BOLD

REVENUES:

40687 Health Services - Columbia

<u>Columbia Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>	<u>Dollar Increase</u>	<u>% increase</u>
5,370	4.51	\$24,220	\$1,330	5.81

40688 Health Services - Scotland

<u>Scotland Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>	<u>Dollar Increase</u>	<u>% increase</u>
1,724	4.51	\$7,780	\$490	6.72

40630 Health Inspection Service Fees  
Proposed estimate: **\$13,200**

40636 Health Services - Soil Testing  
Proposed estimate: **\$58,480**

40637 Food Protection Service  
Proposed estimate: **\$38,780**

40638 B100a Application Review  
Proposed estimate: **\$27,760**

40639 Plan Review Engineered Design  
Proposed estimate: **\$18,130**

40645 Plan Review Non-engineered Design  
Proposed estimate: **\$9,740**

40646 Group Home / Daycare Inspections  
Proposed estimate: **\$1,490**

40647 Subdivision Review  
Proposed estimate: **\$11,400**

40648 Food Plan Review  
Proposed estimate: **\$3,150**

40999 Appropriation of Fund Balance \$ -

DEPARTMENT: EHHD

LOCATION: Main Office

ACTIVITY: 41200

RATIONAL OF OBJECTS

BUDGET FIGURE IN **BOLD ITALICS**

Expenditures:

51601 Regular Salaries - Non-Union

Position	FY 08/09	
	Proposed	Appropriation FTE
Director of Health	91,780	1
Chief Sanitarian	70,496	1
Sanitarian II	64,547	1
Sanitarian II	62,461	1
Sanitarian II	60,819	1
Sanitarian II	59,043	1
Secretary	35,962	1
Sanitarian I	44,905	1
Health Ed. Coord. (0.27 FTE)	15,017	0.27
Environmental Health Insp.	40,920	1
Student Intern	2,000	0.05
	<b>\$547,950</b>	9.32
Longevity	<b>\$2,520</b>	
BT grant	<b>(\$14,000)</b>	
<b>Total</b>	<b>\$536,470</b>	

52001 Social Security

<u>Total Regular Salaries</u>	<u>Social Security Percentage (6.2%)</u>
547,950	<b>\$33,970</b>

52002 Workers compensation

Estimated Premium	<b>\$11,800</b>
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52007 Medicare

<u>Total Regular Salaries</u>	<u>Medicare Percentage (1.45%)</u>
\$ 530,933	<b>\$7,920</b>

52010 ICMA (Pension Plan)

Estimated Salaries of Full-time employees	\$530,933
Employer percent contribution	<u>0.06</u>
Total estimated employer contribution	31,976
Estimated plan administration fee	<u>550</u>
<b>Total</b>	<b>\$32,530</b>

52103 Life Insurance

Proposed estimate:	<b>\$2,340</b>
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52105 Medical Insurance

Proposed estimate:	<b>\$89,180</b>
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52117 RRS Contribution

Proposed estimate:	<b>\$1,840</b>
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52203 Dues & Subscriptions

Proposed estimate:	<b>\$1,000</b>
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52210 Training

Proposed estimate:	<b>\$2,000</b>
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52212 Mileage Reimbursement

Proposed estimate:	<b>\$400</b>
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53120 Professional and Technical Services

Medical advisor stipend	5000
Contract Sanitarian	5000
<b>Total</b>	<b>\$10,000</b>

53122 Legal Services

Proposed estimate:	<b>\$3,200</b>
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53125 Audit Expense

Proposed estimate:	<b>\$4,900</b>
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53303 Vehicle Maintenance and Repair

Proposed estimate:	<b>\$4,000</b>
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DEPARTMENT: EHHD

LOCATION: Main Office

ACTIVITY: 41200

RATIONAL OF OBJECTS

BUDGET FIGURE IN BOLD ITALICS

Expenditures:

53801 General Liability Insurance

Coverage by CIRMA:  
General Liability, Auto liability, Professional and Public Official Liability

Estimated premium: **\$14,900**

53924 Advertising

Proposed estimate: **\$2,000**

53925 Printing and Binding

Proposed estimate: **\$1,000**

53926 Postage

Proposed estimate: **\$1,500**

53940 Copier Maintenance

Proposed estimate: **\$1,000**

53960 Other Purchased Services

Proposed estimate: **0**

53964 Voice Communications

Proposed estimate: **\$3,200**

54101 Instructional Supplies

Proposed estimate: **\$800**

54214 Books and Periodicals

Proposed estimate: **\$200**

54301 Office supplies

Proposed estimate: **\$2,000**

54601 Gasoline

Proposed estimate: **\$5,500**

55420 Office equipment

Maintenance and replacement **\$1,860**

Earmarked for replacement: two (2) desk top PC's

55430 Equipment - Other

Field Equipment: **\$1,000**

56302 Administrative Overhead

Propose estimate: **\$14,940**

This appropriation funds support service cost provided by the Town of Mansfield such as accounting, payroll, IT and personnel support.

58410 Capital Nonrecurring Fund

**\$1,000**

**SURVEY OF FEES FOR SELECTED HEALTH DISTRICT SERVICES (\$) \***

SERVICES	Average fee	EHHD current fee	EHHD proposed fee	BBHD	CNCT	CHES	E.SHORE	FRMNG\LOGLT	POMPRG	NVHD	NTHD	NEHD	NO.CNT	QUINNIPIAC	Chath	TORNGTN	UNCAS	WSTN/WSP	WHBHD	Trumbull	C	
				<b>Package Deals</b>																		
<b>Plan review and Permit</b>																						
New Construction	187					150						125	160						400	100		
Repairs	104			100		125						50	145						100			
<b>Soil test perc &amp; deep pits/ lot</b>																						
New Construction	198	150	160	150	125	195	120	150	100	150	150	200	150	200	75	80	125	100	175	150	110	
Repairs	101	150	160	50	100	175	105	200	100	65	100	50	110	100	75	80	150	100	100	50	100	
<b>Soil Testing</b>																						
Deep hole pits (per lot)	60	75	85				60															
Perc test (per lot)	80	75	75				60															
Additional pit	56	20	20			50				75								75			25	
Test in Fill	63					75												50				
<b>Permits</b>																						
Residential	162	140	160	100		125	110	250	175	300	100	100	125	250	100	80	100	100		250	175	
Commercial	189	140	150	100		140	110		175	325	100		158	300	100	80	100	125		250	175	
Repair	98	140	150	100		125	110	150	100	150	75		50	100	150	100	55	100	125		100	
Tank Only	65	60	60										52	100		50		75				
More than 2000 gpd	150		300										300									
<b>Plan Review</b>																						
Review Revision	57	30	30				30			63		50	125	100							50	
Engineers plan review	158	75	85	150		125	100	250	150	150	225	250	125	200	100	55	250	75		250	175	
Non-engineers plan review	137	75	85			125	100			150	110		125	200		55		75		250	175	
Commercial	170									325			125	150				100				
<b>Subdivision Review</b>																						
Application	100					150	125			250	150	25										
Per lot	107	75	85	150			50	125	125	200	125	50	84	100	35	55	125		150	125		
Review Revision (per lot)	49	0	35			10					55			100			50	75		50		
Soil Testing (per lot)	105	75	85	50		100									50				175	50		
<b>B-100</b>																						
Additions/change of use	53	35	35	75		45	60	25	50	50	80		26	50	50	35	55	25	150		25	
Commercial	59	35	35	75		45	60	25	50	75	80		26	50	50	35	55	25	150		25	
Accessory structures	40	35	35	50		45	60	25	50	10	80	10	26	50	50	15	35	25	75		25	
W/ soil testing	99						120	100	50		155		58	150							60	
<b>Wells</b>																						
Drilling permit	91	75	85	115		75	80	90	125	50	120	100	75	100	55	55	150	60	75	100	100	
<b>Miscellaneous</b>																						
Group Home Inspection	61	65	65			50	50	50	75	100				200					100	50	50	
Camp Grounds insp/req.	63	100	100									50			50		100	50				
Day Care Inspection	86	65	65	75		60	75	50	75	100	100		52	200	50		100	50	100		100	
<b>Cosmotology</b>		50-150	50-100	125-225	30-60		100-200		100		125-225				50		55		50-250		110-230	
<b>Combined fees for single lot development (Testing/Plan Review/Permit/well)</b>	<b>621</b>	<b>516</b>	<b>565</b>	<b>665</b>	<b>310</b>	<b>575</b>	<b>470</b>	<b>900</b>	<b>660</b>	<b>920</b>	<b>685</b>	<b>700</b>	<b>625</b>	<b>850</b>	<b>365</b>	<b>325</b>	<b>750</b>	<b>410</b>	<b>800</b>	<b>875</b>	<b>560</b>	
* It is important to note, the scope of activities provided by individual health districts for each service is determined by internal operational policies. Such policies do vary. Therefore, so does the man hours expended to provide the service.																						

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Health District Food Protection Program Fee Survey FY 07/08

	Bristol Burlington	Central CT	Chatham	Chesprocott	CT River	Framington Valley	Ledge Light	Naugatuck Valley	Newton	North Central	Northeast	Pomperaug	Quinnipack Valley	Torrington Area	Uncas	Westport Weston	W. Hartford Bloomfield	Trumbull Monroe	EHFD Current	Average	EHFD FY08 Proposed
Population	70407	94615	46470	54466	28917	106527	117729	125241	31278	162000	85353	41820	96791	128759	61486	38912	81437	54627	\$ 100	\$ 103	\$ 105
<b>Permits:</b>																					
Class I	\$ 75	\$ 75	\$ 80	\$ 90	\$ 100	\$ 100	\$ 145	\$ 100	\$ 25	\$ 125	\$ 105	\$ 230	\$ 85	\$ 125	\$ 120	\$ 150	\$ 50	\$ 75	\$ 100	\$ 103	\$ 105
Class II	\$ 100	\$ 125	\$ 105	\$ 100	\$ 150	\$ 125	\$ 180	\$ 125	\$ 50	\$ 150	\$ 132	\$ 260	\$ 135	\$ 200	\$ 150	\$ 150	\$ 150	\$ 125	\$ 125	\$ 139	\$ 130
Class III Range	\$ 175	\$ 150	\$ 155	\$ 130 \$110-\$150	\$ 200	\$ 238 \$225-\$250	\$ 215	\$ 230 \$210-\$250	\$ 100	\$ 250 \$200-300	\$ 184	\$ 360 \$320-\$400	\$ 185	\$ 300	\$ 240	\$ 425	\$ 325 \$300-\$350	\$ 230 \$210-\$250	\$ 175	\$ 225	\$ 185
Class IV Range	\$ 238 \$225-\$250	\$ 235 \$190-\$280	\$ 205	\$ 175 \$150-\$200	\$ 250	\$ 325 \$275-\$375	\$ 250	\$ 300 \$275-\$325	\$ 150	\$ 350 \$300-400	\$ 237	\$ 415 \$400-\$430	\$ 235	\$ 400	\$ 330	\$ 425	\$ 400 \$375-\$425	\$ 300 \$275-\$325	\$ 250	\$ 280	\$ 265
<b>Plan Review:</b>																					
Class I	\$ 100	\$ 75	\$ 50	\$ 50	\$ 150	\$ 100	\$ 200	\$ 100	\$ 50	\$ 400	\$ 150	\$ 230	\$ 100	\$ 100	\$ 50	\$ 600	\$ 100	\$ 100	\$ 125	\$ 140	\$ 130
Class II	\$ 100	\$ 125	\$ 50	\$ 75	\$ 150	\$ 125	\$ 200	\$ 125	\$ 100	\$ 400	\$ 150	\$ 260	\$ 100	\$ 150	\$ 50	\$ 600	\$ 250	\$ 100	\$ 125	\$ 170	\$ 130
Class III Range	\$ 200	\$ 150	\$ 50	\$ 75	\$ 150	\$ 238 \$225-\$250	\$ 200	\$ 230 \$210-\$250	\$ 150	\$ 400	\$ 200	\$ 360 \$320-\$400	\$ 100	\$ 200	\$ 50	\$ 600	\$ 350	\$ 100	\$ 200	\$ 211	\$ 210
Class IV Range	\$ 200	\$ 235 \$190-\$280	\$ 50	\$ 90	\$ 150	\$ 325 \$275-\$375	\$ 200	\$ 300 \$275-\$325	\$ 200	\$ 400	\$ 200	\$ 415 \$400-\$430	\$ 100	\$ 250	\$ 50	\$ 600	\$ 350	\$ 100	\$ 200	\$ 232	\$ 210

Fee Schedules Based on Seating Alone:

East  
Shore  
72302

- 0 - 14 seats \$105
- 15 - 74 seats \$135
- 75 - 124 seats \$175
- 125 - 174 seats \$205
- 175 - 224 seats \$230
- 225+seats \$250

**Eastern Highlands Health District  
Town Contribution, CPI, Per Capita Expenditure, State Per Capita Grant - Comparisons**

Fiscal Year	Town Contribution Increases		CPI (1)	Town Contribution Per Capita (\$)	Adopted Expenditures Per Capita (4)	State grant allocation per capita (\$)	
	Proposed %	Adopted %				Pop. < 5000	Pop. > 5000
1998	NA	NA	1.7	3.51	6.86	1.78	1.52
1999	2.85	0	2	3.51	6.93	1.78	1.52
2000	3.1	1	3.7	3.54	7.31	2.09	1.79
2001	1	1	3.2	3.58	9.42	2.32	1.99
2002	0	0	1.1	3.58	8.67	2.32	1.99
2003	3	3	2.1	3.69	8.74	1.96	1.68
2004	3	0	3.3	3.69	8.55	1.95	1.66
2005	6.77	6.77	2.5	3.94	8.91	1.95	1.66
2006	6.6	2.9	4.3	4.055	8.73	1.95	1.66
2007	3.08	0.62	2.26	4.08	8.87	1.95	1.66
2008	5.15	5.15	0.99 (2)	4.29	9.35	2.43	2.08
	<b>Total % Increase (3)</b>		<b>32.7</b>	<b>22.2</b>	<b>36.3</b>	<b>36.5</b>	<b>36.8</b>

(1) Each number represents the percentage increase from June to June for "All Urban Consumers" unless otherwise specified.

(2) Percent change from June 2007 to September 2007.

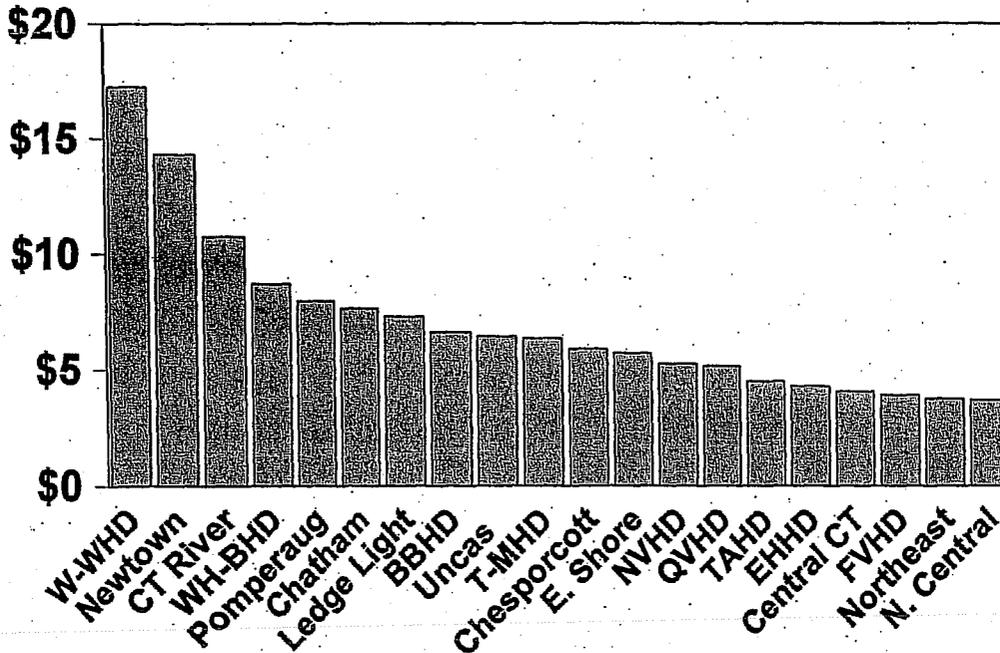
(3) Total percentage increase from June 1997 to June 2007.

(4) Figures do not include other state and federal grants

## Health District Per Capita Rates July 1, 2007

Health District	Per Capita	Pop. Estimate
Weston/Westport	\$17.27	36,891
Newtown	\$14.32	31,221
Connecticut River	\$10.75	28,784
West Hartford Bloomfield	\$8.70	81,754
Pomperaug	\$7.95	41,120
Chatham	\$7.65	46,010
Ledge Light	\$7.30	120,111
Bristol-Burlington	\$6.62	70,450
Uncas	\$6.43	61,647
Trumbull-Monroe	\$6.35	54,949
Chesprocott	\$5.90	54,559
East Shore	\$5.71	72,242
Naugatuck Valley	\$5.25	124,361
Quinnipiack Valley	\$5.16	96,825
Torrington Area	\$4.50	128,703
Eastern Highlands	\$4.29	79,837
Central Connecticut	\$4.06	94,246
Farmington Valley	\$3.90	105,963
Northeast	\$3.75	84,480
North Central	\$3.69	162,071

### Connecticut Health Districts Per Capita Rates Fiscal Year July 1, 2007



EASTERN HIGHLANDS HEALTH DISTRICT  
 CAPITAL NONRECURRING FUND - FUND 635  
 ESTIMATED STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE

Roll Forward FY 2008/09

	Actual 01/02	Actual 02/03	Actual 03/04	Actual 04/05	Adopted 05/06	Actual 05/06	Actual 06/07	Adopted 07/08	Amended 07/08	Estimated 07/08	Proposed 08/09	Proposed 09/10	Proposed 10/11	Proposed 11/12	Proposed 12/13	Proposed 13/14	Proposed 14/15	Proposed 15/16	Proposed 16/17	Proposed 17/18	Proposed 18/19	Proposed 19/20	
<b>Revenues:</b>																							
Transfer In - General Fund	24,280	10,000	5,000	10,000	2,500	2,500	34,000	2,000	2,000	2,000	1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000	9,000	10,000	11,000	12,000	
Equity Fund Transfer										68,000													
Dept of Transportation Grant									12,400	12,400													
<b>Total Revenues</b>	<b>24,280</b>	<b>10,000</b>	<b>5,000</b>	<b>10,000</b>	<b>2,500</b>	<b>2,500</b>	<b>34,000</b>	<b>2,000</b>	<b>14,400</b>	<b>82,400</b>	<b>1,000</b>	<b>2,000</b>	<b>3,000</b>	<b>4,000</b>	<b>5,000</b>	<b>6,000</b>	<b>7,000</b>	<b>8,000</b>	<b>9,000</b>	<b>10,000</b>	<b>11,000</b>	<b>12,000</b>	
<b>Expenditures by Project:</b>																							
Automobiles	25,829		12,669		12,000	13,504		15,000	42,400	42,400		15,000	15,000		15,000	15,000	15,000		15,000	15,000	15,000	15,000	
Computer Equipment	2,196	908	1,379			3,987		5,400	5,400	5,400	2,000	1,000											
Reception Area Renovation						6,500																	
IT Infrastructure Upgrade											10,000	5,000											
Data Technology Study	310							10,000	10,000	5,000													
<b>Total Expenditures</b>	<b>28,335</b>	<b>908</b>	<b>14,048</b>		<b>12,000</b>	<b>23,991</b>		<b>30,400</b>	<b>57,800</b>	<b>52,800</b>	<b>12,000</b>	<b>21,000</b>	<b>15,000</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	
<b>Excess/(Deficiency) of Revenues over Expenditures</b>	<b>(4,055)</b>	<b>9,092</b>	<b>(9,048)</b>	<b>10,000</b>	<b>(9,500)</b>	<b>(21,491)</b>	<b>34,000</b>	<b>(28,400)</b>	<b>(43,400)</b>	<b>29,600</b>	<b>(11,000)</b>	<b>(19,000)</b>	<b>(12,000)</b>	<b>4,000</b>	<b>(10,000)</b>	<b>(9,000)</b>	<b>(8,000)</b>	<b>8,000</b>	<b>(6,000)</b>	<b>(5,000)</b>	<b>(4,000)</b>	<b>(3,000)</b>	
<b>Fund Balance, July 1</b>	<b>60,000</b>	<b>55,945</b>	<b>65,037</b>	<b>55,989</b>	<b>65,989</b>	<b>65,989</b>	<b>44,498</b>	<b>78,498</b>	<b>78,498</b>	<b>78,498</b>	<b>108,098</b>	<b>97,098</b>	<b>78,098</b>	<b>66,098</b>	<b>70,098</b>	<b>60,098</b>	<b>51,098</b>	<b>43,098</b>	<b>51,098</b>	<b>45,098</b>	<b>40,098</b>	<b>36,098</b>	
<b>Fund Balance, June 30</b>	<b>\$55,945</b>	<b>\$65,037</b>	<b>\$55,989</b>	<b>\$65,989</b>	<b>\$56,489</b>	<b>\$44,498</b>	<b>\$78,498</b>	<b>\$50,098</b>	<b>\$35,098</b>	<b>\$108,098</b>	<b>\$97,098</b>	<b>\$78,098</b>	<b>\$66,098</b>	<b>\$70,098</b>	<b>\$60,098</b>	<b>\$51,098</b>	<b>\$43,098</b>	<b>\$51,098</b>	<b>\$45,098</b>	<b>\$40,098</b>	<b>\$36,098</b>	<b>\$33,098</b>	

EASTERN HIGHLANDS HEALTH DISTRICT  
 OTHER OPERATING - FUND 636  
 ESTIMATED STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE

Roll Forward FY 2008/09

	Actual 05/06	Actual 06/07	Estimated 07/08	Estimated 08/09
<b>Revenues:</b>				
State Support - Skin Cancer Prevention	\$21,504	\$21,504	\$13,720	\$13,720
State Support - Cardiovascular Disease Prevention	18,504			
Local Support - Safe Routes Grant			12,500	
Cooperative Grant - Putting on "AIRS"			8,856	8,856
State Support - Bioterrorism Response-Pandemic Flu		18,000	28,500	
State Support - Bioterrorism Response	84,231	65,837	101,670	83,640
<b>Total Revenues</b>	<b>124,239</b>	<b>105,341</b>	<b>165,246</b>	<b>106,216</b>
<b>Expenditures by Project:</b>				
Salaries & Benefits	56,157	47,298	67,910	41,825
Professional & Technical Services	51,769	40,447	54,204	47,669
Other Purchased Services & Supplies	13,864	17,596	43,132	16,722
Equipment	2,449			
<b>Total Expenditures</b>	<b>124,239</b>	<b>105,341</b>	<b>165,246</b>	<b>106,216</b>
<b>Excess/(Deficiency) of Revenues over Expenditures</b>				
<b>Fund Balance, July 1</b>				
<b>Fund Balance, June 30</b>				



## Summary

Eastern Highlands Health Division (EHHD) has engaged GreenPages to provide technology planning services to assess their existing systems and outline development and expansion options for the future.

This report focuses specifically on the use of technology as it relates to EHHD's operations. Overall, the organization has done well given their budget and available resources. Going forward, EHHD needs to leverage existing technologies and partnerships to build and expand their current technology usage.

There are thirty-three (33) recommendations for improving EHHD's use of technology. Each of these varies in both terms of scope and budget, but can serve as a roadmap for prioritization and budgeting. The break out is as follows:

TYPE	# RECOMMENDATIONS	COST
Short Term	12	\$30,000.00
Medium Term	15	\$28,000.00
Long Term	5	\$210,500.00
<b>Total =</b>		<b>\$210,558.00</b>

It is GreenPages recommendation that immediate focus should be on short-term attainable goals. This objective will provide your organization with a string of successes to foster the use of technology and set the stage for broader district wide initiatives (such as, unified billing, upgrading FileMaker systems, or sharing GIS data).

The ultimate selection and budgeting for these recommendations will be based on the organization's priorities, budget, and where it wants to position its technology integration goals.

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# Economic Review



Item #16

Issue XXX  
January 2008

Nicholas S. Perna Economic Advisor

## Musings & Amusings

**Harry S. Truman**  
"A recession is when your neighbor has lost his job. A depression is when you lose yours."

**Paul A. Samuelson**  
"The stock market has predicted 9 of the past 5 recessions."

**Chairman Greenspan in October 1990**  
"The economy has not yet slipped into recession."  
The recession had started in July 1990.

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## The Dismal Science:

**It was the historian Thomas Carlyle who first used the term "dismal science" to describe economics. There is some disagreement over whether he was referring to the Reverend Malthus' views on population or John Stuart Mill's ideas on the emancipation of slaves.**

Anyway, by late last year, the consensus forecast among economists was still for slow growth in 2008, but the odds were climbing for the more dismal outcome of a recession this year. The economic data were quite clear that a downturn had not started by Christmas, but there were some straws in the wind. There's reason to believe that a recession would be relatively short and mild. However, the widespread financial fragility that emerged last year could make the adjustment harder.

Recent data indicate that the economy continued to expand, despite the strong "headwinds" posed by high energy costs and falling housing markets. Real Gross Domestic Product (GDP) grew rapidly in the third quarter and rose at a slower but still positive pace in the October-December period. Consumer spending held up reasonably well during the Christmas season.

Other indicators have been less positive. Job growth slowed significantly during the year and there's the possibility that the annual revisions due out in a few months could make the number look even weaker. Consumer confidence has been dropping

Home building and sales have been falling and so have home prices. The Federal Reserve estimated that homeowners' equity shrunk by \$125 billion during the third quarter thanks to falling house prices. Mortgage foreclosures are rising rapidly and a number of financial institutions are taking very large losses as a result of the sub-prime meltdown.

Both the Wall Street Journal and Business Week surveys show that practically all economists are predicting slow growth but not recession in 2008. The forecasters have, however, been increasing the odds they attach to a recession during the coming year to roughly 40%. Former Fed Chairman Greenspan has said that the probability is closer to 50%. He ought to know because his unwillingness to deal with the sub-prime problem and mortgage excesses in general is a major reason for the bind we find ourselves in.

Whether there's slow growth or recession depends on how various factors play out. A further rise in oil prices would feed inflation and shrink consumer purchasing power. Most forecasts of continued U.S. expansion assume a decent overseas economic growth in order to keep our exports rising. However, Europe may be starting to show signs of weakening, partly because falling U.S. dollar is curtailing European exports. Our gain from the lower dollar is their pain from the higher Euro! There's also the potential downdraft from the 1.8 million adjustable rate mortgages scheduled to reset during the next two years. This is certain to lead to additional foreclosures, but how many is anybody's guess.

Technically, a recession is a  
P. 229 on the overall economy as

measured by major indicators such as jobs and real GDP. A convenient rule of thumb is to describe a recession as two consecutive quarters of real GDP decline. The actual process of identifying a downturn is more complex, but this simple view works.

There've only been two recessions during the past quarter century, starting in 1990 and 2001. During the previous 25 years, we experienced four downturns. The two most recent were shorter and milder than their predecessors. They lasted only about eight months compared to the 12 months of the previous four. Real GDP shrunk only 1½% in 1990-91 and even less in 2001 vs. an average contraction of 2½% in the preceding cycles. The most likely explanations for these differences are that inflation has been much lower since the early 1980s and the Federal Reserve has become more adept at combatting downturns.

While we probably have the recent history on our side, current financial conditions could lead to a more severe downturn than the latest two. It is possible that problems in some parts of the financial sector will spread. For example, several of the major insurance companies that provide credit guarantees for certain types of mortgages and some types of bonds are experiencing financial strains. What if they can't honor all their guarantee obligations? This could send shivers through financial markets and cause some bond yields to jump. There's also the possibility that house prices could fall more than the 4-7% expected for this year by economists. This would further erode household wealth, undermine consumer confidence and exacerbate problems in the mortgage markets.

### Some Implications:

The Fed would certainly cut interest rates aggressively to combat recession and to try to keep the falling house prices from being the prelude to overall deflation. Under the slow-growth scenario envisioned by most economists, the Fed is predicted to cut Fed Funds rate another 50-75 basis points from the year-end 2007 level of 4%. In a recession, however, it is not at all unlikely that Dr. Bernanke and friends would slash Fed Funds all the way down to 1 or 2%. What about inflation? Well, recession would probably keep a lid on for a while. Furthermore, the Fed has a dual mandate from Congress to promote price stability and reasonably full employment. It would deal with the recession threat first and then later on turn to fighting inflation – if that was a problem.

What would happen to the stock market in a recession? Professor Samuelson's comment about the stock market's forecast track record (see Musings & Amusings) pertains to its performance in predicting peaks in the economy, i.e., the start of recessions. In contrast, stocks are a pretty good leading indicator of when the economy will start to recover. They usually begin rising before the economy does.

However, putting numbers on these relationships is difficult because of the

problem of picking the appropriate starting and ending points when so much else is usually happening at the same time. For example, the most recent recession began in March of 2001 and ended by November. The S&P 500 stock price index peaked in 2000 but didn't bottom until 2003 during the early stages of the invasion of Iraq. The total decline in the S&P 500 from 2000-2003 was almost 50%. However, only a portion of that drop was due to the recession itself. Major portions reflected the uncertainties after the 9/11 tragedies and from the risks associated with the invasion of Iraq in early 2003.

Whether the economy grows slowly or slips into recession has huge political consequences in a presidential election year. Research by economists into past elections says that people do indeed vote their pocketbooks when it comes to the White House and the Congress. According to my Yale colleague, Ray Fair, voters have short memories when it comes to economic growth, mainly considering what has happened during the year before the election. They have a longer perspective with respect to inflation, going back almost four years. He bases this on his studies of U.S. elections since 1916.

Using the consensus forecast of slow growth in 2008, Fair's model predicts that the Republicans would lose the

White House in 2008, despite the advantage of being the incumbent party. A recession would widen the loss margin. As a rule, each percentage point slower GDP growth in the three quarters preceding the election shaves a percentage point from their share of the two-party vote.

If you're interested in pursuing this further, go to [fairmodel.econ.yale.edu](http://fairmodel.econ.yale.edu). Professor Fair not only explains the model further but also allows you to plug in your own economic forecasts and see how they affect the popular vote.

Finally, the regional economy would obviously be affected by a national recession. However, as noted previously, there's no reason for southern New England and metro New York City to fare much worse than the nation as a whole. This is in contrast to the early 1990s, when the nation experienced a brief and mild downturn while we endured a very deep and lengthy recession. The Northeast was hit hard because of a large amount of overbuilding of homes and office space during the real estate boom of the late 1980s. There were also cutbacks in defense spending, a shift away from large computers to smaller ones and PCs as well as serious problems within the banking system back then.

Happy New Year!



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# Performance Leadership: What's in Your Pocket?

Kevin Baum

Item #17

This is the first in a series of articles on the topics and issues that will be presented at the "Leading Innovation and Change in Local Government" Leadership Training Institute seminar scheduled for January 1-26, 2008, at the Hilton Austin and the University of Texas in Austin, Texas.

Imagine that you're in downtown Manhattan. You have an appointment on the top floor of a high-rise building. You get into the elevator and hit the button to your floor, and just as the doors begin to close, somebody shouts, "Hold Please!" You stop the doors, and in walks your favorite media personality, whoever that may be — Bill O'Reilly, Lou Dobbs, Oprah Winfrey — you decide.

As the doors slowly close, this media icon looks over at you, extends his hand and introduces himself. You nervously shake his hand and introduce yourself in reply, to which he immediately asks, "What do you do for a living?" You answer that you work for a local government and briefly describe your role there. As you speak, a big smile crosses his face, almost as if he knows something that you don't. As soon as you finish your introduction he remarks through his grin, "That's great. Local government plays a very important role. How are you all doing down there, are you making a difference?" "Oh, yes!" you reply, excited by his interest. "We've made some great progress over the years!"

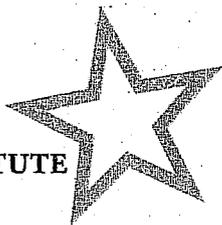
"Really?" He remarks, as his smile fades into a skeptical grimace. "Really," you repeat. He stares at you for a long second and then finally says, "Prove it." What will you say?

## Who's to Blame?

Over the years I have run the "elevator ride scenario" by thousands of government employees. These employees have come from all over the government spectrum — elected, non-elected, management, line, executive, federal, state, local and more.

What's been striking, and even a little bit unsettling, is that I have discovered that most, if not all, of these well-intentioned government employees have no response to the "Prove it" challenge. They sit there nervously

## LEADERSHIP TRAINING INSTITUTE



looking at me or at each other, shifting in their chairs and hoping that I don't call on them to answer.

In response to this uncomfortable silence, I slowly ask, "Alright, you have 25 seconds left on your elevator ride, what are you going to say?" They just stare at the table. "Okay, you now have 20 seconds left...15...10...5...done. The doors open and the media icon walks away laughing, as he quips over his shoulder, 'That's what I thought.' Folks, you just lost a great opportunity."

We like to complain that nobody appreciates government, that we are the favorite whipping post for the ill-informed, and so on. In part this is true: government will always be the object of scrutiny and criticism, and some of it will be agenda-driven. However, I am absolutely convinced that we are still partly to blame for the less-than-favorable discourse on our value and the value of our services. Why? Because we don't have an answer for the simple elevator-ride challenge: "Prove it."

Think about this: In the absence of data and outcome information on the value of your services, people will write their own script of your value, and when it comes to government services that script will always be wrong.

Always.

## Government Performance Accountability - GPA

Ask any college student for his or her GPA and they can cite it from memory, and even break it down to individual classes, instructors, assignments and texts.

A GPA is essentially a scorecard — an at-a-glance look at progress, achievement and challenge at any given point in time. The GPA is a great measurement tool and has many uses; we can use it to reassess direction, improve performance, demon-

strate commitment, discipline and capacity, and more.

But most importantly, the GPA is a tool from which we communicate, as it says much about the individual who is being measured. Imagine if you were to meet a college student working on his Masters Degree and when asked, "What's your GPA?" he couldn't answer. He just looks at you with embarrassment. What will you think of him and his ability to succeed? Would you hire him if you were a prospective employer? How would you communicate about him to others?

## Writing the Script

What is your GPA? How is your organization performing? Do you know?

I like to tell my clients that they need to create their own scorecard of key metrics and outcome measures so that they can better assess and communicate their GPA (obviously this is a double-entendre for Government Performance Accountability).

Consider it a measurement marquee, the at-a-glance look at how we are performing as an organization — one that is scripted in a way that is meaningful to our customers and that we regularly reassess and evaluate performance against. How would this scorecard change your ability to demonstrate value?

To help you answer this question, let's re-write the elevator ride scenario. To the media icon's question "Prove it," you smile and say, "Well I'm glad you asked." You reach into your pocket and pull out your scorecard: a one-page, front and back collection of key metrics of performance for your government organization.

"Mr. Dobbs, this is our GPA, which is our performance accountability scorecard. We have organized the scorecard around key initiatives that are important to our citizens: safety and security; fiscal responsibility; and Health and Environment. As

you can see, under each initiative we have key measures of performance that we think best tell our story. Some areas we are performing very well, such as our response time indicator for 911 emergency calls. There are other areas where we need to improve, as you can see in our 'green' measures under the health and environment category, but we are working on them!"

As you are discussing your GPA, you hand the scorecard to him and tell him to keep it, and you continue. "We are very proud of our accomplishments, but we recognize that we have many areas where we can improve. This is just an at-a-glance look at our performance. If you are interested in learning more, please visit our website at [www.yourtown-website.com](http://www.yourtown-website.com). This site reviews all our key measures, and you can see what we are doing to improve performance in each area."

The media icon stares at the scorecard and finally remarks, "Wow. I'm impressed."

The elevator dings and the doors open. "It's been a pleasure talking to you," you say as you

shake his hand.

This time it is you who gets to walk away with a smile.

Remember: In the absence of information on your value and the value of your services, people will write their own script of your value. Do you have a script?

Do you have a scorecard in your pocket?

Details: Kevin Baum will serve as the trainer on Friday morning, January 25, with a presentation on Building Public Trust Through Performance Leadership. For more information on this seminar, contact the Leadership Training Institute at (202) 626-3170 or visit the NLC website at [www.nlc.org](http://www.nlc.org).

Kevin Baum is the founder and president of inCentergy. He is a 21-year veteran of public service and is the former assistant fire chief and fire marshal with the Austin, Texas, Fire Department. Baum's new book, "Lessons from the Line: Why Every Leader should be a Firefighter for a Day," was released this year.

## McCullum, Bloomberg, Playground Project Featured on NLC TV

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- NLC President Cynthia McCollum, council member, Madison, Ala., giving acceptance speech at Annual Business Meeting.
- Mayor Michael Bloomberg, New York, addressing delegates on accountability in leadership.
- Former national party chairs Kenneth Mehlman and Terry McAuliffe speaking on the upcoming presidential elections.
- New Orleans Mayor C. Ray Nagin and other panelists discussing rebuilding community after a crisis.
- Exhibitor workshops on water safety, video surveillance, emergency preparedness and competing for retail.
- Video coverage of conference attendees performing community service by building a playground in New Orleans.
- Interviews with past and present NLC leaders and exhibitors.

Tune in at [www.nlctv.org](http://www.nlctv.org)  
All NLC TV programs are available for viewing  
24/7 on the Internet.



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## **Town of Mansfield PV Solar System Fact Sheet**

### **System Specifications**

System Size: 87 kW DC

Output: Approximately 91,600 kilowatt hours (kWh) in the first year of production and 1,668,000 kWh over the initial 20 years of the project

Characteristics: Roof top photovoltaic system

Location: Town of Mansfield Community Center

Production Startup: Targeted for first quarter of 2008

Costs: Under this public-private partnership, SunEdison financed, built and will maintain the clean solar energy system. There are no up-front capital costs to the Town of Mansfield. Under the solar power services agreement (SPSA), the Town of Mansfield will purchase the solar electricity at costs less than retail rates of traditional energy sources.

There are no additional costs to taxpayers for this system. SunEdison is responsible for the maintenance and service on the system

### *Environmental Impacts*

Carbon Dioxide Offset: 1,516,000 lbs through initial 20 years of the project



Not for dissemination  
Town of Mansfield Photovoltaic Solar Plant FAQ

**1. What are the characteristics of the solar energy system?**

The solar energy system that will be installed on the roof of the Mansfield Community Center will be an 87 kW DC photovoltaic (PV) system. It will consist of 448 solar panels and will generate approximately 91,600 kWh in the first year of production and 1,668,000 kWh over the initial 20 years of the project.

**2. When will installation be completed?**

Installation of the system is expected to be completed in the first quarter of 2008.

**3. Why has the town of Mansfield chosen solar energy?**

By choosing solar energy, the town of Mansfield will be using clean, renewable electricity that generates zero greenhouse gases. Residents of Mansfield and Northeastern Connecticut use the Community Center for fun, recreation, exercise, and outreach. Now with a solar power system on its roof, the center will show residents – and other communities – how renewable energy can protect the environment. The solar energy system will also enable the town to protect itself against increasing energy prices over the long term.

**4. How will the system benefit the environment? How much carbon will the system emit?**

This clean solar energy system will produce zero carbon emissions. Over 20 years, the zero emission system will offset approximately 1,516,000 lbs of carbon dioxide that would have been emitted during the production of electricity from fossil fuels.

**5. What costs will the town of Mansfield incur for design and installation of the system?**

Zero. The town of Mansfield will benefit from clean solar power with no upfront capital costs.

**6. How is the system being funded?**

The project is the result of a public/private partnership between the Town of Mansfield and SunEdison. Under a 20-year solar power services agreement (SPSA), SunEdison will finance, install, and maintain the solar energy system. SunEdison will sell the solar electricity the system generates to the town at long-term predictable prices.

**7. What are the economic benefits of the project?**

The town will be locking in solar electricity rates for the long term. These rates will be lower than retail rates for traditional electricity. As a result, the town expects to save approximately 30 percent over traditional utility rates. In addition, building the system will create new jobs in the community.

**8. What taxpayer costs are involved?**

There are no additional costs to taxpayers.

**9. Who will build, maintain, and operate the system?**

SunEdison is financing, building and will operate and maintain the system under a solar power services agreement (SPSA) with the Town of Mansfield.

**10. What is SunEdison?**

Headquartered in Beltsville, MD, SunEdison is North America's largest solar energy services provider. The web site is [www.sunedison.com](http://www.sunedison.com) and lists many of its other customers including Staples, Kohl's, the City of San Diego and others.

SunEdison is financing and will operate and maintain the solar energy system because doing so simplifies solar for the town of Mansfield. The system on the Mansfield Community Center will be a turnkey solar system. With SunEdison owning the system, the town of Mansfield can concentrate on serving its residents and the community as a whole.

**11. What if the system requires repairs beyond routine maintenance?**

Should there be a need for repairs, SunEdison will ensure prompt resolution as part of its solar power services agreement.



## Photovoltaic Solar System to be Installed at Town of Mansfield Community Center

*SunEdison to Install and Service Clean Solar Energy System,  
Projected to Offset 1,516,000 lbs of Greenhouse Gases*

December XX, 2007 – Mansfield, CT and Beltsville, MD –The Town of Mansfield and SunEdison, North America's largest solar energy services provider, today announced they have entered into a 20-year solar power services agreement (SPSA) to provide solar electricity to the Mansfield Community Center. Under the SPSA, SunEdison will finance, install and maintain the system and the town will purchase the solar electricity at long-term predictable prices, which are lower than retail rates for traditional electricity.

The 87 kW DC photovoltaic (PV) system, which is being built on the community center's roof, is projected to be completed during the first quarter of 2008. It is expected to produce approximately 91,600 kilowatt hours (kWh) during the first year of operation and 1,668,000 kWh over 20 years. Over 20 years, the zero emission system will offset approximately 1,516,000 lbs of carbon dioxide that would have been emitted during the production of electricity from fossil fuels.

"This Community Center is a hub for recreation, health and outreach for Mansfield and Northeastern Connecticut residents. It's important that we take every opportunity to improve and care for our local environment. Deploying a zero emission solar energy system on underutilized rooftop space is the right thing to do and sets an example for other communities," said Curt Vincente, Director of Parks and Recreation for the Town of Mansfield. "Working with SunEdison allows the Community Center to serve our residents by deploying clean renewable energy quickly and saving money on utility rates."

Thomas (Tom) Rainwater, CEO of SunEdison, said, "We applaud the Town of Mansfield for taking these steps on behalf of the community. SunEdison is proud to be a part of the Town's long-term efforts to protect the local environment and move toward energy self-sufficiency. Harnessing the sun with a rooftop solar system makes it possible for Mansfield residents to benefit from using clean electricity today and in decades to come."

### **About SunEdison**

Sun Edison LLC is North America's largest solar energy services provider. SunEdison provides solar-generated energy at or below current retail utility rates to a broad and diverse client base of commercial, municipal and utility customers. For more information about SunEdison, please visit [www.sunedison.com](http://www.sunedison.com). The company headquarters is located in Beltsville, Md.

less congestion,  
less frustration,  
less pollution,  
less expense,  
fewer and less severe traffic  
collisions,  
fewer pedestrian and driver  
injuries.

P. 237

Roundabouts: The more  
you build, the less you get.

Education is vital to the acceptance and success of a roundabout. Navigating a roundabout is easy. But because people can be apprehensive about new things, it's important to educate your community about roundabout use. There are just a few simple guidelines to remember:

- 1) Slow down.
- 2) Yield to traffic already in the circle.
- 3) Obey one-way signs at all times.
- 4) Watch for pedestrians and bicycles throughout.

Left turns are completed by circling around the center island and then making a right turn to exit from the roundabout.

Roundabouts have been used successfully all over the world, including in Australia, Western Europe, The Czech Republic, Israel, and Canada. In the U.S., communities in Kansas, Colorado, California, Florida, Maryland, Vermont and other states are currently using roundabouts successfully. Roundabouts are not suitable for every intersection. Please consult *Roundabouts: An Informational Guide* for more information.

Learn more!

*Roundabouts: An Informational Guide*, FHWA Publication  
No. FHWA-RD-00-067, available at <http://www.fhrc.gov>

Your community  
deserves a lot less.



U.S. Department of Transportation  
Federal Highway Administration

Item #19



## What is a roundabout?

A roundabout is a one-way, circular intersection without traffic signal equipment in which traffic flows around a center island.

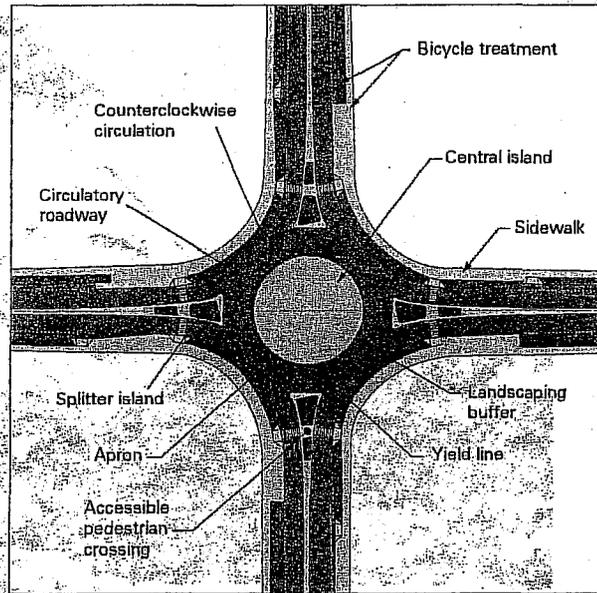
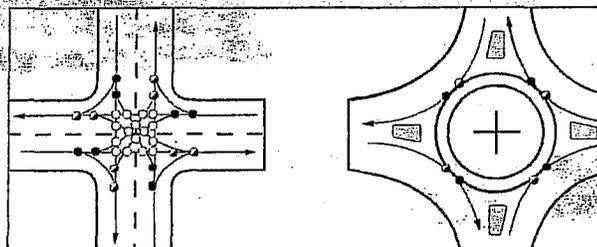


Illustration of potential conflict points in traffic intersections.

Through proper design, roundabouts can easily accommodate emergency and large sized vehicles. Drivers should behave in the same manner as they would on any other road if an emergency vehicle approaches: carefully move your vehicle as far right as possible and, if necessary, stop until the emergency vehicle passes.



Signaled intersection:  
32 conflict points

Roundabout:  
8 conflict points

## All roundabouts have these features:

### Yield-at-entry

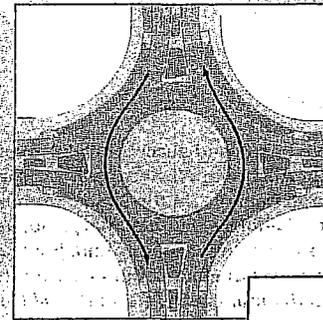
- Traffic entering the circle yields to traffic already in the circle.

### Traffic deflection

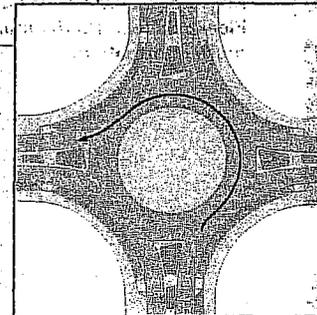
- Pavement markings and raised islands direct traffic into a one-way counterclockwise flow.

### Geometric curvature

- The radius of the circular road and the angles of entry can be designed to slow the speed of vehicles.



Driving straight through a roundabout



Left-hand turn

Because the only movement allowed upon entry or exit from a roundabout is a right turn, the occurrence of crashes that result in injury is substantially reduced. Small-angle collisions, the type of collisions that can occur as a result of a right-hand turn, are typically less severe than other types of collisions.

## Benefits of a roundabout:

### Lives saved

- Up to a 90% reduction in fatalities
- 76% reduction in injury crashes
- 30-40% reduction in pedestrian crashes
- 75% fewer conflict points than four-way intersection

### Slower vehicle speeds (under 30 mph)

- Drivers have more time to judge and react to other cars or pedestrians
- Advantageous to older and novice drivers
- Reduces the severity of crashes
- Keeps pedestrians safer

### Efficient traffic flow

- 30-50% increase in traffic capacity

### Reduction in pollution and fuel use

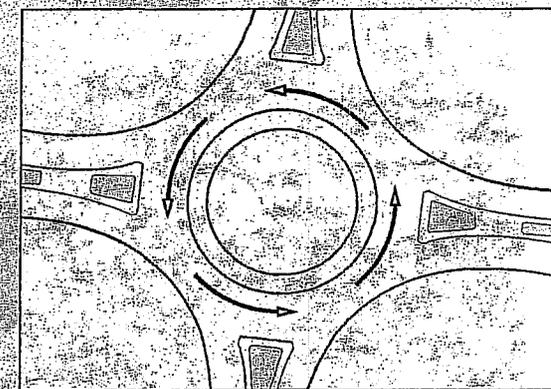
- Improved traffic flow for intersections that handle a high number of left turns
- Reduced need for storage lanes

### Money saved

- No signal equipment to install and repair
- Savings estimated at an average of \$5,000 per year in electricity and maintenance costs
- Service life of a roundabout is 25 years (vs. the service life of signal equipment)

### Community benefits

- Traffic calming
- Aesthetic landscaping



Continuous counterclockwise traffic flow

**Roundabouts save lives...**