



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, March 10, 2008
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

AGENDA (Revised)

	Page
CALL TO ORDER	
ROLL CALL	
APPROVAL OF MINUTES	1
MOMENT OF SILENCE	
OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL	
PUBLIC HEARING	
1. An Ordinance Continuing and Establishing Various Administrative Departments by Ordinance	13
OLD BUSINESS	
2. An Ordinance Continuing and Establishing Various Administrative Departments by Ordinance (Item #3, 02-25-08 Agenda)	15
3. Community/Campus Relations, Discussion of Certain Nuisance Abatement Ordinances (Item #4, 02-25-08 Agenda)	27
4. Community Water and Wastewater Issues (Item #5, 02-25-08 Agenda) (Oral Report)	
5. 2008 Social Services Block Grant (Item # 8, 10-22-07 Agenda)	45
NEW BUSINESS	
6. Proclamation in Honor of Girl Scouts Week.....	57
7. State of Connecticut Department of Social Services Senior Services Grants	59
8. Four Corners Sewer Study	65
9. Town Council Policy Index.....	69
10. Town Council Rules of Procedure.....	71
DEPARTMENTAL AND COMMITTEE REPORTS	103
REPORTS OF COUNCIL COMMITTEES	
REPORTS OF COUNCIL MEMBERS	
TOWN MANAGER'S REPORT	

FUTURE AGENDAS

PETITIONS, REQUESTS AND COMMUNICATIONS

11. <u>Advance</u> , “Hogan’s Team Reaches Out to Community” – 2/19/08	119
12. CCM re: Update: State and Federal Initiatives on Mortgage Foreclosure Prevention	121
13. Center News, Spring 2008.....	123
14. <u>Chronicle</u> , “Bone Marrow Donor was Inspired by Carlee Wines” – 3/5/08	127
15. <u>Chronicle</u> , “Frozen Kisses and Frozen Fishies” – 2/11/08	129
16. <u>Chronicle</u> , “Forum Addresses Underage Drinking” – 3/1/08	131
17. <u>Chronicle</u> , “Forum Fails to Sooth Neighbors’ Well Worries – 2/23/08.....	133
18. <u>Chronicle</u> , “Forum To Tackle Mansfield Water Issues – 3/3/08	135
19. <u>Chronicle</u> , “Goodwin Has Special Gift for UConn – 3/4/08.....	137
20. <u>Chronicle</u> , “Housing Subdivision Denied in Mansfield – 2/21/08	139
21. <u>Chronicle</u> , “Hurricane’s Wrath Still Moves UConn Students” – 3/3/08	141
22. <u>Chronicle</u> , “Mansfield Council Approves Revised Art Display Policy” – 2/26/08.....	143
23. <u>Chronicle</u> , “Mansfield Man Gets 5 ½ Years In Molestation Case – 3/3/08.....	145
24. <u>Chronicle</u> , “Mansfield Wants Money for Hospital – 2/27/08	147
25. <u>Chronicle</u> , “More Arson Charges for Local Man – 3/1/08	149
26. <u>Chronicle</u> , “New Bus Route Begins Monday” – 2/29/08	151
27. <u>Chronicle</u> , “Sunday to be a ‘Fun Day’ in Mansfield – 2/9/08	153
28. <u>Chronicle</u> , “Temperature Rises at Annual Chili Fest” – 2/29/08	155
29. Connecticut Water Company re: Two-Step Rate Increase	157
30. Government Finance Officers Association re: Distinguished Budget Presentation Award	163
31. M. Hart re: Appointment to Mansfield Conservation Commission	165
32. M. Hart re: Downtown Mansfield Revitalization and Enhancement Project Small Town Economic Assistance Program (STEAP) \$500,000.....	167
33. <u>Horizons</u> , “Downtown Storrs Dressed Up for Winter” – February 2008	169
34. <u>Horizons</u> , “Winter Fun Day” – February 2008.....	171
35. Housing Authority of the Town of Mansfield re: Carriage House Apartments and Security Issues at Holinko Estates.....	173
36. <u>New York Times</u> , “Retirees Find Housing at Their Alma Maters” – 9/23/07.....	175
37. Proposed Budget Review Calendar	177
38. Reminder News, “Local ‘Winter Fun Day’” – 2/15/08	179
39. State of Connecticut Department of Emergency Management and Homeland Security re: Fiscal Year 2008 Emergency Management Performance Grant.....	183

40. State of Connecticut Department of Environmental Protection re: Approval of Town of Coventry's Aquifer Protection Regulations	185
41. Town of Mansfield Annual Report, Fiscal Year 2006-2007	187
42. Town of Mansfield Request for Proposal: Disposal of Municipal Solid Waste	233
43. D. O'Brien re: Landlord Registration Ordinance	237
44. Press Release re: Mansfield Communications Advisory Committee Seeking Members	239

EXECUTIVE SESSION

ADJOURNMENT

PAGE
BREAK

REGULAR MEETING-MANSFIELD TOWN COUNCIL
February 25, 2008

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

I. ROLL CALL

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

II. APPROVAL OF MINUTES

Mr. Paulhus moved and Mr. Nesbitt seconded to approve the minutes of the February 11, 2008 meeting as presented. The motion passed with all in favor with the exception of Ms. Blair, Ms. Duffy and Mr. Haddad who abstained.

Mr. Nesbitt moved and Ms. Blair seconded to approve the minutes of the February 19, 2008 Special Meeting as presented. 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

Betty Wassmundt, Old Turnpike Road, questioned the definition of "program" as used in the budget process and suggested that materials for budget meetings be distributed to Council members and the public in advance of the actual meeting. (Statement attached)

Mr. Haddad moved and Mr. Paulhus seconded to move Item 6 "Proclamation Celebrating Forty-Five Years of the Mansfield Conservation Commission" as the next item of business. (See Item 6) Motion passed unanimously.

Ms. Koehn moved that the budget review calendar be revisited as Item 5a on this evening's agenda. Seconded by Mr. Clouette the motion passed unanimously.

Mr. Haddad moved and Mr. Paulhus seconded to move Item 7 "Meeting with State Legislators" as the next item of business. (See Item 7)

Motion passed unanimously.

V. OLD BUSINESS

1. Communication Advisory Committee

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

Resolved, Pursuant to Chapter A192 of the Mansfield Town Code the Town Council shall establish a Communication Advisory Committee.

The membership of the Communications Advisory Committee shall consist of seven (7) members of the public, none of whom shall be serving as elected officials of the Town or Town employees. The Town Council shall make the appointments.

The term 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.

The Town Council may appoint Town employees as ex-officio non-voting members of the committee.

The responsibilities of the Communications Advisory Committee shall include but not be limited to:

- Make recommendations to the Town Council concerning general and/or specific communications policies and practices.
- Monitor and evaluate communication policies and practices.
- Review and/or recommend to the Town Council formats for specific types of public meetings (i.e. Town Budget Meeting, Informational Budget Meetings).
- Review and evaluate format for materials distributed for Budget Information Meetings, Town Budget Meeting and any other items as requested by the Town Council and Staff.
- Investigate and recommend best practices for all aspects of communication among the Town Council, Town Administrative staff, Mansfield residents and regional interests when applicable.

Motion passed unanimously.

Mr. Nesbitt discussed possible ways to advertise the new Committee. Staff will forward the announcement to available outlets including the Town website, cable station, MEHTA mail recipients, members of the Strategic Planning Search Committee, and the local newspaper.

2. Mansfield Community Center Art Display Policy and the Art Display Policy for Mansfield Town Buildings

Mr. Schaefer moved and Ms. Duffy seconded to adopt the Mansfield Community Center Art Display Policy dated February 25, 2008, and the Art Display Policy for Municipal Buildings dated February 25, 2008.

Motion passed unanimously.

3. An Ordinance Continuing and Establishing Various Administrative Departments by Ordinance

Mr. Haddad moved and Ms. Duffy seconded, to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on March 10, 2008, to solicit public comment regarding An Ordinance Continuing and Establishing Various Administrative Departments Responsible for Public Services.

Motion passed unanimously.

4. Community/Campus Relations

Town Manager Matt Hart updated the Council regarding an opinion from the Town Attorney concerning an interpretation of the Landlord Registration Ordinance. The ordinance states that owners who reside in a unit on the property or associated premises are exempt from registering. To date Staff has interpreted this to mean if there is more than one assessor's property card those properties are considered separately. The Town Attorney has ruled that the map, block and lot and not property cards should determine "associated premises". About a dozen residents are affected by this change in methodology and will receive a refund of the registration fee.

Mayor Paterson announced an event sponsored by the Town, UConn's Office of Alcohol and Substance Abuse and E. O. Smith High School exploring the use of alcohol and drugs. The event 'We Are Here To Take It Back' will be held on Thursday, March 6th at 6:00 PM in the E.O. Smith cafeteria.

5. Community Water and Wastewater Issues

Town Manager Matt Hart distributed copies of notes prepared by Town Planner Gregory Padick regarding a meeting he attended to discuss proposed UConn irrigation wells on State owned property located off Agronomy Road. Mr. Haddad, who lives on Storrs Heights, requested an opinion from the Town Attorney regarding his participation in the discussion. Pending that opinion Mr. Haddad recused himself from the discussion. Council members discussed potential impact on neighbors, the establishment of baseline statistics, the effects of well drilling and proactive measures that the Council could take.

Mr. Schaefer moved and Mr. Clouette seconded to direct the Town Manager to ask UConn to test neighborhood wells, soil and area runoff for the presence of chemical or byproducts currently being used and to provide copies of all related reports and studies including the report of the hydrologist and a list of chemical being used.

Motion passed unanimously by those voting.

5a. Budget Calendar Revision

Ms. Koehn moved and Mr. Clouette seconded to move the scheduled May 1, 2008 Public Information Session to May 7, 2008 and to move the Town Meeting to May 13, 2008.

Motion passed unanimously.

VI. NEW BUSINESS

6. Proclamation Celebrating Forty-five Years of Mansfield Conservation Commission

Mayor Paterson welcomed Conservation Commission charter members Dr. Samuel Dodd and former Mayor Audrey Barberet, and early members Rudy Favretti, Janet Gaylord Atkins and Peggy Taylor to the celebration. The Mayor noted the Board of Selectmen established the Conservation Commission in 1963 and one of its charges was to inventory Mansfield's natural resources, including water resources. Over the years, working with Joshua's Trust, the Open Space Advisory Committee and the Agricultural Committee the Conservation Committee has contributed greatly to preservation efforts in Town. She thanked the members for their contributions.

Mayor Paterson also thanked Quentin Kessel for bringing this milestone to the attention of the Council and also for all his years of service to the Town.

Mr. Haddad moved and Mr. Nesbitt seconded, effective February 25, 2008, to authorize the Mayor to issue the attached Proclamation Celebrating Forty-Five Years of the Mansfield Conservation Commission. (Proclamation attached)
Motion passed unanimously.

Quentin Kessel read a message of congratulations from Warren Church, President of Joshua's Trust.
Audrey Barberet commented that the Town Council and the Conservation Commission deserve tremendous credit for preserving the beauty of Mansfield.
Rudy Favretti noted that the Joshua's Trust was a "child" of the Conservation Commission and the Mansfield Historical Society.
Dr Samuel Dodd described how the original Conservation Commission was formed. Dr. Dodd and some like-minded residents presented a petition to the Selectmen and then recruited members to serve on the original Commission.

7. Meeting with State Legislators

Denise Merrill, State Representative for the 54 District, updated the Council on what she thinks may happen in this short legislative session. Representative Merrill does not see a lot of willingness to change the municipal section of the state budget, which is in its second year of its two-year cycle. Council members discussed the PILOT and ECS grants and how the grant calculations affect Mansfield's budget. Representative Merrill is exploring possible changes to the legislation to rectify these concerns.

8. Wildlife Habitat Incentive Program, Schoolhouse Brook Park

Mr. Schaefer moved and Mr. Paulhus seconded to approve the following resolution:
Resolved, effective February 25, 2008, to authorize the Town manager, Matthew W. Hart, to sign contracts and any amendments, rescissions and revisions thereto to enter the Wildlife Habitat Incentive Program for Schoolhouse Brook Park, should the Town's application to the aforementioned program be accepted by the approval agency.

Motion passed unanimously.

VII. QUARTERLY REPORTS

No Comments

VIII. DEPARTMENTAL AND COMMITTEE REPORTS

Mr. Schaefer questioned an item in the Conservation Commission minutes of January 16, 2008 regarding the transference of 7.6 acres of Town-owned property to White Oak Condominium Association for installation of a community septic system. Town Manager Matt Hart stated that no proposal has been received as of yet and any agreement would require Town Council approval. Council members discussed whether small cities funding is applicable, whether new technology for on-site systems has been studied and what the impact of a possible Department of Environmental Protection order might be. The Town Manager will address these issues when a proposal is submitted to the Town.

IX. REPORTS OF COUNCIL COMMITTEES

The Personnel Committee will meet March 4th at 7:00 P.M.

X. REPORTS OF COUNCIL MEMBERS

Ms. Blair relayed a message to Council members from her husband, Eddie. He asked that when anyone is near a radio they listen to the way our Town Crew works together to get the job done. He is very impressed with their teamwork.

The Town Manager agreed to distribute emergency contact information list to Council members.

XI. TOWN MANAGER'S REPORT

Attached

Mr. Hart told members that the request to include Natchaug Hospital on the list of private colleges and hospitals has been denied by the Office of Policy and Management but that the Town is appealing that decision.

XII. FUTURE AGENDAS

Mr. Nesbitt requested an accounting of the Town's total investment including cash, in-kind services and future projected cost be included as a part of the Storrs Center Project: Request for Status Report.

Mr. Nesbitt suggested the development of a resolution that would include a program evaluation requirement for all new programs, the setting of a goal for a timetable when all departments will have a formal program, approval of the Town Manager's participation in the GOFA pilot program and criteria that the Council could request a specific performance evaluation when deemed necessary.

Mr. Schaefer requested a report on Item 11, "Special Ed in Mansfield Investigated." The Town Manager will do so for the next meeting.

PETITIONS, REQUEST AND COMMUNICATIONS

9. Chronicle, "A Snowy Day Solution for Parents" - 2/14/08
10. Chronicle, "Public Deserves Respect of Boards" - 1/29/08
11. Chronicle, "Special Ed in Mansfield Investigated" - 2/12/08
12. Chronicle, "There's No Barn Like an Old Barn" - 2/14/08
13. Chronicle, "UConn, Group to Meet Over Wells" - 2/20/08
14. Chronicle, "UConn to Study Willimantic River" - 2/9/08
15. V. Cochran re: Sister Cities Association of Mansfield, Ohio
16. M. Hart re: Storrs Center project; request for status report
17. Mansfield Buzz March 2008
18. Mansfield Community Center Member Survey Analysis
19. Mansfield Country: Agricultural Products & Services
20. C. Pellegrine re: Primary Day
21. Planning and Zoning Commission re: Proposed Revision to the Zoning Map and Zoning Regulations
22. Proposed Budget Review Calendar for Fiscal Year 2008/09
23. Request for Proposal re: Development of a Residential Facility for Independent and Assisted Living for Seniors
24. W. Stauder re: Annual Report for 2007
25. Windham Region Chamber of Commerce re: Upcoming Events

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

Ms. Blair moved and Mr. Clouette seconded a motion to adjourn at 10:45 P.M.

Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

Memo

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Town Employees
Date: February 25, 2008
Re: Town Manager's Report

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

- **Social Worker:** Kathy Ann Easley joined us as a social worker with our Social Services Department on Wednesday, February 20th. Welcome Kathy Ann!
- **Budget Review Calendar:** We have included the revised Budget Review Calendar as item #22 of the Council packet. We were able to make the changes that the Council had requested.
- **Citizen communications on the web:** I reported at the January 28th meeting that the staff was preparing a central webpage that provides a "one-stop" shop for communications. I am pleased to announce that this central webpage is now available, and you can review the page on our homepage - see "Citizen Communications" under the Town Government section on the right side of the page. When you have time, please review the new section and send me any comments or feedback that you might have. Please also see the new search function for documents such as agenda and minutes; users will be able to search Council packets dating back to September 2002 via this tool.
- **Sister Cities Association of Mansfield, Ohio:** On page 89 of the Council packet, please see an invitation to attend the Mansfield Sister Cities Celebration, which will held June 21-28, 2008 in Mansfield, Ohio. Please let me know if any of you are interested in attending this event.
- **Strategic Planning Action Conference:** As reported at the last meeting, the next phase of the project is to conduct an open house to solicit feedback on the draft action steps. The open house has been scheduled for two sessions: 12-1:30 PM on February 27, 2008 at the Mansfield Senior Center and 7-8:30 PM on February 27th at the Mansfield Community Center. The

steering committee will consider the comments received and finalize the report for presentation to the Town Council.

- **Windham Board of Selectmen:** The Mayor and I recently met with Dan Lein and Tom DeVivo from the Windham Board of Selectmen, to discuss various aspects of the Council-Manager form of government, which Windham has recently adopted. Our meeting was productive, and I appreciated the opportunity to discuss how the form of government works in Mansfield.

- **Upcoming meetings:**
 - Mansfield 2020 Open House: 12:00 PM, February 27, 2008, Mansfield Senior Center
 - Mansfield 2020 Open House, 7:00 PM, February 27, 2008, Mansfield Community Center
 - Planning and Zoning Commission, 7:00 PM, March 3, 2008, Council Chambers, Audrey P. Beck Municipal Building
 - Mansfield Downtown Partnership Board of Directors, 4:00 PM, March 4, 2008, Mansfield Downtown Partnership Office
 - Agriculture Committee, 7:00 PM, March 5, 2008, Conference Room B, Audrey P. Beck Municipal Building
 - Assisted/Independent Living Advisory Committee, 9:00 AM, March 6, 2008, Conference Room C, Audrey P. Beck Municipal Building
 - Traffic Authority, 10:30 AM, March 6, 2008, Conference Room B, Audrey P. Beck Municipal Building
 - Finance Committee, 6:00 PM, March 10, 2008, Conference Room B, Audrey P. Beck Municipal Building
 - Town Council, 7:30 PM, March 10, 2008, Council Chambers, Audrey P. Beck Municipal Building
 - Town/Gown, 4:00 PM, March 11, 2008, Council Chambers, Audrey P. Beck Municipal Building

Town Council
February 25, 2008

I have a question about the budget process under the new charter. Section C405 of the charter, part A, says: This meeting shall consider the budget presented to it by the Town Council and may approve, lower or raise the budget of any program. What is the definition of "program"? It is imperative that program be clearly defined and that the budget information be presented with all programs and costs completely and clearly delineated so that the public can understand it.

NEXT

Now, I reference a comment Helen Koehn made at a recent meeting to the effect that materials be prepared and given to council members well in advance of any meeting so that council members have the time to read and assimilate the materials. I second the request. Council members cannot be expected to deal with all the information presented to them without having timely information, especially the budget materials. Said materials should be made available to the public as well. Thank you.

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LEGAL NOTICE
TOWN OF MANSFIELD
PUBLIC HEARING MARCH 10, 2008
AN ORDINANCE CONTINUING AND ESTABLISHING VARIOUS
ADMINISTRATIVE DEPARTMENTS RESPONSIBLE FOR PUBLIC SERVICES

The Mansfield Town Council will hold a public hearing at 7:30 PM at their regular meeting on March 10, 2008 to solicit public comment regarding the proposed Ordinance Continuing and Establishing Various Administrative Departments Responsible for Public Services. This hearing will be held in the Council Chambers of the Audrey P. Beck Building.

At this hearing persons may address the Town Council and written communications may be received.

Copies of said proposal are on file and available at the Town Clerk's Office: 4 South Eagleville Road, Mansfield.

Dated at Mansfield Connecticut this February 26, 2008.

Mary Stanton, Town Clerk

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Mansfield Department Heads; Dennis O'Brien, Town Attorney
Date: March 10, 2008
Re: An Ordinance Continuing and Establishing Various Administrative Departments Responsible for Public Services

Subject Matter/Background

Section 504 of the revised Mansfield Charter specifies that the Town Council shall establish by ordinance the various municipal departments responsible for the provision of public services. The attached draft has been prepared in consultation with the Town Attorney and staff, following a review of ordinances in place in other communities.

The draft ordinance encompasses all existing departments, and proposes that the Department of Building Maintenance be renamed the "Department of Facilities Management," and that the Department of Social Services be renamed the "Department of Human Services." Because the Department of Finance and the Town Clerk's Office are specifically referenced in the Charter, those departments are not referenced in the draft. The duties of the Town Manager and the Town Attorney are similarly detailed in the Charter, and are not mentioned in the proposed ordinance.

The proposed draft speaks to the legislative authority and purpose behind the ordinance, and specifically provides that the Town Council may contract with the state, another Connecticut municipality or any other legal entity for the provision of services. The ordinance then lists each department, with a reference to the department head and a broad description of departmental responsibilities and duties.

The Town Council reviewed the draft at its regular meetings held on February 11th and February 25, 2008. Staff revised the draft based upon the Council's comments from the February 11th meeting.

At Monday's meeting, the Council will conduct a public hearing to solicit public comment regarding the proposed ordinance.

Legal Review

The Town Attorney has reviewed and approved the form of the proposed ordinance, both in its original draft and as revised.

Recommendation

Following the public hearing, the Town Council does have the discretion to further revise the ordinance, as long as the original intent of the ordinance remains unchanged.

If the Town Council desires to approve the proposed ordinance in its present form, the following motion is in order:

Move, to adopt An Ordinance Continuing and Establishing Various Administrative Departments Responsible for Public Services, dated February 25, 2008, which ordinance shall be effective 21 days after publication in a newspaper having circulation within the Town of Mansfield.

Attachments

- 1) Proposed Ordinance Continuing and Establishing Various Administrative Departments Responsible for Public Services



**Town of Mansfield
Code of Ordinances**

**“An Ordinance Continuing and Establishing
Various Administrative Departments Responsible for Public Services”**

February 25, 2008 Draft

Section 1. Title.

This Ordinance shall be known and may be cited as the “Ordinance Continuing and Establishing Various Administrative Departments Responsible for Public Services.”

Section 2. Legislative Authority.

This Ordinance is enacted pursuant to Connecticut General Statutes §§ 7-148 and 7-193(b), and § C504 of the Mansfield Town Charter, as amended.

Section 3. Purpose.

Per section C504 of the Town Charter, as amended, the Town Council shall establish by ordinance various administrative departments, agencies and offices responsible for the provision of public services.

Section 4. Establishment of Various Departments Responsible for Public Services.

A. In addition to those departments and offices enumerated in the Town Charter, the following administrative departments are hereby continued and established for the purpose of providing public services.

- 1) Department of Building and Housing Inspection
- 2) Department of Facilities Management
- 3) Department of Human Services
- 4) Department of Information Technology
- 5) Department of Library Services (Mansfield Public Library)

- 6) Department of Parks and Recreation
- 7) Department of Planning and Zoning
- 8) Department of Public Safety
- 9) Department of Public Works

B. The Town Manager may create functional divisions within a department.

Section 5. Directors of Departments.

- A. Two (2) or more departments may be headed by the same person, and the Town Manager may act as the director of any department except as specifically provided by the Town Charter.
- B. Each director of a department shall be an officer of the Town.
- C. A director of an administrative department may promulgate any departmental rule that is not inconsistent with this Ordinance, the Town Charter or Town policy.

Section 6. Provision of Services by Contract.

To the extent allowed by law, the Town Council may contract with the State of Connecticut, a Connecticut municipality or any other legal entity for the provision of municipal services.

Section 7. Department of Building and Housing Inspection.

- A. **Appointment of department head.** The Department shall be headed by the Director of Building and Housing Inspection, who shall be appointed by and report to the Town Manager.
- B. **Responsibilities and duties.** The Department shall be responsible for:
 - 1) The development, administration and management of departmental activities and programs;
 - 2) Enforcing building, electrical, demolition, mechanical and plumbing codes, and the Mansfield Housing Code and the Landlord Registration Ordinance;
 - 3) Assisting the Building Code Board of Appeals and Housing Code Board of Appeals with fulfilling their statutory responsibilities;

- 4) The administration of various contracts related to departmental activities;
- 5) Other duties as assigned by the Town Manager.

Section 8. Department of Facilities Management.

A. Appointment of department head. The Department shall be headed by the Director of Facilities Management, who shall be appointed by and report to the Town Manager and the Superintendent of the Mansfield Public Schools.

B. Responsibilities and duties. The Department shall be responsible for:

- 1) The development, administration and management of departmental activities and services;
- 2) The maintenance and repair of Town and School buildings and equipment;
- 3) Management of various assigned capital projects;
- 4) The administration of various contracts related to departmental activities;
- 5) Other duties as assigned by the Town Manager and Superintendent of Schools.

Section 9. Department of Human Services.

A. Appointment of department head. The Department shall be headed by the Director of Human Services, who shall be appointed by and report to the Town Manager. The Director or his/her designee shall serve as the Fair Housing Officer and the Municipal Agent for the Elderly, with power to enforce all statutes relating to the duties of those offices.

B. Divisions. The Department shall include, unless otherwise directed by the Town Manager, the following divisions:

- 1) Adult Services
- 2) Senior Services
- 3) Youth Services

C. Responsibilities and duties. The Department shall be responsible for:

1. The development, administration and management of departmental activities and programs;
2. Providing counseling, referral, information and advocacy services for adults of all ages;
3. The coordination and administration of a school readiness program;
4. Providing supportive services and activities for youth;
5. Providing various creative, educational, recreational, health, wellness and social activities for older adults; coordinating the operation of the Mansfield Senior Center;
6. The administration of various contracts related to departmental activities;
7. Other duties as assigned by the Town Manager.

Section 10. Department of Information Technology.

A. Management. The Town Council shall authorize the Town Manager to contract for the management of information technology services, or establish a Director's or other appropriate position to head the Department under the supervision of the Town Manager.

B. Responsibilities and duties. The Department shall be responsible for:

- 1) The coordination, administration and management of departmental activities and services;
- 2) Developing and maintaining efficient, cost effective information technology systems for the town and the public schools;
- 3) Developing and providing necessary information technology support services to town and school staff;
- 4) The administration of various contracts related to departmental activities;
- 5) Other duties as assigned by the Town Manager and Superintendents of Schools.

Section 11. Department of Library Services (Mansfield Public Library).

A. Appointment of department head. The Department shall be headed by the Library Director, who shall be appointed by and report to the Town Manager.

B. Responsibilities and duties. The Department shall be responsible for:

- 1) The coordination, administration and management of public library operations and services;
- 2) Management of a public library collection, including departmental planning and technical decisions;
- 3) The administration of various contracts related to departmental activities;
- 4) Other duties as assigned by the Town Manager.

Section 12. Department of Parks and Recreation.

A. Appointment of department head. The Department shall be headed by the Director of Parks and Recreation, who shall be appointed by and report to the Town Manager.

B. Responsibilities and duties. The Department shall be responsible for:

- 1) The coordination, administration and management of public recreational activities and programs, including the supervision and operation of the Mansfield Community Center;
- 2) Management of various assigned capital projects;
- 3) The administration of various contracts related to departmental activities;
- 4) Other duties as assigned by the Town Manager.

Section 13. Department of Planning and Zoning.

A. Appointment of department head. The Department shall be headed by the Director of Planning, who shall be appointed by and report to the Town Manager.

B. Responsibilities and duties. The Department shall be responsible for:

- 1) The coordination, administration and management of departmental activities and services;

- 2) Assisting the Planning and Zoning Commission in fulfilling its statutory responsibilities, including application reviews and promulgation or amendment of a Plan of Conservation and Development, Zoning map and land use regulations;
- 3) Assisting the Inland Wetlands Agency and the Aquifer Protection Agency in fulfilling their respective statutory responsibilities;
- 4) Enforcing zoning regulations and approval conditions, and issuing zoning permits;
- 5) Assisting the Zoning Board of Appeals in fulfilling its statutory responsibilities;
- 6) The administration of various contracts related to departmental activities;
- 7) Other duties as assigned by the Town Manager.

Section 14. Department of Public Safety.

A. Department head. The Department shall be headed by the Town Manager, who shall serve as the Director of Public Safety and the legal Traffic Authority, with power to enforce all statutes relating to the duties of those offices.

B. Appointment of officers. The Town Manager shall appoint and supervise a Director of Emergency Management. The Town Manager shall also appoint an Animal Control Officer, who shall report to the Manager or his/her designee.

C. Divisions. The Department shall include the following divisions:

- 1) Police
- 2) Fire and Emergency Services (Mansfield Fire Department)
- 3) Emergency Management [previously known as Civil Preparedness]
- 4) Animal Control

D. Responsibilities and duties for police, emergency management and animal control divisions. The divisions of police, emergency management and animal control shall be collectively responsible for:

- 1) The coordination, administration and management of departmental activities and services;
- 2) The preservation of public order; prevention of crime; apprehension of criminals; regulation of traffic; protection of the rights of persons and of property; and the impartial

enforcement of the laws of the state and the ordinances of the Town and all rules and regulations made in accordance therewith;

- 3) Minimizing the loss of life and property due to a natural or technical disaster, reducing personal hardship and ensuring that essential services are provided to all residents during and after an emergency or disaster;
- 4) Enforcing state and local laws relating to canines and felines, and the provision of other animal control services;
- 5) The administration of various contracts related to departmental activities;
- 6) Other duties as assigned by the Town Manager.

E. Division of Fire and Emergency Services (Mansfield Fire Department)

- 1) **Appointment of division head.** The Division shall be headed by the Fire Chief, who shall be appointed by the Town Manager and report to the Director of Public Safety.
- 2) **Appointment of fire marshal.** The Town Manager shall appoint a Fire Marshal, who shall report to the Fire Chief.
- 3) **Volunteer personnel.** Upon resolution of the Town Council, the Division of Fire and Emergency Services shall include career and volunteer personnel.
- 4) **Responsibilities and duties.** The Division shall be responsible for:
 - a. The coordination, administration and management of division activities and services;
 - b. The protection of life and property from fire, and the delivery of emergency medical services;
 - c. Fire investigation; plan reviews; fire and life safety education; and the administration and enforcement of fire safety and prevention regulations, and applicable state statutes;
 - d. The administration of various contracts related to departmental activities;
 - e. Other duties as assigned by the Town Manager.

Section 15. Department of Public Works.

- A. Appointment of department head.** The Department shall be headed by the Director of Public Works, who shall be appointed by and report to the Town Manager. The Director or his/her designee shall serve as the Town Engineer and the Tree Warden, with power to enforce all statutes relating to the duties of those offices.

B. Divisions. The Department shall include, unless otherwise directed by the Town Manager, the following divisions:

- 1) Administration
- 2) Road Services
- 3) Grounds Maintenance
- 4) Equipment Maintenance
- 5) Engineering
- 6) Solid Waste and Recycling

C. Responsibilities and duties. The Department shall be responsible for:

- 1) The coordination, administration and management of departmental activities and services;
- 2) A variety of road maintenance activities, including storm control operations, and road and drainage maintenance;
- 3) Maintenance of Town parks and recreational facilities;
- 4) Maintenance and repair of light and heavy equipment;
- 5) Providing technical, engineering support to Town agencies and departments;
- 6) Controlling the preservation and removal of trees within highways or public places;
- 7) Collection, disposal and recycling of solid waste;
- 8) Management of various assigned capital projects;
- 9) Administration of various contracts related to departmental activities;
- 10) Other duties as assigned by the Town Manager.

Section 16. Construction.

Whenever used, the singular number shall include the plural, and the plural the singular.

Section 17. Amendment.

Per sections 307 through 312 of the Charter of the Town of Mansfield, any Ordinance of the Town may be amended, but no referral to Town Meeting per Charter section 309 may address any portion of any Ordinance of the Town of Mansfield that is not directly and expressly included in any such amendment.

Section 18. Severability of Provisions.

Should any court of competent jurisdiction declare any section or clause or provision of this Ordinance to be unconstitutional or *ultra vires*, such decision shall affect only such section, clause or provision so declared unconstitutional and shall not affect any other section, clause or provision of this Ordinance.

Section 19. 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.

**PAGE
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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager
CC: Maria Capriola, Assistant to Town Manager; Brian Kennedy, Resident Trooper Coordinator; Mike Ninteau, Director of Building and Housing Inspection
Date: March 10, 2008
Re: Community/Campus Relations, Discussion of Certain Nuisance Abatement Ordinances

Subject Matter/Background

I have invited SGT Brian Kennedy, Resident Trooper Coordinator, and Mike Ninteau, Director of Building and Housing Inspection, to discuss the enforcement of certain nuisance abatement ordinances, specifically in neighborhoods adjacent to the UConn campus. For your reference, I have attached the ordinances that will be the topic of discussion as well as related materials.

Attachments

- 1) Possession and Consumption of Alcoholic Liquor in Public Places Ordinance
- 2) Possession of Alcohol by Minors Ordinance
- 3) Litter Ordinance
- 4) Noise Control Ordinance
- 5) Town of Mansfield Citation and Blight Enforcement Materials

ARTICLE II Possession and Consumption in Public Places [Adopted 2-13-1995, effective 3-14-1995]

§ 101-2. Legislative authority.

This article is adopted pursuant to § 7-148(c)(7)(H)(viii), (xii) and (xiii), C.G.S., "regarding possession and consumption of alcoholic liquor in, within and upon public areas, public highways and parking areas within the Town of Mansfield."

§ 101-3. Title.

This article shall be known and may be cited as the "Town of Mansfield's ordinance regarding the possession and consumption of alcoholic liquor in public places."

§ 101-4. Definitions.

For the purposes of this article, the following terms shall be defined as follows:

ALCOHOLIC LIQUOR — The same meaning as ascribed to that term in Section 30-1(3) of the Connecticut General Statutes, as amended from time to time.

MOTOR VEHICLE — A motor vehicle as defined in Section 14-1(47) of the Connecticut General Statutes, as amended from time to time.

OPEN CONTAINER — Any open bottle, flask or other container lacking an intact liquor tax stamp or seal, whether or not stopped; any can, keg, mini-keg or other container which has been opened in any way.

PARKED VEHICLE — The same meaning as ascribed to that term in Section 14-1(3) of the Connecticut General Statutes, as amended from time to time.

PARKING AREA — Parking lots, parking garages and similar areas made available for the parking of motor vehicles away from the highway or street which are open to the public use with or without charge.

PUBLIC AREA — Any area open to or accessible by the public with or without charge in which consumption of alcohol liquor is not permitted by the owner or lessee thereof.

PUBLIC HIGHWAY — Any Town road or state or federal highway in the Town of Mansfield, including shoulders, tree-belts and sidewalks within the right-of-way.

§ 101-5. Possession and consumption of alcoholic liquor.

No person shall consume any alcoholic liquor, or have in his or her possession any open container of alcoholic liquor, while upon or within the limits of any public highway, public area or parking area within the Town of Mansfield. The possession of an open container of alcoholic liquor or consumption therefrom by any person while in a motor vehicle parked within or upon a public area shall also be a violation hereof.

§ 101-6. Penalties for offenses. [Amended 4-8-1996, effective 5-3-1996]

Any person who violates any of the provisions of this article shall be fined no more than \$90 for each violation.

GENERAL CODES & ORDINANCES TOWN OF MANSFIELD, CT

ARTICLE III Possession of Alcohol by Minors [Adopted 12-8-2003, effective 1-3-2004]

§ 101-7. Findings; purpose.

- A. The Town Council of the Town of Mansfield finds that:
- (1) The unregulated possession of alcoholic liquor by minors is detrimental to the general welfare, health and safety of all residents of Mansfield, especially to its youth; and
 - (2) The consumption of alcohol by minors while unsupervised by a parental authority creates not only a health and safety risk to those young persons, but presents a public nuisance to the general public as well.
- B. Therefore, the Town of Mansfield seeks to protect, preserve and promote the health, safety, welfare and quality of life of all its residents by regulating the possession of alcohol by minors.

§ 101-8. Definitions.

As used in this article, the following terms shall have the meanings indicated:

ALCOHOLIC LIQUOR — Shall have the same meaning as the term is defined in Connecticut General Statutes § 30-1(3), as it may be amended from time to time.

HOST — To organize a gathering of two or more persons, or to allow the premises under one's control to be used with one's knowledge for a gathering of two or more persons, for personal, social or business interaction.

MINOR — Shall have the same meaning as the term is defined in Connecticut General Statutes § 30-1(12), as it may be amended from time to time.

PERSON — Any individual, firm, partnership, association, syndicate, company, trust, corporation, limited liability company, municipality, agency, or political or administrative subdivision of the state or other legal entity of any kind.

§ 101-9. Possession restricted.

No minor shall possess any container of alcoholic liquor, whether opened or unopened, within the Town of Mansfield except when accompanied by or in the presence of his parent, guardian, or spouse who is of legal age to purchase alcoholic beverages in the State of Connecticut. This restriction shall apply to both public and private property.

§ 101-10. Hosting an event or gathering restricted.

No person shall host an event or gathering at which alcoholic liquor is consumed by or dispensed to any minor unless such minor is accompanied by or is in the presence of his or her parent, guardian, or spouse is of legal age to purchase alcoholic beverages in the State of Connecticut. This prohibition shall apply to any event or gathering within the Town of Mansfield, whether conducted on public or private property.

§ 101-11. Possession otherwise permitted by law.

Notwithstanding the above, nothing herein shall prohibit the serving or selling of alcoholic liquor by a minor if otherwise permitted by state law.

§ 101-12. Enforcement.

The Town Manager as the Director of Public Safety, or his designee(s), is charged with enforcing the provisions of this article.

§ 101-13. Penalties for offenses.

- A. For the first violation, any person cited under § 101-9 of this article shall be subject to a fine of \$90 or

required to complete a substance abuse awareness and prevention program, which cost shall not exceed \$90. For each subsequent violation, any person cited under § 101-9 of this article shall be subject to a fine of \$90. [Amended 9-27-2004, effective 10-22-2004]

- B. For the first violation, any person cited under § 101-10 of this article shall be subject to a fine of \$90 or required to complete a substance abuse awareness and prevention program, which cost shall not exceed \$90. For each subsequent violation, any person cited under § 101-10 of this article shall be subject to a fine of \$90. [Amended 9-27-2004, effective 10-22-2004]
- C. All fines paid pursuant to this article shall be payable to the Collector of Revenue of the Town of Mansfield.

§ 101-14. Appeals procedure.

Any person fined pursuant to this article may appeal such fine pursuant to the provisions of the Town of Mansfield Hearing Procedure for Citations Ordinance. Editor's Note: See Ch. 129, Hearing Procedure for Citations.

§ 101-15. Word usage.

Whenever used, the singular number shall include the plural, the plural the singular, and the use of either gender shall include both genders.

Chapter 131: LITTER

[HISTORY: Adopted by the Town Council of the Town of Mansfield 3-28-2005, effective 4-22-2005. Amendments noted where applicable.]

GENERAL REFERENCES

Outdoor burning — See Ch. 114.

Hearing procedure for citations — See Ch. 129.

Solid waste — See Ch. 161.

Solid waste regulations — See Ch. 196.

§ 131-1. Title.

This chapter shall be known and may be cited as the "Ordinance Regulating Litter" or "Litter Ordinance."

§ 131-2. Legislative authority.

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

§ 131-3. Findings and purpose.

The Town Council of the Town of Mansfield finds that the improper dispersion of litter and garbage within the community creates a public health hazard and blight, and is therefore detrimental to the general welfare, health and safety of the people of Mansfield. Therefore, pursuant to the various police, health and public safety powers granted to municipalities under C.G.S. § 7-148, the Town of Mansfield seeks to protect, preserve and promote the health, safety, welfare and quality of life of its people by regulating the dispersion of litter and garbage.

§ 131-4. Definitions.

For the purpose of this chapter, the words and phrases used herein shall have the following meanings, unless otherwise clearly indicated by the context:

BLIGHT or BLIGHTED PREMISES — Any parcel of land where at least one of the following conditions exists:

- A. It has been determined by an Enforcement Officer, acting within the scope of his/her authority, that a condition exists that poses a serious or immediate threat to the health, safety or general welfare of the community.
- B. The property is in a physically deteriorating condition causing unsafe or unsanitary conditions or a nuisance to the general public, as evidenced by one or more of the following conditions:
 - (1) Rodent harborage and/or infestation.
 - (2) Persistent and substantial litter, garbage or rubbish on the property.
- C. The overall condition of the property causes an unreasonable impact on the enjoyment of or value of neighboring properties as evidenced, for example, by complaints or statements of witnesses, photographs, code violations, reports or inspection by an Enforcement Officer.

ENFORCEMENT OFFICER — One or more employees or agents of the Town, designated by the Town Manager to enforce the provisions of this chapter.

GARBAGE — Putrescible animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of food.

LITTER — Any discarded, used or consumed substance or waste material, garbage or rubbish, which has not been deposited in a refuse receptacle.

PARK — A park, reservation, playground, recreation center or any other public area in Town, owned or used by the Town and devoted to active or passive recreation.

PERSON — Any individual, firm, partnership, association, syndicate, company, trust, corporation, limited-liability company, municipality, agency, or political or administrative subdivision of the state or other legal

entity of any kind.

PRIVATE PREMISES — Any dwelling, house, building, or other structure, designed or used, either wholly or in part, for private residential purposes, whether inhabited or temporarily or continuously uninhabited or vacant, and shall include any yard, grounds, walk, driveway, porch, steps, sidewalk and abutting edge of the street, vestibule or mailbox belonging or appurtenant to such dwelling, house, building or other structure.

PUBLIC PLACE — Any area that is used or is held out for use by the public, whether owned or operated by public or private interests.

REFUSE — Shall mean both garbage and rubbish.

RUBBISH — Nonputrescible solid wastes consisting of both combustible and noncombustible wastes, such as paper, wrappings, cigarettes, cardboard, tin cans, yard clippings, leaves, wood glass, bedding, crockery and similar materials.

VEHICLE — Every device in, upon or by which any person or property is or may be transported or drawn upon a highway.

§ 131-5. Littering in public places.

No person shall throw or deposit litter in or upon any street, sidewalk or other public place within the Town except in public receptacles, in authorized private receptacles for collection, or in official Town disposal areas.

§ 131-6. Placing of litter in receptacles.

Persons placing litter in public receptacles or in private receptacles shall do so in such a manner as to prevent it from being carried or deposited by the elements upon any street, sidewalk or other public place or upon private property.

§ 131-7. Sweeping litter into public places; duty to keep sidewalks clean.

No person shall sweep into or deposit in any gutter, street or other public place within the Town the accumulation of litter from any building or lot or from any public or private sidewalk or driveway. Persons owning, controlling or occupying property shall keep the sidewalk or abutting edge of the street in front of their premises free of litter.

§ 131-8. Duty of merchants.

No person owning, controlling or occupying a place of business shall sweep into or deposit in any gutter, street or other public place within the Town the accumulation of litter from any building or lot or from any public or private sidewalk or driveway. Persons owning, controlling or occupying places of business within the Town shall keep the sidewalk or abutting edge of the street in front of their business premises free of litter.

§ 131-9. Throwing litter from vehicles.

No person, while a driver or passenger in a vehicle, shall throw or deposit litter upon any street or other public place within the Town, or upon private property.

§ 131-10. Vehicles causing litter.

No person shall drive or move any truck or other vehicle within the Town unless such vehicle is so constructed or loaded as to prevent any load, contents or litter from being blown or deposited upon any street or other public place, or upon private property.

§ 131-11. Litter in parks.

No person shall throw or deposit litter in any park within the Town except in public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the park

or upon any street or other public place or upon private property. Where public receptacles are not provided, all such litter shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere as provided herein.

§ 131-12. Littering fountains or bodies of water.

No person shall throw or deposit or cause to be blown, scattered, spilled or otherwise dispose of any litter in any fountain, pond, lake, stream, or other body of water in a park or elsewhere within the Town.

§ 131-13. Litter on private property.

No person shall throw or deposit litter on any private property within the Town, whether owned by such person or not, except that the owner or person in control of occupied private property may maintain private receptacles for collection in such a manner that litter will be prevented from being carried or deposited by the elements upon any street, sidewalk or other public place or upon any private property.

§ 131-14. Duty to maintain premises free of litter and blight.

The owner, agent, tenant or person in control of any private property shall at all times maintain the premises free of litter and blight; provided, however, that this section shall not prohibit the storage of litter in private receptacles for collection.

§ 131-15. Enforcement; violations and penalties.

Enforcement of this chapter shall be as follows:

- A. The Town Manager shall designate one or more Enforcement Officers, who are empowered to take such enforcement actions as authorized in this chapter.
- B. Any person violating the provisions of this chapter shall be deemed to have committed an infraction and may be issued a citation. Said citation shall inform the person named therein of the allegations against him or her, the amount of the fine due, and the date on which payment of the fine is due, which shall be no later than 10 days after the date of the citation. Said citation shall be hand delivered or mailed by certified mail, return receipt requested, addressed to the person named therein at his or her last known address. Citations shall be punishable with a fine of \$90 dollars for each violation. Each separate day that a violation exists after the issuance of a citation shall be subject to a separate additional fine without the issuance of a separate citation.
- C. In lieu of issuing a citation per § 131-15B of this chapter, the Enforcement Officer may serve written notice of the violation(s) of this chapter to the owner, agent, tenant or person in control of any occupied or vacant property within the Town. Such notice shall be hand delivered or mailed by certified mail, return receipt requested, addressed to said owner, agent, tenant or person in control of the subject property at the last known address. Such notice shall state the violation(s) as outlined hereinafter, demand its correction within 10 calendar days, and state that if the person cited fails to correct the violation before the deadline, the Town may issue a citation to the owner, agent, tenant or person in control of the subject property per § 131-15C of this chapter.
- D. In addition to any other remedy authorized by this chapter, if any such fine issued pursuant to the provisions of this chapter is unpaid beyond the due date, the Town may initiate proceedings under the authority of C.G.S. § 7-152c and Chapter 129, Hearing Procedure for Citations, to collect such fine.

§ 131-16. Removal by Town.

- A. Notice to remove. In lieu of or in addition to the remedies authorized in § 131-15 of this chapter, the Enforcement Officer is authorized and empowered to notify the owner, agent, tenant or person in control of any occupied or vacant private property within the Town to properly dispose of litter located on the subject property that is in violation of this chapter. Such notice shall be by certified mail, addressed to said owner, agent, tenant or person in control of the subject property at his/her last known address.
- B. Action upon noncompliance. Upon the failure, neglect or refusal of any owner, agent, tenant or person in control of the subject property so notified to properly dispose of litter or blight within 10 days after receipt of

the written notice provided for in Subsection A above, the Enforcement Officer is hereby authorized and empowered to pay for the disposing of such litter or to order its disposal by the Town.

- C. Recorded statement constitutes lien. Upon completion of such work, the Enforcement Officer shall determine the reasonable cost thereof and bill the owner, agent, tenant or person in control of the subject property. Upon failure of the owner, agent, tenant or person in control of the subject property to remit to the Town the amount of such charge within 30 days from the date of such notice, the Enforcement Officer, within 90 days from the date of such notice, shall record in the land records of the Town a sworn statement showing the cost and expense incurred for the work, the date the work was performed and the location of the property on which said work was performed. The recordation of such sworn statement shall constitute a lien and privilege on the property and shall remain in full force and effect for the amount due in principal and legal interest, plus costs in court, if any, for collection, until final payment has been made. Sworn statements recorded in accordance with the provisions hereof shall be prima facie evidence that all work has been completed properly and satisfactorily, and shall be full notice to every person concerned that the amount of the statement, plus interest, constitutes a charge against the property designated or described in the statement and the same is due and collectible as provided by law. Said lien shall have the same effect and may be foreclosed in the same manner as a tax lien.

§ 131-17. Appeals procedure.

Any person fined pursuant to this chapter may appeal such fine pursuant to the provisions of Chapter 129, Hearing Procedure for Citations.

§ 131-18. Word usage.

Whenever used, the singular number shall include the plural, the plural the singular, and the use of either gender shall include both genders.

Chapter 134: NOISE

[HISTORY: Adopted by the Town Council of the Town of Mansfield 3-9-1998, effective 3-30-1998. Amendments noted where applicable.]

GENERAL REFERENCES

Building construction — See Ch. 107.

Parks and recreation areas — See Ch. 137.

§ 134-1. Title.

The short title of this chapter shall be the "Town of Mansfield Noise Control Ordinance."

§ 134-2. Purpose.

It is recognized that people have a right to and should be ensured an environment free from excessive sound and vibration that may jeopardize their health or safety or degrade the quality of life. This chapter is enacted to protect, preserve and promote the health, safety, welfare and quality of life for the citizens of Mansfield through the reduction, control and prevention of noise.

§ 134-3. Definitions.

The following definitions shall apply in the interpretation and enforcement of this chapter:

BACKGROUND NOISE — Noise of a measurable intensity that exists at a point as a result of a combination of many distant sources individually indistinguishable.

COMMERCIAL ZONE — All commercial zones, including PO-1, PO-3, NB-1, NB-2, 11, PB-1, PB-2, PB-3, PB-4 and PB-5, as defined in the Zoning Regulations of the Town of Mansfield, or all lots where existing nonconforming commercial uses exist.

CONSTRUCTION — Any and all physical activity at a site necessary or incidental to the erection, placement, demolition, assembling, altering, blasting, cleaning, repairing, installing or equipping of buildings or other structures, public or private highways, roads, premises, parks, utility lines or other property and shall include, but not be limited to, land clearing, grading, excavating, filling and paving.

DAYTIME — The hours between 8:00 a.m. and 9:00 p.m., Monday through Saturday, and the hours of 10:00 a.m. and 9:00 p.m., Sundays and federal and state holidays.

DECIBEL — A logarithmic unit of measure used in measuring magnitudes of sound. The symbol is 411.

EMERGENCY — Any occurrence or set of circumstances involving actual or imminent physical trauma or property damages which demands immediate action.

EMERGENCY VEHICLE — Any motor vehicle authorized to have sound-warning devices such as sirens and bells which can lawfully be used when responding to an emergency.

EMERGENCY WORK — Work made necessary to restore property to a safe condition following an emergency, or work required to protect persons or property from an emergency.

IMPULSE NOISE — Any sound of short duration, usually less than one second, with an abrupt onset and rapid decay.

INDUSTRIAL ZONE — All industrial zones, including IP and RDIL1, as defined by the zoning regulations of the Town of Mansfield or all lots where existing nonconforming industrial uses exist.

MOTORCYCLE — Defined as per Section 14-1(46) of the Connecticut General Statutes.

MOTOR VEHICLE — Defined as per Section 14-1(47) of the Connecticut General Statutes.

MUFFLER — A device for abating sounds such as those produced by escaping gases.

NIGHTTIME — The hours between 9:00 p.m. and 8:00 a.m., Sunday evening through Saturday morning, and between 9:00 p.m. and 10:00 a.m. Saturday evening through Sunday morning, and the eve of federal and

state holidays through the following morning.

NOISE LEVEL

THE SOUND PRESSURE LEVEL AS MEASURED WITH A SOUND LEVEL METER USING THE A - WEIGHTING NETWORK. THE LEVEL SO READ IS DESIGNATED "DB(A)" OR "DBA."

NOISE ZONE — An individual unit of land or a group of contiguous parcels under the same ownership as indicated by public records and, as relates to noise emitters, includes contiguous publicly dedicated street and highway rights-of-way, railroad rights of way and waters of the state.

NONCONFORMING COMMERCIAL USE — A use of a building or land, or both, which does not conform to the applicable use regulations of the zoning regulations of the Town of Mansfield, either on its effective date or as a result of subsequent amendments thereof.

PERSON — Any individual, firm, partnership, association, syndicate, company, trust, corporation, municipality or other legal entity of any kind.

PREMISES — Any building, structure, land or portion thereof, including all appurtenances, owned or controlled by a person.

PROPERTY LINE — That real or imaginary line along the ground surface and its vertical extension which separates real property owned or controlled by any person from continuous real property owned or controlled by another person and separates real property from the public right-of-way.

PROPERTY MAINTENANCE EQUIPMENT — All engine- or motor-powered tools and equipment used in the repair and upkeep of exterior property and including, but not limited to, lawn mowers, riding tractors, wood chippers, power saws and leaf blowers.

PUBLIC RIGHT-OF-WAY — Any street, avenue, boulevard, highway, sidewalk, alley, park, waterway, railroad or similar place which is owned or controlled by a governmental entity.

RESIDENTIAL ZONE — All residential zones, including RAR-90, RAR-40, R-40, R-20, RAR-40MF, DMR and PRD, as defined by the zoning regulations of the Town of Mansfield, or all lots where existing nonconforming residential uses exist.

SOUND — A transmission of energy through solid, liquid or gaseous media in the form of vibrations which constitute alterations in pressure or position of the particles in the medium and which, in air, evoke physiological sensations, including but not limited to an auditory response when impinged on the ear.

SOUND-LEVEL METER — An instrument used to take sound-level measurements which should conform, as a minimum, to the operational standards of the American National Standards Institute for Sound Level Meters (Type S2A).

TOWN MANAGER — The duly appointed Town Manager of the town or his designee.

§ 134-4. Noise level measurement procedures.

For the purpose of determining noise levels as set forth in this chapter, the following guidelines shall be applicable:

- A. Law enforcement officers conducting sound measurements shall be trained in the current technique and principles of sound measuring equipment and instrumentation.
- B. In all cases, sound levels shall be determined by a sound-level meter.
- C. The general steps listed below shall be followed when preparing to take the sound level measurements:
 - (1) The instrument manufacturer's specific instructions for the preparation and use of the instrument shall be followed.
 - (2) Measurements taken to determine compliance with this chapter shall be taken at any elevation and at any point beyond the boundary of the emitter noise zone and within the receptor's noise zone.

§ 134-5. Acceptable noise levels.

It shall be unlawful for any person to emit or cause to be emitted any noise beyond the boundaries of his/her

premises in excess of the noise levels established in these regulations.

A. Noise level standards. Noise level standards shall be as follows:

Emitter's Zone	Receptor's Zone			
	Industrial	Commercial	Residential/Day	Residential/Night
Residential	62 dBA	55 dBA	55 dBA	45 dBA
Commercial	62 dBA	62 dBA	55 dBA	45 dBA
Industrial	70 dBA	66 dBA	61 dBA	51 dBA

B. High background noise levels and impulse noise.

- (1) In those individual cases where the background noise levels exceed the standards contained herein, a source shall be considered to cause excessive noise if the noise emitted by source exceeds the background noise levels by 5 dBA, provided that no source subject to the provisions of this chapter shall emit noise in excess of 80 dBA at anytime, and provided that this section does not decrease the permissible levels of other sections of this chapter.
- (2) No person shall cause or allow the emission of impulse noise in excess of 80 dBA peak sound-pressure level during the nighttime in any residential zone.
- (3) No person shall cause or allow the emission of impulse noise in excess of 100 dBA peak sound-pressure level at any time in any other zone.

C. Motor vehicle noise.

- (1) All motor vehicles operated within the limits of the Town of Mansfield shall be subject to the noise standards and decibel levels as found in Title 14, Section 14-80a of the Connecticut General Statutes, as amended from time to time.
- (2) No power equipment and no sound-amplifying devices on or within motor vehicles shall emit noise in excess of the noise levels specified in this chapter.

§ 134-6. Exemptions.

The following shall be exempt from these regulations, subject to special conditions as may be spelled out:

- A. Noise generated by construction and demolition activities pursuant to the issuance of a zoning permit.
- B. Noise created as a result of or relating to an emergency.
- C. Noise from property maintenance equipment, such as but not limited to power saws, sanders, grinders, lawn and garden tools or similar devices operated during daytime hours.
- D. Noise from snow removal equipment.
- E. Noise created by any aircraft flight operations which are specifically preempted by the Federal Aviation Administration.
- F. Noise created by refuse and solid waste collection, provided that the activity is conducted during daytime hours.
- G. Farming equipment or farming activity.
- H. Sound created by safety and protective devices.

§ 134-7. Prohibited noise activities.

The following acts are deemed unlawful pursuant to the regulations contained herein. However, this enumeration shall not be deemed exclusive.

- A. Vehicle horns. No person shall at any time sound any horn or other audible signal device of a motor vehicle unless it is necessary as a warning to prevent or avoid a traffic accident.
- B. Truck idling. No person shall operate any standing motor vehicle with a weight in excess of 10,000 pounds,

manufacturer's gross vehicle weight (GVW), for a period in excess of 10 minutes when such vehicle is parked on or next to a residential premise.

§ 134-8. Enforcement; penalties for offenses.

- A. The Director of Public Safety or his designated law enforcement officers shall enforce this chapter.
- B. During the daytime, any person violating any portion of this chapter shall receive a verbal order to cease or abate the noise immediately. If the order to cease or abate the noise is not complied with, or is complied with and then violated again within 30 days, the person or persons responsible for the noise shall be charged with a violation of this chapter.
- C. During the nighttime, any law enforcement officer designated to enforce this chapter need not issue a verbal order before charging any person with a violation of this chapter.
- D. Any person in violation of any of the provisions contained in this chapter shall be fined in an amount not to exceed \$88.

§ 134-9. Variance.

- A. Any person residing or doing business in Mansfield may apply to the Town Manager for a variance from one or more of the provisions of this chapter which are more stringent than the Connecticut Department of Environmental Protections regulations for the control of noise, provided that the applicant supplies all of the following information to the Town Manager:
 - (1) The location and nature of the activity.
 - (2) The time period and hours of operation of said activity.
 - (3) The nature and intensity of the noise that will be generated.
 - (4) Any other information required by the Town Manager.
- B. No variances from these regulations shall be issued unless it has been demonstrated that:
 - (1) The proposed activity will not violate any provisions of the Connecticut Department of Environmental Protection regulations.
 - (2) The noise levels generated by the proposed activity will not constitute a danger to the public health.
 - (3) Compliance with this chapter constitutes an unreasonable hardship on the applicant.
- C. The application for variance shall be reviewed and either approved or rejected within 15 days of receipt by the Town Manager. The approval or rejection shall be in writing and shall state the condition(s) of approval, if any, or the reasons for rejection.
- D. Failure to rule on the application within the designated time shall constitute approval of the variance.

CODE ENFORCEMENT PATROL AREAS - ALPHA LISTING

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
Briarcliff Road	Anton Road (Rockridge)	Birch Road	Baxter Road	Bousa Road	Beebe Lane	Ball Hill Road	Boulder Lane
Browns Road	Baxter Road (Rockridge)	Bone Mill Road	Cedar Swamp Road	Bundy Lane	Birchwood Heights	Blake Lane	Chaffeeville Road
Buckingham Road	Burt Latham Road	Carriage House Road	Codfish Falls	Cheney Drive	Carleton Road	Costello Circle	Charles Lane
Cider Mill Road	Crystal Lane	Clubhouse Road	Cornell Road	Courtyard Lane	Clover Mill Road	Dunham Pond Road	Knowlton Hill Road
Eagle Court	Depot Road	Coogan Road	Daleville Road	Dog Lane	Davis Road	Dunham Pond Road East	Lorraine Circle
Higgins Highway	Forest Road	Hunting Heights Drive	Dartmouth Road	Farrell Road	Dodd Road	Eastwood Road	Lorraine Drive
Jude Lane	Homestead Drive	Hunting Lodge Road	Elise Road	Gurleyville Road	East Road	Farmstead Road	Lorraine Drive East
Mansfield City Road	McCollum Road	Marie Peters Place	Greenfield Lane	Hanks Hill Road	Fellen Road	Fieldstone Drive	Mt Hope Road
McShea Road	Marrow Road	Meadowood Road	Middle Turnpike (e/ Rte 195)	Hillcrest Drive	Flaherty Road	Hillside Circle	Mulberry Road
Old Kent Road	Middle Turnpike (w/ Rte 32)	Middle Turnpike (Rte 32 - 195)	Moulton Road	Holly Drive	Knollwood Road	Hillyndale Road	Olsen Drive
Old Mill Court	Old Colony Road	North Eagleville Road	Old Turnpike Road	King Hill Road	Lodi Drive	Jonathan Lane	Summit Road
Poplar Lane (College Park)	Plains Road	Northwood Road	Russet Lane	Ledgewood Drive	Maple Road	Little Lane	Warrenville Road
Shady Lane	Rockridge Road	Penner Place	Thomas Drive	Oak Hill Road	Maxfelix Drive	Lynwood Road	Wildwood Road
Stafford Road (s/ Rte 275)	Spring Manor Road	Perregaux Place	Timber Drive	Philip Drive	Minnesota Road	Old Schoolhouse Road	Woodland Road
Thornbush Extension	Stafford Road (n/Rte 275)	Ravine Lane	Storrs Road (n/ Rte 44)	Separatist Road	Monticello Lane	Ridge Road	Woods Edge Road
Thornbush Road	Tolland Turnpike	Ravine Road	Sumner Drive	South Eagleville Road	Spring Hill Road	Southwood Road	Wormwood Hill Road
White Oak Road		Riverview Drive	Wilmington Hill Road	Stonemill Road	Storrs Heights Road	Thompson Road	
		Silver Falls Lane	Yale Road	Storrs Road (Rte 44 - 275)	Storrs Road (s/ Rte 275)	Westwood Road	
		Stallman Street		Willowbrook Road	Windswept Lane		
		Westgate Lane					
		Wetzell Way					

TOWN OF MANSFIELD

PATROL AREAS

WILLINGTON

ASHFORD





TOWN OF MANSFIELD
4 South Eagleville Road
Mansfield, CT 06268

ORDINANCE VIOLATION WARNING

TO: PROPERTY OWNER / AGENT / TENANT

RE:

Location: _____

Violation:

- BLIGHT / LITTER**
 - §131-5 Littering in public place
 - §131-6 Placing of litter in receptacles not prevent carry or deposit by elements
 - §131-7 Sweeping litter into public places; duty to keep sidewalks clean
 - §131-8 Duty of merchants
 - §131-9 Throwing litter from vehicles
 - §131-10 Vehicles causing litter
 - §131-11 Litter in parks
 - §131-12 Littering fountains or bodies of water
 - §131-13 Litter on private property
 - §131-14 Duty to maintain premises free of litter and blight
- NUMBERING OF BUILDINGS**
 - § 111-4 Notice to affix numbers; unauthorized display unlawful
- HOUSING CODE**
- SOLID WASTE / RECYCLING**

Violation Section: § _____

Description: _____

Officer Signature:	
Officer (print name):	
Department:	
<input type="checkbox"/> Building	<input type="checkbox"/> Public Works
<input type="checkbox"/> Housing Inspection	<input type="checkbox"/> Zoning
Telephone No.:	

This warning notice is to advise you of a violation existing at the referenced location that requires your immediate attention. Failure to correct the violation may lead to the assessment of fines, penalties and/or legal action against you.



TOWN OF MANSFIELD
 4 South Eagleville Road
 Mansfield, CT 06268

NOTICE OF TOWN ORDINANCE VIOLATION

Issued to: _____

Address: _____

Location of Violation: _____

Date: _____

Time: _____ a.m. / p.m.

Violation:

- Chap. 70 – SPECIAL POLICE SERVICES
- Chap. 101 - OPEN CONTAINER
- Chap. 101 – POSSESSION OF ALCOHOL BY MINOR
- Chap. 102 – ANIMALS
- Chap. 111 - NUMBERING OF BUILDINGS
- Chap. 114 – OPEN OUTDOOR BURNING
- Chap. 131 - BLIGHT / LITTER
- Chap. 130 – HOUSING CODE
- Chap. 134 - NOISE ORDINANCE
- Chap. 161 – SOLID WASTE / RECYCLING
- Chap. 163 – UNDERGROUND STORAGE TANK
- Other: _____

Violation Section(s): § _____ ; § _____

Description: _____

The violation(s) must be corrected within _____ *days* of the date of this Notice. Failure to abate the violation(s) within this period may lead to the assessment of fines, penalties and/or further legal action against you.

Officer Signature:
Officer (print name):
Department: <input type="checkbox"/> Animal Control <input type="checkbox"/> Fire Dept. <input type="checkbox"/> Police <input type="checkbox"/> Building <input type="checkbox"/> Public Works <input type="checkbox"/> Zoning <input type="checkbox"/> Housing Inspection
Individual - signature:
Individual (print name):



TOWN OF MANSFIELD
4 South Eagleville Road
Mansfield, CT 06268

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C.G.S. §7-148 et. seq.

MUNICIPAL ORDINANCE VIOLATION CITATION

Name: _____
 Address: _____

Identification,
 inc. type, #: _____

Telephone No.: _____

Location of
 Violation: _____

Date: _____

Time: _____ a.m. / p.m.

- | | |
|--|--|
| Violation: | Section regarding Penalty Assessment: |
| <input type="radio"/> ANIMALS | - §102-4 \$90.00 |
| <input type="radio"/> BLIGHT / LITTER | - §131-15 \$90.00 per each infraction |
| <input type="radio"/> HOUSING CODE | - §130-35 \$100.00 each day, accrual |
| <input type="radio"/> NOISE ORDINANCE | - §134- \$88.00 |
| <input type="radio"/> NUMBERING OF BUILDINGS | - §111-5 \$5.00 each day, accrual |
| <input type="radio"/> OPEN OUTDOOR BURNING | - §114-7.A(2) \$25.00 |
| <input type="radio"/> OPEN LIQUOR CONTAINER | - §101-6 \$90.00 per each infraction |
| <input type="radio"/> POSSESS ALCOHOL BY MINOR | - §101-13 - \$90.00 per offense |
| <input type="radio"/> SOLID WASTE / RECYCLING | - §161-12 - (infraction daily accrual) |
| <input type="radio"/> SPECIAL POLICE SERVICES | - §70-5 - (cost incurred by Town) |
| <input type="radio"/> UNDERGROUND STORAGE TANK | - §163.21.B (2) \$25.00; (3) \$50.00 |
| <input type="radio"/> OTHER: _____ | |

§ _____; \$ _____

Violation Section(s): § _____; § _____

Description: _____

Notice of Violation Issued:
 No / Yes - Date Issued: _____

AMOUNT DUE (TOTAL): \$ _____

Payment must be made within **TEN (10) DAYS** of the date of this citation. **DO NOT SEND CASH AS PAYMENT.** Make checks payable to the Town of Mansfield. Failure to pay the fine within this period may lead to further legal action, assessment and judgment entered against you.

Officer Signature:
Officer (print name):
Department: <input type="checkbox"/> Animal Control <input type="checkbox"/> Fire Dept. <input type="checkbox"/> Police <input type="checkbox"/> Building <input type="checkbox"/> Public Works <input type="checkbox"/> Zoning <input type="checkbox"/> Housing Inspection
Individual signature:
Individual (print name):

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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; Kevin Grunwald, Director of Social Services
Date: March 10, 2008
Re: 2008 Social Services Block Grant

Subject Matter/Background

In October 2007, Council approved an application to the US Department of Health and Human Services for the Social Services Block Grant. At the time, the grant provided a maximum amount of \$3657. Since that time, the US Department of Health and Human Services has approved and raised the grant amount to \$3766.

This grant supports the Department of Social Services in the delivery of services to "vulnerable" individuals with a special emphasis to serve those groups that are less able than others to care for themselves (e.g. special needs children, youth and elderly). "Vulnerable" or "at-risk" individuals are defined as individuals with a wide range of difficulties ranging from being economically disadvantaged to being in need of mental health or substance abuse services.

The services or activities that are delivered under this grant apply therapeutic (or remedial) processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas include but are not limited to family and marital relationships, parent-child problems, or substance abuse. To determine eligibility for services clients must have reported incomes at or below 150% of the Federal poverty income guidelines, with some exceptions for specific services provided to vulnerable populations.

Financial impact

This grant provides a maximum of \$3766 per year to the Department of Social Services. While the State of Connecticut projects that 25 eligible individuals will utilize these services during the grant period, the reality is that well over 100 eligible clients receive these services in Mansfield annually. For that reason, this grant award does not come close to reimbursing the Town for the actual cost of the services delivered, and functions as a small subsidy to General Fund expenditures.

Recommendation

Staff recommends authorizing Town Manager Matthew Hart to execute the grant documents. While the grant is inadequate to cover the cost of services delivered, it can be thought of as a subsidy to the Department. If we assume that the mission of the Department of Social Services is to serve these "vulnerable" clients, then we would provide these services regardless of funding. This grant provides a minimal level of funding to support the delivery of counseling services to Mansfield's most needy residents.

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

Resolved, effective March 10, 2008, that the Town Manager, Matthew Hart, is empowered to enter into and amend contractual instruments in the name and on behalf of this Contractor with the Department of Social Services of the State of Connecticut for a Social Services Block Grant program, and to affix the corporate seal.

Resolved, effective March 10, 2008, that the Town of Mansfield hereby adopts as its policy to support the nondiscrimination agreements 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.

Attachments

1) Excerpts from 2008 Social Services Block Grant Contract



Original Contract Number:	078-SBG-27/07DSS5001QT		
Amendment Number:			
Maximum Contract Value:	\$3,766.00		
Contractor Contact Person:	Martin Grunwald	Tel:	
DSS Contact - Contract:	Andrea Beady	Tel: (860) 424-5780	
Program:	James Marsh	Tel: (860) 424-5425	

**STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
HUMAN SERVICE CONTRACT**

Contract Summary

The State of Connecticut DEPARTMENT OF SOCIAL SERVICES

Street: 25 SIGOURNEY STREET

City: HARTFORD State: CT Zip: 06106

Tel#: (860) 424-5699 hereinafter "the Department",

hereby enters into a contract with:

Contractor's Name: TOWN OF MANSFIELD

Street: 4 SOUTH EAGLEVILLE ROAD

City: MANSFIELD State: CT Zip: 06268-2599

Tel#: (860) 429-3314 FEIN/SS: 000000078

hereinafter "the Contractor", for the provision of services outlined herein in Part I.

Term of Contract	This contract is in effect from 10/01/07 through 09/30/08.
Statutory Authority	The Department is authorized to enter into this contract pursuant to § 4-8 and 17b-3 of the Connecticut General Statutes.
Set-Aside Status	Contractor <input type="checkbox"/> IS or <input checked="" type="checkbox"/> IS NOT a set aside Contractor pursuant to § 4a-60g of the Connecticut General Statutes.
Effective Date	This contract shall become effective only as of the date of signature by the Department's authorized official(s) and, where applicable, the date of approval by the Attorney General. Upon such execution, this contract shall be deemed effective for the entire term specified above.

PROGRAM NAME:

Town of Mansfield - 2008 Social Services Block Grant

PROGRAM NUMBER:

078-SBG-27 / 07DSS5001QT - 10/1/07-9/30/08 (revised)

Contract Amount	Requested	Adjustments	Approved
		\$ 3,766	
<i>For Amendments Only</i>			
Previously Approved Contract Amount			
Amount of Amendment			\$

line #	Item	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
1	<u>UNIT RATE</u>				
	1a. Bed Days				
	1b. Client Advocate				
	1c. Security Deposit				
	1d. Other Unit Rate Costs				
	TOTAL UNIT RATE				
2	<u>CONTRACTUAL SERVICES</u>				
	2a. Accounting				
	2b. Legal				
	2c. Independent Audit				
	2d. Other Contractual Services				
	TOTAL CONTRACTUAL SERVICES				
3	<u>ADMINISTRATION</u>				
	3a. Admin. Salaries	1,203			
	3b. Admin. Fringe Benefits	3			
	3c. Admin. Overhead				
	TOTAL ADMINISTRATION		1,206		
4	<u>DIRECT PROGRAM STAFF</u>				
	4a. Program Salaries	2,128			
	4b. Program Fringe Benefits	432			
	TOTAL DIRECT PROGRAM		2,560		
5	<u>OTHER COSTS</u>				
	5a. Program Rent				
	5b. Consumable Supplies				
	5c. Travel & Transportation				
	5d. Utilities				
	5e. Repairs & Maintenance				
	5f. Insurance				
	5g. Food & Related Costs				
	5h. Other Project Expenses				
	TOTAL OTHER COSTS				
6	<u>EQUIPMENT</u>				
7	<u>PROGRAM INCOME</u>				
	7a. Fees				
	7b. Other Income				
	TOTAL PROGRAM INCOME				
8	<u>TOTAL NET PROGRAM COST</u>		3,766		
	(Sum of 1 through 6, minus Line 7)				

1. UNIT RATE

HOMELESS SHELTERS ONLY

1a. Bed Days

1b. Client Advocate Hours of Service

1c. Other Unit Rate Costs

x
\$ _____
(Financial Summary, Line 1a)

x
\$ _____
(Financial Summary, Line 1b)

Unit Rate
Eligible Units
TOTAL ELIGIBLE COSTS

\$ _____
(Financial Summary, Line 1c)

TOTAL UNIT RATE COSTS

\$ _____
(Financial Summary, Line 1)

2. CONTRACTUAL SERVICES

2a. Accounting

Item

Unit Cost

Total Cost

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL ACCOUNTING

\$ _____
(Financial Summary, Line 2a)

2b. Legal

Item

Unit Cost

Total Cost

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL LEGAL

\$ _____
(Financial Summary, Line 2b)

2c. Audit

Item

Unit Cost

Total Cost

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL AUDIT

\$ _____
(Financial Summary, Line 2c)

If an audit of expended DSS funds will be provided from other resources, please 'check' this box

2d. Other Contractual Services

Item

Unit Cost

Total Cost

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL OTHER CONTRACTUAL SERVICES

\$ _____
(Financial Summary, Line 2d)

TOTAL CONTRACTUAL SERVICES

\$ _____
(Financial Summary, Line 2)

3. ADMINISTRATION

3a. Administrative Salaries

Position	Annual Salary	No. of Persons	% funded in this contract	Total Salary
Director of Social Services	\$ 83,600.00	1	1%	\$ 836.00
Secretary II	\$ 37,000.00	1	1%	\$ 370.00
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$

TOTAL ADMINISTRATIVE SALARIES (cash) \$ 1,206.00
(Financial Summary, Line 3a)

3b. Administrative Fringe Benefits and Payroll Taxes

Health Insurance @ _____ of _____	\$ _____
Pension @ _____ of _____	\$ _____
F.I.C.A. @ _____ of _____	\$ _____
Unemployment Compensation @ _____ of _____	\$ _____
Worker's Compensation @ _____ of _____	\$ _____
Other: _____ of _____	\$ _____
	\$ _____

TOTAL ADMINISTRATIVE FRINGE BENEFITS & PAYROLL TAXES \$ _____
(Financial Summary, Line 3b)

3c. Administrative Overhead

Item	Unit Cost	Total Cost
	\$ _____	\$ 0
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____

TOTAL ADMINISTRATIVE OVERHEAD \$ 0
(Financial Summary, Line 3c)

TOTAL ADMINISTRATION \$ 1,206.00
(Financial Summary, Line 3)

4. DIRECT PROGRAM STAFF

4a. Program Salaries

Position	Annual Salary	No. of Persons	% funded in this contract	Total Salary
Social Worker	\$ 53,210	1	3%	\$ 1,596
Senior Services Social Worker	\$ 53,210	1	1%	\$ 532
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$

TOTAL PROGRAM SALARIES **\$ 2,128**
(Financial Summary, Line 4a)

4b. Program Fringe Benefits and Payroll Taxes

Health Insurance @ 7.60%	of 2,128	\$ 162
Pension @ 2.95%	of 2,128	\$ 63
F.I.C.A. @ 7.65%	of 2,128	\$ 163
Unemployment Compensation @ 1.05%	of 2,128	\$ 22
Worker's Compensation @ 0.66%	of 2,128	\$ 14
LTD @ 0.37%	of 2,128	\$ 8
		\$

TOTAL PROGRAM FRINGE BENEFITS & PAYROLL TAXES **\$ 432**
(Financial Summary, Line 4b)

TOTAL DIRECT PROGRAM STAFF **\$ 2,560**
(Financial Summary, Line 4)

5. OTHER COSTS

5a. Program Rent

Item	Unit Cost	Total Cost
	\$	\$
	\$	\$
	\$	\$
	\$	\$

TOTAL PROGRAM RENT **\$ 0**
(Financial Summary, Line 5a)

5. OTHER COSTS (continued)

5b. Consumable Supplies

Item	Unit Cost	Total Cost
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL CONSUMABLE SUPPLIES		\$ 0 (Financial Summary, Line 5b)

5c. Travel and Transportation

Item	Unit Cost	Total Cost
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL TRAVEL AND TRANSPORTATION		\$ 0 (Financial Summary, Line 5c)

5d. Utilities

Item	Unit Cost	Total Cost
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL UTILITIES		\$ _____ (Financial Summary, Line 5d)

5e. Repairs and Maintenance

Item	Unit Cost	Total Cost
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL REPAIRS AND MAINTENANCE		\$ _____ (Financial Summary, Line 5e)

5f. Insurance

Insurance Type	Unit Cost	Total Cost
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL INSURANCE

\$ _____
(Financial Summary, Line 5f)

5g. Food and Related Costs

Item	Unit Cost	Total Cost
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL FOOD AND RELATED COSTS

\$ _____
(Financial Summary, Line 5g)

5h. Other Project Costs

Item	Unit Cost	Total Cost
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL OTHER PROJECT COSTS

\$ _____
(Financial Summary, Line 5h)

TOTAL OTHER COSTS

\$ _____
(Financial Summary, Line 5)

6. EQUIPMENT

6a. Equipment

Item	Unit Cost	Total Cost
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL EQUIPMENT

\$ _____
(Financial Summary, Line 6)

7. PROGRAM INCOME

7a. Program Income

	Description	Total Income
FEES:	_____ _____ _____	\$ _____
LEASE:	_____ _____ _____	\$ _____
SALE:	_____ _____ _____	\$ _____
INTEREST:	_____ _____ _____	\$ _____
OTHER:	_____ _____ _____	\$ _____

TOTAL PROGRAM INCOME

\$ _____
(Financial Summary, Line 7)

ACCEPTANCES AND APPROVALS

By signing below, both the Contractor and the Department of Social Services agree to the terms and conditions of this contract and further agree that the Contractor herein IS NOT a Business Associate under the Health Insurance Portability and Accountability Act of 1996.

Documentation necessary to demonstrate the authorization to sign must be attached.

CONTRACTOR - TOWN OF MANSFIELD

MATTHEW HART, *Town Manager*

____/____/____
Date

DEPARTMENT OF SOCIAL SERVICES

MICHAEL P. STARKOWSKI, *Commissioner*

____/____/____
Date

OFFICE OF THE ATTORNEY GENERAL

ATTORNEY GENERAL (*Approved as to form & legal sufficiency*)

____/____/____
Date

- This Contract used a template for Part I which was reviewed and approved by the Office of the Attorney General (OAG) and is listed in the Waiver from OAG review currently in effect with the Department.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to Town Manager
Date: March 10, 2008
Re: Proclamation in Honor of Girl Scout Week

Subject Matter/Background

The Girl Scouts are celebrating their 96th Anniversary this spring and have asked for Mansfield to participate by writing a proclamation and presenting it to Girl Scouts in our community.

Recommendation

Staff requests that the Town Council authorize Deputy Mayor Haddad to issue the attached proclamation.

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

Move, effective March 10, 2008, to authorize Deputy Mayor Gregory Haddad to issue the attached Proclamation in Honor of Girl Scout Week.

Attachments

1) Proclamation in Honor of Girl Scout Week



*Town of Mansfield
Proclamation in Honor of Girl Scouts Week*

Whereas, Wednesday, March 12, 2008, marks the 96th anniversary of Girl Scouts of the USA, founded by Juliette Gordon Low in 1912 in Savannah, Georgia; and

Whereas, throughout its long and distinguished history, Girl Scouting has helped to develop millions of girls and women of courage, confidence and character who act to make the world a better place; and

Whereas, Girl Scouting's core values of high ideals, patriotism, respect for self and others, and community service permeate its traditional and innovative programs; and

Whereas, through Girl Scouting's unique leadership development program, girls develop their potential and the self-confidence and life skills to improve themselves and the world around them; and

Whereas, through the dedication, time, and talent of volunteers of different backgrounds, abilities, and areas of expertise, the Girl Scout Program is brought to over 55,000 girls in grades K-12 across the state of Connecticut; and

Whereas, more than 3.7 million Girls Scout members nationwide will be celebrating 96 years of this American tradition with nearly 50 million women who grew up participating in Girl Scouting and who exemplify the impact of this empowering movement that emphasizes helping other and community service.

NOW, THEREFORE, BE IT RESOLVED, that I, Gregory Haddad, Deputy Mayor of Mansfield, Connecticut, on behalf of the Town Council and the citizens of Mansfield do hereby applaud the commitment Girl Scouting has made to America's girls and proudly proclaim the week of March 9 – 15, 2008 as "Girl Scouts Make The World A Better Place Week."

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 10th day of March in the year 2008.

Gregory Haddad
Deputy Mayor, Town of Mansfield



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Kevin Grunwald, Director of Social Services
Date: March 10, 2008
Re: State of Connecticut Department of Social Services Senior Services Grants

Subject Matter/Background

There are two grants available through the State Department of Social Services, Aging Services Division for senior services. The first is requesting that municipalities apply for one-time funding to be used for case management services for older adults age sixty years old and older. **Case management is defined** as: "Services that assist participants in gaining access to needed waiver and other State plan services, as well as medical, social, educational and other services, regardless of the funding source for the services to which access is gained. "

The second grant is requesting that senior centers apply for one-time funds to be used to develop or enhance an existing senior center program for older adults. This one-time only funding will support our senior centers' educational, social, health and human service programs for older adults and their caregivers as outlined in the Connecticut State Plan on Aging.

As in other communities, our Senior Center serves as a community resource for information on aging, for training professionals and lay leadership and for developing new approaches to aging programs. Senior centers are an essential part of the community continuum of care. The Older Americans Act describes senior centers as community focal points designed to serve older adults with dignity and respect, supporting their capacity to grow and to develop and facilitate their continued involvement in their community. These two grants provide us with the opportunity to pilot an expansion of services that are currently offered through the Senior Center in the areas of case management, linkages with local healthcare providers, and enhanced wellness services.

Financial Impact

Each municipality will receive up to fifteen hundred dollars (\$1,500) in grant funds to provide case management services and up to three thousand (\$3,000) in grant funds to develop or enhance a program that will provide activities and services to older adults. Funds must be spent by June 30, 2008, and may not be used for capital improvements.

We will use these funds to enhance existing services through contracts with other providers such as Generations Health Clinic, Windham Community Memorial Hospital, and by possibly expanding current hours that the Senior Center is open. Any added service will be offered as a pilot, with a plan to secure additional funding if we decide to sustain any of these initiatives.

Recommendation

Staff recommends that we apply for these two grants. While this is a relatively small amount of money (\$4500 total), it does provide us with the opportunity to try out some new ideas and identify specific areas for future program development. It also provides an opportunity to work more closely with some local healthcare providers to determine whether or not it makes sense to work together collaboratively on future initiatives.

If the council agrees with this recommendation, the following resolutions are in order:

Resolved, effective March 10, 2008, to authorize the Town Manager, Matthew W. Hart to submit an application to the State of Connecticut Department of Social Services for grant funds to provide case management services.

Resolved, effective March 10, 2008, to authorize the Town Manager, Matthew W. Hart to submit an application to the State of Connecticut Department of Social Services for grant funds to develop or enhance an existing senior center program for older adults.

Attachments

- 1) Application request from the State of Connecticut Department of Social Services for grant funds to provide case management services
- 2) Application request from the State of Connecticut Department of Social Services for grant funds to develop or enhance an existing senior center program for older adults

Municipalities 2008 Special Funding Initiative

Statement of Purpose

The Department of Social Services, Aging Services Division is requesting that municipalities apply for one-time funding to be used for case management services for older adults age sixty years old and older.

All municipalities are encouraged to apply. Each municipality will receive up to fifteen hundred dollars (\$1,500) in grant funds to provide case management services. Funds must be spent by June 30, 2008. ***A final programmatic and financial report is due to the department on August 15, 2008.***

Case management is defined as: "Services that assist participants in gaining access to needed waiver and other State plan services, as well as medical, social, educational and other services, regardless of the funding source for the services to which access is gained." (Connecticut Home Care Program for Elders)

Rationale:

In Connecticut, there are 169 towns or municipalities. Since 1972, the number of older adults age 65 or older in the state grew by 30%. In 1980, Connecticut had about 365,000 older adults out of a population of about 3.1 million. Older adults made up 11.74% of the total state population. By July 2005, their numbers had increased to an estimated 474,150 (13.5% of the state's total 3.5 million population). The U.S. Census Bureau projects Connecticut's age 65+ population will grow from 470,183 (13.8% of the total state population) in 2000 to 794,405 in 2030, constituting 21.5% of the projected total state population. Here are additional facts regarding Connecticut older adults according to the U.S. Census Bureau. There are 30,818 persons age 65+ living in poverty. There are 7,478 African-Americans, Hispanics and other people of color age 65+ living in poverty. There are 162,931 persons with disabilities, age 65+ that makes up 37% of all older adults age 65+. There are 132,061 people age 65+ living alone (28.1% of the population). Also, in Connecticut, approximately 18,898 persons age 60+ are raising grandchildren.

Along with the growth in the population of older adults 65+, Connecticut is also seeing a growing population of older adults remaining in their homes and community. Many older adults would like to remain in the community with support services for as long as possible.

This has redefined the role of the Municipal Agent (MA) who in many municipalities provides case management services. Based on the needs and values of older adults, and in collaboration with other service providers, many municipal agents link older adults with appropriate services and resources. Municipal Agents offer their services in a climate that allows direct communication with older adults living in the community. Many municipalities have folded the MA responsibilities into the role of the senior center

director or social services. Case management serves as a means for achieving older adults autonomy through advocacy, communication, education, identification of services and resources.

Each municipality is required by Connecticut General Statute to appoint a Municipal Agent for older adults. The Municipal Agent for the Elderly Program was established in 1972 in order to assure that older adults in each of Connecticut 169 towns have a Municipal Agent. The intent of the statute was to ensure that the Municipal Agents (MA) would be available to older adults to provide information and referral services as well as assist them in applying for federal and other benefits.

Available Funds: A total of \$250,000; Up to \$1,500 per municipality

Who can apply?

Municipalities only

Proposals may be forwarded electronically to Cheryl Jackson at Cheryl.Jackson@ct.gov or mailed to the address below no later than the close of business, **March 14, 2008**.

Connecticut Senior Centers 2008 Special Funding Initiative

Statement of Purpose

The Department of Social Services, Aging Services Division is requesting that senior centers, apply for one-time funds to be used to develop or enhance an existing senior center program for older adults. This one-time only funding should support senior centers educational, social, health and human service programs for older adults and their caregivers as outlined in the Connecticut State Plan on Aging.

All senior centers within municipalities are encouraged to apply. Each municipality will receive up to three thousand (\$3,000.00) in grant funds to develop or enhance a program that will provide activities and services to older adults. Funds must be spent by June 30, 2008. Funds may not be used for capital improvements. A final programmatic and financial report is due on August 15, 2008.

Rationale:

Nationally, there are approximately 16,000 senior centers. In Connecticut, there are approximately 159 senior centers. The history of senior centers for older adults began in 1943 when the William Hudson Community Center was established in New York City by its welfare department. The idea of a center came about when social workers noticed how desperately older adults sought communication to escape the loneliness and isolation of their lives.

Since 1943, senior centers have evolved into a community facility in which older adults come together to fulfill many of their social, physical, and intellectual needs. Senior centers help expand older adults interests, tap their potential, and develop their talents. The center is also a bridge linking the senior community to the community at large. Senior centers provide a single setting in which older adults can take part in social activities as well as have access to essential services. Senior centers offer a broad spectrum of activities and services such as nutrition, health/wellness services, education, information and assistance, transportation, supportive services, employment, creative arts, recreation and volunteer opportunities. Services are provided through center paid and volunteer staff. Senior Centers are used by community agencies as a base to provide services. Through service linkages and referrals to other agencies and through outreach to other older adults unable to attend the center, the overall needs of the community are met.

Senior centers serve as community resources for information on aging, for training professionals and lay leadership and for developing new approaches to aging programs. Senior centers are an essential part of the community continuum of care. The Older Americans Act describes senior centers as community focal points designed to serve older adults with dignity and respect, supporting their capacity to grow and to develop and facilitate their continued involvement in their community.

The rapid growth of the aging population, has created a demand for a societal response to ensure that the needs of older adults are met and that senior centers have support and funding.

Available Funds: A total of \$500,000; Up to \$3,000 per senior center

Proposals must be forwarded electronically to Cheryl Jackson at Cheryl.Jackson@ct.gov no later than the close of business day **March 14, 2008**.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Lon Hultgren, Director of Public Works; Gregory Padick, Director of Planning
Date: March 10, 2008
Re: Four Corners Sewer Study

Subject Matter/Background

As you know, because of water quality problems (both water and septic related) in the four corners area of Mansfield, the Town undertook a study to document the need for sewers or other water pollution control systems in this area. This report is now complete and ready for public review. The two page executive summary is attached, and the entire report is available on line off the Town's website at the link <http://mansfieldct.org/fourcorners.htm> . Copies of the spiral-bound report are also being distributed for Council's direct use via a separate mailing.

Financial Impact

The report concludes that sewerage the immediate four-corners area is warranted, and recommends a plan consisting of sewers, a pump station located at the rear of Jensen's mobile home park and a force main across UConn lands to connect to the existing sewers near the Charter Oak apartments. Cost of the project is estimated to be \$5.1M.

Staff is developing spreadsheets that estimate the assessments for each property in the sewer service area with varying levels of Town participation (\$0, \$1M or \$2M), as the costs to property owners may not be affordable if the Town does not help underwrite the cost of the overall system. These spreadsheets will be available in the next couple of weeks (the preliminary versions just need to be updated to the final costs).

Legal Review

Will be done in the future. The Town's WPCA has the power to construct needed sewer systems and assess the benefits. DEP approval of the plan will also be necessary.

Recommendation

Town staff and the consultant are prepared to make public presentations of the report and recommended sewerage plan at future Council and PZC meetings. These dates can be set at the Council's/PZC's convenience. As noted above, the facility plan report is now available electronically and all of the four-corners property owners will be notified of this via direct mail.

Attachments

- 1) Executive Summary (2 pages)
- 2) The report files are available at <http://mansfieldct.org/fourcorners.htm>

FOUR CORNERS AREA WASTEWATER FACILITY PLAN

EXECUTIVE SUMMARY

Over the years wastewater disposal difficulties have been reported in the Four Corners area of Mansfield and studies have been prepared in an attempt to resolve these difficulties. The purpose of this Facilities Plan is to study and confirm the need for wastewater collection facilities and as appropriate determine the best means for wastewater disposal in the Four Corners area over the twenty year planning period from 2010 to 2030.

The tasks that were conducted in the study include evaluating the existing conditions in the study area, developing future wastewater flow estimates, investigating alternative wastewater conveyance and disposal options and developing a recommended plan to support existing and anticipated development in the planning area consistent with the Town's Plan of Conservation and Development.

Development within the study area currently relies exclusively on individual subsurface wastewater disposal systems for disposal of sanitary wastes with varying degrees of success. A review of prior studies, regulatory agency records, wetlands maps, soils mapping data, zoning regulations, conservation and development plans, sensitive environmental area data and a field walk through survey was performed as a part of this facilities planning effort. This investigation determined that numerous properties have had, and continue to have, chronic wastewater disposal difficulties due to a combination of density of development, lot size, or site constraint factors. Some of the properties within the study area have lot sizes or configurations that do not allow sufficient room to site a water supply well and a septic tank absorption field in conformance with Connecticut Department of Health technical standards. Other parcels have existing development densities that cannot be supported within the parcel's site constraints. Continued reliance upon onsite subsurface wastewater disposal systems will result in continued exposure of the public to the health hazards associated with exposure to untreated wastewater, degradation of surface waters, severe limitations for potential development, and a failure to provide for tax base growth due to the inability to capitalize on potential commercial and higher density residential economic development opportunities.

To evaluate future wastewater treatment and disposal system needs over the 20 year planning period, historic trends in the study area, available land and other factors affecting residential, commercial, and industrial development, water uses, and population growth, were all considered. Wastewater flows are projected to increase from approximately 47,000 gallons per day to 170,000 gallons per day over the twenty year planning period.

This study then evaluated a number of wastewater treatment and disposal alternatives that are capable of reliably and cost effectively meeting the wastewater disposal needs in the study area. Collection system alternatives considered included traditional gravity sewer collection systems in combination with pumping station(s) and force main(s) as needed, pressure sewers, and vacuum sewers. Community or centralized wastewater treatment alternatives considered included subsurface wastewater disposal systems serving multiple properties or communities, small pre-engineered packaged wastewater treatment facilities, and connection to a centralized wastewater treatment facility such as the University of Connecticut wastewater treatment plant. The most feasible and cost effective methods of wastewater collection and disposal were determined to be a traditional gravity sewer collection system transporting wastewater flows for disposal at the University of Connecticut wastewater treatment plant.

Three collection system alternatives were developed for this study with estimated costs ranging from \$5.10 to \$5.43 million dollars.

The selected plan, which is the lowest cost alternative, includes a gravity sewer collection system serving the Four Corners community sewer service area, a wastewater pumping station, and a force main to convey the wastewater from the pumping station to the existing University of Connecticut wastewater collection and treatment system.

Approval of the project by various municipal and state regulatory and governmental agencies is required.

It will take approximately 26 months from the date of project initiation to design and construct the new facilities.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Jaime Russell, Director of Information Technology; Mary Stanton, Town Clerk
Date: March 10, 2008
Re: Town Council Policy Index

Subject Matter/Background

The Town Council has expressed an interest in developing a document that provides a searchable index for all Council policy statements. Staff has been reviewing possible alternative solutions as part of a larger Council Media Project. As part of that initiative, the Media Committee has heard presentations from a number of companies regarding the archiving of documents and the streaming of Town meetings via the cable channel and eventually the website. Town staff has also researched how other communities archive town policies. The approaches vary from the nonexistent to the very extensive, as in the case of Portland, Oregon.

Many of the archiving solutions the Media Committee has been investigating would require a substantial investment of resources by the Town. However, with the introduction of the Town of Mansfield's Communication Page on the website the process of searching documents has become much easier. Town Council designated policy statements could be posted on the website as a chronological list with a link directly to the document. Additionally, all Town Council policies could be searchable by key word or phrase on the Mansfield Communication Page.

Concurrent with the development of a process to search archived documents, Council member Bruce Clouette has offered a proposed resolution establishing the creation of a policy document for the Town Council. This proposed resolution would require the Town Council to identify and approve all policy statements to be included in the policy document, and establish a process for the maintenance and distribution of those policy statements.

Recommendation

With the development of the ability to search archived documents on the Town's website, I would urge support for the adoption of Council member Clouette's resolution to create a policy document for the Town Council.

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

Whereas from time to time the Council passes resolutions that represent, in whole or in part, broad statements of policy; and

Whereas, although these policy statements are not binding on future Council action, it is advisable to have these statements organized and available to the public:

Therefore be it Resolved, that

The Town Clerk shall maintain a document, in both printed and electronic updateable forms, entitled "Policy Resolutions of the Mansfield Town Council." The printed version shall be available at the Town Clerk's office, the Town Manager's office, and the Mansfield Public Library. The electronic version shall be available via the Town's web site. Updates shall be transmitted to email subscribers who indicate an interest in receiving them.

Resolutions that represent policy statements may be entered into the document by vote of the Council. Such statements shall have a title and contain the words "said resolution shall be entered in "Policy Resolutions of the Mansfield Town Council" or similar wording.

Each resolution or portion of a resolution so designated for inclusion in the document shall be identified by its title and accompanied by the date of its enactment. A portion of a resolution (i.e., policy preamble) shall be accompanied by a statement that places it in the context of the resolution of which it is a part.

Previous resolutions passed by the Council may be included in the document by vote of the Council and shall be entered in the document as above, with an appropriate title. Notations in the document shall include the date of the original passage of the resolution and the date in which it was entered in the document.

Resolutions in the document may be deleted, added to, or otherwise amended by vote of the Council. Notations in the document shall include the date of original passage and the date of amendment or, if the resolution is deleted in its entirety, the document shall retain the title and the date of original passage and a notation as to the date of its deletion.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to Town Manager; Dennis O'Brien, Town Attorney;
Mary Stanton, Town Clerk
Date: March 10, 2008
Re: Town Council Rules of Procedure

Subject Matter/Background

Attached please find the draft Town Council Rules of Procedure, as prepared by the Town Attorney and the Town Clerk. I do wish to emphasize that the proposed rules are very much a draft and are intended to facilitate the Council's discussion of this item.

At the Personnel Committee meeting last week, the members suggested that the Council refer this issue and the draft rules to the committee to develop a proposal for the Council's review and consideration. If desired, staff would be available to assist the committee in this endeavor.

For your reference, I have attached sample rules from two other communities. (Staff does have a larger information packet that it would provide to the Personnel Committee if the referral is approved.)

Recommendation

The following motion is suggested:

Move, effective March 10, 2008, to refer to the Personnel Committee the draft Town Council Rules of Procedure, with a charge to develop a proposal for the Town Council's review and consideration.

Attachments

- 1) Draft Town Council Rules of Procedure
- 2) Chapel Hill, NC, Council Procedures Manual
- 3) South Windsor, CT, Town Council Rules and Procedures



**Town of Mansfield
Town Council
Rules of Procedure**

March 10, 2008 Draft

BE IT RESOLVED, that under the authority of Section C302 of the Town Charter, the Town Council of the Town of Mansfield does hereby establish its Rules of Procedure as follows. Procedural matters not covered by the Town Charter or these Rules of Procedure will be determined by the Mayor, or by the Deputy Mayor or other presiding officer in the absence of the Mayor, in accordance with "Robert's Rules of Order, Newly Revised."

Rule 1 – Organizational Meeting

Each newly elected Council shall meet for organization at the next regular meeting of the Town Council following the municipal election. During this Organizational Meeting the Town Council shall elect, by a majority vote of all Council members, one of their number to serve as Mayor, who shall preside at Council meetings, and one of their number to serve as Deputy Mayor, who shall serve in the Mayor's temporary absence. If both are absent, the Council may designate from its membership a temporary presiding officer. At this Organizational Meeting, the Council shall also fix by Resolution the time and place of its regular meetings for the following calendar year, which meetings shall be held at least once a month as required by the Charter.

Rule 2 – Meetings

- a) All meetings shall be held in compliance with the Connecticut Freedom of Information Act, Connecticut General Statutes sections 1-200, et seq.
- b) The presence of five members of the Council is necessary for a quorum. Each Council member is asked to notify the Mayor or the Town Manager as soon as possible if the member expects to be absent
- c) Special Meetings of the Town Council may be called by the Mayor, or on the written request of at least three members of the Council, with notice to the Mayor, filed with the offices of the Town Manager and Town Clerk not less than 36 hours (excluding Saturday, Sunday, legal holidays and any day on which the Office of the Town Clerk is officially closed) in advance of such meeting, which request must specify the date, time and business to be transacted at any such Special Meeting. The Town Clerk shall post a notice in the Office of the Town Clerk indicating the time, place and business to be

transacted, and copies of this notice shall be served by mail or personally upon each Council member and the Town Manager or left at their usual place of abode at least twenty-four (24) hours prior thereto.

- d) Emergency Special Meetings may be called by the Mayor or the Town Manager in case of an emergency with at least two hours notice given to Council members, without complying with the posting of notice requirement, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, C.G.S. section 1-225 (d)..
- e) Joint meetings and hearings may be held with the governing bodies of other governmental entities or agencies and such joint regular or special meetings may be held in the jurisdiction of either body.
- f) The Town Clerk is the Clerk of the Council and shall, in accordance with the Connecticut Freedom of Information Act, keep for public inspection a journal of all its proceedings, including all roll call votes, which shall be the official record of Council proceedings. The journal shall be authenticated for each meeting by the signature of the Mayor or Deputy Mayor or other presiding officer in the absence of the Mayor.

Rule 3- Agenda of Council Meetings

- a) The Town Manager, in consultation with the Mayor, shall prepare the agenda
- b) Unless altered by a two-thirds vote of the Council, the regular order of business shall generally be as follows:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Approval of Minutes
 - 4. Opportunity For Public to Address the Council
 - 5. Public Hearing (if scheduled)
 - 6. Old Business
 - 7. New Business
 - 8. Quarterly Reports
 - 9. Departmental and Committee Reports
 - 10. Reports of Council Committees
 - 11. Reports of Council Members
 - 12. Town Manager's Report
 - 13. Future Agendas
 - 14. Petitions, Requests and Communications
 - 15. Executive Session (if scheduled)

16. Adjournment

- c) Prior to or during the discussion on each item on the agenda the Mayor or other presiding officer may call upon the Town Manager, designated staff or other appropriate person for the purpose of background presentation of business to be discussed. Council members may address questions to these individuals.
- d) Unless extenuating circumstances occur, the agenda and all supporting material shall be delivered to the Council not later than the Friday preceding each regular meeting of the Council.
- e) Every effort will be made to ensure that copies of the agenda, minutes and related material distributed with the packet will be made available on the Town's website no later than noon on the Friday preceding each regular meeting of the Council.

Rule 3b – Order of Business (Consent Agenda Alternative)

- a) Unless altered by a two-thirds vote of the Council the regular order of business shall be as follows:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Approval of Minutes
 - 4. Opportunity For Public to Address the Council
 - 5. Public Hearing (if scheduled)
 - 6. Consent Calendar
 - 7. Old Business
 - 8. New Business
 - 9. Quarterly Reports
 - 10. Departmental and Committee Reports
 - 11. Reports of Council Committees
 - 12. Reports of Council Members
 - 13. Town Manager's Report
 - 14. Future Agendas
 - 15. Petitions, Request and Communications
 - 16. Executive Session (if scheduled)
 - 17. Adjournment
- b) Any item placed on any meeting agenda may, when the Mayor and the Town Manager agree that the item does not seem likely to encounter any opposition or to engender any discussion, be placed on the Consent Calendar Section of that Agenda for the purpose of summary disposition by the Council.

- c) No item shall remain on that Consent Calendar in the event of objection by any member of the Council, but in the event of any such objection to any item on the Consent Calendar, that item shall be immediately transferred to the New Business or Old Business section of the Agenda, whichever is appropriate, and thereafter shall be treated as if it had been originally so listed.
- d) All items appearing on the Consent Calendar section of any Board Meeting Agenda may collectively be approved or adopted by one action of the Council.

Rule 3b- Agenda (Two Meeting Alternative)

There shall be one Agenda for each month, divided between the two meetings. The Mayor may determine a specific point in the Agenda, different from that provided for herein, at which to recess or adjourn the first meeting of the month. If it appears to the Mayor that any meeting is likely to last longer than two hours, the presiding officer should call a recess at any appropriate time. The Mayor and the Town Manager may revise the order of business as stated herein accordingly, for the purpose of accommodating professional presentations.

FIRST MEETING OF THE MONTH

- 1. Call to Order
- 2. Roll Call
- 3. Opportunity For Public to Address the Council
- 4. Public Hearings (if scheduled)
- 5. Consent Calendar
- 6. Questions and Comments by Board Members Regarding Items on the Agenda that May Need Additional Information for the Next Meeting
- 7. Quarterly Reports
- 8. Departmental and Committee Reports
- 9. Reports of Council Committees
- 10. Reports of Council Members
- 11. Town Manager's Report
- 12. Recess to Second Week

SECOND MEETING OF THE MONTH

- 13. Meeting Called To Order
- 14. Awards and Presentations
- 15. Adoption of Minutes of Previous Meeting
- 18. Opportunity For Public to Address the Council
- 19. Old Business
- 20. New Business
- 21. Comment and Discussion by Council Members on Items for Future Agendas or of General Concern
- 22. Petitions, Request and Communications

23. Executive Session (if scheduled)

24. Adjournment

If it clearly appears to the Mayor and Town Manager that the business of the Board in any month will be completed in less than four (4) hours, they shall schedule only one meeting for that month. In such case, the agenda shall be as in Rules 3- Order of Business

Rule 4 – Public Participation

Public Participation – On the agenda of each meeting of the Town Council, one period shall be set aside and designated as “Opportunity for the Public to Address the Council,” to allow members of the public to address the Council on any issue of importance to the Town. Citizen comments may be presented orally or in writing. Each speaker will be allowed one opportunity to speak for a maximum of five minutes. Any citizen so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. Citizens must not discuss personalities, and will not be permitted to impugn the motive or integrity of any individual. Citizen comments will be accepted as presented, without response from the Council. There will be no questions by members of the Council, except for any necessary to clarify the citizen’s intent, asked through the Mayor or other chair of the meeting.

Rule 5- Introduction and Public Hearing of Ordinances

a) Section C307 of the Charter of the Town of Mansfield provides that “All ordinances introduced by a member of the Council shall be in written form and shall be limited to one subject, which shall be clearly stated in the title.” The Town Manager may introduce proposed ordinances also. A copy of any ordinance introduced by the Town Manager or a member of the Town Council shall be filed with the Town Clerk who shall follow the procedures for copying, distribution and notice of the proposed ordinance set forth in Town Charter section C307.

b) Section C308 of the Town Charter requires that at least one public hearing shall be held by the Town Council before any ordinance shall be passed. If the ordinance is on the Council’s agenda for possible action, the Council may choose to vote on the proposed ordinance right after the public hearing is held. The Council may also hold more than one public hearing on a proposed ordinance prior to taking final action.

Rule 6- Motions

a) When a motion is made and seconded, it shall be stated by the Mayor and, if made in writing, it shall be read aloud before being debated. The motion so made and

seconded will be in possession of the Council and subject to amendments or withdrawal, except that the withdrawal cannot be made subsequent to a voted amendment without the consent of the Council

- b) Motions shall be reduced to writing when requested by the Mayor or by a majority of the whole Council.
- c) When a motion is under debate, no further motion shall be received except to adjourn, to recess, to table, for the previous question, to limit or extend debate, to postpone to time certain, to refer to committee, to amend or to postpone indefinitely, which motions shall have precedence in the order indicated.
- d) Motions to adjourn, to lay upon the table and for the previous question shall be decided without debate.
- e) Motions to postpone to a definite time and to close debate at a specific time shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.
- f) Motions to refer, to postpone indefinitely or to amend shall be debatable, but only with respects to such a referral, postponement or amendment, and not with respect to the subject matter of the main motion.
- g) Any amendment must be germane to the motion.
- h) Motions to table, to postpone to time certain or to postpone indefinitely, once having been decided, shall not be reconsidered at the same meeting, whereas a motion to refer a matter to a committee can be reconsidered only at the meeting of the vote. Any other motion can be reconsidered only at the same of next succeeding meeting of the Council.
- i) Any motion to reconsider shall be in order only upon motion by a member participating in the prevailing vote of the original motion, and there shall be no reconsideration of the vote upon motion to adjourn, for the previous question or to reconsider.
- j) Any motion under debate, which consists of two or more independent propositions, shall be divided if so directed by the Mayor, or by a majority vote of the whole Council.

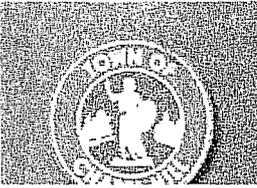
Rule 7 - Debate

- a) During discussion or debate, no Councilor shall speak unless recognized by the Mayor or other presiding officer in the absence of the Mayor.

- b) Councilors shall confine their remarks in debate to the pending question.
- c) Councilors should address their remarks to the Mayor, maintain a courteous tone, and avoid personalities or accusations of improper motives.
- d) Any Councilor who knows in advance of a meeting that he /she wishes to obtain certain data or have a question answered, or wishes specific figures or expenditures, or the like, should, insofar as possible, inform the Town Manager in writing of the nature and details of the inquiry, so that the Town Manager will have the opportunity to have the answer available at such meeting.
- e) Any member who realizes or anticipates that he / she has or will have a conflict of interest with respect to a matter before the Commission for consideration should announce his or her intention to abstain from voting on the matter as soon as the conflict becomes apparent, and should thereafter refrain from further discussion of or involvement in the matter.

Rule 8 – Standing Committees

- a) There shall be the following standing committees of the Council
 - Committee on Committees
 - Finance Committee
 - Personnel Committee
- b) The Council may create other committees of the Council by resolution.
- c) The Mayor shall appoint members of the Council to such committees and shall designate the chair of each. The Mayor may announce any adjustments in membership or chairmanship at a regular Council meeting with such changes to be effective at the next regular committee meeting.
- d) All Councilors shall be ex-officio members of the committees to which they are not assigned, but do not have the authority to make motions or to vote.



Calendar
Directory
Documents
Open Jobs
Site Map

[Home](#) | [Government](#) | [Departments Services](#) | [Enjoy Our Town](#) | [News Releases](#)



[Print Page](#) | [Email Page](#)

[Home](#) > [Government](#) > [Mayor & Council](#) > [Council Procedure Manual](#)

- [Purpose](#)
- [Council Meetings](#)
- [Committees](#)
- [General Policies & Procedures](#)
- [Open Meetings Law](#)
- [Appendix A](#)

[Related E-Mail Lists](#)

Council Procedures Manual

(Town of Chapel Hill)

Table of Contents

Purpose

I. Meetings

A. Definitions

1. Regular
2. Special
3. Recessed or Continued
4. Joint
5. Emergency
6.
 - a. Work Sessions, Informal Meetings, Committee of the Whole
 - b. Work Sessions with Advisory Boards and Commissions

7. Closed Session

8. Social Gatherings

B. Agenda of Council Meetings

1. Preparation of the Agenda
2. Request for Agenda Items
3. Items on the Agenda
4. Adding Items to the Agenda
5. Order of the Agenda
6. Removal of Items from the Agenda
7. Delivery of Agenda and Packet to Council
8. Distribution to the Public

C. Meeting Procedures

1. Presiding Officer
2. Quorum
3. Staff Presentation
4. Discussion
5. Order of Discussion
6. Public Participation

7. Petitions to the Council
8. Time Limits
9. Closed Session Procedures
10. Parliamentary Procedure
- D. Action by the Council
 1. Ordinances
 2. Resolutions
 3. Motions
 4. As to Particular Matters
- E. Voting
 1. Routine
 2. Ordinance
 3. Protest
 4. Abstention
 5. Tie Votes
- F. Public Hearings and Public Forums
 1. Purpose
 2. Required by Law
 3. Notice of Public Hearings
 4. Procedure at Public Hearings
 5. Recess of Public Hearings
 6. Reconvening of Public Hearings
 7. Special Use Hearings
 8. Subdivision Hearings
- G. Record of Council Action
 1. Minutes
 2. Minute Book
 3. Book of Ordinances
 4. Book of Resolutions
 5. Code of Ordinances

II. Committees

- A. Council Committees
- B. Citizen Task Forces
- C. Committees to which Council Members are Appointed
 1. Triangle J Council of Governments
 2. Firefighters' Relief Fund
 3. Joint Orange-Chatham Community Action, Inc. (JOCCA)
- D. Council-Appointed Boards and Commissions
 1. Appeals Committee
 - a. Personnel Appeals Committee
 2. Standing Advisory Boards and Commissions

- a. Bicycle and Pedestrian Advisory Board
 - b. Community Design Commission
 - c. Greenways Commission
 - d. Human Services Advisory Board
 - e. Library Board of Trustees
 - f. Parks and Recreation Commission
 - g. Public Housing Program Advisory Board
 - h. Stormwater Management Utility Advisory Board
 - i. Transportation Board
3. Semi-Autonomous Boards and Commissions
 - a. Board of Adjustment
 - b. Historic District Commission
 - c. Planning Board
 4. Autonomous Boards and Commissions
 - a. Chapel Hill Downtown Partnership
 - b. Chapel Hill Public Arts Commission
 - c. Orange Water and Sewer Authority
 5. Task Forces
 6. General Procedures
 - a. Annual Report
 - b. Orientation to Boards
 - c. Reimbursement of Expenses
- E. Council Liaison to Boards and Commissions
- F. Nominations and Appointment Procedures
1. Nominations and Appointment Process
 2. Term Expirations
 3. Consecutive Terms
 4. Oath of Office
 5. Ethics Guidelines
 6. Resignations
 7. Residence of Appointees
 8. Dual Membership
 9. Application File
 10. Applicants' Preference for Boards
 11. Full Term for Appointments to Vacancies Due to Resignations
 12. Leave of Absence
 13. Information on Composition of Membership
 14. Final Action
 15. Voting
 - a. Ballots

b. Procedure

III. General Policies and Procedures

A. Professional Meetings

1. Attendance
2. Expenses
3. Procedure for Making Reservations
4. Reimbursement

B. Services and Materials Available to the Council

1. Supplies
2. Duplication
3. Periodicals
4. Books
5. Reference Materials
6. Town Hall
7. Voice Mail
8. Email
9. Computers and High Speed Internet Access

C. Procedure for Evaluation of Town Manager and Town Attorney

1. Purpose
2. Evaluation Goals
3. Evaluation Schedule
4. Town Manager and Town Attorney Evaluation Form

D. Naming Public Facilities

1. Establishing a Standing Committee on Naming Facilities
2. General Procedures for Receiving and Considering Proposals to Name or Rename Town Facilities
3. General Policies for the Naming Committee
4. Consideration by the Council
5. Policies for Naming and Renaming Residential Streets

E. Council-Adopted Policies and Procedures

1. Acceptance of Gifts
2. Authorization for Manager to Enter into Contracts
3. Authorization for Manager to Enter into Encroachment Agreements
4. Authorization for Purchasing Agent to Dispose of Personal Property Valued at Less than Five Thousand Dollars (\$5,000)
5. Use of Public Streets
6. Selection of Architectural and Engineering Professional Services
 - a. Public Policy

b. Objectives

c. Scope

d. Procedures

7. Student Government Liaison to the Town Council

8. Establishment of a Percent for Public Art Program for Town Funded Capital Improvement Projects

9. Defining a Percent for Art Program and the General Policies of the Program

IV. Open Meetings Law of North Carolina

Appendix A

Advisory Boards and Commissions, Ad-hoc Committees and Task Forces (updated semi-annually)

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SOUTH WINDSOR TOWN COUNCIL RULES AND PROCEDURES

ARTICLE I – ORGANIZATIONAL MEETING

Section 1 – Organizational Meeting

Each newly elected Council shall meet for organization in the Town office building at 8:00 p.m. on the first Monday after the election. The meeting shall be called to order by the Town Clerk, who shall administer the oath of office to all Members, provided that in the absence of the Clerk the meeting may be called to order and the oath administered by any citizen of South Windsor authorized by law to administer oaths. The Council shall then proceed to choose one of its Members as Mayor, to serve for the ensuing two (2) years or until such time as a successor is duly chosen. (Charter, Section 302)

Section 2 – Regular Meetings

The Regular Meetings of the Council shall be held on the first and third Monday of each month, except August, at 8:00 p.m. at the South Windsor Town Hall. In the event a legal holiday falls on either the first or third Monday of any given month, the Regular Meeting of the Town Council shall be held on the Tuesday after said legal holiday, at the usual time and place of Council meetings as provided for in these Rules and Procedures.

Section 3 – Special Meetings

- a. The Mayor or the Clerk, upon written orders from the Mayor or at least three (3) Members of the Council, shall be empowered to call Special Meetings and shall give notice of time and place of Special Meetings and reasons therefore by mail or by personal delivery to the normal places of residence of all Council Members, Town Manager and Town Attorney at least forty-eight (48) hours before the time of such meeting.
- b. No business shall be considered at any Special Meeting, notice of which has not been included in the call for such meeting. (Charter, Section 304)
- c. Notice of the time and place of such Special Meetings shall be posted in the office of the Town Clerk and a newspaper or newspapers having general circulation in the Town shall be advised of such Special Meetings at least forty-eight (48) hours prior to the time of said meeting.
- d. The Town Clerk shall certify, upon the original copy of the notice filed with the records of the Council, by whom the meeting was called, the manner in which notice was given to the Members of the Council and the Town Manager, and when such notice was given.

Adopted March 21, 1998
Amended 11-12-07

RULES AND PROCEDURES

- Amended 11-8-93

ARTICLE I – ORGANIZATION MEETING (Continued)

Section 4 – Work Sessions

- a. Work Sessions are by definition of the Freedom of Information Act Regular Meetings of the Council. However, in order to preserve the informal and relaxed atmosphere that encourages exchange between Members of the Council, Town Government and attendees, Work Sessions will generally be held prior to the Regular Meeting beginning at 7:00 p.m. at the South Windsor Town Hall. In the event a legal holiday falls on the days of the Council meetings, they will be held on the Tuesday following.
- b. All requirements of the Freedom of Information Act that pertain to Regular Meetings will be observed as well for Work Sessions.
- c. Work Sessions of the Town Council will be held to discuss, review, research, or explore, topics, for possible later Council action. No formal votes may be taken, except a vote to go into Executive Session.
- d. The time, place and schedule of Work Sessions may be changed upon majority vote of the Council. Notice of such change (s) shall be posted in the Office of the Town Clerk, and a newspaper or newspapers having a general circulation in the Town shall be so advised of any changes at least forty-eight (48) hours in advance. Work Sessions may otherwise be cancelled or called in accordance with the Freedom of Information Act.

Section 5 – Emergency Meetings

- a. In case of emergency, as defined below, the Mayor shall be empowered to call a Special Meeting by having the Members notified by telephone or by messenger.
- b. An emergency shall be condition requiring immediate preservation of the public peace, health or safety.
- c. A copy of the minutes of every such Emergency Meeting adequately setting forth the nature of the emergency and the proceedings occurring at said meeting shall be filed with the Town Clerk no later than seventy-two (72) hours after the holding of said meeting.

RULES AND PROCEDURES

ARTICLE I – ORGANIZATIONAL MEETING (Continued)

Section 6 – General

- a. All meetings of the Council shall be open to the public unless an Executive Session is called by the affirmative vote of two thirds (2/3) of the members present and voting, which vote shall be taken at a Public Meeting and shall state the reason for such Executive Session. Executive Sessions may be called only for one or more of the follow purposes.
 1. To discuss the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting.
 2. To discuss strategy and negotiations with respect to pending claims and litigation.
 3. To discuss matters concerning security strategy or the deployment of security personnel or devices affecting public security.
 4. To discuss the selection of a date for the lease, sale or purchase of real estate when publicity regarding same would cause the likelihood of increased price.
 5. To discuss any matter which would result in the disclosure of public records or the information contained therein, which records are exempted from disclosure by Section 3 (b), Act 75-342.
- b. No Ordinance or Resolution concerning the appropriation or transfer of money shall be adopted, or appointment or removal made except at a meeting of the Council open to the public. (Charter, Section 304)
- c. No one may speak to the record of the Council's minutes except Council Members and the Town Manager and the Town Attorney, except by permission of the majority of the Councilpersons present.

RULES AND PROCEDURES

ARTICLE II – THE MAYOR

Section 1 – Method of Selection

- a. The Council shall, at its Organizational Meeting, proceed to choose one of its Members as Mayor to serve for the ensuing two (2) years or until such time as his successor is duly chosen. (Charter, Section 302)
- b. The Council, at its Organizational Meeting shall choose one of its Members as Deputy Mayor to perform the duties of the Mayor during the absence or disability of the Mayor. The Deputy Mayor shall serve for a term to coincide with the Council, or until such time as his successor is duly elected.
- c. In case of the absence of the Mayor and the Deputy Mayor, the Clerk of the Council (or in the Clerk's absence, the Town Attorney) shall call the meeting to order. The Council shall then proceed to elect an acting chairman by a majority vote of those members present.

Section 2 – Duties of the Mayor

- a. The Mayor shall preside over all meetings of the Council and perform such other duties consistent with the office as may be imposed by the Council. (Charter, Section 302)
- b. The Mayor shall be recognized as the official head of the Town for all ceremonial and military purposes. (Charter, Section 302)
- c. The Mayor shall not be deprived of his vote on any question. (Charter, Section 302)

ARTICLE III – A QUORUM

Section 1 – Requirements for a Quorum

The presence of five (5) members of the Council shall constitute a quorum, but no Ordinance, Resolution, or vote, except a vote to adjourn or to fix a time and place of its next meeting shall be adopted by less than five (5) affirmative votes. (Charter, Section 304)

RULES AND PROCEDURES

– Amended 11-2-92; 7-17-95; and 3-18-96

ARTICLE IV – THE ORDER OF PROCEDURE

Section 1 – The Order of Procedure

The Order of Procedure at all Regular Meetings of the Council shall be as follows, unless the Council by unanimous vote of the Members present shall suspend the Rules:

1. Call Meeting to Order
2. Prayer:
3. Pledge of Allegiance
4. Roll Call
5. Public Input **(Added by Resolution of July 17, 1995)**
6. Environmental Health and Safety Message **(Added by Resolution of November 2, 1992)**
7. Adoption of Minutes of Previous Meetings
8. Public Petitions
9. Communications from Officers and Boards Directly Responsible to Council

10. Communications and Reports from Town Manager
(Per Town Council Rules, this segment of the meeting shall not exceed 10 minutes, unless extended by a majority consent of the Council; otherwise the balance of this item will be deferred to Item 20 of the Agenda.)
(Statement in parentheses added, by Resolution, on March 18, 1996.)

11. Reports of Standing Committees
12. Reports of Temporary Committees

13. Communications and Petitions from Council
(Per Town Council Rules, this segment of the Meeting shall not exceed twenty (20) minutes unless extended by the Mayor with the consent of a majority of the Town Council.)
(Statement in parentheses added, by Resolution, on July 17, 1995.)

14. Public Participation
(Per Town Council Rules, this segment of the Meeting shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of a majority of the Town Council.)

RULES AND PROCEDURES

- Amended 11-2-92; 7-17-95; 3-18-96; and 6-4-07

ARTICLE IV – THE ORDER OF PROCEDURE (Continued)

Section 1 – The Order of Procedure (Continued)

15. Consent Agenda
All items listed with an asterisk (*) are considered to be routine by the Town Council, and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event, the item will be removed from the General Order of Business and considered in its normal sequence on this Agenda.
16. Unfinished Business
17. New Business
18. Passage of Ordinance(s)
19. Communications and Petitions from Council (Continued)
(This Agenda Item permits continued communications not covered under Item #13 due to time restraints.)
(This Item was added, by Resolution, on July 17, 1995)
20. Communications and Reports from Town Manager (Continued)
(This Agenda Item permits continued communications not covered under Item 10 due to time restraints.)
(This Item was added, by Resolution, on March 18, 1996.)
21. Executive Session
22. Adjournment

NOTE: Public Participation is allowed following Council discussion.

Section 2 – Rules Governing Items in Section 1 of this Article

Item #5: (This Item was added, by Resolution, on June 4, 2007)

- a. This segment of the meeting shall not exceed twenty (20) minutes unless extended by the Chair with the consent of a majority of the Council present.
- b. When recognize by the Chair, the South Windsor Resident or Tax Payer shall approach the lectern, give name and address, and avoid personalities or impugning of improper motive to any person
- c. The South Windsor Resident or Tax Payer may address the Council on any matter, and may request the Council to suspend the Rules to move up any item on the Agenda.

RULES AND PROCEDURES

- Amended 11-2-92; 7-17-95; 3-18-96; and 6-4-07

ARTICLE IV – THE ORDER OF PROCEDURE (Continued)

Section 2 – Rules Governing Items in Section 1 of this Article (Continued)

Item #5: (Continued)

- d. The South Windsor Resident or Tax Payer shall limit his/her speaking time to three (3) minutes. This limit may be exceeded, except when invoked by any Member of the Council with the consent of a majority of the Council present.
- e. During this segment of the meeting, South Windsor Resident or Tax Payer wishing to speak to any matter not on the Agenda shall take precedence over those wishing to speak to an Item on the Agenda.

Item 8:

A South Windsor Resident or Tax Payer may petition the Council, in writing, to include a new item on the Agenda for the next Regular Meeting of the Council, but shall refrain from any discussion of said item except when the Mayor, supported by unanimous consent of the Council present, shall suspend the Rules.

Item #14:

- a. This segment of the meeting shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of a majority of the Council present.
- b. When recognized by the Chair, the South Windsor Resident or Tax Payer shall approach the lectern, give name and address, and avoid personalities or impugning of improper motive to any person. **(This Item was amended, by Resolution, on June 4, 2007)**
- c. The South Windsor Resident or Tax Payer shall limit his/her speaking time to three (3) minutes. This limit may be exceeded, except when invoked by any Member of the Council with the consent of a majority of the Council present.
- d. A South Windsor Resident or Tax Payer may speak but once on any subject germane to the operations of the Town Council, except that said South Windsor Resident or Tax Payer may respond to any question from the Mayor or Members of the Council without violation of this rule. However, if there shall be no more South Windsor Residents or Tax Payers wishing to be heard for the first time, and the time limit for this segment of the Order of Procedure has not been exhausted, then any South Windsor Resident or Tax Payer who so desires may re-address the Council during the remainder of the time available.

RULES AND PROCEDURES

Amended 11-2-92; 7-17-95; 3-18-96; and 6-4-07

ARTICLE IV – THE ORDER OF PROCEDURE (Continued)

Section 2 – Rules Governing Items in Section 1 of this Article (Continued)

Item #14: (Continued)

- e. During this segment of the meeting, South Windsor Resident or Tax Payer wishing to speak to an item on the Agenda shall take precedence over those wishing to speak to any other matter. **(This Item was added, by Resolution, on June 4, 2007)**
- f. Council Members shall refrain from engaging in any extended response or discussion of any comment or question presented by a South Windsor Resident or Tax Payer during this segment, but may respond during discussion or deliberation of any item on the Agenda, and may request additional information from any South Windsor Resident or Tax Payer present at the time of discussion or deliberation. **(This Item was added, by Resolution, on June 4, 2007)**

Item #15:

Agenda items that are routine or not controversial in nature and unlikely in need of further discussion shall be so indicated by an asterisk (*) on the Agenda. These items shall comprise the Consent Agenda. An item so indicated may be removed from the Consent Agenda for discussion before approval, upon request of any Member of the Council. Any item so removed shall be considered later in its normal position in the Order of Procedure. The motion for approval of the Consent Agenda shall make reference to the item designation of those Agenda Items so included.

ARTICLE V – AGENDA

Section 1 – Preparation

- a. The Clerk of the Council shall be responsible for preparing the Agenda for all meetings of the Council and shall see that copies are distributed to the Members at least forty-eight (48) hours before the meeting.
- b. Items for the Agenda of any meeting of the Council may be submitted at the prior meeting of the Council by the Mayor, the Members, Town Manager and the Town Attorney.
- c. Additional items for the Agenda may be made by the above persons provided that all such additions be supplied to the Clerk of the Council at least five (5) days prior to the meeting for which they are intended for consideration. The name of the person submitting an item for Council consideration shall appear on the Agenda after the item submitted.

RULES AND PROCEDURES

Amended 11-2-92; 7-17-95; 3-18-96; and 6-4-07

ARTICLE V – AGENDA (Continued)

Section 1 – Preparation (Continued)

- d. No item not on the Agenda for a Regular Meeting or Work Session may be taken up at said meeting except as provided in Article XIII, Section 1.
- e. A newspaper or newspapers having a general circulation in the Town shall be advised by the Clerk of the Council on the Agenda for a Council Meeting open to the Public at least forty-eight (48) hours before said meeting.
- f. The Agenda shall contain the following notice: **(This Item was added, by Resolution, on June 4, 2007)**

Public Meetings are the time and place at which the Town Council conducts official business of the Town. The Council reserves time and invites the public to be heard during three segments of each Public Meeting, as follows:

Item #5:

Public Input – A segment of up to twenty (20) minutes (which may be extended by the Chair with consent of the Council Members present) is set aside to hear from the public on any matter. Precedence is given during this segment to any South Windsor Resident or Tax Payer who wishes to speak to any matter not on the Agenda, except that any South Windsor Resident or Tax Payer may request the Council to consider suspending the Rules to move up any item on the Agenda. South Windsor Residents or Tax Payers generally are to limit their comments to three (3) minutes each, and shall avoid personalities or impugning of improper motive to any person.

Item #8:

Public Petitions – A South Windsor Resident or Tax Payer may petition the Council, in writing, to include a new item on the Agenda for the next Regular Meeting of Council. An item duly presented in writing shall be placed on the Agenda for such Meeting. South Windsor Resident or Tax Payers shall refrain from any discussion of the item until the next Regular Meeting, except when the Chair, with the unanimous consent of the Council Members present, shall suspend the Rules.

RULES AND PROCEDURES

- Amended 11-2-92; 7-17-95; 3-18-96; and 6-4-07

ARTICLE V – AGENDA (Continued)

Section 1 – Preparation (Continued)

Item #14:

Public Participation – A segment of up to thirty (30) minutes is set aside to hear from any South Windsor Resident or Tax Payer prior to the Council Members beginning discussion or deliberations on any matter on the Consent Agenda, Unfinished Business, New Business, or Passage of Ordinances. Precedence is given during this segment to any South Windsor Resident or Tax Payer who wishes to speak to any item on the Agenda. The Members of Council shall not engage in any extended response or discussion of any comments or questions during this segment, but may respond during discussion or deliberation of any item on the Agenda, and may request additional information from any South Windsor Resident or Tax Payer present at the time of discussion or deliberation. South Windsor Residents or Tax Payers generally are to limit their comments to three (3) minutes each, and shall avoid personalities or impugning improper motives to any person.

The Council appreciates and encourages the active and orderly participation of the public in all Public Meetings. Any South Windsor Resident (a person registered to vote in South Windsor) or Tax Payer may participate at the time and in the manner stated above. When recognized by the Chair (generally the Mayor, or the Deputy Mayor) the South Windsor Resident or Tax Payer should approach the lectern, give his or her name and address, and speak freely in accordance with these procedures.

ARTICLE VI – MOTIONS

Section 1 – Regular Motions

- a. All motions shall be made aloud before being seconded, debated or passed on.
- b. Motions shall be reduced to writing when requested by the Mayor or by a majority of the Council present.
- c. Any motion may be withdrawn by the mover before amendment or decision.

RULES AND PROCEDURES

ARTICLE VI – MOTIONS (Continued)

Section 2 – Motions of Precedence

- a. When a question is before the Council, no motion shall be received except:
 - 1. To fix the time of adjournment
 - 2. To adjourn
 - 3. To lay upon the table
 - 4. To commit or recommit
 - 5. To postpone to a certain time
 - 6. To close debate at a specified time
 - 7. To postpone indefinitely
 - 8. To amend
 - 9. For the Previous question

Which several motions shall have precedence in the order above.

- b. Motion to fix the time of adjournment, to lay upon the table, to postpone to a definite time, and to close the debate at a specified time, shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.

ARTICLE VII – ORDINANCES AND RESOLUTIONS

Section 1 – Introduction

- a. All Ordinances and Resolutions except those relating to appointments or designation of officers of the Council or its internal procedures shall be introduced in written form. (Charter, Section 308)
- b. Resolutions shall be composed by the Town Manager and should be referred to the Town Attorney for correct wording.
- c. Any Ordinance shall be introduced and a time and place set for Public Hearing as follows:

BE IT RESOLVED an Ordinance entitled: (Name Ordinance) on file with the Clerk of the Council is introduced and (state date, time and location) is set for a Public Hearing on said Ordinance.

RULES AND PROCEDURES

ARTICLE VII – ORDINANCES AND RESOLUTIONS (Continued)

Section 2 – Public Hearing

At least one Public Hearing, notice of which shall be given by the Clerk of the Council at least five (5) days in advance by publication in a newspaper having a general circulation in said town, and by posting a notice in a public place, shall be held by the Council before any Ordinance shall be passed, except any Ordinance relating to the appointment or designation of officers or to the Council or its procedures. (Charter, Section 306)

Section 3 – Review by Town Attorney

Before any Ordinance shall be acted upon, it shall be reviewed by the Town Attorney and such corrections as he shall deem necessary to ensure accuracy, clearness, conciseness and consistency of text and phraseology, as well as its constitutionality and legality with existing Ordinances or Statutes, shall be submitted by him to the Council. Further, a copy of the Ordinance upon which final action is based shall bear his endorsement that such review has been made.

Section 4 – Required Votes

No Ordinance or Resolution shall be adopted by less than five (5) affirmative votes. (Charter, Section 304)

Section 5 – Public Meeting

No Ordinance or Resolution shall be adopted or appointment or removal made except at a meeting of the Council open to the Public. (Charter, Section 304)

Section 6 – Other Regulations

In addition to the above rules on Ordinances and Resolutions, the Council is referred to Section 304, 305, 309, and 311 of the Charter for regulations covering these subjects.

Section 7 – Emergency Ordinance

- a. An Emergency Ordinance shall be only for the immediate preservation of the public peace, health and safety.
- b. It shall contain an explicit statement of the nature of the emergency.
- c. An Emergency Ordinance shall not be adopted by less than six (6) affirmative votes.

RULES AND PROCEDURES

ARTICLE VII – ORDINANCES AND RESOLUTIONS (Continued)

Section 7 – Emergency Ordinance (Continued)

Note: Further regulations of Emergency Ordinances and appropriations are covered in the Charter, Section 311.

Section 8 – Approved Ordinances

The Clerk of the Council shall provide the Town Clerk with a copy of each approved Ordinance together with a letter certifying approval of the Ordinance as presented, no later than five (5) days following approval by the Council.

ARTICLE VIII – APPOINTMENTS OR REMOVALS BY THE COUNCIL

Section 1 – Submission of Appointments and Removals

Any submission of an appointment or removal for consideration by the Manager or Council must be in written form and in the case of a removal, must be accompanied by a statement of cause.

Section 2 – Consideration by Council

Whenever any appointment or removal is submitted, a vote on said appointment or removal shall be referred to the next Regular Meeting except the selection of the Mayor or Deputy Mayor. This rule may not be suspended except that it shall not apply to the appointment of Council Members to Council Committees, permanent or temporary. The submission shall include the name of the office and the name of the nominee.

Section 3 – Passage by Council

All appointments and removals made by the Council must be passed by not less than five (5) affirmative votes of the Council Members except as otherwise provided in the Charter.

Section 4- Notification to Town Clerk

The Clerk of the Council shall advise the Town Clerk in writing of all resignations of elected Town officials and of subsequent appointments to fill unexpired terms of elected officials, within three (3) days of action by the Town Council on such resignations and/or appointments.

RULES AND PROCEDURES

Amended 12-20-93; 1-3-94; and 1-8-02

ARTICLE IX – COMMITTEES

Section 1 – Power to Appoint Committees

The Council shall have the power in accordance with Section 305 of the Charter to create or abolish by Ordinance, boards, commissions and committees except those provided by the Charter.

Section 2 – Terms of Committees

All appointments to commissions, boards and committees shall be for a term set by the Council, and any officer or committee member so appointed shall serve until his successor is appointed and qualified. (Charter, Section 502)

Section 3 - Minority Representation

In making appointments to committees, the Council shall not appoint more than a bare majority from any one party. (Charter, Section 502)

Section 4 – Filling of Vacancies

Any vacancies occurring on any committee, board or commission, shall be filled by the Council for said unexpired term with a person from the same political party as the former incumbent, except as otherwise provided in the Charter. (Charter, Section 502)

Section 5 – Powers

No Committee shall have the power to employ any persons for or on behalf of the Town, nor to incur any expense unless specifically authorized by the Council, and not in conflict with the Charter.

Section 6 – Reports

All final reports of the Council acting as a body, or any other Committees, on a subject shall be submitted in written form and signed by all the Members of the Council or committee. Members of the Council, acting as a body, or a committee, failing to sign the majority report shall submit in written form a minority report or their own report, on the subject before the Council or Committee, duly signed.

All boards, commissions and committees appointed by the Council shall submit to the Council quarterly written reports, including summary of meetings held, attendance, actions taken and plans in progress.

RULES AND PROCEDURES

Amended 12-20-93; 1-3-94; and 1-8-02

ARTICLE IX – COMMITTEES (Continued)

Section 7 – Standing Committees

- a. The following Standing Committees, consisting of three (3) or more Members from the Council (which include the Mayor), shall be appointed by the Mayor within two (2) weeks of the adoption of the Rules and Procedures, temporary or otherwise, by the Council and shall be subject to confirmation by the Council.

Audit Committee
Committee of Ethics
Education Committee
Financial Planning Committee
Personnel Committee
Public Health & Safety Committee

and such other Standing Committees as the Council may from time to time approve.

Committee of Ethics

The purpose of this committee shall be to render a written advisory opinion, upon the written request of the Council or any of the persons included in Section 7-306 of the South Windsor Code of Ordinances, as to the application of Section 1001 of the Charter and Sections 7-301 through 7-306 of the South Windsor Code of Ordinances to any specific relevant situation. This committee shall be appointed by Council and shall comply with Sections 7-305 through 7-308 of the South Windsor Code of Ordinances.

Education Committee

The purpose of this committee shall be to maintain liaison with the Board of Education, so the Council will be kept informed as to their needs, financial and otherwise, and to seek maximum utilization of school facilities for general community use. Additionally, this committee shall maintain liaison with the Personnel Policies Committee of the Board of Education regarding personnel contracts.

RULES AND PROCEDURES

i- Amended 1-8-02

ARTICLE IX – COMMITTEES (Continued)

Section 7 – Standing Committees (Continued)

a. (Continued)

Financial Planning Committee

The purpose of this committee shall be to plan and prepare for review by the Council, a three- year financial forecast for the Town budget which includes the General Government and Board of Education Operation and maintenance Budgets and Debt Service; and develop and annually update a five-year Capital Improvement Plan for review by the Council which includes the General Government and Board of Education projects.

Personnel Committee

The role of this committee is to lead the annual appraisal of the Town Council's employees; and to review and recommend compensation of those employees, and other duties assigned by the Council.

Public Health and Safety Committee

The purpose of this committee shall be to study our problems of both public health and safety, and bring to the attention of the Council whatever measures the committee believes necessary to improve our standards in both of these fields; also, to maintain liaison between the Board of Education, the Planning and Zoning Commission, the Town Manager, the Water Pollution Control Authority, the **Volunteer Fire Department, the Volunteer Ambulance Corps**, and the Council.

b. The Standing Committees are empowered to consult with the Town Attorney and to make recommendations for the necessary revision or revisions of any existing Ordinance or Ordinances and to draw up any proposed Ordinance or Ordinances the Committee may deem necessary for the consideration of the Council.

RULES AND PROCEDURES
- Amended 1-8-02

ARTILCE X – VOTING

Section 1 – Minimum Requirement

No vote except to adjourn or to fix time and place of the next meeting shall be adopted by less than five (5) affirmative votes. (Charter, Section 304)

Section 2 – Roll Call Votes

The ayes and nays of each and every vote of the Council shall be by Roll Call vote, unless the vote is unanimous and recorded in the journal. (Charter, Section 304)

Section 3 – Recording of Votes

All votes recorded in the Minutes of the meetings of this Council shall be construed as unanimous by the Members present unless the nays and abstentions are recorded therein, including the names of the Members voting nay, or abstaining.

ARTILCLE XI – TIME OF ADJOURNMENT

Meetings of the Council shall not be later than 11:00 p.m., unless this rule be waived by a unanimous vote of the Council.

ARTILCE XII – PARLIAMENTARY AND CHARTER AUTHORITY

The last published edition of "Robert's Rules of Order" shall be the parliamentary authority in the Council except as otherwise provided in these rules; and except that should any of these rules be inconsistent with the provisions of the Charter, then the Charter shall prevail.

ARTICLE XIII – SUSPENSION OR AMENDMENT OF RULES

Section 1 – Suspension of Rules

Any of these rules, except Article VIII, Section 2, may be suspended by a unanimous vote of the Council, provided that such action is not inconsistent with any provisions of the Charter. Any item added to the Agenda under suspension of the Rules may not have action taken until the next Regular Meeting; except in cases of emergency on two thirds (2/3) vote of the Members present.

RULES AND PROCEDURES

3- Amended 1-8-02

ARTICLE XIII – SUSPENSION OR AMENDMENT OF RULES (Continued)

Section 2- Amendment of Rules

Any amendment of these Rules shall be submitted in writing at any meeting of the Council and may be adopted by the affirmative vote of not less than six (6) members at the next subsequent Regular Meeting of the Council.

ARTICLE XIV – RECORDS

Section 1

The Town Clerk shall maintain in his/her office an index of all Town Council meeting Minutes along with a permanently bound copy of all such Minutes. Such index shall be kept up to date by the Clerk of the Council.

Section 2

All Regular and Special Town Council Meetings, other than Work Sessions, shall be recorded on cassettes. Said cassettes shall be stored by the Town Clerk in a designated place in his vault for a period not less than two and one-half (2 ½) years and shall be made available to any member of the Town Council, the Town Attorney, the Town Manager, or any member of the public, upon request. Said cassettes shall not be removed from the Town Hall and shall be played only in the presence of the Town Clerk or his designee.

Section 3

Work Session Minutes shall be prepared with the same information as the Minutes of Regular Meetings. They shall be maintained in accordance with the provisions of Section 1 above. They shall be approved after preparation at the next Regular Meeting.

Notice of the time and place of said Work Session should be given. (Refer to Article I, Section 3)

ARTICLE XV – LEGAL OPINIONS

Any Councilperson may request a legal opinion from the Town Attorney in the performance of that Councilperson's duties. The request may be made at any time and shall be submitted in writing. Copies of the request shall be provided to other Council Members for their information. The Town Attorney shall provide a response in a timely fashion.

RULES AND PROCEDURES

- Amended 1-8-02

ARTICLE XVI – PERFORMANCE EVALUATION

An annual Performance Evaluation of the Town Manager, Town Attorney and the Clerk of the Council will be held in Executive Session by the Town Council in the month of June. Reports of these meetings will be inserted in the personnel records of the employees.



Mansfield Downtown Partnership

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

March 4, 2008

Board of Directors
Mansfield Downtown Partnership

Re: Item #3 - Meeting Minutes

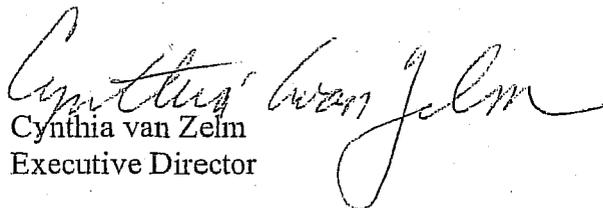
Dear Board members:

Attached please find the minutes for the Board meeting held on February 5, 2008.

The following motion would be in order:

Move, to approve the minutes of February 5, 2008.

Sincerely,


Cynthia van Zelm
Executive Director

Attach: (1)

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Tuesday, February 5, 2008
Mansfield Downtown Partnership Office
1244 Storrs Road**

4:00 PM

Minutes

Present: Chair: Philip Lodewick, Steve Bacon, Tom Callahan, Bruce Clouette, Gregory Haddad, Matt Hart, Frank McNabb, Betsy Paterson, Kristin Schwab, Phil Spak, Betsy Treiber

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

Guests: Howard Kaufman, Macon Toledano

1. Call to Order

Philip Lodewick called the meeting to order at 4:00 pm, and welcomed new Board member Gregory Haddad. He noted that Al Hawkins had resigned from the Board due to work commitments. Mr. Haddad serves on the Town Council and is the Deputy Mayor.

2. Opportunity for Public to Comment

There were no comments from the public.

3. Approval of Minutes

Betsy Treiber made a motion to approve the minutes. Steve Bacon seconded the motion. The minutes were approved unanimously.

4. Director's Report

Cynthia van Zelm said Winter Fun Day is this Sunday. She noted that Kathleen Paterson had taken the lead in organizing Winter Fun Day with the Town Manager's office and the Community Center. She said there will be horse drawn wagon rides, ice sculptures and the Wacky Hat Contest. If it is cold enough, there will be ice skating. Ms. van Zelm said the event is designed to be low key and fun. She is looking for volunteers to help serve the coffee and hot chocolate.

The monthly Open House is this Thursday at 5:30 pm. Ms. van Zelm said the private Discover Our Town group will hold an informational meeting after the Open House to talk about the website they have created focusing on Mansfield with the opportunity for businesses to advertise. She and Town Manager Matt Hart have worked with Clay Crawford of Discover Our Towns on assisting him with getting word out about the website, and reviewing the draft website.

5. Review and Approval of FY2008-2009 Budget

Tom Callahan said the Finance and Administration Committee had reviewed the draft FY2008-2009 budget and made a recommendation to approve it to the Board.

He said that revenues are projected to be \$269,000, largely made up of the University and Town contributions. For the last two years, the Town and UConn have increased their contributions to the Partnership. There is \$19,000 budgeted for membership dues. Expenses are estimated at \$299,000 which means that the Partnership will need to draw down its fund balance.

Mr. Callahan noted that the Partnership did not need to tap into the Legal budget as much as it had budgeted, as much of Mr. Cole-Chu's expenses came from the STEAP grant. This grant is almost complete. He said that Mr. Cole-Chu will need to be involved this year mainly in revisions of the development agreement with LeylandAlliance, and with relocation agreements.

Mr. Callahan said that the budget is very lean. He said the Committee was able to negotiate a lower rent with the landlord Mike Taylor.

Mr. Callahan said the budget includes the salaries for Ms. van Zelm and Ms. K. Paterson. He said the \$55,000 in Professional & Technical is largely for Phil Michalowski's work on relocation including negotiating relocation packages.

Frank McNabb asked what the directors and officers insurance covers. Ms. van Zelm said she thought it covered the Executive Director and the Board members but she would check with the insurance company (*verified by phone with Sumner and Sumner*).

Mr. Callahan made a motion to pass the FY2008-2009 budget. Betsy Paterson seconded the motion. The motion was approved unanimously.

6. Executive Director Evaluation in March

Mr. Lodewick said that Ms. van Zelm's evaluation occurs in March. He said that he will get all the Board members the evaluation form; he asked them to mail it back to him in preparation for the evaluation at the March Board meeting.

7. Report from Committees

Advertising and Promotion

Ms. van Zelm gave the Advertising and Promotion Committee report in Dean Woods' absence. She said the Committee reviewed the Storrs Center DVD and that it would be shown at the March Board meeting. She said the Committee had a lot of good ideas about where it could be shown including to the Town Council, UConn groups (Dean Woods' would be showing it to his staff), and the public access channel. The DVD will be hosted off a UConn School of Fine Arts site with a link to the Partnership website. The file is not compatible with the Town system where the Partnership website is located. Dean Woods offered to have copies made for the Library, the Mansfield Historical Society, etc.

She said the sign regarding the coming of Storrs Center had been designed and would be placed near the Dog Lane-1 site and the kiosk.

Ms. van Zelm said she would be working with Kristin Schwab to try and replace some of the maps in the kiosk and to perhaps put the above described sign there as well.

She said that she and Ms. K. Paterson were scheduled to staff a Partnership table at a women's and men's basketball game at Gampel this month.

Ms. van Zelm said that Leyland President Steve Maun was scheduled to give a presentation on Storrs Center to UConn alumni who work at the State Legislature, and current interns, on Feb. 13.

Ms. van Zelm said that she and Steve Bacon would also be giving a presentation to Altrusa, as requested by Board member Janet Jones.

Finance and Administration

Mr. Callahan said a subgroup of the Finance and Administration Committee (Mr. Callahan, Mr. Hart, and Ms. van Zelm) had been working to update the development agreement between the Partnership and LeylandAlliance. They presented an outline of the objectives to the Finance Committee last week, which Mr. Callahan shared with the Board. He indicated that there may be other bilateral agreements between the

Town and Leyland, and UConn and Leyland, and others as appropriate. Mr. Callahan said the smaller group was meeting weekly and would be meeting with Leyland soon. The objectives are designed to move the project to construction as soon as possible, keeping in mind that there are still some outstanding state and federal permits that need to be obtained. Mr. Callahan noted that a set of triggers and conditions will be part of the agreements. He noted that the nature of the work will be different now with a focus on the buildings, public infrastructure, and relocation – after so much time had been spent on the approvals of the MDP and the zoning changes.

Membership Development

Ms. Treiber said the January meeting was cancelled due to snow. She said the Committee will meet soon to review the revisions to the membership brochure. There are currently 304 paid members for a total of \$14,645 in dues including donations. She said that 122 members had not renewed yet for the current fiscal year but that reminder letters would be going out soon.

Nominating

Mr. Lodewick said the Nominating Committee met today and would be bringing a series of suggested Bylaws to the Board in March.

He said that four members terms are up and they will be contacted to ascertain whether they want to continue on the Board. Three are appointed and one is elected.

The Bylaws and Board member elections would occur at the June Annual Meeting.

8. Executive Session – Review and discussion of commercial and financial information provided in confidence by Storrs Center Alliance

Ms. B. Paterson made a motion to review and discuss commercial and financial information as provided in confidence by Storrs Center Alliance with Partnership Attorney Lee Cole-Chu, and Howard Kaufman and Macon Toledano from LeylandAlliance/Storrs Center Alliance in attendance. Ms. Treiber seconded the motion. The motion was approved unanimously.

The Executive Session was held.

Ms. Paterson made a motion to come out of Executive Session. Ms. Treiber seconded the motion. The motion was approved unanimously.

9. Adjourn

Tom Callahan made a motion to adjourn. Betsy Treiber seconded the motion. The motion was approved unanimously. The meeting adjourned at 6:10 pm.

Meeting notes taken by Cynthia van Zelm.

**Eastern Highlands Health District
Board of Directors Regular Meeting
Coventry Town Hall – Annex
February 21, 2008**

Chair E. Paterson called the meeting to order at 4:40 p.m.

Present: D. Cameron, E. Paterson, J. Stille, D. Walsh, M. Hart, M. Kurland, P. Schur, T. Tully

Staff Present: R. Miller, J. Smith, M. Remy, Dr. Dardick

Absent: C. Anderson (Alternate), S. Chace (Alternate), S. Werbner, L. Eldridge (Alternate), C. Johnson, Andover Appointee (Vacant), J. Elsesser, D. Cianci (Alternate), R. Fletcher (Alternate), R. Skinner, F. Daniels

Approval of January 17, 2008 Minutes: A MOTION was made by J. Stille , seconded by D. Walsh, to approve the minutes of the January 17, 2008 meeting as presented. The MOTION was PASSED unanimously. P. Schur abstained.

Public Comments: None

Old Business: None

New Business:

- 1. Information Technology Systems Assessment Report & PowerPoint Presentation:** R. Miller introduced Mike Healey, IT Consultant from Green Pages Inc. who evaluated our information technology systems and Jaime Russell, IT Director Town of Mansfield. M. Healey made a presentation discussing the outcomes of the systems evaluation.

R. Miller recommended plans to fund a limited number of the system improvements recommended in the Green Pages evaluation report. It is recommended that with the exception of R7, appropriations from the capital nonrecurring fund be made to fund the short and medium term recommendations identified in the Green Pages December 20, 2008 evaluation report.

Minus the identified recommended improvements to be provided by the Town of Mansfield as in-kind, or funded by other sources, the estimated capital nonrecurring appropriation needed to fund the balance of the identified short and medium term recommendations is \$35,000. It is further recommended that appropriations be split over fiscal years 07/08 and 08/09 at \$5,000 and \$30,000, respectively.

- 2. Capital Nonrecurring Budget FY07/08 Amendments and Proposed FY08/09 Spending:**

A MOTION was made by D. Walsh, seconded by M. Hart to amend the FY 07/08 Capital Nonrecurring Fund budget by increasing total expenditures by \$20,000 for vehicle replacement and IT system improvements, and authorize an equity transfer of \$68,000 from the General Fund to the Capital Nonrecurring Fund. The MOTION was PASSED unanimously.

A MOTION was made by D. Walsh, seconded by M. Hart to adopt the FY 08/09 Capital Nonrecurring Budget as presented with a total expenditure of \$33,000 for IT system improvements and computer replacements. The MOTION was PASSED unanimously.

D. Walsh left meeting at 5:30 p.m. Quorum lost. Informal meeting started.

3. Employee Health Insurance Premium Cost Share and Payment in Lieu of Coverage:

R. Miller reported that the personnel committee conducted a survey of all twenty Connecticut Health Districts and of all full time member towns along with consulting with Steve May (Mansfield's Benefit Consultant) and Mansfield Human Resources. Issue tabled for action at the next regular meeting.

Town Reports:

J. Stille reported preliminary design complete for sewer project.

Directors Report

D. Dardick reported on local flu activity - increased activities and appears to have started late this year.

4. Quarterly Activity Report - R. Miller reported septic permits, plan reviews and soil testing numbers are down due to the current flat housing market.

5. Quarterly Financial Report – R. Miller reported fee for service revenues are down 19%. Losses in fee for service revenues may be offset by increases in state per capita grant and deferral of hiring a part time health inspector. R. Miller reported he implemented a spending freeze for nonessential expenditures and is deferring the hiring of a seasonal intern for the summer, pending any changes in the fiscal forecast.

Communications:

6. Washington Post Re: Plan flu Preparedness – no discussion

Chairs Report: No discussion

Adjournment: 6 p.m.

Respectfully submitted,



Robert Miller
Secretary

EHHD Finance Committee
Special Meeting
February 21, 2008
Coventry Town Hall Annex

Call to order @ 4:00 pm

Present: E Paterson, J Stille, P Schur, D Cameron, R Miller
Absent: J Elsesser, J Smith

P Schur MOVED, D Cameron seconded to approve the 1/17/08 meeting minutes as presented. MOTION PASSED, unanimously. P Schur abstained.

By consensus, a motion on Information Technology Improvement Project funding deferred to the regular board meeting.

J Stille MOVED, D Cameron seconded to recommend the board approve an amendment to increase the FY07/08 capital nonrecurring fund expenditures by \$15,000 to replace one fleet vehicle, and authorize an equity fund transfer of \$68,000 from the general fund to the capital nonrecurring fund. MOTION PASSED, unanimously.

J Stille MOVED, D Cameron seconded to recommend the board approve \$3,000 in FY08/09 capital nonrecurring fund expenditures for computer replacements. MOTION PASSED, unanimously.

Meeting adjourned 4:35 pm.

Respectfully submitted,



Robert Miller
Secretary

MINUTES

MANSFIELD INLAND WETLANDS AGENCY
Regular Meeting, Monday, February 4, 2008
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, B. Pociask
Alternates absent: L. Lombard
Staff present: G. Meitzler (Wetlands Agent)

Chairman Favretti called the meeting to order at 7:01 p.m. and appointed Alternate Pociask to act in Gardner's absence.

Minutes:

1/7/08- Hall MOVED, Holt seconded, to approve the minutes as written. MOTION PASSED with all in favor except Ryan who disqualified herself.

1/22/08- Holt MOVED, Hall seconded, to approve the minutes as written. MOTION PASSED UNANIMOUSLY.

Old Business:

Continued Public Hearing:

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

Hall disqualified himself and Alternate Beal was appointed to act in his stead. Members identified at the 1-22-08 meeting as having been absent during any part of the Public Hearing process for this application have all noted for the record that they have since listened to the tapes.

Holt MOVED, Beal seconded, to deny an Inland Wetlands License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to RAAR LLC (file no. W1383), for development of a seven lot subdivision with appurtenant improvements, on property owned by RAAR LLC, located on the west side of Separatist Road and the south side of North Eagleville Road, as shown on a plan dated July 30, 2007, and revised August 27, 2007, October 16, 2007, and December 13, 2007, and as described in other application submissions. This action is based on the application submissions and information presented in public hearing sessions held on October 1, 2007, November 5, 2007, November 19, 2007, December 3, 2007, December 17, 2007, and January 7, 2008, also by observations made on a field trip to the site on August 15, 2007, and in consideration of applicable regulations.

The Wetlands Agency carefully considered testimony on the impact of this proposal given by all parties, including:

- A. The applicant's representatives - Michael Dilaj, Datum Engineering, and John Ianni, Soil Scientist. Engineering Drainage Calculations were provided by Paul Magyar, Lenard Engineering.
- B. Patricia Young, Natural Resources Specialist, and Scott Gravatt, District Director, with the Eastern Connecticut Conservation District, both commenting at the request of the Wetlands Agency. (See 11/29/2007 and 1/02/2008 review comments).
- C. The Town's Conservation Commission. (See CC minutes 8/15/2007, pp 2 and 5; CC minutes 9/19/2007, pp 1 and 2; and CC written testimony dated 12/20/2007).
- D. The Town's Open Space Preservation Committee (See 9/18/2007 and 12/18/2007 letters).
- E. Mary Ann Nusom Haverstock, Conn. Dept. of Environmental Protection, submitted comments indicating the status of Eagleville Brook as impaired under the federal clean water act. (See letter dated 12/18/2007).

7. Residents Alison Hilding and Eugene Salorio, both through themselves and through professional representation by Attorney Howard Schiller, and Professional Engineer and Land Surveyor, Donald R. Aubrey. (See Atty. Schiller letter dated 11/08/2007, and Donald R. Aubrey letters dated 11/05/2007 and 1/06/2008).
3. Numerous letters from Town residents.
- H. Wetlands Agent, Grant Meitzler. (See memoranda dated 8/29/2007, 9/27/2007, 11/01/2007, 11/15/2007, and 12/14/2007).

This subdivision is denied for the following reasons:

The proposed development includes the filling and crossing of a wetland/watercourse area and numerous development area envelopes within 75 feet of wetlands (on Lot 1 the development area envelope is less than 50 feet from inland wetlands). Furthermore, the proposal relies on future property owners to suitably maintain driveways, yard areas and rain gardens, and use fertilizers and pesticides in such a way as to avoid detrimental impacts on wetlands and Eagleville Brook. As proposed, this subdivision is considered too intense for the subject site and the Agency finds that it would result in significant and unacceptable impacts to the site's wetlands and to Eagleville Brook. Consistent with Section 4.6 of the Wetlands and Watercourses Regulations, this denial helps promote the long term productivity of these wetlands and watercourses and will avoid irreversible and irretrievable commitment of these resources.

The Agency has been unable to find that no feasible and prudent alternatives exist to the proposed plan, because the applicant has failed to adequately rebut alternatives suggested by the Agency, members of the public and certain experts, to the Agency's satisfaction that these proposed alternatives would avoid the wetland crossing and move development further from wetland areas. The applicant has not sufficiently addressed concerns raised by the public hearing process, leaving questions of detrimental impact on the long term productivity of, and irretrievable impact on, wetlands located on the property, and to the larger Eagleville Brook wetland system bordering the southerly boundary of the site. As provided in Section 4.7 of the Mansfield Wetlands and Watercourses Regulations, these concerns should be addressed by presenting alternative subdivision layouts that avoid the wetland crossing proposed with the current plans, and move development further away from wetlands and watercourses. Accurate assessment of available alternatives is necessary to decide the suitability or unsuitability of a development proposal under the guidelines of Section 4.6-E.1 through 4.6-E.6 of the wetlands regulations.

After extensive discussion among members, the MOTION TO DENY PASSED with Ryan, Zimmer, Beal, Goodwin, Favretti, Holt, Kochenburger in favor of the motion, and Plante and Pociask voting against.

New Business:

None.

Communications:

The Wetland Agent's Monthly Business report was noted.

Reports of Officers and Committees:

None.

Other Communications and Bills:

Noted.

Adjournment:

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

Respectfully submitted,

MINUTES

MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Tuesday, February 19, 2008

Council Chambers, Audrey P. Beck Municipal Building

Members present: R. Favretti (Chairman), R. Hall, K. Holt, P. Plante, B. Ryan, G. Zimmer
Members absent: B. Gardner, J. Goodwin, P. Kochenburger
Alternates present: L. Lombard (arrived 7:01)
Alternates absent: M. Beal, B. Pociask
Staff present: G. Padick (Director of Planning)

Chairman Favretti called the meeting to order at 7:00 p.m. and appointed Alternate Lombard to act.

Minutes: 2/4/08- Hall MOVED, Plante seconded, to approve the 2/4/08 minutes as written. MOTION PASSED UNANIMOUSLY. Lombard noted that he reviewed the tapes of the 2/4/08 meeting.

Scheduled Business:

Zoning Agent's Report

Hirsch noted that there was no new activity at the Hall site. He responded to Plante's question and noted that Gibbs Oil has obtained DOT approval. In response to Favretti's question, Hirsch stated the Hoot has not yet received its Zoning permit, because the maximum allowance of signage is already being used by other tenants, and because review/approval is needed from the Town's recycling coordinator.

Old Business:

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

Holt disqualified herself. Padick summarized his 2-19-08 memo containing comments from V. Putnam, a 2-18-08 letter from A. and P. Maines, and a 2-16-08 letter from E. Wassmundt, all distributed this evening, and he also noted that his 2-14-08 memo was in members packets. Michael McDonald, applicant, stated that he had nothing further to add.

Plante questioned what type of equipment would be on site. It was noted that a list of on-site equipment and location of it was included in the documentation submitted by the applicant. Lombard asked the applicant if there is adequate access to the material storage bins without vehicles going out onto Route 195 and the parking lot being impacted by vehicles loading at the bin location. Zimmer questioned the location of the equipment parking and its visibility from the street.

With no further discussion, Hall MOVED, Plante seconded, that the PZC Chairman and Zoning Agent be authorized to approve the site modification request of Stix 'N Stones, LLC, to establish a new retail garden center/landscape business at 1029 Storrs Road. This authorization shall be subject to the following conditions:

1. This authorization shall be limited to the specific proposal submitted by Stix 'N Stones, LLC. Any additional change or alteration of the subject use, including hours of operation, and/or any additional site or exterior building alterations shall require subsequent approval.
2. All applicable Building and Fire Code requirements shall be met.
3. Prior to the issuance of a Certificate of Compliance, depicted on-site parking spaces, including the handicap space in front of the building, shall be delineated with new pavement markings and signage as per current state and local requirements, and other proposed site work shall be completed.

The subject property owner, P. Hammer, shall expeditiously take action to remove all existing underground storage tanks as per State Department of Environmental Protection Agency requirements. On or before June 1, 2008, Mr. Hammer shall provide a progress report to the Zoning Agent. The Town Attorney shall be consulted if Mr. Hammer does not appropriately pursue the required tank removal. MOTION PASSED with all in favor except Holt who disqualified herself.

Subdivision Application (Arthur's Pond) 7 Proposed lots off of N. Eagleville and Separatist Roads.

File #1266

Hall disqualified himself. Holt MOVED, Lombard seconded, to deny the Subdivision Application (File #1266) of RAAR Development LLC, for a seven-lot subdivision on property owned by RAAR Development LLC, located on the west side of Separatist Road and the south side of North Eagleville Road, as shown on plans dated July 30, 2007, as revised August 27, 2007, October 16, 2007, and December 13, 2007, as described in other application submissions, and as presented at public hearings held on October 1, 2007, November 5, 2007, November 19, 2007, December 3, 2007, December 17, 2007, and January 7, 2008. This denial action is taken for the following reasons:

1. Proposed lots 2, 3, 4, 5 and 6 do not meet RAR-90 zone frontage requirements as contained in Article VIII of the Zoning Regulations. Although Section 7.6 of the Subdivision Regulations and Article VIII of the Zoning Regulations authorize potential waivers of required frontages, the Commission has determined that the subject application has not suitably addressed the waiver criteria of section 7.6.a or b. Accordingly, frontage waivers are not granted and the subdivision is not in compliance with Sections 4.2 and 7.3 of Mansfield's Subdivision Regulations.
2. An Inland Wetlands License application for the subject subdivision plans was denied by the Mansfield Inland Wetlands Agency on 2/4/08. Accordingly, the subdivision is not in compliance with Section 4.3 of Mansfield's Subdivision Regulations.
3. Section 6.10.a.6 of the Subdivision Regulations requires the submittal of a yield plan that suitably addresses all applicable Subdivision Regulations and would likely be approved by the Mansfield Inland Wetlands Agency. Whereas, the submitted yield plan has a lot layout very similar to the plan denied by the Inland Wetlands Agency on 2/4/08; and whereas, the submitted yield plan has a proposed new street that would cross a watercourse in the same location as the proposed driveway crossing that was denied by the Inland Wetlands Agency on 2/4/08, the Commission cannot consider the submitted yield plan to be in compliance with Section 6.10.a.6.
4. Section 7.10.a authorizes the Commission to approve or require common driveways, but common driveways are not allowed by right. The proposed common driveway from Separatist Road necessitates a wetland/watercourse crossing which could be avoided by providing access from North Eagleville Road. The application has not suitably addressed the common driveway approval criteria of Section 7.10.a.

It is important to note that due to the denial reasons cited above, the Commission has not needed to render decisions on the appropriateness of proposed Development Area or Building Area Envelopes, the proposed open space dedication or other subdivision details. The applicant should not assume that the proposed subdivision would have been found acceptable with respect to subdivision layout and design criteria. MOTION PASSED with all in favor except Hall who was disqualified. Plante questioned Padick why the PZC had to make a motion when the IWA denied their application. Padick responded that the two are separate entities and each has their own application which needs to be acted upon.

2. Request for Site Modification: Paideia Amphitheatre Project, File #1049-7

Padick noted that he met with the landscape architect for this application. The information the PZC requested is not yet completed, but he expects these elevations for the next meeting. This item was tabled.

4. PZC-Proposed revisions to the Zoning Map and Zoning Regulations File #907-30

Tabled, due to a 3/17/08 Public Hearing.

New Business: None

Reports from Officers and Committees: Favretti noted a Regulatory Review Committee Meeting, February 20, 2008 at 1:30 in Room B. Zimmer stated this was his last meeting; members thanked him for his service.

Communications and Bills: Items were noted.

Adjournment: Favretti declared the meeting adjourned at 7:33 p.m.

Respectfully submitted,
Katherine K. Holt, Secretary

TOWN/UNIVERSITY RELATIONS COMMITTEE

Tuesday, December 11, 2007
Audrey Beck Municipal Building
Council Chambers
4:00 pm

Minutes

Present: P. Barry, J. Bell-Elkins, T. Callahan, B. Clouette, B. Feldman, M. Hart, A.J. Papanikou, E. Paterson, R. Miller

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

1. Opportunity for Public to Address the Committee
None.

2. November 13, 2007 Meeting Minutes
The minutes of November 13, 2007 were passed unanimously.

3. Community-Campus Relations

Mr. Clouette provided an update on the Town's strategic planning efforts. Notably, he provided an overview of the strategic planning search conference that occurred December 8th and 9th. He noted that there were a number of participants that wanted to see the "us versus them" (Town versus University) sentiments dropped from the community. Strong support of the Downtown project was evident. Overall the search conference was very positive. Mayor Paterson echoed Mr. Clouette's remarks regarding strategic planning. She stated that many participants emphasized that we (Town and University) are one community and that they noted a number of positive Town/University partnerships. Mayor Paterson said that concerns were related to water and off-campus partying issues. Mr. Hart stated that open houses would be occurring in January, as well as another search conference weekend, and an opportunity for the public to comment on the strategic planning process electronically. Mayor Paterson said that Carla Fox and Steve Rhodes from the University participated in the search conference weekend. She also stated that there was great consensus amongst the group, as well as great support of the Mansfield Community Center.

Mayor Paterson stated that some search conference participants were interested in having one Mansfield resident on the University Board of Trustees. Mr. Papanikou stated that you need to petition the legislature for a seat on the Board. Mr. Barry said that Mansfield could have a representative sit in on the Board meetings and that in fact, this was the case many years ago.

Mayor Paterson and Ms. Bell-Elkins provided an update on the Mansfield Community Campus Partnership. MCCP will be conducting a presentation to the student affairs team next week. Ms. Bell-Elkins and Ruth Freeman (underage drinking prevention grant) met with liquor outlets and learned about scanning mechanisms. Ms. Bell-Elkins provided a Guard Dogs update; the group has

contracted with Enterprise for two cars for the Spring. Our Guard Dogs program is modeled after the Texas A & M program. The program provides a safe ride home for students that used alcohol or drugs that evening.

Mr. Clouette noted that transportation emerged as a priority during the strategic planning search conference. However, he stated that ridership appears to be low. If Mansfield were to invest in transportation, utilization would need to increase so the subsidy won't need to be high. Mr. Callahan stated that it would be interesting to know how the Town of Blacksburg, Virginia became responsible for operating Virginia Tech's bus system; Blacksburg is similar to Mansfield. Mr. Pappanikou said that more students ride the bus to Big Y and to the mall than residents. Mr. Miller discussed the zip car program at UNC Chapel Hill. Mr. Hart stated that ridership is up from 30,000/year to 50-55,000/year.

4. Community Water and Wastewater Issues

Mr. Pappanikou inquired as to why his water rates were increasing. Mr. Callahan stated that CT Water Company has recently acquired the water utility formerly owned by Birmingham Utility.

Mr. Callahan informed the group that the next water/wastewater advisory meeting is scheduled for December 13th at 5:30pm at the Bishop Center. An update will be provided on how the University managed the dry conditions in 2007. The University stopped pumping from the Fenton on July 26th or 27th. The University may begin pumping limited amounts from the Fenton again beginning this week. The University has been using the Willimantic well field since July 26th or 27th.

Mr. Callahan stated that 2 projects will be submitted/forthcoming to the Committee for review; the projects are Ponde Place and Knollwood Apartments (sewer connection).

Mr. Clouette asked if any customer is entitled to the University providing water. Mr. Callahan stated that the University does not have an exclusive connection area. The Chief Operating Officer/Vice President makes decisions regarding water/wastewater, with the Committee serving in an advisory capacity. The Trustees are informed of water/wastewater decisions. The University and Trustees are not endorsing any project when they grant water/wastewater. It is the responsibility/authority of the Town's landuse authority to approve or deny a project.

Mayor Paterson inquired and Mr. Callahan stated that the study on the Willimantic River will happen and is anticipated to take 18 months to complete.

Mr. Padick stated that he, Mr. Miller and Pat Bresnahan have been invited to participate in the League of Women Voters forum on water topics.

5. UCONN Compost Facility

Mr. Miller provided an update on the proposed compost facility. He stated that his office had listened to neighbor concerns and is taking a step back to evaluate alternative sites. Mr. Padick will be included in the site selection process. Old

Colony Road was the most remote site, with only 4 properties within 500 feet. The Old Colony Road site is not suitable for crops because there is a large amount of bedrock in the soil. Mr. Miller stated that the University is reviewing 7 possible sites for the proposed compost facility. Mayor Paterson inquired as to whether a regional site for the Town, University and Coventry was possible.

6. Mansfield Downtown Partnership

Ms. van Zelm stated that Leyland has submitted its application to the CT DEP regarding stormwater as well as its applications to the State Traffic Commission and the US Army Corps of Engineers. Currently, they are working on financing for the Dog Lane Building. Construction on the Dog Lane Building is expected to begin in the spring, with the building be completed by next year. MDP is working on ways to publicize its progress and encourage attendance at their open houses. MDP open houses are held on the last Thursday of every month.

7. Town/University Conference on Climate Change

Mr. Hart stated that the Ad Hoc Committee on the Environment and Mr. Miller's office held a town/university conference on climate change on November 1st. The conference was well attended. The Town, University, and State presented on their sustainability efforts. Mayor Paterson said that the conference was a successful partnership between the Town and the University on an area of mutual interest. Mr. Miller stated that over 100 people attended. Mr. Miller stated that it is exciting to be part of a community that cares so much about the environment. Ms. Bell-Elkins said it was the most well organized conference she's ever attended and it was an amazing event.

8. 2008 Meeting Schedule

The Committee discussed its 2008 meeting schedule. Any corrections to the schedule should be submitted to Ms. Capriola. Ms. Capriola will submit the Committee's 2008 meeting schedule to the Town Clerk.

9. Other Business

Mr. Pappanikou complimented the efforts for President Hogan's reception. He also asked if it would be possible for the traffic lights on Route 195 to blink yellow when the students are on breaks. It was suggested that this issue would be a DOT issue.

The meeting adjourned at 5:15pm.

Respectfully submitted,
Maria E. Capriola
Assistant to Town Manager

Hogan's team reaches out to community

BY SHERRY FISHER

Lisa Troyer's calendar is packed, but that's exactly how she likes it.

"I love my job," says Troyer, one of two people who came to UConn from the University of Iowa with President Michael J. Hogan. She is his senior associate and chief-of-staff.

Steve Rhodes is Hogan's executive assistant.

Troyer, a professor of sociology, was interim associate provost at the University of Iowa when Hogan, who was provost there, asked her to join him at UConn.

Troyer was at Iowa for 12 years. Her research program there involved innovative problem-solving and change in groups and organizations. She studies how communication and computer-mediated technologies, such as e-mail, mobile phones, and virtual interaction affect the innovativeness of groups and organizations. She has taught courses on group dynamics, technology and society, sociological theory, social psychology, and complex organizations.

At Iowa, Troyer also chaired a variety of university committees.

"Mike was in charge of writing the strategic plan at Iowa," says Troyer, "and I was asked as one of the faculty to be part of that group. That's how I got to know him. Near the time that we were finishing it, he was already looking ahead to implementation and realized that he needed more help to work on projects as they came up."

He offered Troyer an administrative fellowship to work with him. "I joined him in 2005 and we finished the plan," she says, "and started working on a lot of different things." One project involved handling the absorption of students who came to Iowa after Hurricane Katrina. She also worked on disaster preparedness. A tornado had come through the campus.

"The tornado hit right before

finals," Troyer says. "We had to work with all the colleges to figure out how we could accommodate all the students who were affected."

"Mike called me 'Dr. Disaster' for a while," she adds.

In 2007, Hogan invited Troyer to become interim associate provost of academic administration. Her duties included program review and development, and space and capital planning.

"When we learned Mike was coming to UConn, we were devastated," she says. "He has incredible leadership qualities and charisma. He has the ability to get people together around an issue and find the common ground and move ahead. He also has a vision for how to take the university forward."

So when Hogan asked her to join him at UConn, she jumped at the chance. "I knew that I wanted to continue working with and learning from this kind of leader," Troyer says.

Her husband, who is still in Iowa, plans to join her soon.

Since her arrival, Troyer has been "learning about the organization, the opportunities, and the challenges," she says. That involves meeting with faculty, staff and administrators. "People will sometimes contact Mike, and his schedule is so full it's hard to get on his calendar. He'll often ask me to contact the person and see if they'll meet with me instead."

Troyer grew up in Seattle, earning a bachelor's degree in sociology from the University of Washington, and her master's and Ph.D. degrees in sociology from Stanford University.

She enjoys the variety in her job. "Every second is different," she says. "There are so many smart people doing incredible work."

"I never know who is going to be calling," she adds. "One of my jobs here is to receive calls that are about sensitive issues the Univer-

sity has to confront, and I work with the president to implement his solutions."

"Our team also works with the state, the governor, and the Board of Trustees," she says. "We have to be effective, responsive, and quick. And the staff here, with all their experience, help us do that."

Steve Rhodes was, until now, a lifelong resident of Iowa. "I grew up in Des Moines and worked in Iowa my whole life - 30 years at the University of Iowa," he says.

Rhodes earned a bachelor's degree in studio art from Carleton College in Minnesota and two master's degrees in studio art at the University of Iowa, where he specialized in print making.

After graduation, he took a position as the director of a small art museum in Fort Dodge, and worked there for about seven years.

"I liked working in the museum," he says, "but I was also eager to try out a career on my own as an artist to see what I could do. That didn't work out as well as I had hoped, and I had four children, so I started working for the University of Iowa as a support person in the College of Law."

From there, Rhodes moved to the Provost's office, where he was involved in supporting a variety of activities, including accreditation and oversight. When Hogan became provost at Iowa in 2004, Rhodes worked with him.

"As provost, Mike met regularly with students and I worked with them also," Rhodes says. "He engaged with student government leaders and was very actively involved in the community."

"When Mike was hired as the president here, he said, 'How would you like to come to Connecticut?' and my wife Judy and I looked at each other and said, 'why not?'"

At UConn, Rhodes helps Hogan "connect with people," he says, "especially students, staff, people



PHOTO BY PETER MONEUS

Steve Rhodes and Lisa Troyer, at the President's office in Guley Hall.

in the town, and outside constituencies. I'm looking for opportunities if people want to get together with him. I watch the newspapers and the *Advance*. If Mike, who reads all the papers, says he'd like to get together with certain people, I make the contacts."

Rhodes says he works closely with Student Affairs, helping organize different events, "whether it's the community outreach programs such as the winter break trip to Biloxi, Miss., or entertainment events. The president wants to be involved with students, and wants to do it in an informal way - like riding the bus to football games."

One of his current projects is helping plan Hogan's inauguration on April 13.

"Mike wants the whole Univer-

sity community involved," Rhodes says. "He wants it to be a celebratory event, not so much for him, but for the University to celebrate itself."

Rhodes says he enjoys working with Hogan: "He is so positive and is such a decent human being. He cares about people, and he's very good at what he does. I'm always learning from him."

Rhodes says he likes working with young people, too. "College students bring so much energy and a fresh outlook on everything."

Rhodes adds, "To make the University a place where people can grow and learn in a positive way, I think there should be something fun about what we do. It's an important part of a positive experience."

Researchers make progress in areas of heart disease, muscle injury

BY CHRIS DEFRANCESCO

Researchers at the UConn Health Center have identified a gene they believe plays a significant role in the development of heart disease.

Lead investigator Lixia Yue, assistant professor of cell biology, says the TRPM7 gene provides a conduit that enables calcium to get into fibroblasts, a type of heart cell. Abnormal calcium levels in fibroblasts can lead to cardiac fibrosis.

"Fibrosis often leads to a variety of cardiac diseases, including irregular heartbeat, enlarged heart, heart failure, and sudden cardiac death," Yue says. "If you can control the calcium level, you can stop the fibrosis. Our focus is on the TRPM7 channel protein. The question now is, how do we moderate this channel to prevent fibrosis?"

Yue, a faculty member in the Pat and Jim Calhoun Cardiology Center, presented her findings at an American Heart Association conference in Orlando, Fla., last fall. The study abstract was



PHOTO BY AL FERRERA

Lixia Yue, assistant professor of cell biology, in her lab at the Health Center.

published in the American Heart Association journal *Circulation*. Yue's team is now following up on this initial lead.

"This work provided the first evidence of this channel's existence in human cardiac tissue, and has yielded novel information that will

Liang also was the principal investigator on a study that found a possible key to reducing vulnerability to skeletal muscle injury, published in the December issue of the *American Journal of Physiology - Heart and Circulatory Physiology*.

Liang led a team of scientists who have identified a specific receptor (adenosine A3) with protective qualities that decrease muscle injury in mice.

The Department of Defense provided funding for this research, with the objective of determining how to reduce muscle injuries in U.S. military personnel.

"Our soldiers suffer a high rate of skeletal muscle injury during the rapid-fire physical training, as well as during combat in adverse conditions, such as in a harsh climate or at high altitude," Liang says. "Having a way to treat and reduce skeletal muscle injury in soldiers has the potential to be very beneficial."

The research team included Jinyang Du, Heun Soh, and Dr. David Silverman collaborated with Yue and Liang on the research.

Dan Wu, from the Health Center, and researchers from the U.S. Army Research Institute of Environmental Medicine in Natick, Mass., and the National Institutes of Health in Bethesda, Md.

"This work describes our novel findings on establishing a mouse model of skeletal muscle injury, and perhaps of equal importance, on a new therapeutic target to treat skeletal muscle injury," Liang says. "Agents that stimulate adenosine A3 receptors represent an attractive therapeutic target because their use is not associated with any side effects, such as changes in heart rate or blood pressure."

"Our work showed that administration of such agents in intact animals can bring about a significant reduction in the muscle injury without any apparent ill effect," he adds. "Since there is no clinically effective drug that can reduce skeletal muscle injury, the work opens up a new area that could lead to better treatment for muscle injury."

PAGE
BREAK

MUNICIPAL MANAGEMENT BULLETIN



CONNECTICUT CONFERENCE OF MUNICIPALITIES

900 CHAPEL STREET, 9th FLOOR, NEW HAVEN, CT 06510-2807 PHONE (203) 498-3000 • FAX (203) 562-6314

Your source for local government management information on the Web is at www.ccm-ct.org

January 25, 2008, Number 08-01

UPDATE: STATE AND FEDERAL INITIATIVES ON MORTGAGE FORECLOSURE PREVENTION

Many homeowners in Connecticut struggle to keep up with their mortgage payments that have increased suddenly as a result of dramatically higher interest rates. According to Governor M. Jodi Rell's Sub-Prime Mortgage Task Force, there are approximately 71,000 active sub-prime mortgages in Connecticut. Approximately 21,000 of them are adjustable rate sub-prime mortgages scheduled to reset at higher interest rates between October 2007 and December 2009. The Task Force estimates that 8.4% of the active sub-prime mortgages in the state are seriously delinquent, accounting for 61% of the total delinquent loans in Connecticut. Recently, there have been steps taken on both the state and federal levels to address this critical problem.

FEDERAL

Executive Branch

The Bush Administration has released a mortgage relief plan developed in collaboration with the mortgage industry. The plan is highlighted by a five-year freeze on certain sub-prime mortgage rates. The plan also includes a proposal that would grant new powers to local governments to refinance the mortgages or temporarily freeze rates for many struggling homeowners. Treasury Secretary Henry Paulson would like Congress to expand municipalities' ability to offer such lower rates to include sub-prime mortgage holders who want to refinance with a fixed rate. It is unclear how it would apply to Connecticut towns and cities.

Legislative Branch

Connecticut Senator Christopher Dodd, Chairman of the Senate Banking, Housing and Urban Affairs Committee, spearheaded Senate passage of the Federal Housing Administration Modernization Act of 2007, which seeks to help American families that have been hit hard by the current crisis in the mortgage markets, including those who face the threat of foreclosure and those who may be trying to find fair and affordable financing to buy a new home. Senator Dodd has also introduced a bill to eliminate predatory lending. In his most recent efforts to tackle the housing dilemma Senator Dodd, in a letter to Majority Leader Harry Reid, stressed that any stimulus package brought forth should address the problems that confront the housing market by helping existing homeowners avoid foreclosure, provide funds to local governments to get foreclosed

properties and abandoned properties off the market, and finally to raise the conforming loan limits on a temporary basis, consistent with the safe and sound operations of Fannie Mae and Freddie Mac.

Massachusetts Representative Barney Frank, Chairman of the House Financial Services Committee, is working with Secretary Paulson on a plan to allow Fannie Mae and Freddie Mac to finance larger loans, in conjunction with tighter regulation of government-sponsored loan companies. The intention is to eliminate the absolute limitation on the size of the loans, thereby generating higher profits in order to allow the federal government the ability to take 5% of that profit to put toward the affordable housing market.

Federal Reserve

The Federal Reserve Board has endorsed a plan of proposed rules to crack down on a range of shady lending practices. The proposal would: (1) prohibit lenders from penalizing risky borrowers who pay loans off early, (2) require lenders to make sure these borrowers set aside money to pay for taxes and insurance and bar lenders from making loans without proof of a borrower's income and, (3) prohibit lenders from engaging in a pattern or practice of lending without considering a borrower's ability to repay a home loan from sources other than the home's value.

STATE

Executive Branch

Governor Rell has announced a new \$50 million program, CT FAMILIES, a refinancing initiative to address the sub-prime mortgage crisis in Connecticut. Under this program, homeowners who currently reside in their home with a sub-prime mortgage can apply to the Connecticut Housing Finance Authority (CHFA) for refinancing. The CT FAMILIES program will refinance the sub-prime mortgages of these low and moderate income borrowers into a 30-year, fixed rate amortizing loan. These loans will be offered at .25% above CHFA's current rate of 6%. Applications are available from CHFA on the web at www.chfa.org. A call center has been set up by CHFA to assist borrowers in determining if they are qualified for this program. The number for the center is (860) 571-3500.

Legislative Branch

State Senator Bob Duff, Senate Chairman of the General Assembly's Banks Committee, has stated that he will act on proposals during the 2008 General Assembly Session to reduce the impact of sub-prime borrowing and predatory lending on Connecticut residents. Senator Duff also stressed the importance of a coordinated effort on both the state and federal level to address this pressing issue, to allow for a more stable housing market on all fronts.

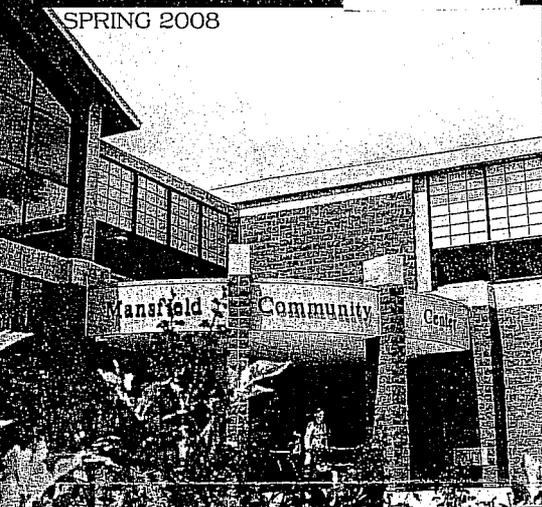
NONPROFIT ASSISTANCE

Homeowner's Hope, a counseling service provided by the Homeownership Preservation Foundation, has established a toll-free line, 1-888-995-HOPE, for persons who might be facing foreclosure. The 24-hour service attempts to help homeowners find a solution to their mortgage and rent-related problems.

While the efforts being made on both the State and Federal levels are steps in the right direction in addressing the mortgage crisis, there still remains much to be done in ensuring that all people, at all income levels are able to become homeowners in a financially responsible fashion.

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If you have any questions, please contact, Donna Hamzy, Legislative Analyst, or Ron Thomas, Manager of State & Federal Relations, at (203) 498-3000.



CONTENTS

New Year! New Goals!	1
The Missing Link	1
Drop Into Fitness Classes!	1
Director's Message	2
Fitness Center Reminders	2
Important Things To Remember	2
Learning to Swim	3
New Equipment Donation	3
New Member Services Coordinator.....	3
Upcoming Events	4
Centerpoints Program	4
Family Fun Nights	4

New Year! New Goals! New You!

New Year's resolutions are a popular conversation topic! Think you can stick with them? For those of you who have resolved to try to lose weight or improve health through exercise, here are some tips for success:

- Choose reasonable goals – set dates for “mini-goals” in order to reach the big goal.
- Get a partner – you will be more successful if you are accountable to someone else. Let's face it – if you could do it yourself, you wouldn't be reading this.

• Make exercise a priority – like eating, sleeping, and working. It has to become part of the daily routine. If it's “extra”, it's easy to leave it out.



The Missing Link

Most of us who exercise regularly are pretty consistent about getting enough cardiovascular exercise. Some of us even try to do some effective strength training. But few of us do the necessary flexibility training: stretching, which is so important for injury prevention, reducing muscle soreness and improving joint function and athletic performance. Here are some tips for effective stretching:

- Stretch warm muscles; stretch AFTER exercise, when your body is warm. Your muscles will respond well and this will in turn help to alleviate stiffness and soreness.
- Each stretch should be muscle specific; select the muscle or area you wish to stretch and choose a flexibility exercise that is effective for that area.
- Hold each stretch for at least 30 seconds, a minute is even better! And breathe as you stretch.

If you need help with stretching, we suggest these options: Join a Yoga class. Take a look at the Stability ball chart picturing several stretches on the ball. Take a fitness class – all fitness classes generally finish with some stretching. And last but not least, a personal trainer can teach you a lot about effective stretching

Members! You can drop into fitness classes!

Yes you really can! You have 2 options: Option 1: purchase a drop-in punch card giving you 5 classes for \$30. Option 2: purchase a Fitness Flex pass for \$225. This allows you to drop into 75 fitness classes (or use the value to register for a class) for the duration of your membership. This gives you a 50% discount off the regular price of our classes! Fitness Flex is only available to annual members.

With either option, there are 2 things to remember:

- You must present either your flex pass or drop in card AND your member badge to the instructor before class begins. Instructor must “punch” your pass or card.
- Classes that are progressive in nature are not included in either drop-in option listed above. These include Yoga classes, Tai Chi, Pilates and other classes as listed. Because these classes are progressive, randomly dropping in can be ineffective. It can also be potentially dangerous to you, the participant, as you may not have learned the foundation points of the class.

From the Director:

Dear Members,

Spring is a fun time for our staff at Parks & Recreation. We are getting the ball fields ready for play, and we are hosting a variety of special events that are sure to be fun for all. While we recognize that with the passing of winter, many people want to get outside, it is important to continue with the exercise routines that are often started after the new year. The Community Center is filled with fun, educational and healthy activities for you to choose from.

The Center will serve as host for a variety of special events this spring including: Annual Eggstravaganza, 10th Annual Kids Flea Market, 4th Annual Kids Health and Safety Fair, and the 3rd Annual Mansfield Bike Tour. The Kids Health and Safety Fair will again feature a 5K Community Road Race. We introduced a new Passport to Family Fun program over the winter and there are numerous programs and events that are offered this spring connected with this program. Inquire today to see how your family can not only participate in many fun family activities, but also possibly win special prizes.

A fundraising campaign is underway to help with the purchase of equipment for the Skate Park behind the Community Center. Some of the work to construct the park was contributed by local volunteer contractors, but modular skate park equipment ramps and platforms need to be purchased before the park can open. If you would like to contribute money for equipment, please contact our office.

The Town of Mansfield is proud to be a leader in environmental stewardship. The photovoltaic solar system recently installed at the Community Center is now in operation. The system was installed at no cost to the Town as part of a special power services agreement with SunEdison. The facility will not only save on utility rates, but also be able to deploy clean, renewable energy.

There is so much to do at the Community Center and in other Parks & Recreation events throughout the Spring. Be sure to review all the new programs and register as soon as you can. Our most popular programs achieve capacity very quickly. I hope you enjoy all that the Parks & Recreation Department has to offer.

Curt

Curt Vincente, CPRP
Director of Parks & Recreation

CENTER INFORMATION

Fitness Center Reminders

Just a few reminders about services in the fitness area:

- Please sign up for cardio machines no more than 1 hour in advance. The maximum time limit for a machine is 45 minutes. If you are not at the machine you signed up for on time, another member is free to take it for the duration of the period you signed up for. If you sign up for a machine, but decide not to use it, please be courteous to others and cross your name off the sign up sheet.
- Fitness Staff are here to help! Don't know how to use a machine? Need help getting started? Ask a Fitness Assistant! Fitness Assistants can show you how to use the machines safely and effectively, and they can also show you

some of our pre-designed fitness programs and get you going!

- Personal Training: Once you have had an orientation to the equipment with a Fitness Assistant, if you still want a little more guidance or a more specific program a Personal trainer can provide this for you! Please see our Personal Training flyer for a complete list of our trainers and the times they are available!
- Do you smell too good? Please be mindful of perfumes and body fragrances. In an exercise environment where everyone is sweating and breathing heavily, excessive perfumes can be irritating to people with asthma, allergies or other respiratory conditions.

Thanks!

Important Things To Remember

Forgot your pass? Protect your belongings. Plenty of parking. Just a few useful things to remember about your community center.

- Please remember that we encourage all members to lock all belongings in the locker rooms. Lockers are available for daily use only; any locks left overnight will be removed and the items inside will be placed in the lost and found. You must bring your own locks, though we usually have some available for purchase. There are lockers in the locker rooms, as well as in the family changing room hallway.
- Off-peak memberships are available for those who plan to use the MCC from 9am-3pm. Off-peak members may use the facility until 3pm, so please make sure that you get here with enough time to complete your workout!
- Parking Reminder: One of our best kept secrets! E.O. Smith

High School south parking lot (along side of the Town Hall and the other side of the tennis courts) is permissible on weeknights (after 3:00pm) and weekends (all center hours) for overflow parking. There is a paved sidewalk linking the high school parking lot and the community center. The parking lot entrance is located off route 195.

- Please swipe your membership badge upon entering the facility, before you use the locker rooms. With so many facility members, we need to keep track of who is in the building. Thank you in advance for your cooperation.
- Forgot your pass? It's no problem! Let the receptionist know, and you'll be asked to fill out a short form. Please remember that if you forget your pass more than two times, you'll be asked to purchase a new pass for \$5. We do encourage members to bring their passes every day.

Learning to Swim

- An Important Life Skill At Any Age!!

Not only is swimming a great source of recreational fun for all ages and a great way to stay in shape for both youth and adults, it is also an extremely important life skill to learn at any age!

Enrolling your child in an MCC organized group lesson setting is an effective and safe way for your child to learn to swim. Children gain valuable swimming skills while placed in a group setting with their peers. They work on improving their listening skills, following directions, and increase socialization during swim lessons as well. Here at the MCC, we follow the American Red Cross Learn to Swim Program for both our youth and adult lessons, one of the most respected and utilized programs in the country. The structured curriculum and core skills for each level allow participants to follow a smooth progression through the 6 levels beginning with infant and toddler aquatic classes. Allow your child to practice their skills! Bring them to our general/family swim times or



come to one of our exciting family fun nights. Register your children today – it is so important for children to learn the proper way to swim, and the sooner they begin, the easier it will be for them to progress through the Learn to Swim Program.

Our adult beginner and intermediate lessons also follow the American Red Cross Levels 1 - 4, but allow adults to be in a comfortable, age-appropriate environment. Whether you have never learned to swim, or have not been in the water in years, this program is a great way to get you started. We encourage adults at any age to join our program to learn how to swim and gain this valuable life skill.

New Member Services Coordinator

The MCC would like to welcome Sharon Glasson, the new Member Services Coordinator. Sharon is not new to the MCC; she had previously been the Aquatic Coordinator since the facility opened in 2003. She began her new role in early January and is excited to take on the new responsibilities of the Member Services Coordinator position.

Besides being an employee at the Mansfield Community Center, Sharon also exercises here regularly. *"I had always been athletic, but when I stopped playing sports in college I gained weight very easily. I decided one day to get back into shape - there was no excuse not to, since I worked at a facility which actually had a fitness center in it! I*

began using the bikes and elliptical machines after work, and took a few classes like Yo-Spin, Cardio Kick and MCC Pump", says Sharon, "Now I'm in the best shape I've ever been in. I ran the Mansfield Community 5K Road Race last year, which was my first 5K race ever, and also another 5K race with some co-workers." Sharon is also planning to run a half marathon (13.1 miles) this April to raise money for the Leukemia & Lymphoma Society.

As Member Services Coordinator, Sharon is here to help and guide members of the Community Center. If you have any questions, comments or concerns, please don't hesitate to call or email her. *"Whether you would like to share an*

New Equipment Donation in the Teen Center

A new air hockey table has been donated to the Teen Center at the Mansfield Community Center in memory of Matthew Guyette. The proceeds were donated from the generous staff at Mansfield Middle School from a Dress Down Day designated in Matthew's memory. A donation was also made by Bill, Sherri, Jason and Jeremy Sowik.

"We lost Matthew far too soon and his unselfish personality, his strong, hardworking attitude and his love and support for his family and friends will be missed," reads a statement regarding the donation.

We would like to remind members that the Teen Center is not only for teens. During select hours of the day, the teen center can be opened for families and adults. Besides the new air hockey table, the teen center also has pool, foosball and ping pong tables, two internet accessible computers and a TV and DVD player.



idea, voice your opinion about something you feel we can do better, or maybe you just need some motivation, I'd like to hear from you", says Sharon, "I'm looking forward to meeting more of our members and finding ways to improve the member experience here at the Community Center." To contact Sharon, please call 429-3015 x112 or email her at glassonsa@mansfieldct.org.

**Upcoming
Parks
& Recreation!
EVENTS!**

**Check out our
spring brochure for these
upcoming special events!**

**Youth Triathlon
March 1st**

**Women's Health Day
March 8th**

**Eggstravaganza
March 15th**

**Recreation Rescue
March 24th**

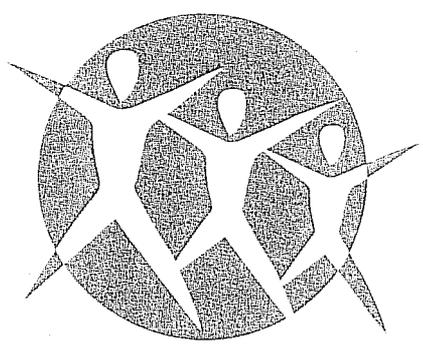
**Sock Puppet Theater
March 29th**

**Kids' Flea Market
Earth Day Celebration
April 26th**

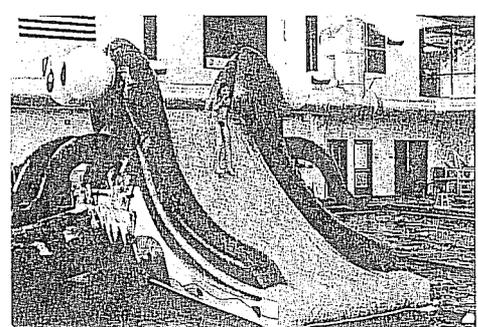
**Kids' Health & Safety Fair
and 5K Road Race
May 17th**

**Centerpoints
and Our Member
Rewards
Program**

Our Member Rewards Program here at the Community Center utilizes Centerpoints, a unique, valuable benefit of your membership. Centerpoints are awarded for your participation in a variety of center activities, such as becoming a new member, referring a friend, co-worker or neighbor who becomes a member, or participating in a new program. You'll also receive Centerpoints for every 50 visits to the Community Center. You can redeem Centerpoints for credit towards your membership, Community Center retail items, program registration or facility and birthday party rentals. So, the more you utilize your Community Center Membership, the more you can save!



**Family
Fun Nights**



Family Fun Nights at the Mansfield Community Center include activities for all ages in the pool, gymnasium and other common activity areas. In the pool, the GIANT pool slide is available, along with floats, water noodles and poolside basketball. The gym has our GIANT land slide and play equipment. Upstairs in the fitness areas, children ages 12 and up can use the cardiovascular fitness machines when accompanied by an adult, and the track is open to families of all ages. In addition, we hold a special activity night such as bingo, movies, or a themed event one night per month. These special themed activities are indicated on promotional flyers.

**Upcoming Family Fun Events:
March 7th and 28th
April 11th and 18th
May 2nd
June 7th and 13th**

Presort Standard
U.S. Postage
Paid
Mansfield Storms
Connecticut
Permit #5

one marrow donor was inspired by Carlee Wines

By BRITFANY DORN

DAILY CAMPUS — When Liz Harsley got the call telling her she was the perfect bone marrow match for a young girl in desperate need of a transplant, she didn't hesitate. "I absolutely knew I wanted to do it," said Harsley, a fourth-senior biology major at the University of Connecticut and avid crew team member. "There was no question in my mind."

Of course, she received special encouragement, which — given the circumstances of what happened later — makes Harsley's story more than

just one of an anonymous donor helping to save a life. Harsley was Carlee Wines' roommate her freshman year. She said Wines encouraged her to attend the on-campus bone marrow drive held on Nov. 29, 2006 in the Student Union Ballroom. The drive was hosted by UConn's Hillel chapter on campus.

Two months later, Wines was killed in a much-publicized, high-profile hit-and-run accident on campus. "The only reason I came to the drive was because she convinced me to," Harsley said. "I probably wouldn't

have even known about it." At the drive, students' months were swabbed and the results were added to a database.

According to Hillel Assistant Director Edy Fink, about 100 students came to the drive, which was held for the first time the year before.

Over 100 the second year is a great turnout," said Fink, who explained a person needs to only have his/her mouth swabbed once to be permanently part of the system. Then, two days before the campus

community was to remember a life lost, Harsley received a call telling her she possibly had the opportunity to save a life.

After various doctors' appointments and blood tests, she underwent surgery to retrieve her healthy bone marrow Feb. 20 at Brigham and Women's Hospital in Boston.

She is now back on campus recovering. Harsley — who has aspirations of becoming a veterinarian — said she wasn't too fazed by the two-hour surgery, which consisted of doctors making 200 small holes into the bone

(Donor, Page 4)



Contributed photo: Carlee Wines recuperates after participating in a marrow transplant at Brigham and Women's Hospital in Boston.

Donor inspired by Carlee Wines

(Continued from Page 1)

will be given an update on how the patient is doing. In a year, if both parties agree, the two may be able to meet.

During her stay in the hospital, Harsley was allowed to write an anonymous letter to the girl — their only means of communication at this time.

"Everyone told me I'm so brave for doing this, but you're the braver one for battling this whole thing," Harsley wrote.

The recipient has aplastic anemia, a rare blood disorder in which the body doesn't produce enough new blood cells.

Harsley said that as a result of receiving her bone marrow the recipient will also assume her blood type and allergies.

In Harsley's case this means an aversion to shellfish and bee-stings. The recipient's hair color and texture might also change to mimic Harsley.

Before a recipient accepts new bone marrow, he or she must undergo an intensive round of both chemotherapy and radiation to kill off as many of their sick blood cells as possible, according to Laing.

Because of this, their blood type changes to that of their donor.

Melissa Harsley, Liz's mother, said while she was initially a little apprehensive about the surgery, she is incredibly proud of her daughter for going through with it.

"It's an incredible thing that she was able to do," she said.

She commended UConn for holding the bone marrow drive as well as the way Wines encouraged Liz to go.

"It's tremendous," she said. "Good is still coming out of Carlee Wines."

Fink — who was unaware of the drive's success until being contacted by The Daily Campus — agreed.

"I'm really proud of her," she said. "I don't know her, but I'm proud she's a student here. She's a hero on campus."

Although Harsley is hesitant to accept praise, she responds quickly when asked if she would donate again.

"Absolutely," she said. "Yea it's painful, but you get over it. You kind of figure the outcome is so much more important than two weeks of discomfort."

Because the skin was moved with the needles when puncturing the bone, she only has four visible marks on her skin. She won't have any scars.

Asleep while under general anesthesia for the entirety of the procedure, Harsley awoke to a great deal of pain — which she compared to the feeling of a broken bone.

While in the hospital, she was put on morphine. Now she's taking prescription medicine and aspirin.

"Imagine you have a really bad migraine — but it's in your lower back," Harsley said of the pain she currently feels. She called it an "annoying discomfort."

Harsley missed three days of school, but was back in class Monday.

"All of my teachers were very understanding," she said. And then, laughing: "I guess not too many people use the 'I donated bone marrow' excuse."

She also missed more than a week of crew practice, which was perhaps more frustrating for her. "It's hard to sit on the sidelines," she said.

Harsley said she hopes to be participating again this week.

Harsley donated her bone marrow through The Gift of Life Bone Marrow Foundation, which was established in 1991 to save the life of Jay Feinberg, a leukemia patient.

During the course of four years, 60,000 people registered as possible donors — the very last of whom was the perfect match and able to save Feinberg's life, according to the foundation's web site.

Since then, the Gift of Life has grown.

It now maintains a registry of more than 120,000 potential donors and has facilitated transplants for more than 1,500 people in need.

"One of our goals is to increase the number of young people in our registry," said Miriam Laing, marketing and communication coordinator at the Gift of Life.

In accordance with the foundation's policies, Harsley isn't allowed to know the name of the 15-year-old patient who received her bone marrow.

However, in three months she

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Item #15



Al Malpa photos

Chronicle

**Frozen kisses
and frozen fishies**

ABOVE: Thor, an 11-week-old German shepherd puppy, gives his owner, Karen Dupuis, kisses at the Mansfield Winter Fun Day, at the Mansfield Community Center on Sunday. The whole family was there, including her husband, Scott Dupuis, and Caesar, a 13-year-old black lab. Both dogs drew many friendly pats from kids and adults alike. LEFT: Ice sculptors Eric Janssen, foreground, a University of Connecticut dining area assistant manager, uses a chainsaw to make some rough cuts on his block of ice, which later became a goldfish. Robert Landolph, the UConn culinary operations manager, background, works on a harp.

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3/1

Forum addresses underage drinking

By ZACHARY JANOWSKI
Chronicle Staff Writer

STORRS — The towns of Ashford, Mansfield and Willington will host a forum Thursday on underage drinking.

"The goal is really to raise awareness in the community about issues related to underage drinking," Kevin Grunwald said.

He said forum will include a dramatic presentation by students and an opportunity for open discussion.

The students, who will lead event, will also present the results of their survey of 200 E.O. Smith High School students on their attitudes toward alcohol and underage drinking.

Grunwald said statewide survey results show that 74 percent of high school students had at least one or more drinks of alcohol on one or more days during their life and 45 percent had at least one drink of alcohol in the past

30 days.

A panel, made up of local experts, will facilitate the open discussion.

Grunwald said the "Take It Back" forum takes ideas from two national initiatives.

"Ideally, what we'd like to see is for participants to use this as a call to action. The whole notion of take it back is for the community as a whole to take responsibility for underage drinking," he said.

Grunwald said he hopes the community takes "collective responsibility" and "most importantly that parents are talking to each other."

The students and panel will present the public with options for how they can take action including ideas for raising awareness and promoting alternative activities, according to Grunwald.

"What parents may not realize is that chil-

dren say that their parents' disapproval of underage drinking is the key reason they have chosen not to drink," said Charles Curie, chairman of a federal committee for the prevention of underage drinking.

The local Coalition to Stop Underage Drinking, funded by a grant from the state department of Mental Health and Addiction Services, is sponsoring the forum with the help of federal and corporate support.

The event will be held in the Edwin O. Smith High School Cafeteria from 6 p.m. to 8 p.m. Parents are encouraged to attend with their children.

Pizza will be served and childcare will be provided for younger children.

To arrange for childcare or for more information, contact the Mansfield Department of Social Services at 429-3315.

PAGE
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2/23

Forum fails to sooth neighbors' well worries

By ZACHARY JANOWSKI
Chronicle Staff Writer

MANSFIELD — University of Connecticut officials informed a local neighborhood association Thursday of their plans to drill up to three deep wells at its agronomy farm nearby. The meeting was an effort to recruit residents for a study to determine if the new wells would impact water levels within neighborhood wells.

Gary Robbins, a hydrogeology professor, will complete the study before the university drills any new wells.

Residents also raised concerns about a separate issue — that pesticides and other chemicals used in experiments at the farm might contaminate, or are already contaminating, their residential wells.

Steve Rackliffe, an extension instructor of turf grass science, said the university has nearly \$2 million in grant funding to support research at the farm.

Rackliffe said the turf research at the agronomy farm centers on developing sustainable varieties and practices for turf.

He said the research involved testing standard procedures, including pesticides, her-

bicides, fungicides and standard amounts of water, against newly developed strains that are more sustainable.

The mention of agricultural chemicals spooked the crowd of almost 50 and prompted a line of questioning on the issue, unrelated to the new wells.

Thomas Callahan, associate vice president for administration and operations, agreed to provide more information about the chemicals used on the agronomy farm.

He said he would also provide information about the research grants supporting the work at the agronomy farm and water quality reports from the existing wells.

Robbins said his study would involve placing pressure transducers in the residential wells and gathering data for several weeks.

He said he could use the data to determine the effect of the existing wells at the agronomy farm on the residential wells.

The university involved Robbins to determine how best to meet the agronomy farm's water needs. Rackliffe said the university had to truck water in to meet its needs, at considerable cost.

"They're only going to be there to offset any

water shortage," Rackliffe explained.

Robbins is still recruiting residents of the Storrs Heights area who have deep wells to participate in the study.

He said he has "some degree of confidence" the new wells won't affect the residential ones because of distance and depth, but the study was needed to confirm his hypothesis.

Robbins said there wouldn't be any effect on the residential shallow, dug wells because an effect "won't be felt for months, but by that time it will be raining again and you'll be locally recharged."

Andrew McCabe, president of the neighborhood group called the Hill Improvement Association, said he thought the meeting went well, despite the new issues that came up.

Some individuals were less confident with the university's responses.

"I'm afraid once the wells are drilled, someone's going to open the spigots," said Neil Facchinetti, a Storrs Heights resident.

"There's a level of distrust to begin with," he explained with references to the draining of the Fenton River and water pollution on Hunting Lodge Road. "It's going to take a lot to restore confidence."

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Forum to tackle Mansfield water issues

By ZACHARY JANOWSKI
Chronicle Staff Writer

MANSFIELD — Residents of Storrs, Gurleyville and Eagleville often express concern over the water supply in the town of Mansfield, particularly the uncertainty caused by dry conditions during summer and fall months.

Following up on the many water-related questions at the League of Women Voters Candidates Night in October 2007, the League will conduct a forum on water Wednesday at 7 p.m. in the Audrey P. Beck Municipal Building.

The town has no direct control over its water supply because there is no town-wide water system.

The University of Connecticut and Willimantic water systems serve some residents, but most have dug wells.

The university has struggled in

managing its water use.

In 2005, university water use led to a Fenton River fish kill. In 2007, UConn implemented voluntary and mandatory conservation measures. It stopped drawing from its Fenton River wellfields when flow rates fell low.

A study to determine environmentally safe flow rates for the Willimantic River will establish recommended levels for university's remaining wellfields. It will take 18-24 months to complete.

Some residents were frustrated by the university's tentative decision to offer water to the proposed Ponde Place development last year. The investors intended to house hundreds of UConn students. They withdrew their application, but plan to resubmit. UConn's water advisory committee has postponed any recommen-

ment to provide water. 3/3

UConn has also committed water to the proposed \$220 million Storrs Center development.

A dispute over how to divide costs between Willimantic and Mansfield for a \$25 million sewer plant upgrade has further complicated water concerns in town.

The forum will begin with presentations from panelists, who will then take questions. On the panel are: Thomas Callahan, UConn associate vice president for operations and administration; Gregory Padick, Mansfield's director of planning; Glenn Warner, director of the Connecticut Institute of Water Resources; Vicky Wetherell, a representative of the Willimantic River Alliance; and Denise Burchstead, executive director of the Naubeseck Watershed Council.

PAGE
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Goodwin has special gift for UConn 3/4

By ZACHARY JANOWSKI
Chronicle Staff Writer

STORRS — A prominent University of Connecticut alumnus who went on to be a professor at the university and a state legislator has given \$141,000 to support museum education programs for future teachers.

Dorothy Goodwin, who died in June 2007, left the money to endow the Dorothy C. Goodwin Fund for Teacher Preparation, a joint effort between the Neag School of Education and the Connecticut State Museum of Natural History.

The program will provide hands-on training for future teachers to incorporate natural history, particularly through museum exhibits, into

their classroom lessons.

"It's a reaffirmation of the dedication that she had to education in the state of Connecticut," said Arthur Sorrentino, UConn Foundation director of communications.

He said Goodwin was "one of the alumni herself who has really brought a lot of acclaim to the university."

Leanne Kennedy Harty, director of the Connecticut State Museum of Natural History, said the museum specializes in informal science education.

She said future teachers will get unique experience in the museum's programs because they

(Goodwin, Page 4)

Goodwin has special gift for UConn ed programs

(Continued from Page 1)

will give "them the opportunity to work with actual kids, in actual rooms, with actual stuff."

The programs will be "a nice supplement because it's a different kind of experience" for the future teachers.

"It's actually very flexible so that a professor who is teaching a class in methods or curriculum design might be able to use our materials," Kennedy Harty said. "We are here as a resource, almost as a library that people can draw on."

According to Sorrentino, the museum has outreach programs that allow teachers to take exhibits to their classroom.

He said the museum also has programs that bring teachers to campus in order to "better prepare teachers to understand the role of natural history in their

classrooms."

Sorrentino said the foundation would invest Goodwin's gift and use the proceeds to support the related programs.

Goodwin was born in Hartford in 1914, attended Smith College and worked for the U.S. government at home and abroad.

She received the first doctorate awarded in agricultural economics at UConn. She then taught at the university, rising to be assistant provost.

In 1974, Goodwin won a seat in the Connecticut House of Representatives and served five terms.

In the early 1990s, the Mansfield Board of Education honored Goodwin by naming Northwest School after her.

"She was just a very gracious, highly principled, dedicated person," said Mansfield Superintendent Gordon Schimmel.

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Housing subdivision denied in Mansfield

By ZACHARY JANOWSKI
Chronicle Staff Writer

MANSFIELD — The planning and zoning commission Tuesday denied the subdivision application for Arthur's Pond on the grounds the proposal too ambitiously called for seven housing lots.

The site of the proposed subdivision is located between North Eagleville and Separatist roads, accessed by a common driveway from each road.

Earlier this month, the inland wetland agency, which has the same members as the planning and zoning commission in Mansfield, had denied the Arthur's Pond application — submitted by RAAR Development LLC — for a wetland license.

The subdivision raised a neighborhood controversy spearheaded by Alison Hilding, a neighbor of the proposed subdivision.

Hilding and other neighbors had wanted the land preserved or at least developed in a way that protected Eagleville Brook and the surrounding wetlands.

The applicant needed inland wetlands agency approval because a tributary wetland of Eagleville Brook runs through the property.

"I think the main issue was impact on wetlands," said Mansfield Director of Planning Gregory

Padick.

He said the applicant, represented by Michael Dilaj of Datum Engineering, believed the wetland crossing would not have a significant impact, but the agency and commission disagreed.

Padick said the wetland agency denied the application because it found the wetland crossing could be avoided and the lots would come too close to the wetlands, within 50 feet in some cases.

Once the wetland agency had denied the application, Padick said, the commission had an easier decision.

He said the applicant requested waivers for the two common driveways in place of a town road, but for approval purposes had to show the seven lots could fit on the property, even with the road in place.

Padick said the commission could have approved the waiver if it reduced environmental impact or long-term costs to the town.

"But you can't have more lots than you can get conventionally," Padick said. "They were not able to justify, because of the wetland denial, that they could get seven lots conventionally."

Padick said the applicant could submit a new application to subdivide the property in a different way.

2/21

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Hurricane's wrath still moves UConn students

Group spends recent break in Mississippi

By ZACHARY JANOWSKI
Chronicle Staff Writer

STORRS — For 50 University of Connecticut students, their recent winter break was hardly relaxing.

But, according to them, it was rewarding.

The group recently returned from Biloxi, Miss., and they want New Englanders to know the damage done by Hurricane Katrina in 2005 to the American southeast still needs repair.

This student road trip was no joyride. Instead the students, accompanied by one staff member, took part in UConn Winter Relief, a 13-day service trip, which for the past three years has targeted the hurricane-ravaged city.

When the student leaders began planning the trip last August, they only knew their destination: Biloxi.

"We didn't know where we'd be staying or who we'd be working with," said Joseph Marino, a 20-year-old junior from Preston who co-led the trip.

The students took a bus to Biloxi where they stayed in a converted high school football stadium now known as the Salvation Army Volunteer Village.

When they arrived, the students teamed up with the East Biloxi Coordination Center to rebuild hurricane-damaged neighborhoods.

East Biloxi is home to 30,000 of the city's poorest residents. It is also highly exposed to the Gulf of Mexico.

(Continued from Page 1)

able from the coordination center and the Federal Emergency Management Agency.

"There's a lot of give and take in the community," explained Madelyne Williams, a 20-year-old junior from Hamden and trip co-leader.

She said volunteers at the coordination center came from as far as New Zealand.

"Every major city in the U.S. had sent people," Wicks said.

Members of the Biloxi trip recognize the beneficiaries of their work received less media coverage and public sympathy.

"The hurricane didn't hit New Orleans (which received most of the publicity). I think that's a common misconception," Wicks said.

He explained part of the tragedy in New Orleans was the failure of the man-made levees to protect the city.

"Whereas in Mississippi the only thing you could have blamed is Mother Nature," Marino added.

Another group of UConn students will leave

"It's on a peninsula between the ocean and a bay in the back and both those areas flooded the middle," said Andrew Wicks, a 20-year-old junior from Coventry.

"At first, it seemed surprising how little damage had been done, but they had already cleared all the debris," he added.

Once he got a little closer, Wicks said, the impact of the storm became clear.

"The only thing left on the overgrown lot were these front steps," he said.

"A resident would say, 'There were 19 houses on this street,' but there are only two standing," Marino added.

Cecily Faenza, a 20-year-old junior from Old Lyme, said the city had an "eerie" feel to it.

The students divided into four teams of unskilled laborers to help with demolition, rebuilding damaged homes and starting new ones from scratch.

Some students put up siding, others did mold remediation or helped build a house on 12-foot stilts.

The students received free training in framing and dry walling from Lowe's Home Improvement Warehouse in Manchester in preparation for the work they would do.

However, most of their work required more willingness than expertise.

"Mold remediation is just tedious scrubbing with a wire brush," Marino said.

The students also passed out flyers to inform residents about assistance avail-

(UC students, Page 4)

for New Orleans later this week to do similar work there over spring break.

While the damage done is still easily seen in Biloxi, time has decreased awareness in Storrs, much to the disappointment of students who traveled there.

Wicks said he can remember "trying to talk to people after the trip and they had forgotten" about the devastation caused by Katrina.

"The prediction I've heard is five to seven years for Biloxi before you start to notice there hadn't been a hurricane," said Marino.

The student leaders said they hope all the participants are inspired to serve closer to home.

Williams said students have many opportunities to continue serving once they return to campus, some run by Community Outreach, the same office that runs Winter Relief.

She said students volunteer at food banks, soup kitchens, homeless shelters, hospitals and homework clubs.

"Our goal is to flip a switch in everyone's heart," said Marino.

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Mansfield council approves revised art display policy ^{2/26}

By ZACHARY JANOWSKI
Chronicle Staff Writer

MANSFIELD — The town council unanimously accepted new guidelines governing art displays in town buildings Monday, with the hope the new policies and procedures will prevent controversy.

Last year, two concurrent exhibits sparked controversy pitting First Amendment rights against the sensibilities of community center patrons.

One exhibit included sculptures of the female form that some found excessively sexual for a family setting.

A second piece, by George Jacobi, was removed for being too political. Jacobi's collage, entitled "Local American History," combined photographic strips of the American flag, a tombstone and an orange flag.

When a town employee removed the piece, the controversy erupted and Jacobi accused

the town of censorship.

Eventually, after a national anti-censorship group weighed in, the town put the piece back on display for the remainder of its scheduled exhibit.

The guidelines set out in writing the standards used by the town's arts advisory committee to evaluate artwork for display on town property.

The arts advisory committee drafted a set of guidelines, based on its unwritten procedures, which were then modified by the town council in conjunction with the town attorney.

The committee approved "Local American History" for display before it was exhibited.

Monday, the council adopted a revised policy. The revisions give the town manager authority to designate where art can be displayed and to hear appeals of committee decisions.

The council also modified the guidelines to include displays on the grounds of town prop-

erty and to codify that the arts advisory committee will make decisions based on majority vote of members present.

According to the policy, the arts advisory committee will evaluate works of art in three areas: originality, artistic quality and suitability for a family setting.

The policy acknowledges "courts have ruled that works of art accepted by a public agency for public display are forms of expression protected from censure by the constitution. Accordingly, no work accepted for display shall be removed from display for reasons related to its expressive character before the artist has a reasonable opportunity for a hearing before the town manager, whose decision shall be final."

However, the policy allows for removal of art for other purposes, such as repainting walls.

Jacobi could not be reached for comment on the adoption of the new policy.

PAGE
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Mansfield man ^{3/3} gets 5½ years in molestation case

By TOM CHIARI
Chronicle Staff Writer

ROCKVILLE — A Mansfield man who pleaded guilty in January to molesting two girls at a Coventry daycare in the late 1990s was sentenced to five and a half years in prison Friday.

Charles Phinney, 59, was living at his former girlfriend's home daycare center at the time.

On Jan. 11 in Rockville Superior Court, he pleaded guilty to charges of second-degree sexual assault, two counts of fourth-degree sexual assault and two counts of impairing the morals of a child.

Phinney, who had been out on a \$55,000 bond, was sentenced to one year in prison for each fourth-degree sexual assault charge and one year for each impairing the morals of a child charge.

For his second-degree sexual assault charge, he was sentenced for 10 years, suspended after 42 months in prison.

He is eligible for parole after serving nine months.

After his release from prison, Phinney will face 10 years of probation where he is ordered to have no contact with girls under the age of 16, must undergo sex-offender evaluation and treatment and register as a sex offender for 10 years.

At the time of the incidents, Phinney lived with the owner of the daycare center at 3480 Main St. in Coventry.

He was arrested in December 2005 after a six-month investigation by Coventry police.

One of the victims, who has moved out of state, originally came forward with allegations on June 15, 2005. She alleged Phinney had touched her approximately 10 times at the daycare when she was 7 years old.

At the time of the investigation, Phinney also lived out of state, further complicating matters.

Coventry police cooperated with police from the victim's new state of residence and Phinney's state of residence to determine if Phinney was involved in other incidents.

During interviews with attendants of the Coventry daycare center, a second victim came forward as well.

According to police, after Phinney's former girlfriend learned of the charges against him, she kicked him out of the home.

The owner has moved and the daycare is closed.

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Mansfield wants ^{2/27} money for hospital

\$100K at stake with PILOT appeal

Item #24

By ZACHARY JANOWSKI
Chronicle Staff Writer

MANSFIELD — The Town of Mansfield is appealing a decision by the state Office of Policy and Management to deny payments in lieu of taxes funding, or PILOT funds, for Natchaug Hospital.

At stake is about \$100,307 in potential revenue for the town.

In an attempt to increase state funding, Mansfield added Natchaug Hospital to its list of properties eligible for property tax reimbursement from the state for the first time this fiscal year.

Previously, the town did not list Natchaug as eligible because the statute specifically refers to only general and chronic care hospitals, not psychiatric hospitals.

Town Manager Matthew Hart

said Mansfield added the property this year after learning Hartford receives PILOT funding for hosting the Institute for Living, a psychiatric hospital affiliated with Hartford Hospital.

Natchaug Hospital has been affiliated with Hartford Healthcare since 1998, prompting Mansfield to apply for PILOT funding on the basis of that relationship.

OPM, the state office that oversees PILOT grants, rejected the initial request for PILOT funding. Mansfield responded by filing an appeal.

The appeal hearing was held last week and remains open. "There's additional information we need to look into," Hart said.

To date, the state remains uncon-

(Mansfield, Page 4)

(Continued from Page 1)
vinced.

"We have not been presented with any evidence that Natchaug would be eligible for PILOT, but if they produce such evidence, we would certainly consider it," said OPM spokesman Jeffrey Beckham.

According to Beckham, there is a "corporate distinction" between the ownership of Natchaug and the Institute.

He said Hartford Healthcare Corp. owns Hartford Hospital and Natchaug Hospital, while Hartford Hospital owns the Institute for Living.

"The Institute for Living is owned by Hartford Hospital, which is a qualifying institution. Natchaug is neither a qualifying institution or owned by a qualifying institution," Beckham explained.

According to the assessor's office, Natchaug Hospital owns three properties on Storrs and Conantville roads with an appraised value of \$7,796,400.

If Natchaug is deemed eligible and the state legislature fully funds PILOT grants, Mansfield would receive 77 percent of the revenue Natchaug would generate if it were taxable.

Using the current 23.87 mill rate, the assessed value of the

hospital site and the 77 percent PILOT reimbursement, the amount of funding Mansfield could get totals just over \$100,307 in revenue.

Natchaug Hospital is a non-profit hospital, so it is not taxable by the town.

Mansfield would receive the increased funds during the current fiscal year if OPM reverses its ruling, according to Hart.

"We haven't relied on those figures for the purposes of our budget," Hart added.

Natchaug Hospital President and Chief Executive Officer Stephen Larcen said he is supportive of Mansfield's efforts.

"I think they're right on the money. They're hosting an important regional resource," said Larcen. "I would certainly support it and urge OPM and the legislature to support it."

Larcen has a second role as vice president of behavioral health for Hartford Healthcare, the umbrella organization that owns both Hartford and Natchaug hospitals.

In that position, he coordinates the mental health programs of all the subsidiary organizations.

He said the Institute for Living has essentially become the department of psychiatry for Hartford Hospital.

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More arson charges for local man ^{3/1}

By DAVID HINCHEY
Chronicle Staff Writer

DANIELSON — A Hampton man already facing arson charges stemming from an early February arrest was charged with a series of fires in 2006 that ravaged multiple towns in eastern Connecticut.

Thomas Nedweden, 27, of 30 Kenyon Road Hampton, was charged with a total of five counts of third-degree arson and two counts of first-degree criminal mischief for his role in the October 2006 fires.

Nedweden was served the arrest warrants at Danielson Superior

Court Friday morning.

The three arson cases in Mansfield were transferred to Rockville Superior Court, while the other two arson incidents from Chaplin and Ashford will remain in Part A in Danielson, a Danielson Superior Court clerk said Friday.

Three of the fires occurred in Mansfield as various structures were burned to the ground, according to a state Department of Public Safety news release.

Nedweden was alleged to have set a barn on fire on Mount Hope Road Oct. 10, 2006, a chicken

(More arson, Page 6)

(Continued from Page 1)

coop fire at 863 Warrentown Road on Oct. 12, 2006, and as well as an outbuilding and several small grass fires at 971-973 Route 89 on Oct. 25, 2006, the release said.

He was alleged to have started a storage barn fire that burned to the ground at 35 Pompey Hollow Road in Ashford Oct. 30, 2006.

He also is accused of burning down a hunting lodge Oct. 11, 2006 in Chaplin, according to the release.

Nedweden was in Danielson Superior Court Friday to answer to arson charges stemming from a Feb. 3 fire where he allegedly torched a barn that belonged to Hampton Fire Department Chief Rich Schenk, the release said.

He was arrested Feb. 5 for the Feb. 3 fires and he had to answer to one count of criminal attempt to escape from custody after he tried to escape from police custody during his arrest, police said.

The latest fire took place at 49 Old Kings Highway in Hampton.

Nedweden was charged with first-degree arson and three counts of first-degree criminal attempt to commit arson, according to the release.

The release said Nedweden's arrest stems from a lengthy criminal investigation conducted by state police detectives from the Eastern District Major Crime Squad from Troop C in Tolland, Troop D in Danielson, resident state troopers in Mansfield and Chaplin, police officers from Mansfield, detectives from the Bureau of the State Fire Marshal and fire officials from Mansfield, Ashford, Chaplin and Hampton.

Nedweden spent much of the last year in prison, state Department of Corrections officials said previously.

Department of Corrections spokesman Brian Garnett said Nedweden was released from Corrigan-Radgowski Correctional Center in Montville in October 2007 for time served.

He said Nedweden went back to prison Nov. 1, 2006 for violation of probation. The fires took place in October 2006 and abruptly stopped.

The Danielson Superior Court clerk said Nedweden would be in Danielson Court March 28 to answer to various charges.

He is slated to be in Rockville Superior Court Tuesday for the remaining charges.

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New bus route begins Monday

MANSFIELD — The Windham Region Transit District will begin testing a bus route Monday between senior housing and the Mansfield Public Library.

The weekly bus trip will pick up residents at the Glen Ridge retirement community at 1 p.m. and then proceed to Juniper Hill and the Mansfield Senior Center before arriving at the library.

The bus will depart from the library at 2:30 p.m. for the return trip.

The transit district will evaluate the route to determine if it can continue weekly.

Interested seniors should contact Dial-A-Ride at 456-1462. For more information about transportation for seniors, contact the Mansfield Social Service Department at 429-3315.

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Chronicle 2/9/08-2/10/08

News in brief

Sunday to be a 'Fun Day' in Mansfield

MANSFIELD — The town, community center and downtown partnership will host the second annual Winter Fun Day Sunday.

The event, to take place in front of the community center from 1 to 4 p.m., will include ice skating, horse drawn wagon rides, barrel fires and ice sculptures.

Local choral groups, including UConn a cappella group The Chordials, will provide entertainment.

"We're trying to do an event a season," said Cynthia van Zelm, executive director of the Mansfield Downtown Partnership.

Van Zelm said the fun day is a "low-key" event and "very good for families."

"We expect a good turnout," she added. "It will be cold, but it is winter fun day."

The partnership encourages participants to bring mugs for warm beverages provided by Starbucks to keep the event "low-waste," van Zelm said.

Participants are also invited to compete in a "wacky hat contest." Judging will take place at 3 p.m. and a variety of prizes will be awarded to the winners.

Contact the partnership at 429-2740 or mdp@mansfieldct.org for more information. For more information about the wacky hat contest, contact Sara-Ann Chaine at 429-3336.

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MAPLE FEST COMING SOON

ECSU: MLK AWARDS

WILLIMANTIC: MORE

Item #28

the Chi

An Independent Newspaper Since 1877

Vol. 127, No. 51

Friday, February 29, 2008

News

It may be cold outside, but Mansfield's feelin' hot! hot! hot!



ABOVE LEFT: Jo-Anne Roberts, who works in Mansfield's information technology department, fans herself off after a bite of five-alarm chili made by Dave Roberts at Mansfield's 25th Annual Chili Fest at the Audrey P. Beck Municipal Building on Thursday. Dave Roberts, a groundskeeper for the public works department, won the award for hottest chili. ABOVE RIGHT: Beth Spinner, secretary for the maintenance department and the fire marshal, dances while wearing a sombrero. BELOW: Curt Hirsch, Mansfield zoning agent and master of ceremonies, calls out the winners of the contest.

Temperature rises at annual chili fest

By ZACHARY JANOWSKI
Chronicle Staff Writer

MANSFIELD — Some like it hot, but others prefer it a little "chili."

The stakes were high Thursday in the 25th annual Mansfield Chili Fest as nine town employees competed for 12 long months of bragging rights.

Assessor Irene LaPointe said she substituted stew meat into her chili this year, replacing her normal mixture of ground beef and sausage.

LaPointe, a multi-year winner, said she likes a chili with "a little bit of bite, but not so much that your taste buds burn up."

Jo-Anne Roberts, the town's

information technology manager, said she was surprised LaPointe didn't win.

"Because there were a lot of good chilis, she just wasn't going to be a shoo-in," Roberts said.

Dave Roberts, a groundskeeper with public works, said he decided to go for the hottest this year.

"There's like four different kinds of peppers in there and a ton of onions," he said.

Dave Roberts' chili, number two in the lineup, won by a landslide in the "five-alarm" category.

"Watch out for number two," warned Town Manager Matthew Hart, as he made his way to the drinks.

(Temperature, Page 4)

Columbia FOI compl Illegal meeting

Chronicle Staff Reports
COLUMBIA — *The Chronicle* has filed two complaints with the Freedom of Information Commission against the Town of Columbia — one seeking access to documents related to turmoil in the town's finance department and another alleging that an illegal meeting occurred in October 2007.

Thomas Hennick, public education officer for the FOI commission, said it will take FOI staff four weeks to review the complaints and determine if the commission has jurisdiction.

The first complaint stems from a request for correspondence between Superintendent Richard Saddlemire, Town Administrator Robert Skinner, the board of selectmen and the board of education.

The selectmen revealed the significance of this correspondence in a Jan. 22 letter to the board of education, which First Selectman Donald Cianci read aloud at the board of education meeting on that date.

The letter cites two reasons for the selectmen to request the school board to delay the renewal of Saddlemire's contract: poor test scores and problems in the finance department.

"As you are aware there have

been many finance issues involving the town. Although Dr. Saddlemire contributed evidence, their letter received the "referred" status after the Skinner request. Skinner's phone call to the request to contact in the commission. Accord "the town" its the to *Chronicle* reference Board of of Educat The cor interest i weighs t releasing In a Jan the superi education town attor (C



Gas prices



Stop & Shop without card	3.27
Quick Mart Rt 66	3.26
Exxon Rec Park	3.25
Knight's (full service)	3.25
Sam's Club	3.25
Sunoco Jackson St.	3.25
Cumberland Jackson St.	3.23
Cumberland Main St.	3.22
Gibbs	3.22
Mobil West Main	3.22
Stop & Shop with card	3.22
Valero	3.22
BEST PRICE	
A-1	3.21
Quick Mart Main St.	3.21

Inside today's Chronicle

National

Leading in Texas, Obama pulls even in Ohio. See story on Page 7.

Sports

Coventry boys prepare for

Abby	6
Classified	11-12
Comics	6
Editorial	5
Features	6
Horoscopes	6
Local News	2-3
Nation/World	7
Obituaries	4
Opinion	12

Judge:

Man entitled to \$1.3M for '04 UC assault

By ELISABETH STRILLACCI
Record-Journal

A Southington man who suffered life-threatening head injuries in a 2004 assault at the University of Connecticut campus in Storrs is entitled to collect \$1.3 million from his assailant, according to a judge's finding this week.

On April 8, 2004, Jonathan Stewart was at UConn

girlfriend went to Kapustinski for help, according to police reports.

Kapustinski "picked up the wooden fence post" on the way to help Gates, but Trombley found that "without bothering to get any explanation as to who may have started the altercation between Gates and the group, and having the clear ability to retreat and to provide assistance to his friend, he was heard

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Nancy (Ferro) Hall
y (Ferro) Hall, 91, of Mansfield, widow y, died Tuesday, February 26, 2008 at indham. She was born March 10, 1916 the daughter of Vincenzo and Caroline ontime Mansfield resident, she attended and was a graduate of Windham High as a co-owner of Hall's Restaurant in in the 1950's and The Music Center ie taught music well into her 80's. She f the Walter K. Bauer Banjo Band of 1985 she moved to Cleveland, TN and til 2002, when she returned to Mansfield. sed by four sisters, Madeline Pascuzzi, Rose Guarnaccia, and Angelina Bovino oger J. Segar. She is survived by a sister, Mansfield; daughter, Lillian (Hall) Segar Roger E. of TN; daughter, Caroline (Hall) and David of Mansfield; grandchildren, 1 his wife Karen of Mansfield, Stephen wife Wendy of Jewett City and Nancy and her husband Jesse of CA; four great-several nieces and nephews. There will rs. A Memorial Mass will be celebrated 8 at 10:00am in St. Joseph Church, 99 nantic. In lieu of flowers, memorial dona-ade to Douglas Manor Resident's Fund, indham, CT 06280. For online memorial visit www.potterfuneralhome.com.

Card Of Thanks
a Bourassa would like to express their care to the nurses & staff at St. Joseph's
The Bourassa Family

itled to \$1.3M UConn assault

Page 1) impairment, permanent scarring sed a "high he plaintiff, placed in hand unjust-rombly. rested and n an assault received a , which was rears proba-

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re attention depression, getting some about 2002, ere resolved said. "Since has changed ble remem- e holding a ships — his hat it could

the award wing catego- medical and ing from the : the cost of nent and pre- for physical and suffering, or disability or

in crash that killed Franklin man

loosup man was charged for his involvement in an a-North Franklin man last June, state police said

, of 69 Main St., was charged with second-degree motor vehicle, failure to drive in the right lane and cated. He was arraigned in Norwich Superior Court : back in court March 13.

ing held on \$100,000 bond. from an accident on Fitchville Road in Bozrah last s driving his 2007 Mazda eastbound on the road ith a 2006 Yamaha motorcycle.

to was 59 and lived at 13 Jurczyk Road, North e of the accident, was driving the motorcycle west- : road. Beebe was pronounced dead at the scene, ime.

mb was taken to The William W. Backus Hospital : incurred head and neck injuries.

ent

Advertisement



ACKSON STREET, WILLIMANTIC
2211 • www.potterfh.com

use of town funds," Saddlemeire wrote.

According to Cianci, Saddlemeire raised the issue during the Oct. 31, 2007, meeting of the Fiscal

of the town and at the time of the other guest, Selectman Carmen Vance, present during the discussion afterward.

"The concept was that got rid

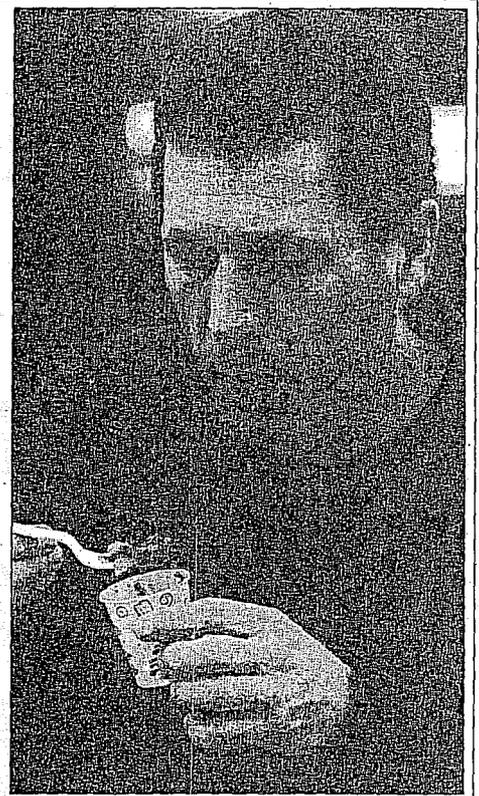
lic about meetings "so that they can watch their government in action."

Cianci said he hopes the hiring

"If I go back and start pointing fingers, we're going to go back where we were before," he said.



ABOVE: Craig Kilby, who works for Mansfield's public works department, gets his tray of chili at Mansfield's 25th Annual Chili Fest at the Audrey P. Beck Municipal Building on Thursday. Kilby won for the most unique chili. RIGHT: Brad Freeman, a town code-enforcement officer, tries the chili.



Temperature rises at annual chili fest

(Continued from Page 1)

Rumor has it Roberts even grows his own chilis.

"Dave Roberts, no relation, his was just very hot this year," Jo-Anne Roberts said. "Too hot for my taste buds. It should not have been put at the front of the line."

Not everyone went for spice. Bridget Chase, who works at the community center, used molasses, brown sugar and spices to create a unique taste resembling sweet and sour sauce.

Craig Kilby, an equipment operator with public works, won hottest chili for the past two years, but decided to go for most unique in this competition.

Kilby said he used one of his mother's old recipes from New Mexico. His chili, baked with cornbread on top, easily won most unique.

For their culinary ingenuity Kilby and Roberts each received a 25th anniversary Chili Fest T-shirt emblazoned with dancing chili peppers, a chili necklace and a \$10 gift certificate to the East Brook Mall.

Public works isn't the only department that knows how to cook chili. Director of Social Services Kevin Grunwald eked out first place overall, just one vote ahead of three other contestants.

Grunwald's chili, number three in the lineup, had a smoky barbecue taste to it and won him two tickets to the Mansfield Movieplex. He also won an antacid-bottle trophy and, of course, bragging rights.

"I'm humbled because I thought the competition was really great," Grunwald said.

Kate Crowther, who works in the clerk's

office, said Grunwald is a "newbie" in Mansfield.

"He's been moving up in the ranks, so this year he got his due," Crowther said.

Grunwald, who has been working in Mansfield for five years, said he is new compared to many town employees.

"Maybe it takes that long to get it right," he said. "It's kind of hard to break into that winning column."

A team of employees, including zoning agent Curt Hirsch, organized the event. Sara-Ann Chaine, Hart's executive assistant, said the 25th anniversary attracted more turnout than recent years.

Hirsch said the festival was a success "other than us being blindsided by the number of people who showed up."

He said turnout in the recent past hovered in the high 30s, but this year attracted more than 60.

"With the Latin music going in the background, it's hard not to move your feet," said Beth Spinner, secretary for the maintenance department and the fire marshal.

Hirsch also noted it was a close competition for best chili. Grunwald's winner won nine votes, while three entries had eight and another had six votes.

Chaine said the employees invited former town manager Martin Berliner, but he was unable to attend. She said he called with regret to say he isn't entering his "losing chili" this year. Berliner's poor performance at Chili Fest has become part of town lore.

Jessie Shea, the planning office secretary and one of the event's many organiz-

ers, uttered some blasphemous words during post-festival cleanup.

"I don't even like chili," she said.

"She's here for the people," explained Sandy Baxter, who works in youth services. "Last year she made venison chili."

Shea said she enjoys the cornbread, salad and sherbet, but leaves the chili-tasting to others.

Caroline Hutchings, a community center employee, had high expectations after winning top prize in 2007, her rookie year in the competition.

"I cook it the same way I do every time. A little bit of hot peppers, a little bit of sweetness," she said. "I'll definitely try again next year."

Hutchings said her chili did win in one way — the pan was empty when the competition ended.

Overall, the employees were impressed with the quality of the entrants — and happy that not many cooks tried to win the five-alarm award.

"In the past there have been chilis that were too hot to even taste," Baxter said.

"I have no heartburn," said a relieved Joyce Gagne, at her desk in the finance department.

The festival, which brings together Mansfield employees working throughout the town, is even noticeable from the parking lot.

"They had the fire trucks outside waiting to hose us down," said Alicia Bouley, of the finance department.

"What I like is the guys from public works take their payloaders to get here."

Leap Day: Too few hours in the year

(Continued from Page 1)

reform are all about common sense. The most orderly among us need to rectify this ridiculous system in which 30 days hath September and nobody knows the next line but everyone tries to make something rhyme with February. These proposals are brandished every decade or so by right-thinking astrophysicists who suggest that each year start on the same day of the week, floating holidays be anchored and algorithms dedicated to figuring out what to do with Leap Day.

Dick Henry, a physicist profes-

done." Think of the order that could be achieved.

"Think of it, and understand why we must keep our messy calendar, leaps and all.

Leap Day functions for us the same way it functions for Earth, after all: as a breather, a day to catch up, a wild card in the synced order of the rest of our lives.

It's a prolonged version of the languidness found on daylight saving days, where no one really knows what time it is and everyone uses that to their advantage.

"I'm sorry to be four hours late/early at the wrong location. The

The scoop on leap years

So you'll never have to grab a pencil and paper to calculate when leap year will fall, here's the formula: If you can evenly divide the year by 4, it's a leap year. (Century years have to be divisible by 400, but that won't apply again in our lifetimes, so it's moot.)

The real reason we have leap years is because the Earth's rotation doesn't keep up with our calendar. We lose a quarter of a day every year, so we add an extra day to the calendar every four years to make up for it. Otherwise, eventually, summer would fall in winter. Then we'd all be worried about global warming when, in fact, things would be right on target.

That is the day leap year of Sadie Hawkins Day, was the only



Connecticut Water Company
93 West Main Street
Clinton, CT 06413-1600

Office: 860.669.8636
Fax: 860.669.9326
Customer Service: 800.286.5700



Item #29

February 13, 2008

REC'D FEB 15

Mr. Matthew Hart
Town Manager
Town of Mansfield
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

Dear Mr. Hart:

I wanted to share with you a copy of a letter Connecticut Water will be sending our customers in your community in the next few days regarding the second phase of our Company's rate increase. As we have previously communicated, a two-step rate increase was approved by the Department of Public Utility Control (DPUC) in January 2007, with the first phase taking effect in January 2007 and the second phase scheduled to take effect on April 1, 2008. We recently filed with the DPUC to implement the second phase of the rate request, which would increase rates for Connecticut Water customers by 12.6 percent.

The proposed increase applies to our Connecticut Water service towns but does not include the customers of recently acquired South Coventry system or the former Birmingham Utilities (BUI) Eastern Division, except for a minor modification to their schedule of special charges. We wanted to let you know that customers you represent will not be affected by the rate request. Attached is a list of the systems formerly served by BUI that will not be subject to the increase. We have also included a list of Connecticut Water service towns for your reference.

I thought you would want to know of public hearings the DPUC has scheduled regarding the request, particularly those in your area. The schedule is as follows:

- Friday, February 22, 2008, at 10 a.m., at the DPUC, Ten Franklin Square, New Britain
- Monday, February 25, 2008, at 7 p.m., Enfield Town Hall
- Tuesday, February 26, 2008, at 7 p.m., Naugatuck Town Hall
- Wednesday, February 27, 2008, at 7 p.m., Plainfield Town Hall
- Thursday, February 28, 2008, at 7 p.m., Clinton Town Hall

Copies of all filings for this **Docket 06-07-08PH02** are available on our Web site, www.ctwater.com, or the DPUC Web site, www.state.ct.us/dpuc. Comments regarding the proposed rate increase may be made at the public comment hearings, via e-mail addressed to dpuc.executivesecretary@po.state.ct.us or by writing the Department at 10 Franklin Square, New Britain, CT 06051. Please reference **Docket No. 06-07-08PH02** on all written correspondence.

Please feel free to contact me at 1-800-428-3985 x3055 if you should have any questions, or if you get inquiries from your constituents where we can be of assistance.

Sincerely,

A handwritten signature in black ink, appearing to be 'M. Westbrook'.

Maureen P. Westbrook
Vice President
Regulatory Affairs and Customer Service



93 West Main Street
Clinton, CT 06413-1600

February 13, 2008

To Our Valued Customers:

We want to share with you information on the second phase of Connecticut Water's rate increase which is scheduled to take effect on April 1, 2008. As we have previously communicated in bill inserts and on our Web site, www.ctwater.com, Connecticut Water received approval from the Department of Public Utility Control (DPUC) for a rate increase in January 2007.

After listening to customer comments that a phase in approach was preferred, the DPUC authorized the company's increase in two steps, with the first phase an overall increase which took effect January 1, 2007 of approximately 14.5 percent or \$5.33 per month for a typical residential customer using 6,000 gallons per month. A request was filed with the DPUC to implement the second phase of the original rate increase which would increase rates by 12.6 percent effective April 1, 2008. This request would increase rates for a typical residential customer using 18,000 gallons a quarter by approximately 17 cents per day, or \$5 per month. Even with this increase, a gallon of water will still cost less than a penny.

Approximately two-thirds of the amount requested was already authorized in the rate decision approved by the DPUC in January 2007. The remainder of the request is for financing and operating costs associated with \$15.5 million in capital improvements the company placed in service for the benefit of our customers during 2007. The request provides for an across the board increase on current rates in all Connecticut Water operations, with the exception of the South Coventry system and the former BUI Eastern Division customers, who were acquired after our initial application was filed. The request does propose to apply the current Connecticut Water Company miscellaneous charges to those recently acquired systems.

Customers are welcome to provide comments regarding the proposed rate increase at public comment hearings, via e-mail addressed to dpuc.executivesecretary@po.state.ct.us or by writing the Department at 10 Franklin Square New Britain, CT 06051. Please reference Docket No. 06-07-08PH02 on all written correspondence. The DPUC scheduled public hearings regarding the capital improvements we have made and are proposing to recover in this second phase as follows:

- **Friday, February 22, 2008, at 10 a.m., at the DPUC, Ten Franklin Square, New Britain**
- **Monday, February 25, 2008, at 7 p.m., in Enfield Town Hall**
- **Tuesday, February 26, 2008, at 7 p.m., Naugatuck Town Hall**
- **Wednesday, February 27, 2008, at 7 p.m., Plainfield Town Hall**
- **Thursday, February 28, 2008, at 7 p.m., Clinton Town Hall**

If you have any questions about the public hearings, please contact the Department at 1-800-382-4586. You can check our Web site, www.ctwater.com, or the DPUC Web site, www.state.ct.us/dpuc for copies of all filings for this Docket 06-07-08PH02. If you have questions you can also call or e-mail our Public Affairs Manager at publicaffairs@ctwater.com or 1-800-428-3985 x3014.

The rate increase approved by the DPUC in January 2007 recognized the \$130 million in infrastructure improvements made by the Company and the significant increase in operating costs incurred by the Company in the 15 years since our last rate increase. The previous infrastructure projects, plus the additional \$15.5 million in investments made in the system in 2007, will maintain water quality, improve system reliability and enhance system security and benefit customers' water quality and service.

Thank you for trusting us to provide safe, reliable and high-quality drinking water. It is an honor to serve you and we will work to earn your trust each and every day. Please feel free to call our Customer Service staff at 1-800-286-5700 if we can ever be of assistance with your water service.

Sincerely,

Eric W. Thornburg
President and CEO

Former BUI Eastern Division Towns

**Connecticut Water Service Towns
Prior to BUI Acquisition**

Town	System		
Ashford	Ashford Park	Avon	Madison
Ashford	Ashford Elderly	Beacon Falls	Middlebury
Colchester	Ponemah Village	Bethany	Naugatuck
Colchester	Westchester Village	Bolton	Old Lyme
Columbia	Columbia Heights	Brooklyn	Old Saybrook
Coventry	General Water	Burlington	Plainfield
Coventry	Pilgrim Village	Canton	Plymouth
Coventry	Coventry Hills	Chester	Prospect
East Haddam/Colchester	Lake Hayward	Clinton	Somers
East Hampton	Spice Hill	Coventry	South Windsor
East Hampton	Baker Hill	Deep River	Stafford
East Hampton	Laurel Ridge	East Granby	Stonington (Masons Island)
East Hampton	Westchester East	East Windsor	Suffield
Hebron	Wellwood Village	Ellington	Thomaston
Hebron	London Park	Enfield	Thompson
Hebron	Mill at Stonecroft	Essex	Tolland
Hebron	Hebron Center	Farmington	Vernon
Hebron/Lebanon	Amston Lake	Griswold	Voluntown
Lebanon	Lebanon Elderly	Guilford	Waterbury
Manchester	Redwood Farms	Killingly	Westbrook
Mansfield	Crystal Springs		Windsor Locks
Mansfield	Birchwood Heights		
Mansfield	Pinewoods		
Marlborough	Sachem Village		
Marlborough	Forest Homes		
Marlborough	Marlborough Gardens		
Marlborough	MASH		
Moodus	Banner Village		
Willington	Riversedge		
Willington	Rivercrest		
Woodstock	Cornfield Point		
Woodstock	Woodstock Greens		

Connecticut Water Company
93 West Main Street
Clinton, CT 06413-1600

Office: 860.669.8636
Fax: 860.669.9326
Customer Service: 800.286.5700



February 13, 2008

To Our Valued Customers:

You may have seen media coverage announcing that Connecticut Water is requesting a 12.6% increase in water rates to take effect April 1, 2008. The increase implements the second phase of a decision previously approved by the Department of Public Utility Control (DPUC) in January 2007 for Connecticut Water customers.

It is important you know that as a customer of South Coventry Water system or former Eastern Division of Birmingham Utilities, your water rates are **not part** of Connecticut Water's current request before the DPUC. At the time of the Company's original rate request in 2006, we did not own South Coventry Water or the former Birmingham Utilities Eastern Operations so they were not part of that rate application.

The current request does, however, seek to adopt Connecticut Water's special charges, such as turn on and turn off fees, for the former South Coventry Water/BUI Eastern Operations customers. We believe that applying the same special charges to all our water systems will allow for simplicity and greater consistency for our customers, our customer service staff, and our billing system. A complete list of our special charges is provided on the reverse side of this letter.

Customers are welcome to provide comments regarding the proposed rate increase at public comment hearings, via e-mail addressed to dpuc.executivesecretary@po.state.ct.us or by writing the Department at 10 Franklin Square New Britain, CT 06051. Please reference **Docket No. 06-07-08PH02** on all written correspondence. The DPUC has scheduled public hearings that include our proposal to adopt the special charges for all of our water systems as follows:

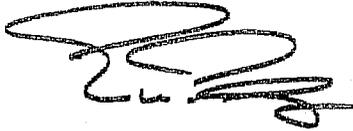
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- **Wednesday, February 27, 2008, at 7 p.m., Plainfield Town Hall**
- **Thursday, February 28, 2008, at 7 p.m., Clinton Town Hall**

If you have any questions about the public hearings, please contact the Department at 1-800-382-4586. You can check our Web site, www.ctwater.com, or the DPUC Web site, www.state.ct.us/dpuc for copies of all filings for this **Docket 06-07-08PH02**. If you have questions you can call or e-mail our Public Affairs Manager at publicaffairs@ctwater.com or 1-800-428-3985 x3014.

(Over)

Thank you for trusting us to provide safe, reliable and high-quality drinking water. It is an honor to serve you and we will work to earn your trust each and every day. Please feel free to call our Customer Service staff at 1-800-286-5700 if we can ever be of assistance with your water service.

Sincerely,



Eric W. Thornburg
President and CEO

SCHEDULE OF SPECIAL CHARGES			
CURRENT CONNECTICUT WATER – PROPOSED FOR ALL SYSTEMS		CURRENT – BUI EASTERN DIVISION	
		SERVICE TURN ON/OFF NON-PAYMENT	
Service Turn on/off (normal hours)	\$40	Service Turn on/off (normal hours)	\$50
Service Turn on/off (after hours)	\$60	Service Turn on/off (after hours)	\$70
		ALL OTHER CIRCUMSTANCES	
Service Turn on/off at Curb (normal hours)	\$40	Service Turn on/off (normal hours)	\$25
Service Turn on/off at Curb (after hours)	\$60	Service Turn on/off (after hours)	\$35
Service Turn on - Seasonal activation	\$20	Service Turn on/off - Double time (Sundays and holidays)	\$50
MISCELLANEOUS FEES & CHARGES		MISCELLANEOUS FEES & CHARGES	
Unauthorized Hydrant Use	\$200	Lost Time Charge for Missed Appointment	\$40
Unauthorized Water Use	\$200	TAPPING CHARGE	
Frozen Meter charge (normal hours)	\$50	1" Tap	\$85
Frozen Meter charge (after hours)	\$75	Larger than 1"	Time & material basis
Curb Box Repairs – Equipment Required	\$300	LABOR RATES FOR TIME & MATERIALS	
Curb Box Repairs – hand Dug	\$100	Per Serviceperson required per hour (normal hours)	Per Person Per Hour
Cross Connection Notice Fee	\$40	Saturdays & Non-business Hours	\$55
Bulk Water Account Activation	\$50	Sundays & Holidays	\$65
Bulk Water Commodity Charge	Commercial Meter Rate	Seasonal Service Turn on/off (normal hours)	\$35
COLLECTION FEES		COLLECTION FEES	
Returned Check Fee	\$30	Returned Check Fee	\$25
Late Payment Fee	1.5% per month	Late Payment Fee	1.5% per month
		Collection Charges – service person collects on premise	\$20

PAGE
BREAK



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

Item #30

January 23, 2008

Mr. Matthew W. Hart
Town Manager
Town of Mansfield
4 South Eagleville Road
Storrs-Mansfield, CT 06268

Dear Mr. Hart:

I am pleased to notify you that Town of Mansfield, Connecticut has received the Distinguished Budget Presentation Award for the current fiscal year from the Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement by your organization.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to:

**Department of Finance
Town Manager's Office**

We hope you will arrange for a formal public presentation of the award, and that appropriate publicity will be given to this notable achievement. A press release is enclosed for your use.

We appreciate your participation in GFOA's Budget Awards Program. Through your example, we hope that other entities will be encouraged to achieve excellence in budgeting.

Sincerely,

A handwritten signature in cursive script that reads "Stephen J. Gauthier".

Stephen J. Gauthier, Director
Technical Services Center

Enclosure

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Matthew W. Hart, Town Manager

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

March 4, 2008

Ms. Joan V. Stevenson
840 Wormwood Hill Road
Storrs-Mansfield, Connecticut 06268

Re: Appointment to Mansfield Conservation Commission

Dear Ms. Stevenson:

I am pleased to appoint you to the Mansfield Conservation Commission, for an initial term to expire on August 31, 2008.

I trust that you will find the work of the Commission to be rewarding, and I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your appointment.

Sincerely,

Matthew W. Hart
Town Manager

Cc: ~~Town Council~~
Mansfield Conservation Commission
Mary Stanton, Town Clerk

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Matthew W. Hart, Town Manager

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

February 28, 2008

Mr. Robert Genuario
Secretary
CT Office of Policy and Management
c/o Ms. Lisa DuBois
450 Capitol Avenue
Hartford, CT 06106

Re: Downtown Mansfield Revitalization and Enhancement Project
Small Town Economic Assistance Program (STEAP) \$500,000

Dear Secretary Genuario:

The Town of Mansfield, in association with the University of Connecticut and private property-owners, has been working for years to help plan the transformation of an existing commercial area on Storrs Road (Route 195) into a vibrant and economically successful mixed-use downtown that will be the heart of our community.

The project reached a significant milestone when, on June 18, 2007, the Mansfield Planning and Zoning Commission granted unanimous approval for changes to the zoning regulations and maps to create a Storrs Center Special Design District. These zoning changes bring the vision of Storrs Center one step closer to reality. On October 1, 2007, the Mansfield Inland Wetlands Agency approved a wetlands license for the mixed-use property. With these approvals, energy continues to build around this mixed-use retail/residential/commercial project where a variety of shops, restaurants and cafés, a town square, office space, and market rate housing will truly enhance the quality of life and learning in the community.

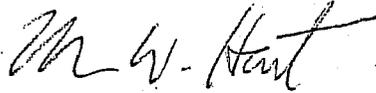
With our goal of a great college downtown in sight, we would like to request that the State consider \$500,000 in STEAP funds for the town square and related infrastructure. The town square will be the place where the Mansfield community, the University, and the larger community of Connecticut, will find common ground. Surrounding the square will be stores, offices, housing, and cultural resources that will ensure that the square becomes a primary destination in the region. The intention is to ring the square with year-round activity, supported by wide sidewalks, streets, and curbside parking. Streetscape elements will include shade trees, benches for seating, trash receptacles, pedestrian lighting, and paved and grassy areas to encourage the community to congregate in the square, informally and for fairs and cultural events. A new street parallel to the main street (Storrs Road/Route 195) will create a section for retail and commercial activity of a more specialized character than is found on the main street. Linking the streets will be a grid of lanes – narrow

connectors that may be either one-way streets or pedestrian paths. These will provide opportunities for alternative retail stores and the ability to open the rear of properties on Storrs Road to the project as a whole. More detail on this funding request is included in the attached application.

Funding through the Small Town Economic Assistance Program for the town square and related infrastructure improvements will greatly promote this exciting economic development and community enhancement project. We greatly appreciate your consideration of our request. Please feel free to contact me at (860) 429-3336 for project details or regarding any question that you may have concerning this application.

Thank you again for your assistance.

Very truly yours,



Matthew W. Hart
Town Manager

CC:

State Representative Denise Merrill
State Senator Donald Williams
Mansfield Town Council
Mansfield Downtown Partnership Board of Directors
Cynthia van Zelm, Mansfield Downtown Partnership Executive Director
Cherie Trahan, Town of Mansfield Comptroller

Attachments:

- 1) Small Town Economic Assistance Program (STEAP) Application
- 2) Aerial and other maps of the project area

HORRINGTON FORD MANSFIELD HORIZONS

Item #33

February 2008

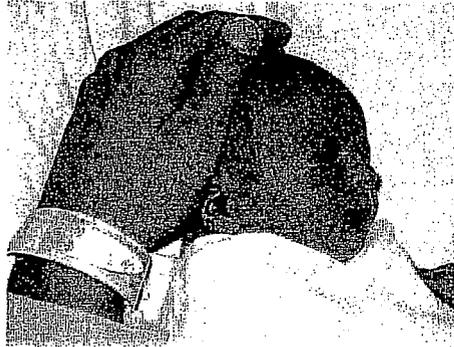


POSTAL PATRON

PERMIT #8
MADISON, NH

Birth Announcement

Elijah Layne Dyer was born on November 21, 2007 to proud parents, Christopher and Carrie Dyer and brother Benjamin Dyer at John Dempsey Hospital. Congratulations!



Downtown Storrs Dressed Up For Winter

*Submitted by Kathleen Paterson,
Administrative Assistant*

The Mansfield Downtown Partnership recently coordinated the lighting of Town Hall, the Mansfield Community Center, and the commercial buildings along Storrs Road for the winter season. Thanks to the property owners, the Town of Mansfield, and the Community Center for participating in this program.

In addition to the lights, winter-themed banners, sponsored by the Partnership, the Town, the University of Connecticut, the Community Center, and Storrs Center master developer, Leyland Alliance, have been installed along the pedestrian walkway that connects the Mansfield Community Center, Town Hall, and the future site of Storrs Center. The Partnership would like to thank Gary Drew and Bob Lee from Town Hall for installing the banners. The lights and banners will remain in place through Winter Fun Day, which will take place Sunday, February 10, 2008, from 1:00 to 4:00 pm, in front of the Community Center. The Partnership, the Mansfield Community Center, and the Town of Mansfield are in the midst of planning this special community event. The second annual Winter Fun Day is free and open to the public. Planned activities include: ice skating, horse drawn wagon rides, and ice sculptures. For more information about Winter Fun Day, please call the Partnership office at 429-2740.

The Partnership continues to prepare for the construction of the first building which will be located on Dog Lane. This building

has been approved at all levels of the zoning process. In addition to the work on readying the Dog Lane building, progress continues on



Phase 1 of the project, which will include the town square and commercial and residential units. All local permits and approvals have been obtained, while state and federal applications are pending.

Membership in the Mansfield Downtown Partnership recently increased to four hundred. This marks the highest level of membership for the Partnership and signifies the growing enthusiasm and anticipation for the future Storrs Center. Individuals or businesses interested in becoming members may contact the Partnership office at 429-2740 or via email at mdp@mansfieldct.org.

The Partnership hosts monthly open houses on the first Thursday of each month to keep people up to date with the Partnership's efforts on Storrs Center and other projects. The next open house will be Thursday, February 7, 2008, from 5:30 pm to 6:30 pm. Open houses are held in the Partnership office, located at 1244 Storrs Road (behind People's United Bank).

Women's Club Meeting/Supper

The Women's Club of Storrs will be meeting on March 3, 2008 at the Buchanan Center on Route 87 in Mansfield Center for a Potluck Supper beginning with a Happy Hour at 5:30 with Dinner at 6 PM. Following dinner the members will be treated to the music of the Quiet Corner Fiddlers of Willimantic. We look forward to a delightful musical evening.

Center and all are welcome. Call 429-0430 for more information.

HORIZONS FEB '08

Winter Fun Day

*Submitted by Kathleen Paterson,
Administrative Assistant, Mansfield
Downtown Partnership, Inc.*

The Mansfield Downtown Partnership, the Mansfield Community Center, and the Town of Mansfield invite area residents to the second annual Winter Fun Day on Sunday, February 10, 2008, from 1:00 to 4:00 pm in front of the Community Center. This event is free and open to the public.

Among the planned festivities at Winter Fun Day are: ice skating, horse drawn wagon rides, barrel fires, and ice sculptures. There will also be musical performances by local choral groups and The Chordials, an a cappella group from UConn. Attendees are encouraged to bring a mug for warm beverages. For more information, please contact the Mansfield Downtown Partnership office at 429-2740 or via email: mdp@mansfieldct.org.

The "Wacky Hat Contest" is back by popular demand! Participants of all ages are invited to wear their wackiest headwear creations for judging at 3:00 pm. A variety of prizes will be awarded. For more information about the "Wacky Hat Contest," please contact Sara-Ann Chainé, 429-3336.

Winter Fun Day is one in a series of community events hosted by the Town of Mansfield, the Mansfield Downtown Partnership, and the Mansfield Community Center throughout the year. Other upcoming events include Earth Day, the Tour de Mansfield, and the Fifth Annual *Festival on the Green*. For more information about these events, please visit: www.mansfieldct.org.

PAGE
BREAK

Housing Authority of the Town of Mansfield

309 Maple Road
Storrs, CT 06268
860-487-0693 Phone
860-429-6127 Fax
800-842-9710 TDD/TTY
Email: mha1974@sbcglobal.net

REC'D FEB 21

Item #35

February 15, 2008

Mr. Harold Grinspoon
Harold Grinspoon Foundation
380 Union Street
Suite 300
West Springfield, MA 01089

RE: Carriage House Apartments
Security Issues at Holinko Estates

Dear Mr. Grinspoon,

I am writing to you directly, with the hope of finding a solution to the increased cost of security at our property, Holinko Estates, which is caused by parties at Carriage House Apartments, located across the street and south of Holinko Estates. Holinko Estates is a state financed moderate income property owned by the Mansfield Housing Authority, a non profit organization. We do not receive any subsidy for the management or maintenance of the property and are expected to set money aside in reserves to fund our own capital improvements. We are required to manage the property with the rent structure as approved by the state for the low and moderate income people we serve. This property ownership structure demands prudent management spending of each rent dollar received.

Currently we pay our maintenance mechanic overtime to stand guard at the entrance of our property every evening that there is an out of control party at Carriage House. If this were not done, our parking lot would fill with cars full of people who would walk across the street to Carriage House to attend the parties. After the parties, our maintenance man patrols the property to make sure intoxicated people do not enter our property and vandalize our tenants' property or our property. Because our maintenance mechanic lives at Holinko Estates, and we cannot be sure when a party may erupt at Carriage House, he makes himself available 24/7 for this duty. He is the only maintenance mechanic we employ for Holinko Estates and one other similar state property we manage. Not only does the overtime we must pay him impact our budget, but the overtime duty impacts his ability to perform maintenance work during the day on Thursday and Friday if he is required to perform security duty until 3:00 or 4:00 in the morning. We are also concerned about the liability and a possible altercation every time he is confronted by an inebriated party goer from Carriage House. So far, there has not been an incident, but the risk is certain.

The major difference between your property (privately owned and for profit) versus ours (moderate income, state financed, not for profit) is that we do not have the flexibility to increase rents whenever we have increased costs. We do not and cannot request market rents for our units. Due to our limited budget, the increase in security costs at our property is keenly felt. We are diligent in our efforts to keep our costs low, but do not have control of the

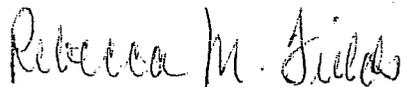
management of those properties situated around us. Carriage House is one of those properties that are driving our costs up: I would like to propose a couple solutions to you as well as request your thoughts on a solution.

If you provided a fence for the front of our property, partially up the south and north sides, and gated the drive, I believe the security issue for us would be lessened. I estimate that it would be about 1000 feet of fencing plus a gate. I estimate the cost at \$40,000 to \$50,000. It would be a one time expense and would help solve our problem.

A second alternative would be for you to absorb the cost of a private security guard for our property entrance and the patrol of the property when there are parties at Carriage House. This, no doubt, would be less expensive in the short run, but would be an ongoing cost. The security person would have to be available on any given evening when a party is being held at Carriage House.

We are looking for a solution that takes this financial burden, which our tenants are not causing, off the Housing Authority which strives to maintain moderate income housing for those families that are struggling to live and work in our town and surrounding area. Both the Board of Commissioners and I would welcome a meeting with you to discuss the issue and listen to your suggestions and ideas on finding a solution acceptable to both of us. I look forward to hearing from you.

Sincerely,



Rebecca M. Fields
Executive Director

cc: Matt Hart, Town Manager, Town of Mansfield
Betsy Paterson, Mayor, Town of Mansfield
Michael J. Hogan, President, University of Connecticut
Barry Feldman, Vice President and Chief Operating Officer, University of Connecticut
Tom Callahan, AVP Administration and Operations, University of Connecticut
John W. Rowe, M.D., Chairman of the Board of Trustees, University of Connecticut
Richard Long, Mansfield Housing Authority Commissioner
William Simonsen, Mansfield Housing Authority Commissioner
Joan Christison-Lagay, Mansfield Housing Authority Commissioner
Gretchen Hall, Mansfield Housing Authority Commissioner
Dexter Eddy, Mansfield Housing Authority Commissioner

NATIONAL PERSPECTIVES

Retirees Find Housing At Their Alma Maters

By ROBERT SHAROFF

WHEN Jim O'Neal decided it was time to move to a retirement community, he looked no further than his alma mater.

Mr. O'Neal is an alumnus of Loyola University here, class of 1967, and the place that he and his wife, Dawn, will move into late next year is under construction on the university's downtown campus.

"We're literally starting a new life," said Mr. O'Neal, who is retiring as a funeral director. "The fact that Loyola is involved is one of the things that made the project attractive to me. I also like the location and amenities and the fact that being so close to the school will provide a lot of opportunities for continuing education."

Mr. O'Neal, 64, and his wife, who is 62, are part of a growing trend of retirees nationwide who are literally heading back to campus in their later years.

According to a study by the Ziegler Capital Markets Group of Chicago, there are more than 50 continuing-care retirement centers on or near college campuses, a 30 percent increase over the last decade, with 2,000 such centers nationwide. Another 33 centers or so are on the drawing boards.

Daniel J. Hermann, the managing director of Ziegler Capital Markets, called the centers "a very popular theme right now with retirees."

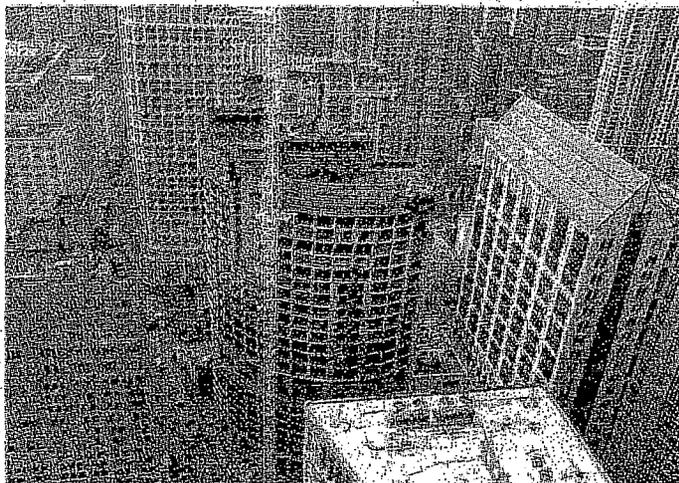
Mostly developed by nonprofit groups, continuing-care retirement housing provides several levels of care, allowing residents to age in place rather than move from one residence to the next as their health declines.

There are centers for all income levels, though most focus on the top half of wage earners. "They are people who can take equity out of their home and use it to pay their entry fee," said Larry Minnix, the president and chief executive of the American Association of Homes and Services for the Aging.

Residents typically pay an entry fee



NEW LIFE
Dawn and Jim O'Neal will relocate to the Clare at Water Tower, center building below.



PHOTOGRAPHS BY WILLIAM ZBAREN FOR THE NEW YORK TIMES

according to the size and type of unit, as well as to local market conditions. Many centers will refund all or part of the entry fee when a resident either moves out or dies, Mr. Minnix said.

The O'Neals' future home, the Clare at Water Tower, is being developed by the Franciscan Sisters of Chicago Service Corporation, a charitable group that specializes in owning and managing senior housing projects, at a cost of \$270 million. The organization has a 99-year

among several of Loyola's academic and dormitory buildings on the city's north side. The designer is Ralph Johnson of Perkins & Will, one of the city's most prominent architects.

The O'Neals are buying two apartments: a two-bedroom unit for themselves and a one-bedroom unit next door for Mrs. O'Neal's mother, Alyce Griffin, who is 89. "We started out looking for a place for my mother-in-law," Mr. O'Neal said. "I wasn't thinking that I wanted to move here myself. But, when I saw the plans and went through the model apartment, I thought, this is not bad at all."

The 54-story Clare has 258 independent-living apartments on the upper floors and various levels of assisted living farther down. There are also 38,000 square feet of classrooms and administrative space for Loyola University on its first two floors.

Entry fees for the independent-living units start at about \$540,000 for a 775-square-foot one-bedroom and rise to \$1.2 million for a 1,700-square-foot three-bedroom. Monthly fees, which cover utilities, maintenance, housekeeping and some meals, start at \$2,300 for the primary occupant and rise to \$4,600, depending on the unit. There is a reduced fee for additional occupants.

Because residents range from active and healthy to more or less incapacitated, designing these centers can be a challenge. "You want to avoid anything that looks too institutional," said Mr. Johnson, the architect of the Clare. "The layouts for the independent-living units aren't much different than for a standard condominium. The one exception is the bathrooms, which are more accessible."

The Clare is being marketed like other luxury condos going up in downtown Chicago. "The buyers in this market are used to condo projects being marketed with virtual tours, design centers and model unit buildouts," said Angela Hanson, the director of marketing for the Clare. "We found we had to have those in order to compete."



PHOTOGRAPHS BY DAVID MAXWELL FOR THE NEW YORK TIMES



NEW ENERGY
Janet Kelsey Werner and her husband, Budd Werner, recently moved to Kendal at Oberlin, above, near Oberlin College.

2005 and will be finished late next year. About 87 percent of the independent-living units have been sold.

Developers of such centers near college campuses say they seek to attract a mix of alumni and faculty along with individuals who appreciate the diversity and excitement that are essential on most college campuses but often in short supply at retirement homes.

Maggie Stark, the director of marketing and admissions for Kendal at Oberlin, which was developed in the early 1990s and has 281 independent-living units near Oberlin College in Oberlin, Ohio, said that about 37 percent of the project's residents have a connection to the school. "The college has such appeal," she said. "There's youth, there's energy, there's all kinds of activities." Entry fees start at \$91,000 for a 482-square-foot studio and rise to \$390,000 for an 1,800-square-foot two-bedroom.

Oberlin — like many colleges — allows older residents to audit classes free of charge. Janet Kelsey Werner, 75, a retired nutritionist who recently moved to Kendal at Oberlin with her husband, Budd, 76, is currently auditing a sociology class. "I miss being with

way to get involved with the town and what's going on here."

Patricia Sprigg, the president and chief executive of Carol Woods Retirement Community, near the University of North Carolina at Chapel Hill, says graduates and faculty make up a large part of the community's residents.

"We have a 10-year waiting list," she said. "We don't have to do any marketing. Word of mouth carries us."

Carol Woods has 284 independent-living units that start at \$63,900 for a 447-square-foot studio and reach \$322,000 for a two-bedroom.

"They call this place the Faculty Club," said Gordon DeFries, 65, alluding to all the retired professors at Carol Woods. Mr. DeFries, a retired medical sociologist and an expert on aging issues, moved to Carol Woods a year and a half ago after nearly 40 years teaching at the University of North Carolina.

Mr. DeFries said that one benefit of being in a retirement center at a university is that the residents tend to be highly educated and vocal in their demands. "The residents here have about 60 committees and they essentially manage everything," he said. "No one is

TOWN OF MANSFIELD
 PROPOSED BUDGET REVIEW CALENDAR
 BY TOWN COUNCIL
 2008/2009

DATE	SUBJECT	LOCATION
Feb. 19 (Tues.) 6:00 PM	Financial Overview	Mansfield Public Library Program Room
Mar. 24 (Mon.) 6:00 PM	Budget Presented to Town Council Issues and Options General Government	Council Chambers
Mar. 26 (Wed.) 6:00 PM	Town-Wide Public Safety Revenues Operating Transfers Out Debt Service Internal Service Funds	Council Chambers
Mar. 31 (Mon.) 6:00 PM	Public Works Solid Waste Capital Projects CNR Town Aid	Council Chambers
Apr. 2 (Wed.) 6:00 PM	Mansfield Board of Education Daycare	Council Chambers
Apr. 7 (Mon.) 7:00 PM	Public Information Session	Mansfield Comm Ctr Arts and Crafts Room
Apr. 16 (Wed.) 6:00 PM	Library Area Agency Contributions Community Development Recreation	Mansfield Comm Ctr Community Room
Apr. 17 (Thurs.) 6:00 PM	Public Hearing Health and Social Services Community Services	Council Chambers
Apr. 21 (Mon.) 6:00 PM	Adoption of Budget and Recommended Appropriations	Mansfield Comm Ctr Arts and Crafts Room
Apr. 23 (Wed.) 6:00 PM	Adoption of Budget and Recommended Appropriations (if necessary)	Council Chambers
May 5 (Mon.) 7:30 PM	Region #19 Annual District Meeting	E.O. Smith High School Media Center
May 6 (Tues.)	Region #19 Budget Referendum	
May 7 (Wed.) 7:00 PM	Public Information Session	Mansfield Public Library Buchanan Auditorium
May 13 (Tues.) 7:00 PM	Town Meeting	Mansfield Middle School

PAGE
BREAK

Reminders News

WINDHAM MANSFIELD FEB 15 2005

IN MANSFIELD

LOCAL 'WINTER FUN DAY'

Residents celebrate winter **PAGE 6**



WINDHAM

THIRD ANNUAL GALA



Residents enjoy second Winter Fun Day

By MELANIE SAVAGE
ReminderNews

The weather didn't cooperate for ice skating, but everything else went on as scheduled for the second annual Winter Fun Day at the Mansfield Community Center on Sunday, Feb. 10.

The weather the previous week had been too warm to freeze the makeshift skating rink in front of the community building, but the weather the day of the event was cold enough to preserve the ice sculptures that were created by the Food Services Department at the University of Connecticut. Erik Jansenn and Robert Landolphi had sculpted Mario of Nintendo fame and Thomas the Tank Engine out of ice.

Jansenn and Landolphi had brought their ice-sculpting tools with them to the community center, and over the course of the afternoon they worked with chainsaws and chisels to fashion a goldfish and a harp out of giant cubes of ice. When asked if they had a huge call for ice sculptures at the food services unit at UConn, Jansenn replied that they made them occasionally for community events and special functions. "Anytime they'll buy me a block of ice, and I get to play, it's good," he said.

In addition to the ice-sculpting demonstration, event organizers were offering free horse-drawn wagon rides. Breezy Acres of Mansfield provided a wagon pulled by two huge Percheron horses. After enjoying a ride around town, people could return to the community building and warm up with free hot cocoa and coffee provided by Starbucks of Storrs. Volunteers kept attendees supplied with freshly-popped popcorn as well, while volunteer David worked hard to keep fires going so that folks could warm up chilly hands.



Trevor and Travis help tend a fire under the watchful eye of dad Scott (in blue). David, who is also watching, was the official fire-tender for the event.



Thaddeus checks out the Mario ice sculpture.



Emmett, Henry and Andrew wait for some hot cocoa.



Members of The Chordials, from the University of Connecticut, perform some a cappella selections for the crowd.

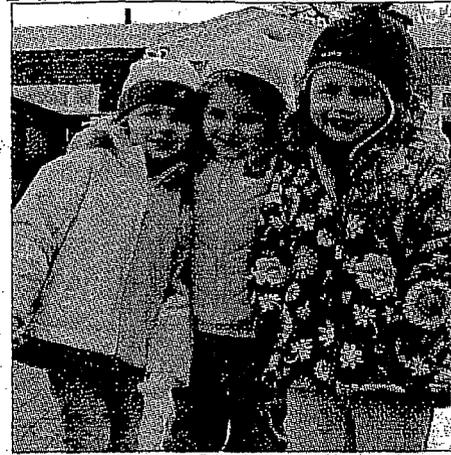
The Chordials, an a cappella group out of the music department at UConn, provided a musical interlude, performing several selections for a large crowd in the courtyard of the community building. "I really enjoyed them, I thought they were great," Katherine Paulhus said of the group's performance.

As the afternoon wore on, people began to arrive in unusual headgear, signaling the approach of the second annual Wacky Hat Contest. Prizes were awarded in three different categories - Wackiest, Most Creative and Judge's Choice.

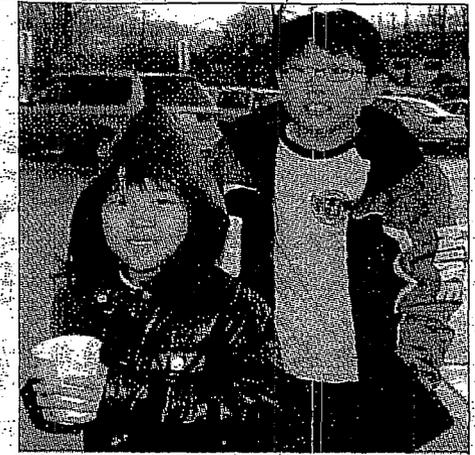
Nathan, who won a chess set for his hat in the Most Creative category, had

decorated his hat with "some of his favorite things," according to his mom, Katherine Paulhus. "Nathan designed it himself," said Paulhus. "He was running around the house, going 'Mom, I want this on my hat, and this.'" In the end, Nathan's design included a container of Ice-Breaker candies, a troll doll, a beanie baby raccoon, a Rescue Hero figure, a plastic banana and a plastic axe, all combined to produce a hat that was truly unique.

The Winter Fun Day was produced by the combined efforts of the Mansfield Downtown Partnership, the Mansfield Community Center and the town manager's office.



(L-r) Ryan, Elle, Ava and Madison wait for the horse-drawn wagon.



Annie, with her brother Sam, enjoys some hot cocoa.

PAGE
BREAK



**STATE OF CONNECTICUT
DEPARTMENT OF
EMERGENCY MANAGEMENT AND HOMELAND SECURITY**



James M. Thomas
Commissioner

February 4, 2008

Item #39

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

Dear Mr. Hart:

It is my pleasure to inform you that your community has been approved for a Fiscal Year 2008 Emergency Management Performance Grant (EMPG) in the amount of \$7,658. I am hopeful that this funding will assist your community in maintaining a robust local emergency management program.

This grant award is based on your Emergency Management Program budget submission and your community's 2007 population as stated in the State Register and Manual. The funding formula used for this year is consistent with previous years and provides a proportional share of the overall program support provided by the Federal Emergency Management Agency (FEMA) to the State of Connecticut.

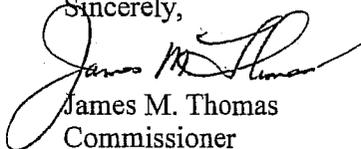
Any additional funding, if available, will be passed along to the communities through a supplemental allocation at the end of the Federal Fiscal Year (FFY), which is September 30th. In order to assist DEMHS in preparing to allocate any additional funding, towns can submit eligible expenses during the year that exceed their budget requests, and DEMHS will consider these expenses should additional funding become available.

Listed below is the new 2008 schedule for reimbursement requests. Audit quality documentation of allowable expenditures must accompany reimbursement requests and should be submitted to Anthony Scalora, DEMHS Region 4 Coordinator for processing. Please note that the request **must** include an original signature by the local Finance Director or equal Authority on FEMA Form 85-21. Please comply with the following reimbursement schedule to facilitate timely payments and re-allocation of any additional funding at the end of the FFY.

Quarter	Billing Period	Please submit quarterly reimbursement by
1 st	October 1, 2007 - December 31, 2007	January 31, 2008
2 nd	January 1, 2008 - March 31, 2008	April 30, 2008
3 rd	April 1, 2008 - June 30, 2008	July 30, 2008
4 th	July 1, 2008 - September 30, 2008	October 31, 2008

On behalf of the Department of Emergency Management and Homeland Security, I would like to personally thank you for your participation in the EMPG program and your community's continued commitment to the protection of our citizens.

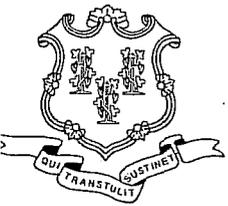
Sincerely,


James M. Thomas
Commissioner

JMT/dwg

cc: Mr. Wayne Sandford, Deputy Commissioner – DEMHS
Mr. William Hackett, Emergency Management Director - DEMHS
Local Emergency Management Director
DEMHS Regional Coordinator
DEMHS Fiscal Division

PAGE
BREAK



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION



February 7, 2008

REC'D FEB 25

Item #40

Mr. Eric M. Trott
Director of Planning and Development
Town of Coventry
Land Use Office
1712 Main Street
Coventry, CT 06238

RECEIVED

FEB 21 2008

WINDHAM REGION C.C.O.

Re: Approval of Town of Coventry's Aquifer Protection Regulations

Dear Mr. Trott:

The Department of Environmental Protection (DEP) received the Town of Coventry's Aquifer Protection Area Regulations on February 5, 2008. Such regulations were adopted by the Coventry's Aquifer Protection Agency at a meeting on January 23, 2008 in accordance with Connecticut General Statutes (CGS) Section 22a-354p and Regulations of Connecticut State Agencies (RCSA) Section 22a-354i-3.

The Department has reviewed the regulations and has determined that the regulations are consistent with the DEP's Aquifer Protection Area Regulations as required by CGS Section 22a-354p(f) and are hereby approved. The regulations shall now become effective on the date established by your Aquifer Protection Agency, provided such regulations shall be filed in the office of the town clerk.

The Department acknowledges receipt of the Town of Coventry's Zoning Map delineating the Willimantic River Well Field (Level A) Aquifer Protection Area. The Department reviewed the map and has determined that the delineation satisfies the requirement of Section 22a-35i-2 of the Regulations of Connecticut State Agencies.

We wish to congratulate you for your effort to adopt aquifer protection area regulations and delineate the aquifer protection area boundary on the zoning map. We look forward to working with you on program implementation.

Sincerely,

Paul E. Stacey
Director
Planning and Standards Division
Bureau of Water Protection and Land Reuse

Cc: Darby L. Pollansky, Chair, Aquifer Protection Agency
Richard Miller, UCONN Director of Environmental Policy
Mark N. Paquette, Windham Region Council of Governments
Gregory J. Padick, APA Contact, Town of Mansfield
Lori Mathieu, CT Department of Public, Health Drinking Water Division

PAGE
BREAK

**Town of Mansfield
Annual Report
Fiscal Year 2006-2007**

Mansfield 2020



A Unified Vision

SEE PAGE 44 FOR MORE DETAILS!



Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

HOURS

M/T/W...8:15am to 4:30pm
Thursday...8:15am to 6:30pm
Friday...8:00am to 12:00pm

The Audrey P. Beck Municipal Building is located at the junction of Route 195 and Route 275, one-quarter mile south of the University of Connecticut campus.

The Mansfield Public Library, the Mansfield Board of Education, the Mansfield Community Center, the Animal shelter, the Mansfield Senior Center and the Mansfield Public Works Garage follow their own established schedule of operations.

MANSFIELD FACTS

Area: Mansfield is 45.5 square miles.

Population: In 2007, Mansfield had a population of 24,558.

Registered Voters: As of December 2007, Mansfield had 9,389 registered voters: Democrats - 3,866; Greens - 39; Libertarians - 5; Republicans - 1,292; Independent - 12; Conservative - 1; and Unaffiliated voters - 4,174

Form of Government: Mansfield has a Town Council -Town Manager form of government, in addition to an annual town meeting. (The 2008 Annual Meeting will be held on May 6, 2008 in the Mansfield Middle School Auditorium.)

Tax Rate: The mill rate for Fiscal Year 2006/07 was 23.87 mills.

Net Grand List: In Fiscal Year 2006/07 Mansfield's net grand list was \$883,719,740.

Fire Protection: Mansfield has 3 fire stations with a combination of volunteer and paid personnel.

Police Services: Mansfield provides police services with six state troopers, four full-time town officers and three part-time town officers.

Schools: Mansfield has 3 elementary schools (PK-4), Goodwin, Southeast and Vinton; one middle school (5-8), Mansfield Middle School; and one regional high school (9-12), E.O. Smith High School.

Student Enrollment: In 06/07, Mansfield had a total enrollment of 1,301 in grades PK-8 and 1,214 in grades 9-12 (657 Mansfield residents).

TABLE OF CONTENTS

Mansfield Facts	2	Parks and Recreation.....	17
Town Council Report	3	Planning and Zoning.....	18
Town Department Reports	4	Police Services.....	19
Animal Control	5	Public Works.....	19
Board of Education.....	5	Registrars of Voters.....	20
Building and Housing Inspection...	6	Social Services	21
Building Maintenance.....	6	Town Clerk	23
Downtown Partnership.....	7	Town Manager.....	4
Eastern Highlands Health District...	8	Committees, Boards and Commissions.....	25
Emergency Management	9	Members.....	36
Finance.....	10	Meeting Schedules.....	39
Fire and Emergency Services.....	13	Upcoming Town Events.....	40
Fire Marshal.....	14	Organizational Chart.....	41
Housing Authority.....	14	Directory	42
Information Technology... ..	15	Press Releases.....	44
Library.....	16	Map of Mansfield.....	45

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TOWN COUNCIL

Elizabeth C. Paterson, Mayor
429-3336



The Town of Mansfield operates under the Council-Manager form of local government, with the Town Council acting as the legislative and policy-making body and exercising all powers of the Town except those specifically vested elsewhere by town charter or state statutes. The nine-member Town Council is elected biennially on an at-large basis. Council members serve without pay and elect one of their fellow members to serve as Mayor. The Town Council conducts its regular meetings on the second and fourth Monday of each month, and holds special meetings as needed. The Council also has three standing committees - Committee on Committees, Finance and Personnel. Ad hoc committees are appointed to review particular issues and submit recommendations to the full Council.

The Town of Mansfield is a member of the Connecticut Conference of Municipalities, the Council of Small Towns, the Eastern Highlands Health District, the Mansfield Downtown Partnership, the National League of Cities, and the Windham Region Council of Governments.

Accomplishments for FY 2006-2007

- Following a national search, hired Assistant Town Manager Matt Hart to succeed Martin Berliner as Town Manager. Mr. Berliner served the Town for 27 years and with a strong record of accomplishments;
- Maintained active involvement with the Mansfield Downtown Partnership (three council members currently sit on the Partnership's Board of Directors);
- Continued to lead Mansfield's participation in Connecticut's *20% by 2010 Clean Energy Campaign*, designed to promote conservation and clean, renewable energy, and to help preserve and protect the environment;
- Commissioned an assisted/independent living advisory committee to assist the Town Council with the selection of a developer to construct an assisted/independent living facility;
- In collaboration with the Mansfield Downtown Partnership, co-sponsored several successful community events, including the *Tour de Mansfield* (bike tour), *Festival on the Green* and *Winter Fun Day*;
- Continued to help lead the Mansfield Community-Campus Partnership (MCCP). The MCCP's mission is to improve the quality of life for all members of the community, and to pursue objectives such as reducing irresponsible behavior under the influence of alcohol and other drugs;
- Monitored various community developments and issues affecting Mansfield residents, such as water/wastewater infrastructure and the closing of the UConn landfill.

Plans for FY 2007-2008

- Continue work with the Mansfield Downtown Partnership's Storrs Center project, and break ground on phase I of project;
- Provide policy direction and leadership to maintain and improve campus-community relations;
- Prepare a long-term strategic plan for the organization and the community;
- Support work of assisted/independent living advisory committee and select developer to construct assisted/independent living facility.

Town Council Members

Alison Whitham Blair ▪ *Bruce Clouette* ▪ *Leigh Duffy*
Gregory Haddad ▪ *Alan Hawkins* ▪ *Helen Koehn*
Elizabeth Paterson ▪ *Christopher Paulbus* ▪ *Carl Schaefer*

TOWN MANAGER'S OFFICE

Matthew W. Hart, Town Manager

429-3336

The Town Manager is appointed by the Town Council to serve as the chief executive officer of the Town, and is charged with implementing Council policy and overseeing the work of all town departments. In addition, the Town Manager serves as the Director of Public Safety, the Personnel Officer and the legal Traffic Authority. The Town Manager's staff is directly responsible for the human resources, risk management and capital improvement programs, and provides staff support to the Town Council and various advisory boards and committees.

Accomplishments for FY 2006-2007

- Facilitated work of assisted/independent living advisory committee to select a developer for assisted/independent living facility;
- Monitored implementation of new housing inspection program, and assisted with university's effort to create new student center for off-campus services;
- Partnered with UConn to develop master plan for water supply and wastewater treatment systems;
- Reviewed alternate energy sources for middle school fuel conversion project and established energy committee to apply principle of sustainability to all facets of the organization;
- Assisted Mansfield Downtown Partnership with review and preparation of Storrs Center Special Design District;
- Continued to monitor operations at the Mansfield Community Center, and developed enhanced member services program for the facility;
- Presented Town Council with landlord registration ordinance and an ordinance providing an alternate tax relief program for seniors;
- Hired architect to review the facility needs of Beck Municipal Building and Mansfield Senior Center;
- Prepared an application to receive funding under small cities community development program for the installation of sprinklers at Juniper Hill Village (senior housing);
- Introduced *Mansfield Record On-line* (newsletter); coordinated the relocation of the Storrs Farmer's Market to EO Smith School;
- Completed negotiations for successor collective bargaining agreements with Firefighter/EMT, Professional and Technical, and Public Works employees.

Plans for FY 2007-2008

- Coordinate a comprehensive strategic planning process, to develop a vision, goals and long-term strategies for the organization and the community;
- Complete community center air conditioning project and Mansfield Downtown Connector project;
- Assist Mansfield Downtown Partnership with securing financing for the two Storrs Center garages; prepare for the operation and maintenance of the garage facilities and the new downtown;
- Collaborate with Mansfield Public Schools and Region 19 to establish new Department of Information Technology; conduct media upgrade study to identify improvements for public information services and the broadcast of public meetings;
- Work with various advisory committees and staff to intensify efforts to identify and acquire prime open space and agricultural properties in town;
- Serve as member of school building committee responsible for preparing a comprehensive school renovation project for submission to the voters;
- Establish a new energy management fund to purchase clean and efficient energy systems and related infrastructure; install a solar array at the Mansfield Community Center;
- Continue efforts to consolidate fire and emergency services workforce from an operational perspective (e.g. formulate standard operational guidelines and establish rank structure); revive and enhance volunteer fire marshal program.

ANIMAL CONTROL

Noranne Nielsen, Animal Control Officer

487-0137

The Animal Control Department consists of an Animal Control Officer, an Assistant Animal Control Officer and 2 part-time kennel cleaners. The department is responsible for the enforcement of State Statutes concerning canines, felines and sick wildlife, and for managing the Animal Control Facility. Animal Control responds to complaints from residents concerning dog problems, any animal bites and/or scratches to humans and impounding of stray dogs. The department also issues infractions, misdemeanors, written warnings, notices to license dogs, notices to vaccinate animals against rabies, notices to spay or neuter cats, strict confinement orders, close observation orders, quarantine orders, restraining orders, and disposal orders. In addition, Animal Control is responsible for the redemption of impounded animals, the adoption or disposal of unclaimed animals. Each year a door-to-door canvas covering one-fifth of the town is conducted in search of unlicensed dogs and unvaccinated and unaltered cats. The main purpose of this survey is to get as many pets as possible vaccinated for rabies. Vaccinating pets places a barrier against rabies between wildlife and humans.

Accomplishments for FY 2006-2007

- Responded to approximately 2100 complaints, issued 530 warnings, 70 notices to license and 8 infractions;
- Quarantined 17 dogs and 5 cats. Impounded 356 animals of which 87 were reclaimed, 240 were adopted out to new owners, 8 were struck by vehicles, and 16 were too sick or aggressive to place;
- 14 additional dogs were impounded from Scotland and Hampton per the Town's agreement with those towns;
- Mansfield's new cat spay neuter ordinance was effectively enforced.

Plans for FY 2007-2008

- Continue with the volunteer and community service program on a time available basis;
- Find software to file the State and financial reports electronically;
- Continue educating the public on dog bite prevention, dangers of rabies and humane treatment of animals;
- Conduct the door-to-door canvas for unlicensed and unvaccinated pets and unaltered cats;
- Continue agreement with the towns of Scotland and Hampton, regarding the impoundment of their stray dogs;
- Collect information about the feasibility of a new shelter.

MANSFIELD BOARD OF EDUCATION

Gordon Schimmel, Ed.D., Superintendent

429-3350

- The 2006-2007 school year featured the beginning of planning for two important construction projects: retrofitting the Mansfield Middle School heating system; and planning for renovations and new construction at all four of the district's elementary schools. Since its construction in 1969, MMS has been heated primarily by electricity, as well as oil and propane fuels. In a fall 2006 referendum, voters approved the project, one that will receive significant state reimbursement. To save on expenditures as well as open opportunities to shrink the "carbon footprint" of the building, the Board began an investigation of alternative methods of heating the building, including "biomass," solar and hydrothermal options. Because installation and maintenance costs of "alternative" methods continue to remain high and the return on investment is lengthy and uncertain, the Board elected to pursue bio-diesel and natural gas options, while leaving open possible alternatives as they become more cost-effective. The project will begin in the summer of 2008.
- A larger second project to renovate and add new space to the District's four schools entered an initial planning phase when an architectural firm was retained in the spring of 2007, to begin a series of focus groups with staff and workshops for the public to determine the scope of renovation and expansion. Because nearly twenty years have passed since the last renovation project, building infrastructure (roofs, security, water and HVAC systems) is absolutely necessary. In addition, the predominance of instructional technology necessitates the creation of library/media centers at each of the elementary schools, as well as planning for replacement of re-locatable classrooms at two of the buildings. Planning for the project will be completed this year and will be posted as a referendum for approval by the Mansfield voters in the fall of 2008.
- Curriculum specialists in math and the language arts were added to the staff during the 2006-2007 school year, and a new format for professional staff development was created to make their work more effective. The Board continues to pursue its interest in international education. The student exchange program with a middle school in Germany enters its second decade at a new location, while staff exchanges have taken place with schools in the Ukraine, Chile, China, and Thailand.

DEPARTMENT OF BUILDING AND HOUSING INSPECTION

Michael Ninteau, Director

429-3324

The Department of Building and Housing Inspection is responsible for the administration and enforcement of the Connecticut Building and Demolition Codes as well as the Mansfield Housing Code. The Building division accepts and reviews construction documents for all construction projects within the town with the exception of those on state and federal property. Documents are reviewed to determine compliance with the State Building Code. The department also coordinates and directs applicants to all other applicable town departments. Periodic site inspections are conducted to confirm compliance with the submitted documents and the Building Code. Reports are issued if violations are noted and follow-up inspections are conducted to assure code compliance. Upon completion of projects a certificate of occupancy or approval is issued pursuant to state statutes. The department is also on call 24 hours a day to inspect structures and equipment damaged by fire or accident to determine what if any action is necessary.

The Housing division enforces the Housing Code as adopted for rental dwelling units within town. The department responds to complaints on a town wide basis and inspects approximately 900 units within the overlay zone that includes the greater Storrs area. Complaints are investigated and if violations are observed proper action is taken to assure the abatement of the violation(s) pursuant to the provisions of the Housing Code. The rental units within the overlay zone are inspected once every 2 years as determined by the implementation schedule of inspection. If the unit is in compliance a certificate is issued when the \$150 fee has been paid. If violations are found proper action is taken pursuant to the code.

Accomplishments for FY 2006-2007

- Attended required educational seminars to maintain state license;
- Continued daily department activity of permitting, plan review and inspection;
- Obtained national certification as a Master Code Professional;
- Implemented new Housing Code;
- Initiated Landlord Registry;
- Recruited and hired new Code Enforcement Officer;
- Designed Town wide ticket for ordinance infractions;
- Began Blight Patrols to enforce litter ordinance.

Plans for FY 2007-2008

- Continue to implement enforcement of the Housing code;
- Review possible enlargement of the Housing Certificate Zone;
- Continue normal building department functions i.e. permitting, plan review, inspections etc.;
- Attempt to obtain Residential Building Inspector licensure for Housing inspector to allow cross training.

BUILDING MAINTENANCE DEPARTMENT

William Hammon, Building Maintenance Director

429-3322

The department is responsible for the maintenance and repair of Town buildings and equipment, including the Audrey Beck Municipal Building, Mansfield Public Library, three Fire Stations, Senior Center, Wellness Center, Public Works buildings, Bicentennial Pond buildings, Dog Pound, Landfill buildings, Mansfield Discovery Depot, Mansfield Downtown Partnership, Eagleville School House, Joshua's Trust, Maintenance Shop, Old Town Hall, School Bus Garage, Lion's Park Concession building and the former Town Office building, along with the four schools. Specific duties include septic tank maintenance; boiler and oil burner maintenance and repairs; well maintenance; electrical, plumbing and roof repairs; general building repairs; and vandalism and building equipment repairs. The department is staffed with full and part-time custodial personnel and skilled maintenance personnel. The department also maintains contracts with various vendors to provide annual service on fire and burglar alarms, hood systems, emergency generators, boiler cleaning and fire extinguishers, as well as providing exterminator service. The department has established an in-house preventative maintenance program to ensure that all buildings and related equipment are kept in good repair. Adequate maintenance parts and custodial supplies are kept on hand to guarantee uninterrupted use of the facilities.

Accomplishments for FY 2006-2007

- Instituted energy savings initiatives from Siemens Corporation;
- Completed the infrared scan of all town electrical panels;

BUILDING MAINTENANCE DEPARTMENT continued...

- Started and completed approximately 80% of the water well houses and associated plumbing improvements at all schools;
- Signed a contract with Sun Edison for solar panel installation on the Mansfield Community Center;
- Investigated the possibility of installing an electrical co-generation plant at the Mansfield Community Center;
- Continued working towards making the Town of Mansfield more "green";
- Completed the installation of the air conditioning system for the gymnasium at Mansfield Community Center;
- Completed the asbestos abatement project at Mansfield Middle School, including replacement of floor;
- Completed remodeling of existing Conference Room C into the Information Technology Office at Town Hall;
- Developed plans for remodeling of the Town Hall Council Chambers for more conference rooms;
- Worked with the School Building Committee, engineers, and architects to develop plans for renovations of the four schools;
- Worked with engineers to coordinate the Mansfield Middle School heating project with the school modification project;
- Hired two skilled maintenance technicians;
- Developing a team-custodial concept at Mansfield Middle School, rather than zone care;
- Installing A.D.A. compliant features at the Town Hall;
- Conducting monthly inspections of all playground equipment.

Plans for FY 2007-2008

- Integrate the three Fire Stations into our maintenance program;
- Install swing set at Goodwin Elementary School;
- Continue working to make the Town of Mansfield "green";
- Complete the state mandated water well project at all schools;
- Complete paperwork on the Mansfield Middle School heating system improvements for bid process;
- Develop a comprehensive set of plans for the four school improvement project;
- Complete the solar panel installation at Mansfield Community Center;
- Develop a comprehensive training calendar for town wide use.

MANSFIELD DOWNTOWN PARTNERSHIP, INC.

Cynthia van Zelm, Executive Director

429-2740

The Mansfield Downtown Partnership, Inc. is an independent, non-profit organization. Its mission is to strengthen and revitalize the three commercial areas of Storrs Center, Mansfield Four Corners, and King Hill Road by retaining and improving existing businesses, attracting new business, and initiating real estate development and public improvements that are consistent with physical master plans. In addition, the Partnership holds special events and acts as an advocate for the three commercial areas. As a public-private partnership, the organization is composed of representatives from the community, business, Town of Mansfield, and the University of Connecticut.

Accomplishments for FY 2006-2007

- Approval by the Mansfield Planning and Zoning Commission of a building on Dog Lane that is being planned to accommodate many of the businesses that will be relocated as part of the Storrs Center project;
- Approval by the Mansfield Planning and Zoning Commission of text and map amendments to the Mansfield zoning regulations to create the Storrs Center special design district;
- Submittal by the master developer LeylandAlliance of an application to the Mansfield Inland Wetlands Commission for a permit for regulated wetland activities associated with the development of Storrs Center;
- Continuation of membership drive begun in August 2002, resulting in over 350 community, business and organizational members as of June 2007;
- Coordination of filming and editing of a CD/Video on Storrs Center that shows the history of the project, while also being designed to be a marketing tool;
- Held First Annual Winter Fun Day in coordination with the Mansfield Town Manager's office and the Community Center, which included a wacky hat contest, ice skating, horse drawn carriage rides, and ice sculpture;
- Held Third Annual Festival on the Green in September 2006, with the Mohegan Sun All Stars as the headliner to celebrate downtown and kick off the next phase of the development;

MANSFIELD DOWNTOWN PARTNERSHIP continued...

- Continuation of public outreach to the local, regional, state, and national community through meetings; presentations; and media including newsletter, radio, and TV, about plans to revitalize downtown Mansfield.

Plans for FY 2007-2008

- Implement plans for development of Storrs Center including streetscape improvements along Storrs Road/Route 195;
- Secure local, state, and federal permits for the Storrs Center development project;
- Begin construction of first building for project on Dog Lane;
- Produce and implement Partnership strategic plan;
- Produce CD/Video documenting and marketing the Storrs Center downtown project;
- Hold Fourth Annual Festival on the Green in Storrs Center in September 2007;
- Work with the Town of Mansfield to hold Winter Fun Day in February 2008;
- Produce newsletter in September 2007 and Spring 2008;
- Pursue local, state, federal, and private grant opportunities for planning and construction at Storrs Center, as well as planning at Four Corners and King Hill Road;
- Continue outreach through publications, electronic mail, speaking engagements, involvement on Town of Mansfield, University of Connecticut, and other organizational committees.

EASTERN HIGHLANDS HEALTH DISTRICT

Robert Miller, Director
429-3325

The Towns of Bolton, Coventry, and Mansfield established the Eastern Highlands Health District on June 6, 1997 as a cooperative effort to pool their resources and create a regional full-time professional health department. Reducing costs and improving both the scope and quality of public health services in the community were the objectives of establishing the District. Seven more towns joined between 2000 and 2005. They are Andover, Ashford, Chaplin, Columbia, Scotland, Tolland and Willington. The mission of the Eastern Highlands Health District is to prevent illness and promote wellness. The pursuit of this mission is realized by assuring that other community agencies provide certain public health services within the region, and by providing specific public health services directly. The directly provided services include a communicable disease control program, a public health education and training program, community assessment and public health planning, and a comprehensive environmental health program. The main components of the environmental health program include an on-site subsurface sewage disposal program, a complaint investigation program, a food protection program, and an environmental monitoring program.

Accomplishments for FY 2006-2007

- Board of Directors adoption of an operating budget of \$746,790 for FY 07/08;
- Development and implementation of local government employee wellness program;
- Executed a long term service agreement with the Town of Mansfield under which the Town will provide services to the Health District in the areas of payroll, bookkeeping, personnel, and information technology;
- Developed in consultation with Columbia officials, a septic system management ordinance template for the Town of Columbia;
- The Sun Safety Program completed another successful year by engaging and educating 5200 children and adults on safe UV exposure behaviors;
- Successfully obtained *HEARTSsafe Communities* status from the Connecticut Department of Public Health for the Towns of Mansfield, Tolland, Coventry and Chaplin;
- Updated Public Health Emergency Response Plan and Mass Dispensing Plan. Efforts to recruit emergency volunteers is ongoing. Continued participation in DEMHS Region 4 planning and preparedness includes but is not limited to draft regional response plan support, participation in the newly established Regional Health and Medical Support Function committee, and participation in a 'Regional Coordination Center' drill;
- Completed local draft Pandemic Influenza Response Plan and updated plan with lessons learned for an April Alternative Care Site drill conducted with the University of Connecticut. Outreached to schools and other Pandemic Flu Preparedness community partners included but was not limited to an October workshop and tabletop exercise. Implemented campaign to raise awareness of preparedness issues among local government, schools and general public. Established the Pandemic Influenza Planning Work group comprising many community partners;

EASTERN HIGHLANDS HEALTH DISTRICT continued...

- The main FY 06/07 indicators for environmental health district activity in Mansfield include: 230 site inspections for septic systems; 80 septic permits issued; 63 well permits issued; 56 complaints investigated; 111 environmental samples taken for lab analysis; 225 food establishment inspections and other health inspections; 101 B100a building permit reviews; and, 228 test pits and/or perk tests.

Plans for FY 2007-2008

- Expand asthma prevention program in partnership with the Northeast District Department of Health;
- Expansion of local government employee wellness program to other member towns;
- Develop and administer a Safe Routes to School program for Tolland Schools;
- Participate and support the coordination of regional all hazard response planning and preparedness;
- Initiate the development of a Health District Information Technology Strategic Plan;
- Continue to update and exercise local emergency response plans. Develop a funding strategy for long-term program continuation in anticipation of federal funding reductions;
- Continue to pursue other funding sources to maintain and possibly expand health promotion programs;
- Address the individual public health needs of member towns as they arise.

OFFICE OF EMERGENCY MANAGEMENT

John Jackman, Director

429-3324

The goals of the Office of Emergency Management are to: prevent and minimize the loss of life and property due to a natural or technical disaster; reduce the amount of personal hardship; ensure that essential services are provided to all residents during and after an emergency or disaster; and encourage the use of preplanning and preparedness to mitigate the effects of disasters and emergencies. To accomplish these goals the Office of Emergency Management reviews plans and seeks guidance from the Emergency Management Advisory Council, holds drills, develops Emergency Operations Plans, and coordinates the Town's response to emergencies or disasters. In addition the Office of Emergency Management administers the Town's Hazardous Materials Right To Know Program & Chemical Emergency Plans, and Voice Communications Fund.

Accomplishments for FY 2006-2007

- Met with the Emergency Management Advisory Council;
- Completed several emergency management training programs (National Incident Management System, National Response Plan and responding to and recovering from terrorism incidents);
- Assisted and supported the Eastern Highlands Health District with planning for health emergencies;
- Assisted the Area IV Office of the State of Connecticut Department of Emergency Management and Homeland Security regional emergency planning initiative;
- Prepared for and assisted with the Town's response to UConn's Spring Weekend;
- Conducted CPR and AED training for staff;
- Applied for and received a Homeland Security Law Enforcement grant for a Forward Looking Infrared Imaging System and training for the Police;
- Administer the U.S. Department of Homeland Security Fiscal Year 2004, 2005, and 2006 Grant Programs;
- Conducted an inventory and audit of the Town's communications systems;
- Reviewed the Town's Emergency Operations Plan and responded to State and Federal requests for information in regard to Homeland Security;
- Completed a U.S. Department of Homeland Security, "Homeland Security Assessment and Strategy Program."

Plans for FY 2007-2008

- Work with the Department of Emergency Management and Homeland Security Region IV Regional Emergency Planning Team to develop a regional spending plan and to develop regional Emergency Operations Plans;
- Revise and update the Town's Emergency Operations Plan and Annexes to ensure that the EOP is consistent with the newly developed regional plans;
- Conduct an Emergency Management table-top exercise;
- Continue to administer the U.S. Department of Homeland Security Fiscal Year Grant Programs;
- Continue to seek funding opportunities.

FINANCE DEPARTMENT

Jeffrey Smith, Finance Director

429-3343

The Department of Finance provides centralized financial management services for the Town of Mansfield, the Mansfield Board of Education, the Eastern Highlands Health District, the Mansfield Discovery Depot daycare center, the Mansfield Downtown Partnership and by contract for the Region 19 School District. The Director of Finance oversees, directs, and coordinates the activities of the Departments of Accounting and Disbursements, Revenue Collection, Property Assessment, Central Services, and Treasury Management.

Accomplishments for FY 2006-2007:

- Received Certificate of Achievement for Excellence in Financial Reporting for both the Town and Region 19 and received the Distinguished Budget Award for the Town;
- Prepared the fiscal year 2005-2006 Comprehensive Annual Financial Report for the Town of Mansfield, Regional School District No. 19 and Eastern Highlands Health District;
- Implemented a Purchasing Card program to reduce the cost of procurement of routine goods and services. The system provides a safe, effective way to reduce the paperwork and the cost of routine purchases and provides numerous levels of control to safeguard the Town's assets;
- Hired long time systems integrator, Green Pages, to assist in the review of the management of our Information Technology Services;
- Created a new centralized Town/MBOE/Region 19 organization for the operation of information technology services; created an IT management team and an IT engineering team. Conducted a survey of all faculty and staff to determine the greatest technology needs;
- Implemented a new automated clearing house (ACH) process with the Town's vendor (Metropolitan Communications, LLC) for online bill lookups and payments;
- Implemented record retention processes to five series of records in the Collector's office;
- Began incorporating digital photos into the property record system in April, 2006;
- Provided ongoing assistance to the Engineering Office in identifying mismatched parcels for the GIS mapping system, now available online.

Expenditures 2006-2007	Amount	% of Total
General Government	\$1,383,973	3.6%
Public Safety	2,510,537	6.5%
Public Works	2,766,740	7.1%
Community Services	1,603,055	4.1%
Community Development	238,726	0.6%
Town-wide	2,073,555	5.3%
Transfers to Other Funds	637,500	1.6%
Education	27,605,842	71.1%
Total	38,819,928	100.0%

Revenues 2006-2007	Amount	% of Total
Property Taxes	\$20,440,937	52.5%
Federal/State	\$16,800,325	43.2%
Investments	\$552,299	1.4%
Other Local	\$1,139,801	2.9%
Total	\$38,933,362	100.0%

FINANCE DEPARTMENT continued...

Plans for FY 2007-2008:

- Complete the establishment of a new IT Department and the hiring of a new director;
- Complete the installation of voice-over internet protocol (VOIP) at Region 19, the Depot Campus and at the Town Hall;
- Complete the rollout of wireless internet access in Downtown area including Town Hall, Mansfield Community Center and E. O. Smith High School;
- Allow remote access to computer systems by employees to improve productivity;
- Incorporate digital photos in the property records system, with a target completion date by the 2009 Revaluation;
- Prepare the fiscal year 2006-2007 Comprehensive Annual Financial Report for the Town, Region 19 and Eastern Highlands Health District;
- Apply for Certificate of Achievement for Excellence in Financial Reporting and for Distinguished Budget Presentation Award;
- Assist with Strategic Planning process;
- Continue effective cash management and provide accurate and timely financial reporting for all entities;
- Provide various reports, analysis and schedules for the 2008-2009 proposed budget.

**Top Ten Taxpayers
October 1, 2006 Grand List**

The list percentages are calculated by dividing the individual property assessment by the October 1, 2006 Net Grand List Total of \$905,618,419.

Property Owner	Description	Assessment	% of Taxable Grand List
Connecticut Light & Power	Public Utility	\$ 10,191,939	1.13%
Mansfield-Eastbrook Dev Corp LLC	Eastbrook Mall	7,019,733	0.78%
ING US Students No 8 LLC	Apartments	6,625,762	0.73%
Celeron Square Associates	Apartments	6,647,340	0.73%
New Samaritan Corp	Nursing Home	5,578,516	0.62%
Colonial BT LLC	Apartments	5,141,430	0.57%
Glen Ridge Co-operative	Housing Co-Op	5,930,460	0.65%
Storrs Polo Run LTD Prtnrshp.	Apartments	4,122,370	0.46%
Hayes-Kaufman Mansfield Assoc.	Shopping Plaza	3,713,920	0.41%
Jensen's Inc.	Mobile Home Park	2,897,834	0.32%
Total Top Ten Assessments		\$ 57,869,304	6.39%

Designated for 2006/2007 Budget
Undesignated

\$ 1,661,693

Fund Balance, July 1, 2006

\$ 1,661,693

	Original Budget	Amend- ment	Final Budget	Actual	Budget Comparison	
Total revenues and transfers in	\$ 38,839,680	\$ (50,000)	\$ 38,789,680	\$ 38,933,362	\$ 143,682	
Appropriation of fund balance						
Total appropriation, transfers in	38,839,680	(50,000)	38,789,680	38,933,362	143,682	
Total expenditures and transfers out:						
Town	11,229,590		11,229,590	11,214,086	(15,504)	
Mansfield Board of Education	18,923,220		18,923,220	18,918,972	(4,248)	
Contribution to Reg. #19 Board of Ed	8,686,870		8,686,870	8,686,870	-	
Total expenditures	38,839,680		38,839,680	38,819,928	(19,752)	
Results from budgetary operations		(50,000)	(50,000)	113,434	163,434	163,434
Fund balance, June 30, 2006						\$ 1,825,127
Fund balance:						
Unreserved:						
Designated for 2007/08 budget						1,825,127
Undesignated						
Total Fund Balance						\$ 1,825,127

General Fund
 Schedule of Changes in Fund Balance—Legal Basis
 For the Year Ended June 30, 2007

FIRE AND EMERGENCY SERVICES

David Dagon, Fire Chief

429-3364

On September 25, 2006 the Town of Mansfield Division of Fire and Emergency Services became the sole provider of Fire and Emergency Services to the Town of Mansfield. This marks the end of the effort to consolidate the delivery of fire and emergency services. Mansfield residents are now served by a municipal fire department with a combination workforce consisting of both career and volunteer firefighters. The Mansfield Firefighters Association is the organization that was formed from the previously two independent fire departments. It is made up of dedicated firefighters that provide support to the municipal fire department. This year the Division of Fire and Emergency Services initiated a merit based appointment process for its officer ranks. All firefighters now serving as officers of the department have been appointed to their respective positions. Additional officer appointments will follow next year.

Accomplishments for FY 2006-2007

- The fire departments responded to a total of 1,801 calls for service. The breakdown of incidents is as follows: Fires in structures 26; Vehicle fires 3; Fires (other) i.e. brush/wildland, dumpster 38; Rescue/Emergency Medical Services 1130; False Alarms 93; Mutual Aid 254; Hazardous Materials 13; Other Hazardous Responses 49; All Other Responses 195;
- A Volunteer Benefits Program was implemented. This program qualifies members for points based on their participation in emergency response, administrative/operational support, training, and other department related programs. Stipend payments to officers are also a component of the program. The Volunteer Benefits Program is one element of a comprehensive recruitment and retention plan designed to recognize the contribution made by our members;
- Members of the Eagleville and Mansfield Fire Departments participated in fire prevention and life safety education for students in grades K – 4, and the fifth grade level at the middle school. Mansfield Discovery Depot and Day Care Centers also received a visit by the departments to emphasize fire safety. This year the department began enhancing its fire and life safety presentations in preparation for a revamping of the programs;
- Upgraded one-half of the department's Self Contained Breathing Apparatus (SCBA) to include the addition of a Rapid Intervention Team/Universal Air Connection hookup (RIT/UAC) and a Heads Up Display (HUD) in the regulator. This technology will enhance our firefighters' safety;
- Provided Fire and EMS during UConn's annual "Spring Weekend." Spring Weekend continues to challenge the fire department's delivery of services to off campus housing complexes and surrounding areas. Coordinating resources to maintain an effective operational response to the rest of the community during this event is essential.

Plans for FY 2007-2008

- Implement an EMS Duty Crew program that would utilize the department's group of dedicated volunteers to staff its second ambulance and respond to Emergency Medical Service calls;
- Conduct an officer appointment process to complete the staffing of department officer positions;
- Conduct a comprehensive review of the department's safety policies and procedures in preparation of an invitation to Conn-OSHA for a site visit and consultation;
- Improve emergency scene communications. Strive to create effective emergency scene communications through equipment purchases, standardized programming, and policy and procedure development;
- Improve communications between department personnel. Strive to keep membership informed through technologies available, such as email, web based calendars, pagers as well as establishing routine entry level processing of new members and regular meetings of the different components of the department's combination workforce.
- Review departmental resource allocation, assignments, and response districts to determine the most efficient use of apparatus and personnel when responding to emergencies;
- Continue to evaluate and improve where possible the response to UConn "Spring Weekend," and work with Town and State Police to make "Spring Weekend" 2008 as safe as possible;
- Enhance and expand fire and life safety education throughout the year with school visits as well as participation in events such as "Know Your Towns Fair".

OFFICE OF THE FIRE MARSHAL

John Jackman, Fire Marshal

429-3324

The goals of the Office of the Fire Marshal are to: prevent hostile fires and if a fire starts to reduce its impact; enforce the fire codes; develop fire safe behavior in our population; encourage the use of built-in fire protection devices; and provide fire protection resources and expertise to the community. To accomplish these goals the Office of the Fire Marshal inspects public buildings, provides Fire Prevention and Safety Education Programs, investigates fires, investigates complaints, and provides voluntary home safety surveys to residents. In addition, the Office of the Fire Marshal administers the Town's Open Burning Program, and Underground Petroleum Storage Tank Program.

Accomplishments for FY 2006-2007

- Two fire department shift Captains and one volunteer firefighter are currently attending the State of Connecticut Deputy Fire Marshal pre-certification program and on graduation will assist with code enforcement;
- Revised and updated the public fire prevention and safety education curriculum and program;
- Conducted 1,087 Inspections building inspections;
- Conducted 67 Fire Investigations;
- Issued 99 Open Burning Permits;
- Conducted 107 Plan Reviews;
- Conducted 4 Home Safety Surveys;
- Continued to serve on the State of Connecticut Fire Prevention Code Advisory Committee;
- Delivered Fire Prevention and Life Safety Education Programs to the elementary schools, middle school, and 11 daycare providers;
- Continued to administer the Fire Department Records Management System;
- Updated E911 system and related database.

Plans for FY 2007-2008

- Continue to enhance and expand the fire and life safety education programs that are offered to the community;
- Certify two additional fire department shift Captains to the deputy fire marshal level to assist with code enforcement;
- Monitor fire safety laws and regulations;
- Continue to serve on the Connecticut Fire Prevention Code Advisory Committee;
- Prepare to enforce the proposed 2008 Connecticut Fire Prevention Code;
- Continue to administer the fire service records management system.

MANSFIELD HOUSING AUTHORITY

Rebecca Fields, Executive Director

487-0693

Serving the towns of Mansfield, Coventry, Ashford, Willington and Chaplin, the Housing Authority of the Town of Mansfield provides housing assistance to its residents through three programs. It administers a federal housing assistance program through the Department of Housing and Urban Development and owns and manages two state financed housing communities: a moderate income housing community designed for families; and a low income senior housing community designed for those over 62 years of age or disabled.

Section 8 Housing Assistance Program

The federal Section 8 Housing Choice Voucher Program can assist a monthly average of 149 low-income families by sharing in the cost of their rental payments to private landlords. This program requires annual inspections of each unit to ensure that both families and owners are keeping the unit in good repair and complying with HUD regulations. The Housing Authority assists the towns with the collection of taxes from delinquent landlords, as HUD requires all landlords receiving federal monies to be current with their property taxes.

The utilization rate (number of monthly units under contract verses number of monthly units available for contract) for the fiscal year ending December 2007 is expected to be 77.88%. This represents a decrease over the 2006 utilization rate which was 93.4%. This was due, in part, to an effort to keep costs within budget having exceeded funding in 2006 because of increased costs per participant. Should the utilization rate continue at the current December rate, the 2008 rate is expected to be 93.96%. The waiting list was opened briefly in October and 250 of the 1,052 applicants were placed on the list through a lottery system.

MANSFIELD HOUSING AUTHORITY continued...

The SEMAP (Section 8 Management Assessment Program) designated rating status given by HUD to this agency for 2006 was "Standard Performer."

Holinko Estates

Holinko Estates is a state financed housing community for moderate income families. It consists of 35 rental units for moderate income families which include 21 two (2) bedroom units, 13 three (3) bedroom units and 1 four (4) bedroom unit. Eight of the two (2) bedroom units and one of the three (3) bedroom unit are single floor apartments with the remaining units being two floor apartments. In response to the state legislature's decision not to renew the Payment in Lieu of Taxes this year, the Board of Commissioners approved a base rent increase and an increase in the percentage of adjusted household income used to calculate rents. Effective March 1, 2008, rent will be based on thirty percent of adjusted monthly household income with a minimum monthly base rent of \$450 for two (2) bedroom units, \$500 for three (3) bedroom units and \$550 for the four (4) bedroom unit. This increase should allow the Housing Authority to make the payment in lieu of taxes while still putting money in reserves for future capital improvements. The waiting list was opened in November and will remain open until the list reaches a maximum of 35 people. The average turn over rate for this housing community is 5 to 6 units per year. This was year was significantly above average, turning 12 units. The Housing Authority continues to discuss building additional affordable housing in an area located further from the University of Connecticut. Currently, 60% of the residents are graduate students.

Wright's Village

Wright's Village is a state financed housing community for low income senior and disabled individuals consisting of 40 one (1) bedroom units. Thirty units were built in 1978 and ten were built in 1985. There have been considerable upgrades and repairs or replacements made to this community over the past thirteen (13) years including, new roofs and gutters, siding replacement, sidewalk replacement, interior and exterior lighting replacement, bathtub conversions to walk-in showers in 13 units, kitchen countertop replacement, new fire alarm system installation and refrigerator replacement. A rent increase was approved effective May 1, 2008. Rent will be based on 30% of adjusted monthly household income with a minimum monthly base rent of \$195 for the smaller one bedroom units and \$205 for the larger one bedroom units. The Housing Authority takes advantage of two grants provided by the Department of Economic and Community Development. One grant funds an eight hour per week Resident Service Coordinator position and the second grant funds a Rental Assistance Program which supplements the monthly rental costs for twelve residents. The waiting list was opened in November and will remain open until the list reaches a maximum of 35 people. The average turn over rate for this housing community is 3 to 4 units per year. This was an average year, turning 3 units.

DEPARTMENT OF INFORMATION TECHNOLOGY

Jaime L. Russell, Director

429-3383

The mission of the Information Technology Department is to develop and maintain efficient and cost effective information systems for the Town and Schools and to develop and provide customer-centric support services to its user base to assure the successful utilization of town owned equipment. These technologies include computer hardware and software, computer network services spread across fifteen Town and School buildings, and our Internet website presence. In June of 2007, Information Technology staff from the Town of Mansfield, the Mansfield Public Schools, and Regional School District # 19 formally merged to create a single Information Technology Department. The new department builds upon the existing collaborative relationships in I.T. to further integrate staff efforts, share technical expertise and resources, maximize cost savings through combined purchasing quantities, and expand common services to staff and citizens. The combined department provides support for 1,500 computers and the associated network and peripherals attached to that equipment. The network includes 3,000 staff and student users, as well as certain computer services used by the citizens in our community.

Accomplishments for FY 2006-2007

- Formally merged I.T. staff from the Town of Mansfield, the Mansfield Public Schools, and Regional School District # 19 to create a single Information Technology Department;
- Installed a new Alpha Computer System replacing the Town's 10 year old Alpha 2100;
- Patched all Town and School computers for the Daylight Savings change;
- Supported Voice Communications staff's deployment of VOIP phones at the Town Hall;
- Installed a new network switching core at the Town Hall for the Wide Area Network;

DEPARTMENT OF INFORMATION TECHNOLOGY continued...

- Tested centralized off-site backup technology to meet increasing electronic data storage needs;
- Piloted indoor and outdoor wireless network technology.

Plans for FY 2007-2008

- Expand the Wide Area Network to include the new Reynolds School;
- Finalize implementation of wireless access and expand wireless coverage;
- Support Voice Communications staff in the continued roll-out of the VOIP phone network;
- Implement remote access to increase staff productivity by expanding technology access from remote locations;
- Implement the new Town Citizen Service software suite;
- Provide centralized off-site backup system to address the increasing amount of electronic data produced by Town and School departments;
- Implement a new FileMaker Pro server to meet the Schools and E.H.H.D.'s database needs.

MANSFIELD PUBLIC LIBRARY

Louise Bailey, Director
423-2501

Mansfield Public Library serves as the popular materials library for the Town of Mansfield, providing recreational reading materials and information resources in a wide variety of formats. The Library is open Monday through Saturday; available 24 hours a day is our website, www.biblio.org/mansfield. The goals of the Mansfield Public Library are to provide a broad range of materials in a variety of formats, to make Library materials available throughout the community, to offer programs and services that promote lifelong learning, and to provide qualified staff to both assist patrons and promote the active use of the full range of library resources.

Total number of items in the Mansfield Public Library Collection is 88,685: books 75,748; audio format 5,274; visual format 4,616; Miscellaneous (toys, museum passes, backpacks, etc) 339; Chinese language collection 2,708.

Accomplishments for FY 2006-2007

- Completed Long Range Plan for Public Library Services: our top priorities continue to be Lifelong Learning and Current Topics/Titles. Fifteen residents, the Library Advisory Board, and library staff worked to create a blueprint to guide the Library in the provision of quality services for the next 5 years;
- Increased and upgraded services to Seniors through the completion of activities funded by the Senior Outreach Services Grant: 25 new periodical subscriptions, 236 large print titles, 53 books-on-CD, 13 DVD's, 6 portable CD players with "pillow speakers," 2 "Boom box CD players," and 2 DVD players were purchased with grant funding. In addition, 10 people registered for homebound library service;
- Wednesday evening hours were restored, resulting in a 4% increase in the amount of time residents have to use their local public library;
- Expanded and strengthened our web site: Recommended reading lists for people of all ages are linked to our online catalog; Our monthly newsletter is available online; A comprehensive subject index to recommended web sites; Library card applications and reservations for the Buchanan Auditorium can be submitted online;
- Presented 384 library programs for people of all ages, with a total annual attendance of 9,306;
- Total registration for Summer Reading program was 514; this is an incentive program designed to encourage reading with babies all the way up to teens;
- Checked out over 240,000 items to the public;
- As of June 30, 2007, there were 12,472 residents registered for Mansfield Public Library cards;
- Answered 4,525 reference and/or reader's advisory questions, a 15% increase when compared to the last fiscal year;
- Where did we find the answers? 55%: our collection, 14%: multiple resources, 13%: Internet, 11%: borrowed books from other libraries, and 6%: online databases.

MANSFIELD PUBLIC LIBRARY continued...

Plans for FY 2007-2008

- Maintain current activities and begin implementation of new activities to support major goals of the Long Range Plan: Young children will enter school with a firm grasp of the concept that books bring pleasure; Mansfield residents will have free access to technological resources and expert help from professional librarians; Local residents of all ages will use Mansfield Public Library as a center for programs that support access to information and encourage reading for pleasure; Residents of Mansfield will have sufficient library materials in a variety of formats and languages to satisfy their demand for pleasure reading and general information; People of all ages will come together in Mansfield Public Library to find information presented in a variety of formats and methods about the diverse cultural heritages present in the Mansfield community; Residents of all ages and a variety of backgrounds will be encouraged to participate in community programs in a space inviting, neutral, and safe for all members of the community.

PARKS AND RECREATION

Curt Vincente, Parks and Recreation Director
429-3015

The mission of the Parks and Recreation department is to enhance the quality of life of the total community by providing a variety of leisure opportunities, promoting health and wellness, increasing cultural awareness, protecting natural resources and developing the recreational needs and interests of area residents. The Parks and Recreation Department provides Mansfield residents the opportunity to participate in a wide variety of active and passive activities for pre-school age through senior citizens. Program information is available four times per year in July, November, March and May via program brochures distributed to area residents. Programs and publicity are greatly enhanced by the generous commitment and support of local businesses.

Accomplishments for FY 2006-2007

- Oversaw Community Center operations, program development, membership services, and implemented comprehensive marketing program;
- Held 4th Anniversary Celebration of the Community Center on November 1, 2007;
- Community Center visitations, July 1, 2006-June 30, 2007, totaled 248,351, an average of 20,696 per month;
- Continued popular "Family Fun Night" activity at the Community Center;
- The 2006-07 year included a total of 1,408 programs with 14,225 participants;
- Administered comprehensive Youth Basketball and Youth Baseball programs and required local volunteer coaches to be certified in the National Youth Sports Coaches Association in order to provide a positive experience for all participants. Over 100 coaches were certified in 2006-07;
- Continued a back-ground check procedure for volunteer coaches;
- Continued emphasis on quality daytime programs for children of working parents. In addition to the popular summer day camp, day-long programs are offered on school common curriculum days and vacation weeks;
- Major special events included the Know Your Town Fair, Halloween Party, Member Appreciation Week, Nutcracker Performance, Winter Fun Day, Annual Egg Hunt and Celebration, Kids Health and Safety Fair, Hershey Track and Field Program, Bike Tour, and a series of four summer concerts;
- Many residents enjoyed a successful season at Bicentennial Pond;
- Continued to administer community and adult education program offering a variety of enrichment courses on a seasonal basis.

Plans for FY 2007-2008

- Continue Community Center facility supervision; oversee program development, facility planning, staff hiring and training and marketing;
- Develop program offerings in the areas of fitness, aquatics, after-school, and teen center;
- Provide staff support for Agriculture, Arts Advisory, Open Space Preservation, Parks Advisory, and Recreation Advisory Committees; continue support for co-sponsored organizations;
- Conduct comprehensive youth sports program and training clinics to certify youth sport coaches in the National Youth Sports Coaches Association program;
- Conduct background check procedure for all youth sport coaches;
- Operate comprehensive summer day camp program and Bicentennial Pond facility;

PARKS AND RECREATION continued...

- Provide a variety of special events and programs, activities and courses for all age groups, including an extensive community and adult education program;
- Apply for open space and/or trail grants when available.

PLANNING AND ZONING DEPARTMENT

Gregory Padick, Director of Planning

429-3330

Curt Hirsch, Zoning Agent

429-3341

The Director of Planning and Zoning Agent play key roles in stimulating, coordinating and administering the responsibilities of the Town's planning and development functions.

Accomplishments for FY 2006-2007

- Assisted the Planning and Zoning Commission (PZC) with its review of new land use applications, regulation and zone classification revisions, modifications, bonding issues and enforcement issues;
- The Zoning Agent issued Zoning Permits for 47 new single-family homes and 3 new multi-family units. A total of 199 Zoning Permits were issued. Additionally, 128 zoning enforcement letters, 38 violation notices, and 18 Zoning Citations were issued;
- The Director of Planning served as Mansfield's representative on UConn's Capital Projects Advisory Committee, which helps plan and monitor new development on the Storrs campus and UConn's Water and Wastewater System Committee which reviews operational and service request issues and recommends actions as appropriate. When evaluating UConn projects particular attention is given to infrastructure issues and potential traffic, drainage and neighborhood impact issues. Of particular importance in June 2007 a new UConn Water Supply and Waste Water Disposal Master Plan was approved. Many of the report's recommendations are being implemented;
- The Director of Planning participated in various facets of Mansfield's Open Space Acquisition and Management programs, including the review of draft management plans and potential property acquisitions;
- The Director of Planning participated in various aspects of the ongoing Storrs Center Downtown project. Following a comprehensive staff review of proposed Design District Regulations and associated preliminary master plan maps and traffic, parking and stormwater master plans, a new Storrs Center Special Design District was approved by the PZC in June 2007. The Inland Wetland Agency approved project plans in October 2007;
- The Director of Planning and Zoning Agent provided information and assistance to town and State officials, property-owners and their representatives on a wide range of land use issues, including assisted living, age-restricted housing and student housing issues.

Plans for FY 2007-2008

- Assisting the PZC with application-related responsibilities and the continued implementation of Plan of Conservation and Development recommendations. Implementation will require the analysis and drafting of revisions to Mansfield's Zoning Map and land use regulations. Priority has been given to rezoning the Pleasant Valley Road area west of Mansfield City Road;
- Enforcement of existing land use regulations;
- Assisting town officials with an ongoing Four Corners Sewer Study and the review of recent, ongoing and potential UConn projects and studies including a proposed composting facility, the potential use of wastewater to cool campus generators and a low flow Willimantic River analysis which will help determine potable water supply capacity for the Willimantic River wellfield;
- Assisting town officials with the implementation of various elements of the Storrs Center Downtown including planned municipal garages and the approval of specific construction plans;
- Assisting town officials with assisted living and age-restricted housing issues, including the selection of a preferred developer for a new project in Mansfield;
- Assisting town officials with the implementation of Mansfield's housing code and other initiatives to address student housing issues in areas proximate to the UConn campus and with the Town's Strategic Planning initiative.

POLICE SERVICES

Sergeant Brian Kennedy, Resident State Trooper's Office
429-6024

Troop C: (860) 896-3200 or 1-800-318-7633

The Town of Mansfield contracts with the State Police for services of five Resident State Troopers, one of whom is a State Police Sergeant. The town also employs four full-time and three part-time Mansfield Police Officers. Police coverage is also provided by State Police patrols working out of the Troop C barracks in Tolland.

Accomplishments for FY 2006-2007

- Administered the "Good Decisions" program at the Mansfield Middle School;
- Four Resident Troopers and two Town police Officers initiated bicycle patrols. These patrols have been very effective in Mansfield Hollow Park, the business block on Rte. 195, and in area apartment complexes;
- Conducted 512 criminal investigations and 444 motor vehicle accident investigations. Issued 1835 motor vehicle citations and 1323 motor vehicle warnings, for a total of 3158 motor vehicle contacts. Affected 81 arrests for driving while intoxicated and responded to 3,962 non-emergency calls for service;
- Prepared and provided police coverage during UConn's annual Spring Weekend event. This office along with the Commanding Officer of Troop C, were instrumental in the planning and execution of State Police operations at this event, including grant funded DWI check points throughout the three-day event. This year's weekend proved to be one of the most productive and successful public safety events;
- Continued to work with the owners of the Carriage House Apartment Complex in maintaining order and civility through dedicated patrols and strict enforcement of town ordinances and state laws;
- Participated in community policing efforts such as the "Know Your Town Fair, Child Safety Fairs, and speaking engagements at local organizations for Identity Theft and Computer Safety for Youth;
- Fulfilled D.O.T. grants that funded speed enforcement patrols and "sobriety checkpoints" targeting intoxicated motorists;
- Worked with the department of Liquor Control in joint operations targeting the illegal sale of alcohol to minors;
- Conducted multiple "undercover" operations targeting private residences practicing in the illegal sale of alcohol.

Plans for FY 2007-2008

- Hire an additional full-time State Police Resident Trooper to assist with the implementation of various community policing initiatives;
- Purchase Ford Explorer vehicle, which will add a 4-wheel drive vehicle to the fleet;
- Continue to seek grant-funded programs for Speed and DUI patrols, as well as, grants for equipment purchases;
- Continue to work with the owners of the Carriage House Apartment Complex in maintaining order and civility through dedicated patrols and strict enforcement of town ordinances and state laws;
- Prepare and provide police coverage during UConn's annual Spring Weekend event, including increasing grant funded DUI check points;
- Continue to work with UCONN Dean of Students to improve communications and relations with students as a secondary alternative to traditional criminal arrests;
- Continue to participate in the "Good Decisions" program at Mansfield Middle School;
- Participated in a coordinated effort with UConn, Town Government, area business leaders, and community leaders to address substance abuse and quality of life issues on and around the UConn campus;
- Continue to develop new and innovative efforts to combat and eventually curtail spontaneous large gatherings at off-campus apartment complexes. These efforts will include, but are not limited to, undercover operations, DUI enforcement operations, increased efforts to enforce town ordinances and liquor violations;
- Increase police coverage to meet the need of the rapidly growing community.

DEPARTMENT OF PUBLIC WORKS

Lon Hultgren, Director
429-3331

The Department of Public Works provides for the operation, maintenance and repair of the Town's infrastructure -- directly for the roads, bridges, solid waste facilities, park and recreation areas, sewers and pump station, and indirectly (through the Board of Education) for the maintenance of Town buildings. Road maintenance is the principal activity of the department, followed by building maintenance, waste management, equipment maintenance, grounds maintenance, engineering and building inspection.

DEPARTMENT OF PUBLIC WORKS continued...

Accomplishments for FY 2006-2007

- Completed the construction of a bikeway/walkway along the East side of Separatist Road;
- Complete the construction of a mini-roundabout at the intersection of Birch and Hunting Lodge Roads;
- Installed a pilot (10 vehicle) automated vehicle locating (AVL) system at the Town Garage;
- Sanded and plowed the Town's 104.4 miles of roads and parking areas;
- Maintained the Town's 87 acres of turf and athletic fields (mowing, fertilizing, aerating, overseeding and striping) - 14 soccer fields, 14 baseball fields, 2 football fields and 2 field hockey fields. Began the transition to using organic land-care products on all Town fields;
- Repaired scour damage under the Atwoodville and Chaffeeville Road bridges;
- Resurfaced about 9 miles of Town Roads; mowed Town roadsides; cleaned ditches and graded dirt roads throughout the year;
- Helped staff the Town's clean energy program;
- Assisted in the coordination of the Town's Fall "Festival on the Green" as a low-waste event wherein most of the waste generated was recycled or composted;
- Continued design and coordination work for the roads, streetscapes and plazas along Route 195 in the Storrs Center project area;
- Continued the grant coordination work to replace the Stone Mill Road and Laurel Lane bridges; held public information meetings for these projects;
- Set up a web-based viewer to use the Assessor's data on-line;
- Coordinated a study of sewerage the 195/44 four corners business and commercial area.

Plans for FY 2007-2008

- Complete the 4th soccer field at the Lions Club park complex;
- Begin construction of the Hunting Lodge Road walkway between Carriage House Drive and North Eagleville Road;
- Continue the annual road surfacing program, roadside mowing program and park and playing field maintenance;
- Coordinate the design of new bridge railings for the Gurleyville Road bridge;
- Layout the expansion of the Gurleyville Road cemetery (cremation grounds); begin site preparation;
- Continue to update the Assessor's parcel maps and support the 12 desktop GIS applications;
- Complete the design of the Stone Mill Road and Laurel Lane bridge replacement projects;
- Complete the study of sewerage options for the Four Corners area near 195 and 44;
- Implement a new Fleet Maintenance program at the Town Garage;
- Continue coordination and support of Route 195 improvements and streetscapes in the Storrs Center project area;
- Install new "Welcome to Mansfield" signs on State Highways and "Scenic Road" signs on Town scenic Roads.

REGISTRARS OF VOTERS

Bev Miela and Andrea Epling, Registrars

429-3368

The Registrars of Voters, under 9-32 of the Connecticut General Statutes, are mandated to maintain the voting registration records for the Town of Mansfield. Their duties include conducting the annual canvass of registered voters, managing elections, primaries and referenda, securing and training poll workers, responding to requests for voter registration and education, and processing mail-in and cross town registrations. The Registrars of Voters work to further ensure the accuracy of the official registry list. They also expanded voter outreach in the local schools.

Accomplishments for FY 2006-2007

- Conducted the annual canvass of voters using the National Change of Address System;
- Conducted the Region 19 Budget Referendum in May 2007 and the Municipal Election in November 2007;
- Conducted and will continue to conduct training sessions and informational sessions for the OpticalScan Voting system. Attended mandatory instructional meetings conducted by the Secretary of the State's office concerning the new voting system. Will attend the Fall ROVAC Conference;
- Registered new Mansfield voters and new UConn voters:
 - 9389 voters are registered in town: Democrats 3866; Republican 1292; Green 39; Libertarian 5; Independent 12; Unaffiliated 4174; Conservative 1.

REGISTRAR OF VOTERS continued...

Plans for FY 2007-2008

- Anticipating a Democratic and Republican Primary in February, 2008, an E.O. Smith Budget Referendum in May 2008, a Republican Congressional Primary in August 2008 and the Presidential Election in November 2008;
- Continue implementation of statewide voter registration computer system;
- Continue training on new approved voting system;
- Continuation of registration, education and participation in voter outreach efforts;
- Attend ROVAC Spring and Fall Conferences.

DEPARTMENT OF SOCIAL SERVICES

Kevin Grunwald, Social Services Director

429-3315

The Department of Social Services assists residents through three service divisions - Adult Services, Senior Services and Youth Services. Citizen guidance is provided by the Department Advisory Committee, Youth Service Bureau Advisory Committee, Mansfield Senior Association, Commission on Aging, Mansfield Advisory Committee on the Needs of Persons with Disabilities and the Mansfield Advocates for Children (formerly the Mansfield School Readiness Council). General fund expenditures are supplemented by grants and contributions from many public and private sources that provide support for several programs as well as individuals with emergency financial needs.

ADULT SERVICES

Adult services include information, referral and counseling relating to a wide range of concerns and problems. Emergency financial assistance is provided from the Special Needs Fund, which is supported by private donations. Staff serve as the Municipal Agent for the Elderly, Fair Housing Officer, Tenant/Landlord Advisor and the Salvation Army Service Unit.

Accomplishments for FY 2006-2007

- Assisted 171 persons who are elderly or disabled to apply for State tax relief programs;
- Coordinated volunteer community holiday giving programs involving 29 individual or group donors and 165 recipients from 46 households;
- Provided referral, short or longer-term counseling services to 278 residents;
- Provided emergency financial assistance and food pantry assistance for a total of 102 incidents;
- Utilized funding from the State Department of Transportation to implement expanded transportation services to elderly and disabled residents;
- Secured funding from the State Department of Mental Health and Addiction Services to create a strategic prevention framework to address problems associated with underage drinking;
- Assisted in the implementation of an elderly property tax freeze ordinance to provide tax relief to low-income residents;
- Worked with staff of the Parks & Recreation Department and the State Department of Mental Retardation to implement a social activities group for young adults with developmental disabilities;
- Led an advisory committee appointed by the Town Council to encourage development of an Assisted/Independent Living facility in Mansfield.

Plans for FY 2007-2008

- Release a Request for Proposals (RFP) to select a preferred developer for an independent/assisted living facility;
- Utilize information generated through the town-wide strategic planning initiative to focus on the unmet human service needs of all Mansfield residents;
- Explore the potential for affordable housing options in Mansfield.

SENIOR SERVICES

Senior Services provides opportunities for seniors aged fifty-five and over to maintain and improve their physical, mental, social and emotional well-being so that life is stimulating, full and enjoyable. Seniors are involved in various creative, educational, recreational and social activities at the Mansfield Senior Center. The Center offers a wide range of activities including support groups, computer classes, health programs, exercise classes, bingo, art classes, chorus, meals, trips and volunteer opportunities. The Wellness Center also offers health screenings, immunization, social services, case management and medical services through a variety of programs.

DEPARTMENT OF SOCIAL SERVICES: SENIOR SERVICES

continued...

Accomplishments for FY 2006-2007

- Ninety-four seniors became members of the Senior Center during fiscal year 2006/2007. There are 1187 registered members of the Senior Center, with an average attendance of 79 seniors per day;
- Five hundred and twelve individuals receive the monthly Sparks newsletter in the mail. Others access the newsletter through the Town's website or receive a copy from various sites throughout Mansfield;
- Over 182 senior volunteers assist in various operations of the Senior Center;
- The Senior Center served 5684 congregate subsidized meals to seniors through Thames Valley Community Council from July 1, 2006 through June 30, 2007. Effective October 1, 2006, meals were being produced on site. An alternate food program, offered by Windham Hospital on Wednesdays through the Mansfield Senior Center Association, Inc. served 834 noon meals. 255 meals were provided by outside sources;
- 4628 meals were delivered to homebound seniors through the meals-on-wheels program;
- Sponsored intergenerational activities were held in cooperation with E.O. Smith High School, Mansfield Middle Schools and The University of Connecticut. The third Grandchildren's Day was held on April 16 with 33 adults and 25 children in attendance;
- Sponsored a Veterans' Day Program on November 8, with 121 in attendance;
- One hundred eighty-two seniors received assistance with tax preparation FY 2007. The AARP Tax-Aide Foundation was awarded the Mansfield Senior Center the Margaret Drescher E-File Site Award for dedication to increased E-filing;
- 576 seniors received flu shots FY 2007;
- Offered health assessments, screenings and preventative care at the Wellness Center. The VNA East provided care to 286 patients; the podiatrist treated 296 patients; our reflexologist saw 65 patients. Many seniors took advantage of several free screenings: hearing, cataract/glaucoma and skin cancer;
- Interim Healthcare funded blood pressure screenings twice a month. On average, 25 seniors receive blood pressure checks at each clinic;
- The American Red Cross offered its first blood drive at the Senior Center on August 28, 2007;
- Senior volunteers have been tutoring individuals, who speak English as a second language, to help them with their English conversational skills;
- Seven new classes were offered FY 2007: 2 additional T'ai Chi classes, a cardio class twice a week, evening quilting class twice monthly, scrabble, setback, and Italian Conversation.

Plans for FY 2007-2008

- Work with the Commission on Aging to implement the Long Range Plan for seniors, focusing on identified priorities of transportation, information dissemination, access to public meetings, and senior center space needs;
- Promote increased health by offering health screening clinics to detect early signs of disease processes, such as hearing, vision and osteoporosis screenings and by presentations of health promotion talks;
- Support the Town of Mansfield in facilitating the development of a new independent/assisted living facility;
- Continue to offer resource information and improved access to financial information by updating the resource manual, "At Your Fingertips" with the Commission on Aging;
- Improve efficiency and accuracy to track program utilization by installing a software program to manage these processes;
- Begin the process of accreditation with the National Council on the Aging.

YOUTH SERVICES

The Youth Service Bureau's mission is to promote and support the social and emotional well-being of our town's youth and their families. We provide clinical services that including psychiatric assessment, treatment and referral. Our services are offered to all children and families and our objective is the development of youth as responsible contributing members of our community. We accomplish this working in close collaboration with the public schools and community agencies. Our professional staff consists of master's level therapists with degrees in social work and psychology and a board certified child psychiatrist. All of our staff have years of experience working with children and families.

Accomplishments for FY 2006-2007

- Provided clinical services to youth, including psychiatric assessment and consultation;

DEPARTMENT OF SOCIAL SERVICES: YOUTH SERVICES continued...

- Positive Youth Development Activities included: Juniper Hill Intergeneration Groups; Youth Work Employment Program at Mansfield Middle School; Special Education Parents Group at MMS with 7th/8th graders; and Mansfield Summer Challenge with 16 participants in its 31st year of operation;
- Counseling Groups provided education/support to individuals and parents, along with 70 COPE and grief groups;
- Established "HI-FI" (How I Feel Inside); a grief group for children and parents who have experienced the loss of a close family member;
- Continued to facilitate the "Grandparents Raising Grandchildren" support group;
- Coordinated the distribution of: "Outreach to Youth" tickets to performances at UConn's Jorgensen Auditorium;
- Coordinated the "Big Friends" mentoring program in collaboration with the University of Connecticut's Community Outreach Program;
- Facilitated camperships to local summer camps through the Noah Farland Fund;
- Secured funding from the CT Youth Service Association to support youth leadership initiatives as part of the "Respect Me" program at Mansfield Middle School;
- Coordinated the ninth year of the Mansfield School Readiness Program, supporting sixteen children receiving care at one of four nationally accredited centers;
- Worked with the Mansfield Public Schools and Mansfield Advocates for Children on the seventh year of the Discovery Grant from the William C. Graustein Memorial Fund;
- Family Information Packets were distributed to more than 150 families, providing information on a variety of issues related to early care and education;
- Coordinated Mansfield's first celebration of the Month of the Young Child in April of 2006;
- Worked with the YSB Advisory Committee to clarify the vision and mission of the Youth Service Bureau focused on developing future program initiatives.

Plans for FY 2007-2008

- Continue to develop collaborative relationships with community resources to expand the capacity to meet the needs of the youth of Mansfield;
- Develop services to assist middle school students with transition to high school;
- Support the work of the underage drinking initiative through support of Safe Homes and other environmental strategies;
- Offer training and education on parent leadership and engagement;
- Review, collect, and analyze data about the status of infant and toddler care in Mansfield;
- Apply for funding for the 8th and 9th years of the Graustein Foundation's Discovery Grant, supporting efforts to create a strategic plan to address the needs of young children and their families in Mansfield.

TOWN CLERK

Mary Stanton, Town Clerk

429-3303

The Town Clerk's office records all land records, maps, vital statistics and maintains all minutes for the major boards and committees. All game licenses for fishing, hunting, trapping, pheasant tags, migratory bird stamps, and hip permits are sold from this office. In June of each year all dogs must be licensed from the Clerk's office. This office has staff, who are notary publics and will notarize documents as authorized by the town. Certified copies of records recorded in the office may be purchased in the office according to Freedom of Information charges. Veterans' Discharges are recorded in the office as well as notary publics, liquor permits, trade names and a current list of Justices of the Peace. The Town Clerk assists town organizations in setting up raffles and games of chance. All notices of town meetings and committee meetings are posted on the signpost outside the Clerk's office within time limits set by the Freedom of Information Commission. All election materials and procedures for holding elections are arranged in collaboration with the Registrar of Voters. The Town Clerk serves as clerk to the Town Council. An Assistant Town Clerk serves as secretary to the Zoning Board of Appeals. The Clerk's office approves the scheduling of meeting rooms in the Audrey P. Beck Municipal Building.

Accomplishments for FY 2006-2007

- Total documents recorded 2860; Maps recorded 75; Marriages Licenses issued 55; Civil Union Licenses issued 4; Deaths recorded 135; Births of residents recorded 105;
- Dog Licenses issued July 1, 2006-June 30, 2007 1,621 and 3 Kennels;

TOWN CLERK continued...

- Sold 538 sport licenses;
- A Democratic Primary for the 2nd Congressional District was held on August 8, 2006. Persons voting were 2012. The November Gubernatorial Election was held on November 6, 2006. Persons voting were 6275. Regional School District Referendum held on May 8, 2007. Total number of voting 380;
- Annual Town Meeting was held on May 8, 2007;
- Implemented new procedures for the distribution of absentee ballot applications as a result of requirements of the Help America Vote Act and new directions from the Department of Justice;
- Developed procedures and forms for Town Clerk responsibilities regarding the new optical scan voting machine;
- Presented outline of the Town Clerk's office and responsibilities to University of Connecticut Journalism classes;
- Completed a Record Management Survey for the Town under a State Historic Preservation Fund Grant and submitted said survey to the Connecticut State Library;
- Applied for a Competitive Grant from the State Historic Preservation Fund for the review, filing and storage of Town documents;
- Established new layout and procedures for public access to the computerized indexes to the Land Records;
- Assisted the Committee on Committees with the introduction of a volunteer opportunity web page;
- Archived the legal opinions of the Town;
- Computerized the 1921 to 2006 Burial Records of the Town;
- Established a policy for the posting and retention of agendas and minutes. Began the process of reviewing and organizing the minutes of the Boards and Commissions in Town.

Plans for FY 2007-2008

- To redesign the vault with the installation of mobile compact storage units provided by a competitive \$47,924.00 Historic Documents Preservation Grant. The grant will also provide us with the services of a Record Management Consultant who will assist us with the reviewing, filing, inventorying, and storage of Town records;
- To continue the process of rebinding the Vital Statistics Record Books, 1943 to 1969;
- To address the humidity problem in the vault;
- To work with other staff members to develop a process to archive all Town policies;
- To continue to work with the Registrars of Voters as new election legislation is enacted and to gain access to the voter files on a read-only basis;
- To continue to investigate the implementation of the land record scanning component of the POS system.

Committees, Boards and Commissions

AMERICANS WITH DISABILITIES ACT GRIEVANCE COMMITTEE

The purpose of the ADA Grievance Committee is to hear and to investigate grievances and other concerns filed against the town under the Americans with Disabilities Act (ADA). Upon completing its investigation of a particular case or incident, the committee renders a decision regarding its findings and may provide a recommendation to resolve the matter. The committee only hears claims filed with the town, and does not get involved with claims filed in a court or another outside forum.

ADVISORY COMMITTEE ON THE NEEDS OF PERSONS WITH DISABILITIES

The Committee on the Needs of Persons with Disabilities was founded in 1976 and became an official town committee in 1982. The Committee has been instrumental in improving conditions related to accessibility and inclusion for all residents of Mansfield.

Accomplishments for FY 2006-2007

- Reviewed and made recommendations to the Planning and Zoning Commission for construction projects such as: Mansfield Downtown Partnership Concept Plan; Gibbs Oil Co. Improvement Plan; River Park and Plains Road Development Plan; Special Permit Application by E.O. Smith for the Depot Road Campus;
- Participated in the Know Your Towns Fair to promote the purpose and community awareness of the Committee;
- Continued to make accessibility compliance recommendations to Town departments;
- Responded to accessibility issues brought to the Committee by residents.

Plans for FY 2007-2008

- Continue to provide advocacy and oversight regarding the needs of residents with disabilities, focusing on access to buildings and services, transportation and overall quality of life;
- Continue to work collaboratively with the Mansfield Downtown Partnership to ensure that the design of the new Storrs Downtown encourages access and use by all residents.

AGRICULTURE COMMITTEE

The Agriculture Committee advises the Town Council and other bodies on matters related to preserving farmland and agricultural activity in Mansfield

Accomplishments for FY 2006-2007

- Produced the 2007 "Mansfield Country Agricultural Products and Services" brochure;
- Provided information to farm community about farm grant programs;
- Contributed to planning and presentation of Mansfield Open Space Initiative project;
- Reviewed zoning proposals.

Plans for FY 2007-2008

- Produce the 2008 "Mansfield Country Agricultural Products and Services" brochure;
- Provide information to farm community about farm grant programs;
- Contribute to planning and presentation of Mansfield Open Space Initiative project;
- Review zoning proposals;
- Review Mansfield Agriculture leases on Town-owned property;
- Co-sponsor a Mansfield historic barn inventory and exhibit with the Mansfield Historical Society;
- Review zoning regulations for keeping farm animals.

ARTS ADVISORY COMMITTEE

The Arts Advisory Committee is charged with advising the Town Council and Manager on issues related to the arts. The committee looks to promote and encourage interest and participation in the arts and may work to compliment activities and events sponsored by private organizations having the same purpose and goal.

ARTS ADVISORY COMMITTEE continued...

Accomplishments for FY 2006-2007

- Arranged quarterly rotating art displays at the Mansfield Community Center (MCC) for 12 local visual artists; including reviewing and applications;
- Worked with Mansfield Parks and Recreation staff to arrange for a poetry reading by local poets;
- Posted an exhibit calendar and artist information displaying work at the MCC on the Town's website;
- Distributed an *Artspaces* packet (including a list of businesses and institutions offering exhibit and performance space to artists, instructions for making use of these opportunities, and a sample exhibit contract);
- Worked on creation of an arts display policy for the Mansfield Community Center and made recommendations for other town spaces;
- Continued discussions regarding suggestions for an arts presence in the new Storrs Downtown development to the Downtown Partnership;
- Worked with town staff to adapting the double-sided case at the Mansfield Community Center entry-way to accommodate displays of fabric and flat art, in addition to sculpture;
- Filled all vacancies of the 7-person committee.

Plans for FY 2007-2008

- Continue to arrange rotating art displays at MCC;
- Continue to advocate an arts presence in the Storrs Downtown development;
- Implement a new arts display policy;
- Broaden the arts represented at the MCC by arranging performances there by local music, dance, and drama groups.

BEAUTIFICATION COMMITTEE

The purpose of the Beautification Committee is to improve the aesthetic appearance of Mansfield by reducing unattractive areas. The Committee places flowering plants in key locations and recognizes individuals and businesses that contribute to the beautification of Mansfield.

BOARD OF ASSESSMENT APPEALS

The Board of Assessment Appeals hears appeals related to the assessment of motor vehicles and other property. The Board adjusts the assessment, valuation, etc. of personal property when appropriate and adds taxable property to the grand list when it has been wrongly omitted.

BOARD OF ETHICS

The Board of Ethics issues guidelines on matters related to ethics (i.e. ex parte communication) and establishes procedures for the public to initiate complaints alleging violations of Mansfield's Code of Ethics. The Board holds hearings concerning the application of the Code and its violation and makes recommendations for action to the Council when the Code has been violated.

BUILDING BOARD OF APPEALS

The Building Board of Appeals hears appeals regarding decisions made by the Building Official and renders decisions upon the appeal.

CATV ADVISORY COMMITTEE

The CATV Advisory Committee intervenes in any contested case before the department involving the CATV company which the Council is advising. The Committee reviews all community access programming that has been the subject of a complaint.

CEMETERY COMMITTEE

The Cemetery Committee advises the Town Manager in the management, care and maintenance of public cemeteries and provides assistance in the maintenance and care of cemeteries owned or controlled by private associations, if such help is requested. The Committee, within the framework of an approved Town budget, advises the Town Manager in the expenditure of Town funds to have burial grounds cleared of weeds, briars and brush, grass mowed, fences and walls repaired and memorial stones straightened and repaired.

CEMETERY COMMITTEE continued...

The Committee also studies the need for and makes recommendations to the Town Manager for the enlargement of present cemeteries and for the acquisition of land for new cemeteries as permitted under the Town's ordinances and advises the Town Manager in the development of a budget for implementing the above programs.

Accomplishments for FY 2006-2007

- Repaired monuments in the Mansfield Center Cemetery and identified monuments in other cemeteries for restoration;
- Reviewed future needs of the town and the adequacy of the current cemeteries;
- Explored the possibility of developing a "cremation only" burial ground adjacent to the Gurleyville Cemetery;
- Continued turf and tree maintenance programs.

Plans for FY 2007-2008

- Continue efforts to restore and maintain town owned cemeteries;
- Develop a wooded "cremation only" area adjacent to the Gurleyville Cemetery;
- Support the Riverside Burying Ground Association's transfer of the Gurleyville Cemetery to the Town.

COMMISSION ON AGING

The Commission on Aging (COA) studies the conditions and needs of elderly persons in the Town in relation to housing, economics, employment, health and nutrition, recreation, transportation and other matters. The Commission recommends and evaluates programs to meet the needs of the elderly and suggests priorities for action. Members serve as a resource group to which Mansfield citizens can turn either individually or as groups when they have problems or questions about programs or needs of the elderly. The Commission then furnishes information outlining needs to agencies and groups who are interested in, or who provide services for, the elderly.

Accomplishments for FY 2006-2007

- The Commission made its annual evaluation and recommendation to the Town Council on the budget requests of five area agencies that provide services to local aged residents;
- Monitored municipal programs offering services to the elderly, such as the Senior Center, Wellness Programs, and Housing units, by hearing regular reports of their activities;
- Completed an update of the Town's Long-Range Plan For the Elderly that will be used to guide the Commission's work over the next three years;
- Continued to support the development of an assisted living facility in Mansfield.

Plans for FY 2007-2008

- Ensure that the needs of seniors are represented in the Town's strategic planning initiative;
- Implement recommendations from the long-range plan, focusing on the priority issues of transportation, information dissemination, senior center space needs, and access to public meetings;
- Identify areas of legislative concern for seniors, including proposed changes to Social Security, and educate seniors regarding these issues;
- Partner with the Mansfield Senior Center Association to effectively function as a "voice" for the needs of seniors in Mansfield.

CONSERVATION COMMISSION

The Mansfield Conservation Commission is charged with advising the Town Council, the Planning and Zoning Commission, and other Town agencies and officials on policies and issues relating to the development, conservation, supervision, and regulation of natural resources (including water resources) within the Town of Mansfield.

Accomplishments for FY 2006-2007

- Assisted with open space and parks management issues;
- Commented on Inland Wetlands Applications;
- Reviewed and provided input to the Town Council regarding significant UConn projects;
- Continued to provide input to the municipal aquifer protection agency;
- Provided input to the Town Council regarding Storrs Downtown Partnership.

CONSERVATION COMMISSION continued...

Plans for FY 2007-2008

- Assist with open space and parks management issues;
- Comment on Inland Wetlands Applications;
- Review and provide input to the Town Council regarding significant UConn projects;
- Provide input to the Town Council regarding Storrs Downtown Partnership;
- Provide input to the Town Council on Aquifer Protection Regulations;
- Provide input to the municipal aquifer protection agency;
- Provide input to the Planning and Zoning Commission on subdivision applications;
- Monitor Town-owned conservation easements.

CONSTABLES

Mansfield Town Constables serve under State statutes. They have the power to serve and execute all lawful process legally directed to them.

DAY CARE CENTER BOARD OF DIRECTORS

The Day Care Center Board of Directors is responsible for the administration of the Mansfield Discovery Depot. The purpose of the Board is to maintain, regulate, manage and operate a high-quality day care center in the Town of Mansfield primarily for the residents of and those who work in Mansfield.

DESIGN REVIEW PANEL

The five person Design Review Panel is appointed by the Planning and Zoning Commission (PZC) to provide independent citizen review comments on Site Plan and Special Permit applications pending before the PZC. Members serve two year terms and are selected based on backgrounds in landscape architecture, engineering, historic preservation, architecture/design, business/construction or a related field.

EASTERN HIGHLANDS HEALTH DISTRICT BOARD OF DIRECTORS

The Eastern Highlands Health District Board of Directors is the governing body for the Health District, which is an independent entity of local government. The individual members are appointed by the legislative body of each member town. The Board appoints and supervises the local Director of Health, subsequent to a public hearing approves an annual budget, sets Health District policy and promulgates local rules and regulations for the promotion of local public health.

EMERGENCY MANAGEMENT ADVISORY COUNCIL

Elizabeth Paterson, Chair

The Emergency Management Committee is established by Ordinance and is consistent with CGS § 24-7. The Committee's charge is to offer advice to the Town Manager and the Director of Emergency Management on emergency management issues.

HISTORIC DISTRICT COMMISSION

The Mansfield Historic District Commission was established by ordinance to promote the educational, cultural, economic and general welfare of the Town of Mansfield through the preservation and protection of buildings and places of historic interest by maintenance of such landmarks in the history of architecture and of the Town of Mansfield, and through the development of appropriate settings for such buildings, places and districts.

HOUSING AUTHORITY BOARD OF DIRECTORS

The Housing Authority Board of Directors is comprised of commissioners that serve as governing officers or directors of the Housing Authority. Once appointed by the Town Council, commissioners are independent, non-partisan public servants. They are responsible for major policy and leadership decisions. The Executive Director they hire is responsible for the day-to-day administration of the Housing Authority and its programs. A commissioner may, and commonly does, serve many terms in providing this service.

HOUSING CODE BOARD OF APPEALS

The Housing Code Board of Appeals consists of 3 electors of the community that serve overlapping 3 year terms. The members must, in the view of the Town Council, possess the experience, capability and judgment to pass on matters pertaining to the code. There are 2 alternates which must have the same qualifications of the full board members. It is the board's duty to hear appeals from an aggrieved party, when in the appellate opinion, the code has been misinterpreted by the Code Official. A written appeal must be filed with the Housing secretary who also acts as secretary of the appeals board. An application fee of \$100 is due upon filing. The board must meet within 20 days of the appeal being filed. The board will consider evidence at the hearing and render a decision to either modify or reverse the inspector's decision upon a concurring majority vote. The appellate may request review by the Superior Court if they do not agree with the board's decision.

JUDGE OF PROBATE

Claire Twerdy, Judge
429-3313

Connecticut's probate courts have jurisdiction to hear and decide the following matters: adoptions (minors and adults); appointment of a temporary guardian of a minor child; award of temporary custody of a minor and appointment of guardian of a minor (following removal); termination of parental rights of a minor; emancipation of a minor; determination of paternity; appointment of a guardian of a person with mental retardation; appointment of trustee for property of a minor; involuntary commitment of a person with psychiatric disabilities to a mental hospital and related matters (adults and minors); change of name (minors and adults); custody of remains of a deceased; decedent's estates; trusts and certain accounts; conservatorships; and, estates of minors. The court also processes passport applications.

LIBRARY ADVISORY BOARD

The Library Advisory Board provides advice in formulating policies and objectives, publicizing and recommending new programs, reviewing the proposed budget, enlisting public cooperation and understanding for programs, assisting with cultural activities associated with the library and making recommendations concerning acceptance of any bequest, devise, gift or endowment.

Accomplishments for FY 2006-2007

- Assisted with the selection of members of the Mansfield Library Board: Sheila Quinn Clark, Barbara Katz, and Compton Rees were selected to renew their three year terms in 2007; Will Hare and Heidi Hand agreed to fill the remainder of the terms of Jung Pao and Marietta Johnson;
- Reviewed and provided feedback on the proposed library budget for FY 2007-08;
- Reviewed and discussed impediments to achieving new activities outlined in the Long Range Plan;
- Discussed the book donation policy and a specific demand that books be placed in the collection; the Board deferred to the professional opinion of the Library Director.

MANSFIELD ADVOCATES FOR CHILDREN

Mansfield Advocates for Children-MAC, (formerly the Mansfield School Readiness Council) is an advisory committee composed of volunteers who are appointed by the Town Council and Mayor of Mansfield. The mission of this body is: "To contribute to the positive development of all young children in Mansfield." MAC maintains a relationship with the Mansfield Board of Education, the Town Council and the Mayor. These relationships are important to sanction the work and vision of this group. The connections between Town leadership and MAC represent a clear and valuable commitment to the issues of early care and education by the Town and school district leadership. Regular communication between MAC and these entities is a priority for MAC.

Accomplishments for FY 2006-2007

- Applied for and received \$107,000, for the Mansfield School Readiness Program to enter its ninth year of operation, supporting sixteen 3 and 4-year olds enrolled in one of 3 nationally accredited early care centers;
- Assisted with the completion of the Community Assessment tool for the William Graustein Memorial Foundation Discovery grant;

MANSFIELD ADVOCATES FOR CHILDREN continued...

- Distributed 150 "Mansfield Family Information Packets" for use by newcomers or new parents in Town;
- Conducted a team building retreat to develop bylaws for governance, guidelines, and member responsibilities;
- Coordinated events as part of a month-long celebration in April for the "Month of the Young Child;"
- Coordinated efforts that led to the development of a trial Before-School program at Goodwin School.

Plans for FY 2007-2008

- Continue to develop and expand Month of the Young Child activities;
- Offer parent leadership curriculum on a regular basis;
- Continue to provide outreach to underserved members of the community for early care and education;
- Review, collect, and analyze data about the status of infant and toddler care in Mansfield;
- Develop and maintain regular connections between the early care providers and the public school system.

MANSFIELD DOWNTOWN PARTNERSHIP BOARD OF DIRECTORS

The MDP Board of Directors is made up of 18 representatives from the Town of Mansfield, surrounding communities, and the University of Connecticut. The Board of Directors establishes policy for the Partnership, oversees the development of the Storrs Center downtown project, and develops projects to promote the Town of Mansfield.

OPEN SPACE PRESERVATION COMMITTEE

The Open Space Preservation Committee serves as a resource to the Town Council concerning open space issues. Following guidelines in the Town Plan of Conservation and Development, the committee evaluates various properties, reports on their suitability for preservation and makes contact and works with landowners and developers in order to suggest and discuss ways in which open space can be preserved.

Accomplishments for FY 2006-2007

- Reviewed 4 Properties;
- Reviewed subdivision and zoning proposals;
- Sponsored meetings, presentations and planning for Mansfield Open Space Initiative project.

Plans for 2007-2008

- Continue to review properties for their suitability for preservation according to the Mansfield Plan of Conservation and Development;
- Continue to review subdivision and zoning proposals;
- Sponsor meetings, presentations and planning for Mansfield Open Space Initiative project.

PARKS ADVISORY COMMITTEE

The Parks Advisory Committee (PAC) is charged with identifying and evaluating park needs as well as making recommendations for the acquisition and operation of parks and community gardens. The Committee also reviews annual budget requests concerning parks and makes recommendations thereon.

Accomplishments for FY 2006-2007

- Involved the community in Mansfield Parks by continuing to offer environmental education programming and an organized, supervised natural areas volunteers program;
- Continued the annual land management review process;
- Provided input on subdivision proposals, open space acquisition, grant proposals, Parks and Recreation budget, and a property to parks procedure;
- Developed a Mansfield parks and preserves display in the Mansfield Community Center.

Plans for FY 2007-2008

- Continue to offer environmental education co-sponsored with Joshua's Tract Conservation and Historic Trust
- Continue annual land management review process;
- Provide input on subdivision proposals, open space acquisition, grant proposals, Parks and Recreation budget, and a property to parks procedure;
- Continue to improve public information about Mansfield Parks and Preserves;

PERSONNEL APPEALS BOARD

The Personnel Appeals Board assures that the employment system of the town is fair and equitable and serves the interest of the Town while respecting the proper claims of the employees.

PLANNING & ZONING COMMISSION AND INLAND WETLAND AGENCY

The Planning and Zoning Commission (PZC) and Inland Wetland Agency (IWA) take pride in trying to ensure the future of Mansfield as a desirable place to reside and visit. In reviewing all aspects of development, the PZC and IWA consider impacts on traffic, neighborhood compatibility, natural and historic resources, inland wetland areas, water supply, waste disposal, fire safety and aesthetics such as landscaping and architecture. The sites of all pending applications are visited by members to observe these factors in the field.

Accomplishments for FY 2006-2007

- Held twenty-six PZC meetings, fifteen IWA meetings, ten joint field trips, held numerous committee meetings;
- Reviewed and acted on over twenty-two applications or enforcement actions involving activities within regulated inland wetland/watercourse areas;
- Reviewed and acted on sixteen Special Permits, four subdivision applications (ten lots approved), five zone changes and numerous associated regulation revisions, eight Town Council referrals and forty-two modification/bonding requests;
- Approved a new commercial/mixed use building on Dog Lane to facilitate relocations for the Storrs Center Downtown Project; a re-use of the Reynolds School Building on Depot Road for a Region 19 Alternative High School facility; a canoe launch/ballfield on Plains Road; an addition to Natchaug Hospital; an expanded Gibbs gas station/convenience store/drive through; six live music permit renewals; a driveway application on a scenic road; two material deposition or removal permit renewals and one new efficiency unit apartment;
- Approved rezoning of a parcel on Conantville Road to Planned Business;
- Approved a new Storrs Center Special Design District zone and associated regulations for the Storrs Downtown project;
- Presented draft revisions to Public Hearing to rezone land south of Pleasant Valley Road between Mansfield City Road and Mansfield Avenue. The area remains under review;
- Reviewed and commented on the ongoing Four Corners Sewer Study;
- Reviewed and commented on a new University of Connecticut's Water Supply and Waste Water Master Plan and on numerous UConn construction projects with respect to potential environmental, traffic and neighborhood impacts.

PUBLIC SAFETY COMMITTEE

As set out within statute, the mission of Mansfield's Public Safety Committee is to review safety and security concerns related to our local correctional facility, the Donald T. Bergin Correctional Institution. The membership of the Committee is comprised of Warden Eileen Higgins of Bergin CI, as well as eleven citizen representatives appointed by the Mayor. The Committee meets quarterly during the months of January, April, July and October.

2007 accomplishments included:

- Notified citizens that the emergency notification phone system would be tested;
- Approved fence design and installation of additional razor wire around the perimeter of the facility; presented proposal to Town Council, whom endorsed the design and installation proposal;
- Toured the DBCI facility twice; observed programming and interacted with staff and inmates;
- Maintained a good working relationship between the community and DBCI; the Committee appreciates and supports the outreach program;
- Streamlined meetings by having Public Safety Committee absorb agenda topics previously conducted during Correctional Facility Liaison Committee meetings;
- and no escapes occurred from DBCI.

PUBLIC SAFETY COMMITTEE continued...

2008 initiatives will include:

- Touring the DBCI facility;
- Re-testing the emergency notification phone system;
- Drafting an interest article for town residents, to be published in the "Mansfield Record Online";
- and introducing new DBCI command staff to the Public Safety Committee.

QUIET CORNER COMMITTEE

The purpose of the Quiet Corner Committee is to promote tourism in the North East section of Connecticut. Twenty-one towns in North Eastern Connecticut make up the Quiet Corner tourism region. A wide variety of informational pamphlets are published and distributed as part of this Committee's duties.

RECREATION ADVISORY COMMITTEE

The Recreation Advisory Committee (RAC) is charged with identifying and evaluating recreational needs as well as making recommendations for the institution and operation of programs. RAC continues to support the implementation, development and expansion of program offerings in order to meet the recreational needs of the community.

Accomplishments for FY 2006-2007

- Continued the annual review of co-sponsored organizations;
- Endorsed National Youth Sports Coaches Association (NYSCA) Certification Program;
- Made on-going recommendations to the Parks and Recreation Department on policies and programs;
- Continued review of and support for Community Center operations.

Plans for FY 2007-2008

- Annual review of co-sponsored organizations, including Mansfield Junior Soccer Association, Mansfield Little League, and Tri-Town Youth Football and Cheerleading Association;
- Advise on Community Center operations and other department programs;
- Implement Management Plans for Lion's Club Memorial Park, Southeast Park, and Sunny Acres Park;
- Support Community Center membership initiatives.

REGIONAL SCHOOL DISTRICT #19

The Constitution of the State of Connecticut requires that free public education be made available to all citizens. The state's legislature has delegated this responsibility to local and regional school boards. The Regional School District #19 Board of Education accepts this obligation. Its mission is to represent the interests of all residents of the district in providing for the educational needs of young men and women of senior high school age. The board seeks to accomplish this by securing community support, providing for the employment of competent faculty and staff and developing effective policy. In accomplishing its mission, the board intends to meet all legal requirements and to efficiently utilize the resources made available to the district.

SOCIAL SERVICES ADVISORY COMMITTEE

The Social Services Advisory Committee meets monthly with the Director of Social Services to review and provide guidance regarding department programs and budgets.

Accomplishments for FY 2006-2007

- Continued to provide advocacy, leadership and direction to support the mission of the Social Service Department;
- Supported the Department's efforts to explore the need for services around a variety of topical issues including internet safety, underage drinking, and assistance with basic needs;
- Served as a clearinghouse for information regarding other advisory committees connected to the Dept. of Social Services;
- Reviewed and made recommendations regarding applications from ten non-profit community agencies that requested operating funds from the Town of Mansfield for FY 2007-2008.

SOCIAL SERVICES ADVISORY COMMITTEE continued...

Plans for FY 2007-2008

- Continue to provide oversight and input on all Department programs, activities, and grant initiatives;
- Expand membership of this advisory committee to ensure representation from a broad spectrum of Mansfield's residents, including the faith community;
- Advocate for the development of an independent/assisted living facility in Town;
- Focus on increasing access to services offered to low and moderate income residents;
- Continue to provide input to the Town Council on the process for funding non-profit community agencies.

SOLID WASTE MANAGEMENT/ RECYCLING COMMITTEE

The Solid Waste Advisory Committee acts as a community sounding board for the Town's solid waste policies. These policies include issues relating to residential refuse and recycling service, transfer station operations, promotion of recycling and waste prevention, hazardous waste disposal, and bulky waste disposal. This is the seventeenth year that user fees have funded the Town's volume-based waste collection (pay-per-bag of garbage). Over the year, 36% of all residential waste was recycled- single-family residences recycled 43% of their waste and multi-family residences recycled 13% of their wastes. Multi-family residences are those that have dumpster service and their recycling rate remains low in spite of efforts to reverse this trend. Trash and recycling service is contracted to Mayo & Sons for single-family residences and Willimantic Waste Paper, Inc. for multi-family residences.

Accomplishments for FY 2006-2007

- Held a one-day latex paint swap at the transfer station. The equivalent of 48 gallons of paint were accepted on that day and 19 gallons were taken home for reuse;
- Offered a series of three organic land care workshops for homeowners – organic lawns, alternatives to lawns and invasive plants;
- Offered an organic turf management training for municipalities. Mansfield began transitioning its turf management to organic methods;
- Continued to monitor the development of the green building guidelines for the Storrs Center development;
- The Mid Northeast Recycling Operating Committee (Mid-NEROC), of which Mansfield is a member town, continued its operations of the Regional Household Chemical Waste Drop-Off Facility;
- Began year round collection of sneakers for recycling at the transfer station;
- Managed the Mansfield schools' composting programs for the ninth year;
- Worked with the Festival on the Green to create a low-waste Festival event. Reduced waste by 85%;
- Worked with UConn student outreach to regularly collect litter along the Hunting Lodge/North Eagleville Road corridor;
- Continued to enforce the litter ordinance;
- Presented classes on waste issues (toxic household products, green building design and recycling) in the schools;
- Conducted a composting workshop for the eleventh year, discounting compost bins for residents in attendance;
- Advocated for recycling-related state legislation;
- Staffed a clean energy group in order to expand residential support for renewable energy and move the Town forward on its 20% by 2010 commitment.

Plans for FY 2007-2008

- Sustain school wide composting programs and manage refuse contracts;
- Continue working with the Festival on the Green committee to create a low-waste Festival event;
- Continue enforcing the litter ordinance in problem areas of Town;
- Continue offering classes to the schools on waste issues;

SOLID WASTE MANAGEMENT/RECYCLING COMMITTEE continued...

- Continue residential home composting program;
- Continue advocating for recycling-related state legislation;
- Educate and disseminate information to residents and landscapers on organic landcare;
- Improve elementary school composting operations by converting to a different composter at Southeast School, and start Vinton and Goodwin with their own compost bins;
- Educate and disseminate information to residents on sustainability-related issues;
- Continue work with the clean energy group.

TOWN HISTORIAN

The Town Historian is an invaluable resource. The voluntary position was created in August 1991 to provide information and advice on the Town's history to the community, historical societies and local government. All books and materials published by the Mansfield Historical Society are reviewed and worked on by the Town Historian. The position is a labor of love and is research intensive. Those interested in serving as the next Town Historian are asked to call 429-3336.

TOWN/UNIVERSITY RELATIONS COMMITTEE

The Town/University Relations Committee was established in 1992 with a mission to promote and sustain positive relations between the University of Connecticut and the larger Mansfield community. The committee is comprised of representatives from both the town and the university, and is co-chaired by the Mayor and a university representative. The committee meets the second Tuesday of every month at 4:00 p.m. Members of the public are encouraged to attend, and the committee provides an opportunity for public comment at each meeting.

TRANSPORTATION ADVISORY COMMITTEE

The Transportation Advisory Committee is composed of Town Council members, Planning and Zoning staff members, and citizens at large. The Committee helps direct staff in Town and Regional transportation matters. In 2007, the Mansfield Transportation Advisory Committee continued its work to support the WRTD fare-free bus system beyond the current fiscal year. Discussions were held with the UConn graduate and undergraduate student governments as well as the University Administration to institutionalize the pre-paid fares program, possibly as part of an earmark on the student transportation fee. These discussions continue.

The committee also reviewed Town transportation-related projects priorities for Town transportation-related projects, including the proposed Storrs Center development and the committee's desire for a bus-served, remote parking area for UConn.

Long-term TAC chairperson Jack Stephens passed away in the latter part of 2007.

YOUTH SERVICES ADVISORY BOARD

The Youth Service Advisory Board was established in 1978 with a mission to provide advocacy, leadership and direction. Membership includes students, school personnel, police, residents, and staff. The Committee meets monthly with staff of the Youth Service Bureau and the Director of Social Services to review and provide guidance regarding program activities. Membership of the Committee includes students, school administrators, Mansfield Police, and residents.

Accomplishments for FY 2006-2007

- Continued to provide advocacy, leadership and direction to support the mission of the Youth Service Bureau;
- Endorsed the development of the HIFI children's grief group (How I Feel Inside);
- Engaged in a process to create a mission statement for Youth Services.

Plans for FY 2007-2008

- Continue to provide support and advocacy for all YSB programs, activities, and grant initiatives;
- Advocate for the broad spectrum of the needs of youth in Mansfield, with a focus on youth and families who are traditionally underserved;
- Encourage input from a variety of sources to develop innovative programming for youth and their families in Mansfield, forming collaborative relationships with other organizations working with this population.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) is established by state statute to hear appeals and to vary the application of Zoning Regulations in cases where enforcement of the regulations would result in exceptional difficulty or unusual hardship. However, variances granted by the ZBA must always be in the "spirit" of the Zoning Regulations, and courts have ruled that the ZBA cannot consider economic hardship as a possible justification for granting a variance.

The ZBA has five members elected at-large to four-year staggered terms, as well as three alternatives appointed by the Town Council to serve two-year terms. Hearings are normally held once a month, and anyone needing a hearing must first obtain a referral from the Zoning Agent. Because of legal notice requirements, applications should be submitted at least 16 days prior to a scheduled meeting date.

Although the ZBA rules on appeals from the decisions of the Zoning Agent, appeals from decisions of the Planning and Zoning Commission (PZC) itself are not heard by the Board and are made directly to Connecticut Superior Court. As a quasi-judicial body, the ZBA must conduct public hearings before ruling on an application, and four of its five members must concur for most actions. Persons wishing to appeal a decision of the ZBA may take the appeal directly to Superior Court.

Members and Staff of Elected and Appointed Committees, Boards and Commissions

ADA Grievance Committee

Curtis Hoffman
Dr. Ralph LaGuardia
Steve Lofman
Matthew Hart (Staff)

Advisory Committee on Persons with Disabilities

Gloria Bent
Michael Collins
Cristina Colon-Semenza
John DeWolf
Wade Gibbs
Thomas W. Miller
Joan Seliger Sidney
Kevin Grunwald (Staff)
Sheila Thompson (Staff)

Agriculture Committee

Al Cyr
Charles Galgowski
William Palmer
Robert Peters
Carolyn Stearns
Vicky Wetherell (OSPC)
Curt Vincente (Staff)

Arts Advisory Committee

Jay Ames (C)
Anita Bacon
Leon Bailey
Kim Bova Kaminsky
Scott Lehmann
Derri Owen
Joan Prugh
Blanche Serban
Jay O'Keefe (Staff)
Curt Vincente (Staff)

Board of Assessment Appeals

Eric Holinko
John Meyers
Carol Thomas

Beautification Committee

Isabelle Atwood
Jay Koths
Brian Krystof
Patricia Maines
Carolanne Markowitz
Frank Trainor

Board of Education

Gary Bent
Mary Feathers
Dudley Hamlin
Martha Kelly
Christopher Kueffner
Mark Laplaca
Min Lin
Shamin Patwa
Katherine Paulhus
Gordon Schimmel (Staff)

Board of Ethics

David Ferraro
Gertrude Lamb
Dennis Mullaney (Alt)
Eleanor Plank
Winthrop Smith (Alt)
Nora Stevens

Building Board of Appeals

Leland Hawkins
Charles Lowe
James Silva
Gregory Zlotnick (C)
Mike Nineau (Staff)

Cemetery Committee

Isabelle Atwood (C)
Barry Burnham
Rudy Favretti
Winston Hawkins
Mary Landeck
Ethel Larkin
Joyce Passmore
Lon Hultgren (Staff)
Mary Stanton (Staff)

CATV Advisory Committee

Fred Baruzzi (BOE)
Grace Enggas
Ida Millman

Commission on Aging

Wilfred Bigl
Kenneth Doeg
Sam Gordon
Robert Gouldsbrough
April Holinko
Carol Pellegrine
Joan Phillips
Joan Quarto
Timothy Quinn
Mark Ross
Mary Thatcher
Kevin Grunwald (Staff)
Patricia Hope (Staff)

Conservation Commission

Robert Dahn (C)
Peter Drzewiecki
Jennifer Kaufman
Quentin Kessel
Scott Lehmann
Rachel Rosen (Alt)
Sherry Roy (Alt)
John Silander
Frank Trainor
Grant Meitzler (Staff)

Constables

Sheila Quinn Clark
Edwin Passmore
Richard Pellegrine
Timothy Quinn
John Stanton
Carol Thomas
Dolly Whitham

Design Review Panel

Isabelle Atwood
Lee Forrest Cox
Robert Gillard
John Lenard
Peter Minutti

Discovery Depot

Board of Directors

Jane Goldman
Gregory Haddad (TC)
Pam Meliso
Megan Nolan
Laura Scruggs
Mei Wei
Sheila Thompson (P)
Mary Jane Newman (Staff)

Eastern Highlands Health District

Board of Directors

Connie Anderson (Alt)
Doug Cameron
Susan Chance (Alt)
Louise Eldridge (Alt)
John Elssesser
Ralph Fletcher (Alt)
Matthew Hart
Charles Johnson
Michael Kurland
Elizabeth Paterson (C)
Paul Schur
Robert Skinner
Joyce Stille
April Teveris
Tierney Tully
Steve Werbner

Members and Staff of Elected and Appointed Committees, Boards and Commissions

**Emergency Management
Advisory Council**

Matthew Hart
Ryan Hawthorne
Lon Hultgren
John Jackman
William (Chip) Jordan
Sgt. Brian Kennedy
Michael Kurland
Robert Miller
Elizabeth Paterson
Gordon Schimmel

Historic District Commission

Isabelle Atwood
Anita Bacon
Gail Bruhn (C)
Jason Andrew McGarry (Alt)
James Nardi (Alt)
Jody Newmyer
Richard Roberts (Alt)
David Spencer

**Housing Authority
Board of Directors**

Joan Christison-Lagay
Dexter Eddy
Gretchen Hall
Richard Long (C)
William Simonsen

Housing Code Board of Appeals

Francis Halle
Agatha Hoover
Robert Kremer (Alt)
Brian McCarthy (Alt)
Richard Pellegrine

Judge of Probate

Claire Twerdy

Memorial Day Committee

Matthew Hart
Tammie Meyers
Ed Passmore
Chris Paulhus

Library Advisory Board

Eva Bar-Shalom
Edmond Chibeau
Sheila Quinn Clark (C)
Heidi Hand
William Hare
Barbara Katz
Rita Pollack
Compton Rees, Jr.
Dale Truman
Louise Bailey (Staff)

**Mansfield Advocates
For Children**

Anne Bladen (Child Labs Rep)
Alison Whitham Blair
Ande Bloom
Joan Buck (C)
Susan Daley
Jane Goldman
Nancy Hovorka
Becky Lehmann
Kathleen A. Mahoney
Bethany Maines
Donna McLaughlin
Mary Jane Newman
Shamin Patwa
Katherine Paulhus
Jackie Soroka
Kristine Stone
Louise Bailey (Staff)
Sandy Baxter (Staff)

**Open Space Preservation
Committee**

Evangeline Abbott
Kenneth Feathers
James Hill
Quentin Kessel
Steve Lowry
James Morrow (C)
David Silsbee
Vicky Wetherell
Curt Vincente (Staff)

**Mansfield Downtown Partnership
Board of Directors**

Stephen Bacon
Thomas Callahan
Bruce Clouette
Dianne Doyle
Barry Feldman
Michael Gergler
Matthew Hart
Al Hawkins
Janet Jones
Philip Lodewick
Peter Nicholls
Elizabeth Paterson
David Pepin
Steve Rogers
Phil Spak
Elizabeth Treiber
Frank Vasington
David Woods
Cynthia van Zelm (Staff)

Parks Advisory Committee

Julianna Barrett
Susan Harrington
Tom Harrington
Jean Haskell
Penny Potter
David Silsbee
Cindy Weiss
Curt Vincente (Staff)

Personnel Appeals Board

Donald Nolan
Herbert Segar
Crayton Walker
Maria Capriola (Staff)

Members and Staff of Elected and Appointed Committees, Boards and Commissions

Planning and Zoning Commission

Michael Beal (Alt)
Rudy Favretti (C)
Betty Gardner
Joann Goodwin
Roswell Hall III
Katherine Holt
Peter Kochenburger
Lawrence Lombard (Alt)
Peter Plante
Barry Pociask (Alt)
Bonnie Ryan
Gary Zimmer
Gregory Padick (Staff)

Public Safety Committee

Audrey Barberet
Major Ronald Blicher
George Cole (Citz)
Raymond Gergler
Warden Eileen Higgins
Claie Lary
Christopher Paulhus
Richard Pellegrine (VC)
Lieut. Walter Solenski, Jr. (Coventry)
Wunderly Stauder (C)
Vera Stearns
Susanna Thomas
Maria Capriola (Staff)
Matthew Hart (Staff)
Sgt. Brian Kennedy (Staff)

Recreation Advisory Committee

Darren Cook
Sheldon Dyer (C)
Donald Field
David Hoyle
Mia John (Student Rep)
Frank Musiek
Howard Raphaelson
Ann Rash
Curt Vincente (Staff)

Quiet Corner Committee

Anne Smith

Regional Board of Education

Francis Archambault, Jr. (C)
Herbert Arico
Janice Chamberlain
Karen Fisherkeller
Robert Jellen
Therese John
Frank Krasicki
Robert Kremer
Elizabeth McCosh-Lilie
Deborah Potvin
William Ryan
Michael Sibiga
Bruce Silva (Staff)

Social Services Advisory Committee

Marla Hauslaib
Judith Y. Heald
June S. Krisch
Ed Passmore
Dr. James Peters, II
Kevin Grunwald (Staff)

Solid Waste Management/ Recycling Committee

Andrea Ames
Maria Gogarten (C)
Jane Knox
Kevin McLaughlin
Dennis Roberts
Anne Smith
Lon Hultgren (Staff)
Virginia Walton (Staff)

Town Council

Alison Whitham Blair
Bruce Clouette
Leigh Duffy
Gregory Haddad
Helen Hoehn
Gene Nesbit
Mayor Elizabeth Paterson
Christopher Paulhus
Carl Schaefer
Maria Capriola (Staff)
Matthew Hart (Staff)

Town Historian

Roberta Smith

Town/University Relations Committee

Phillip Barry
Thomas Callahan
Bruce Clouette
Robert Hudd
Richard Miller
A.J. Pappanikou
Elizabeth Paterson
William Simpson
Gary Zimmer
Maria Capriola (Staff)
Matthew Hart (Staff)

Transportation Advisory Committee

Paul Aho
Janet Freniere
Ross Hall
Helen Koehn
Dennison Nash
Jack Stephens (C)
Michael Taylor
Gary Zimmer
Kevin Grunwald (Staff)
Matthew Hart (Staff)
Lon Hultgren (Staff)
Grant Meitzler (Staff)
Greg Padick (Staff)
Tim Veillette (Staff)

Youth Service Advisory Board

Michael Collins
Brittany Cushman (Student)
Eileen Griffen
Jake Hovanic (Student)
Addie Johnson (Student)
Rachel Leclerc
Ethel Mantzaris
Jerry Marchon
Shawnee Mason (Student)
Candace Morrell
Christopher Murphy
Frank Perrotti
Janit Romayko (Staff)

Zoning Board of Appeals

Sarah Accorsi (Alt)
Suzanne Singer-Bansal
Jack Clauson (Alt)
Martha Fraenkel
Beverly Gotch (Alt)
Shirley Katz
Carol Pellegrine (C)
Julie Wright
Curt Hirsch (Staff)
Sharon Tyler (Staff)

2008 Meeting Schedules: Committees, Boards and Commissions

Advisory Committee On The Needs Of Persons With Disabilities: 4th Tuesday of each month; 2:30pm; Town Hall, Conference Room C

Agriculture Committee: 1/2, 3/5, 5/7, 7/2, 9/3, 11/5; 7:30pm; Town Hall, Conference Room B

Arts Advisory Committee: 1st Monday of each month; 7:00pm; MCC Conference Room

Beautification Committee: 4/2, 5/7, 9/4, 10/1, 11/5; 8:00pm; Town Hall, Conference Room C

Board of Education: 1/17, 1/24, 1/31, 2/7, 3/13, 4/10, 5/8, 6/12, 9/11, 10/16, 10/30, 11/13, 12/11; 7:30pm; Town Hall, Council Chambers

Cemetery Committee: 2/28, 5/29, 8/28, 11/20; 3:00pm; Town Hall, Conference Room B

Commission On Aging: 2nd Monday of every month (except holidays); 2:30pm; Mansfield Senior Center

Conservation Commission: 3rd Tuesday of each month; 7:30pm; Town Hall, Conference Room B

Day Care Center Board of Directors: 3rd Wednesday of every other month; 7:00pm, Discovery Depot

Eastern Highlands Health District Board of Directors: 1/17, 2/21, 4/17, 6/19, 8/21, 10/16, 12/18; 4:30pm; Coventry Town Hall Annex

Historic District Commission: 2nd Tuesday of each month

Housing Authority Board of Directors: 3rd Thursday of each month; 8:00am; Housing Authority

Housing Code Board of Appeals: 2nd Monday of each month; 5:00pm; Town Hall, Conference Room C

Library Advisory Board: 1/25, 4/12, 6/21, 9/20; 7:00pm; Mansfield Public Library

Mansfield Advocates for Children: 1st Wednesday of each month; 6:30pm; Town Hall, Location varies

Mansfield Downtown Partnership: 1st Tuesday of each month; 4:00pm; Mansfield Downtown Partnership Office 1244 Storrs Road

Open Space Preservation Committee: 3rd Tuesday of each month; 7:30pm; Town Hall, Conference Room B

Parks Advisory Committee: 2/6, 4/2, 6/4, 9/3, 10/1, 12/3; 7:30pm; MCC Conference Room

Planning & Zoning Commission and Inland Wetland Agency: 1st and 3rd Monday of each month; 7:00pm; Town Hall, Council Chambers

Public Safety Liaison Committee: 1/16, 4/16*, 7/16, 10/15; 3:00pm; Town Hall, Council Chambers; *Bergin Correctional Facility

Recreation Advisory Committee: 4th Wednesday of each month; 7:30pm; MCC Conference Room

Regional School District #19: 1st Tuesday of each month; 7:30pm; E.O. Smith High School, Media Center

Social Services Advisory Committee: 1st Thursday of each month; 3:30pm; Town Hall, Conference Room C

Solid Waste Management/Recycling Committee: 4th Thursday of every other month; 7:30pm; Town Hall, Conference Room C

Town Council: 2nd and 4th Monday of each month; 7:30pm; Town Hall, Council Chambers

Town/University Relations Committee: 2nd Tuesday of every month; 4:00pm; Town Hall, Council Chambers

Traffic Authority: 1st Thursday after the 1st Monday of each month; 10:30am; Town Hall, Conference Room B

Transportation Advisory Committee: 2nd Tuesday of each month; 7:30pm; Town Hall, Conference Room B

Youth Services Advisory Board: 2nd Tuesday of each month; 12:00pm; location varies

Zoning Board of Appeals: 2nd Wednesday of each month; 7:00pm; Town Hall, Council Chambers

Meeting dates/times/locations subject to change. Call the Town Clerk's Office at 429-3303 to confirm.

Access the town meeting calendar at www.mansfieldct.org

UPCOMING TOWN EVENTS

Save the date!

ANNUAL TOWN MEETING

May 6, 2008

8:00 PM

Mansfield Middle School

Auditorium

REGION #19 BUDGET REFERENDUM

May 6, 2008

6:00 AM—8:00 PM

Audrey P. Beck Municipal Building

Council Chambers

MEMORIAL DAY PARADE

May 26, 2008

9:00 AM

Bassetts Bridge Rd./Rt. 195 to

Mansfield Center Cemetery

TOUR de MANSFIELD: VILLAGE TO VILLAGE

July 2008

Mansfield Community Center

Join us for Mansfield's third annual bike tour
featuring five, twenty and forty mile routes.

Call the Mansfield Community Center at

429-3015 to register to ride!

FIREWORKS IN THE PARK

September 13, 2008

[Rain Date 9/20/08]

6:00 PM

Mansfield Hollow State Park

Food, Live Music, Fireworks and More!

FESTIVAL ON THE GREEN

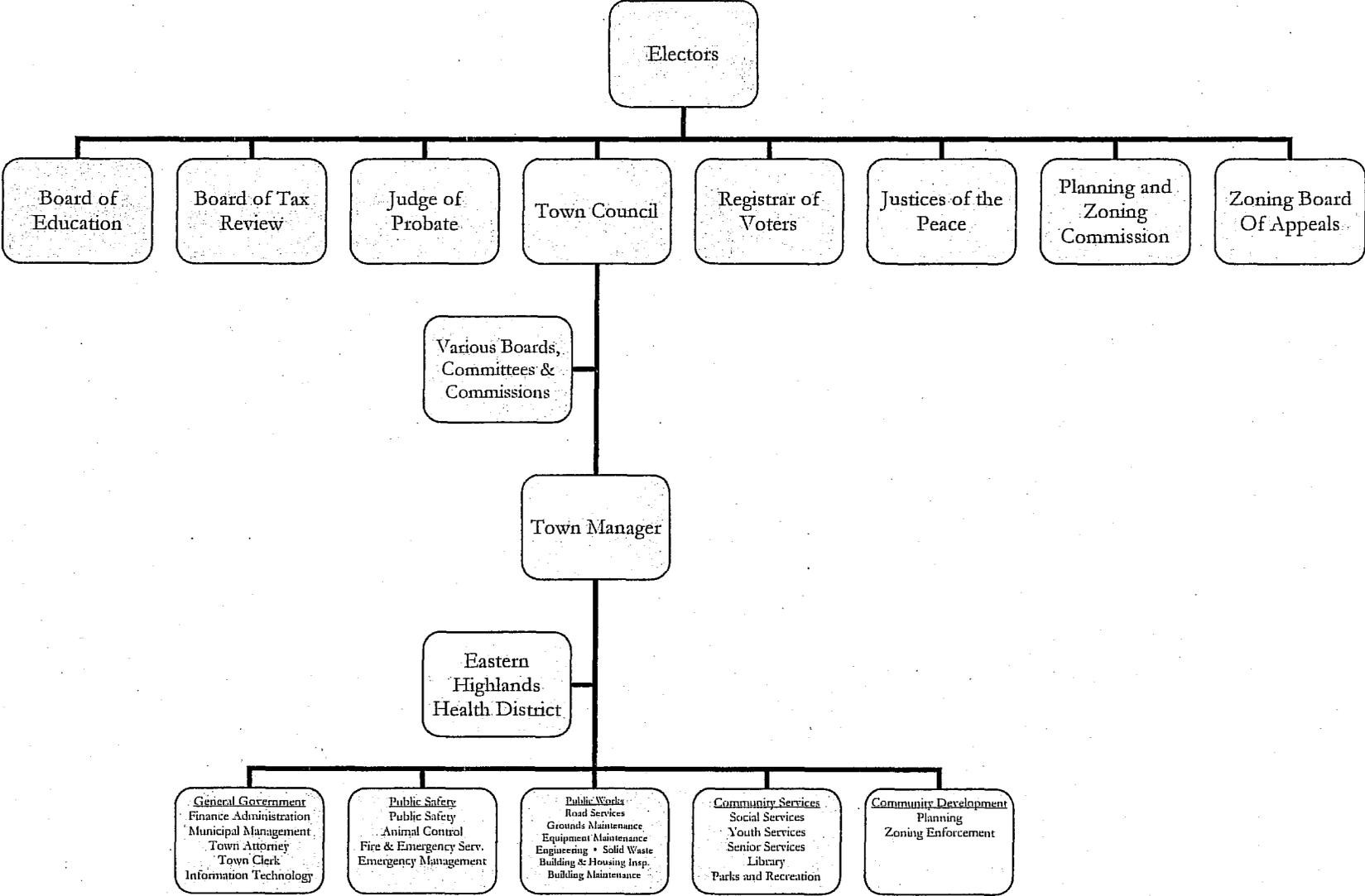
September 14, 2008

12:00 PM—5:00 PM

Mansfield Commercial District, Storrs Road

Food, Children's Activities, Live Music and More!

Town of Mansfield Organizational Chart



DIRECTORY

For Information On	Call	Phone	For Information On	Call	Phone
Accounts Payable	Finance	429-3345	Plumbing & Heat Permits	Building Office	429-3324
Administration	Town Manager	429-3336	Police - Non-Emergencies	Police Department	429-3357
Assessment	Assessor	429-3311	Police & Fire Emergencies	Police Department	911
Birth Certificates	Town Clerk	429-3302	Probate Court	Judge	429-3313
Building Permits	Building Office	429-3324	Purchasing	Finance	429-3345
Cemetery (Town)	Sexton	423-6881	Refuse & Recycling	Engineering	429-3333
Civil Preparedness	Civil Preparedness	429-3324	Registration of Voters	Registrar of Voters	429-3368
Community Center	Parks & Recreation	429-3015	Sanitary Inspection	Health Department	429-3325
Death Certificates	Town Clerk	429-3302	School Business Manager	Finance Director	429-3344
Deeds	Town Clerk	429-3302	Senior Center	Senior Center	429-0262
Demolition Permits	Building Office	429-3324	Snow Removal & Streets	Public Works Garage	429-3676
Dog Licenses	Town Clerk	429-3302	Taxes	Collector of Revenue	429-3306
Dog & Animal Problems	Animal Control Officer	487-0137	Town History	Town Historian	429-9789
Drainage Problems	Engineering	429-3334	Tree Warden	Public Works Dept.	429-3331
Electrical Permits	Building Office	429-3324	Voting	Registrar of Voters	429-3368
Elderly Dial-A-Ride	Dial-A-Ride	456-1462	Welfare	Social Services	429-3315
Elderly Municipal Agent	Senior Services	429-0262	Youth & Family Services	Youth Services	429-3317
Employment	Human Resources/Personnel	429-3336	Zoning Enforcement	Zoning Agent	429-3341
Engineering	Engineering	429-3334			
Finance	Finance Director	429-3344			
Fire Marshal	Building, Fire & Maintenance	429-3320			
Health Matters (Public)	Health Department	429-3325			
Highways	Public Works Department	429-3331			
Housing Authority	Director of Housing Authority	487-0693			
Housing Inspection	Housing Inspection	487-4440			
Information Technology	Information Technology	429-3383			
Inland Wetlands	Engineering	429-3334			
Landfill Permits	Engineering	429-3334			
Library	Mansfield Public Library	423-2501			
Marriage Licenses	Town Clerk	429-3302			
Parking Tickets	Tax Collector	429-3374			
Passports	Probate	429-3313			
Planning	Planning & Zoning Office	429-3330			

BOARD OF EDUCATION		
Central Office	Contact Person	Phone
Superintendent of Schools	Gordon Schimmel	429-3350
Superintendent RSD #19	Bruce Silva	487-1862
Annie E. Vinton		
Principal	Dr. James Palmer	423-3086
E.O. Smith High School		
Principal	Louis F. DeLoreto	487-0877 x2434
Goodwin School		
Principal	Debra Adamczyk	429-6316
Mansfield Middle School		
Principal	Jeffrey Cryan	429-9341
Southeast School		
Principal	Norma Fisher-Doiron	423-1611

DIRECTORY

Justices of the Peace	Phone	Town Council Members	Party	Phone	Email
Brian Ahern	429-5233	Alison Whitham Blair	R	860-423-1776	BlairAW@MansfieldCT.org
Stephen Bacon	487-1842	Bruce Clouette	D	860-429-0046	Clouette@mindspring.com
Judith Blei	423-9613	Leigh Duffy	D	860-456-9215	DuffyLA@MansfieldCT.org
Fred Cazal, Jr.	429-2637	Gregory Haddad	D	860-429-8517	HaddadG@MansfieldCT.org
Arppie Charkoudian	429-4910	Helen Koehn	D	860-429-4699	KoehnH@MansfieldCT.org
Andrea Epling	429-2702	Gene Nesbitt	R	860-487-1122	ghnesbitt@charter.net
Gregory Haddad	429-8517	Mayor Elizabeth Paterson	D	860-456-8553	PatersonE@MansfieldCT.org
William Hare, II	429-6396	Christopher Paulhus	R	860-487-5223	PaulhusCR@MansfieldCT.org
Sharry Goldman	423-2381	Carl Schaefer	D	860-423-9427	SchaeferC@MansfieldCT.org
Steve Lofman	429-8080				

Department	Email Address
Animal Control	ACO@mansfieldct.org
Building	NinteanME@mansfieldct.org
Building Maintenance	HammonWD@mansfieldct.org
Downtown Partnership	vanZelmCA@mansfieldct.org
Eastern Highlands Health District	EHHD@mansfieldct.org
Emergency Management	JackmanJE@mansfieldct.org
Finance	FinanceDept@mansfieldct.org
Fire and Emergency Services	DagonDJ@mansfieldct.org
Fire Marshal	FireMarshal@mansfieldct.org
Human Resources	HR@mansfieldct.org
Information Technology	IT@mansfieldct.org
Library	BaileyLA@mansfieldct.org
Parks and Recreation	Parks&Rec@mansfieldct.org
Planning and Zoning	PlanZoneDept@mansfieldct.org
Public Works	PublicWorks@mansfieldct.org
Registrars of Voters	RegVoters@mansfieldct.org
Social Services	SocServ@mansfieldct.org
Town Clerk	TownClerk@mansfieldct.org
Town Manager	TownMngr@mansfieldct.org

Allan Maines	429-5050
John Manning	429-9552
J.C. Martin	423-5631
Richard Meehan	429-6905
Stanley Miela	429-8380
Joseph Pandolfo	423-2646
Edwin Passmore	429-6799
Joyce Passmore	429-6799
Carol Pellegrine	429-9598
Doryann Plante	450-0696
Peter Plante	450-0696
Holly Rawson	429-5233
Dot Shaw	456-1060
Richard Sherman	423-5587
Robin Tracey	429-7160
Gladys Tucker	429-4487
John Zizik	429-1151

PRESS RELEASE



From: Town Manager
To: Mansfield Residents
Re: Strategic Planning

FOR IMMEDIATE RELEASE

Mansfield 2020, *A Unified Vision*, the strategic planning process currently being undertaken by citizens and stakeholders in the Town of Mansfield, is announcing the re-launching of its updated Strategic Planning “wiki.”

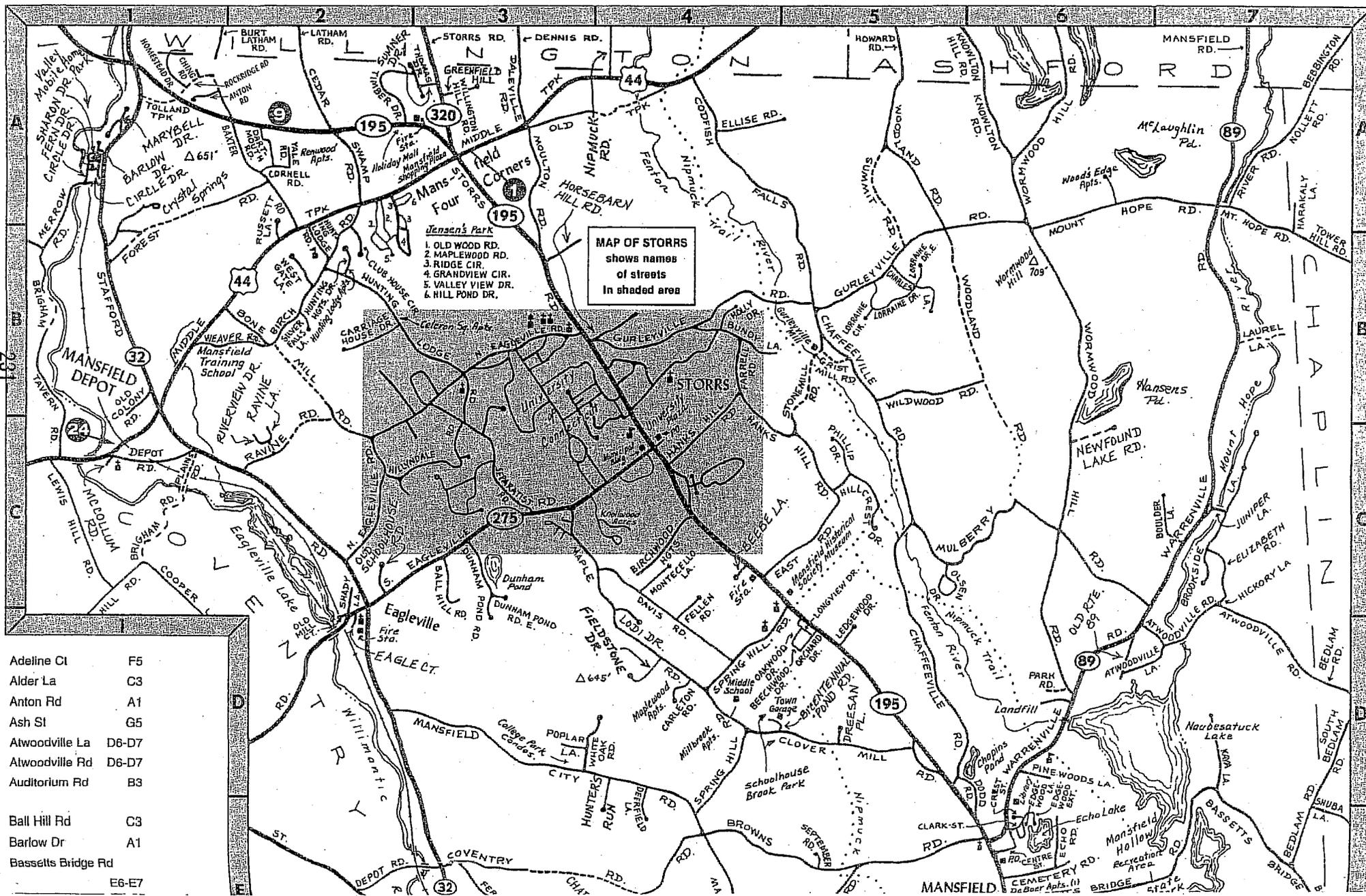
The purpose of the “wiki” is to receive citizen input and inform the public on the progress of the strategic plan.

To provide feedback and comments electronically, please visit the Town’s Strategic Planning “wiki” at <http://mansfield2020.pbwiki.com>. Instructions for log-in and posting comments are provided on the “wiki” homepage. Other information regarding the strategic planning process is available on the town website: www.mansfieldct.org.

Anyone who is interested in the future of Mansfield is encouraged to participate and are welcome to provide specific input about the vision they have for the community’s future. If you are either a resident or business owner in Mansfield, or if you are a student, faculty or staff member at the University of Connecticut, your participation is welcomed as a community stakeholder.

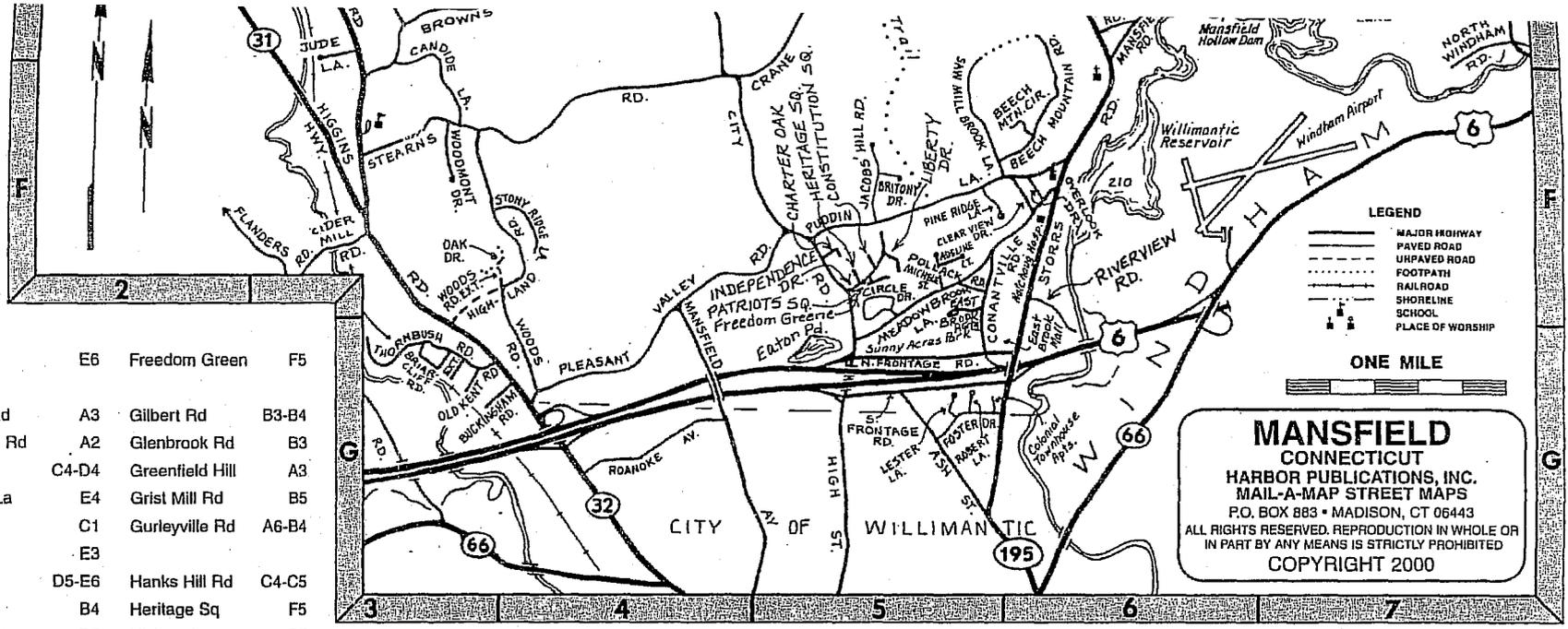
The strategic planning process held two weekend conference events with 50-70 participants in attendance each day. During the “Visioning” Conference held in December, participants articulated their vision and initiated dialogue for the planning of the community’s future. During the “Action” Conference in January, participants refined their vision points and articulated a series of action items and plans. In the Spring of 2008, the Strategic Planning Steering Committee will present its recommendations for the strategic plan to the Mansfield Town Council.

Map of Mansfield Connecticut



Beebe La C4
 Beech Mountain Cir F6
 Beech Mountain Rd
 E6-F6
 Beechwood Dr D5
 Birch Rd A2-B2
 Birchwood Hgts C4
 Blackberry La C3
 Bolton Rd B4-C4
 Bone Mill Rd B2-C2
 Boulder La C7
 Britony Dr F5
 Briarcliff Rd G3
 Brigham Tavern Rd

	Crest St	E6	Freedom Green	F5	
	B1-C1				
Brookside La	C7	Daleville Rd	A3	Gilbert Rd	B3-B4
Brookside Rd	C4	Dartmouth Rd	A2	Glenbrook Rd	B3
Browns Rd	E3-E6	Davis Rd	C4-D4	Greenfield Hill	A3
Buckingham Rd	G3-G4	Deerfield La	E4	Grist Mill Rd	B5
Bundy La	B4	Depot Rd	C1	Gurleyville Rd	A6-B4
		Derek Dr	E3		
Candide La	E3-F3	Dodd Rd	D5-E6	Hanks Hill Rd	C4-C5
Carleton Rd	D4	Dog La	B4	Heritage Sq	F5
Carriage House Dr	B2	Dreesan Pl	D5	Hickory La	C7
Qedar Swamp Rd	A2	Dunham Pond Rd		Higgins Hwy	F3
Cemetery Rd	E6	C3-D3		High St	G5
Centre St	E6	Dunham Pond Rd E	C3	Highland Rd	F3-F4
Chatham Dr	E3			Hillcrest Dr	C5
Charter Oak	F5	Eagle Ct	D2	Hillside Cir	C3
Chaffeeville Rd	B5-D5			Hillside Rd	B3-C3
Charles La	B5	East Rd	C4-C5	Hillyndale Rd	C2-C3
Cheney Dr	B3-C3	East Brook Heights	F5	Hollister Rd	B3-C3
Ching Rd	A1	Eastwood Rd	C4	Holly Dr	B4
Cider Mill Rd	F3	Echo Rd	E6	Homestead Dr	A1
Circle Dr	F5	Edgewood Ext	E6	Horsebarn Hill Rd	
Circle Dr	A1	Edgewood La	E6		B3-B4
Clark St	E6	Elizabeth Rd	C7	Hunter's Run	D4-E4
Clearview Dr	F6	Ellise Rd	A4	Hunting Heights Dr	B2
Clover Mill Rd	D4-D5			Hunting Lodge Rd	
Clubhouse Cir	B2	Fairfield Rd	B3		B2-B3
Codfish Falls Rd	A4-B5	Farmstead Rd	C3		
Conantville Rd	F6-G5	Farrell Rd	B4	Independence Dr	F5
Constitution Sq	F5	Fellen Rd	C4-D4		
Cornell Rd	A2	Fern Dr	A1	Jacobs Hill Rd	F5
Costello Cir	C3	Fern Rd	E3	Jorgenson Rd	B3
Coventry Rd	E3-E4	Fieldstone Dr	D4	Jude La	E3
Coventry Rd (UConn)	B4	Flaherty Rd	C4	Juniper La	C7
		Forest Rd	A2-B1		
Crane Hill Rd	E5-F4	Foster Rd	G5	Kaya La	D7



MANSFIELD STREET INDEX

King Hill Rd	B3	Marybell Dr	A1	Oakwood Dr	D5	Ravine La	C2	Shuba La	E7	Westgate La	B2
Knollwood Acres Rd	C4	McCollum Rd	C1	Old Tpk	A3-A4	Ravine Rd	C2	Silo Rd	C3	Westwood Rd	C3
Knowlton Rd	A6	Meadowbrook La	F5-G5	Old Colony Rd	B1	Ridge Rd	C3	Silver Falls La	B2	White Oak Rd	D3
		Meadowood Rd	B3	Old Kent Rd	G3	River Rd	A7	S Eagleville Rd	C2-C4	Whitney Rd	B3
Laurel La	B7	Merrow Rd	A1-A2	Old Mansfield Hollow Rd	E6	Riverview Dr	C2	S Frontage Rd	G5	Wildwood Rd	B5-B6
Ledgewood Dr	D5	Michele St	F5	Old Mill Ct	D2	Riverview Dr	F6	Southwood Rd	C2-C3	Willington Hill Rd	A3
Lester La	G5	Middle Tpk	A4-C1	Old Mill C1	D2	Robert La	G5	Spring Hill Rd	D4-E4	Willowbrook Rd	B4
Liberty Dr	F5	Minnesota Rd	C4	Old Rte 89	D6	Rockridge Rd	A1	Stadium Rd	B3	Woodland Rd	A5-B6
Little La	C3	Montecello La	C4	Old Schoolhouse Rd	C2	Route Conn 31	D1-F3	Stafford Rd	A1-G4	Woodmont Dr	F3
Lodi Dr	C4	Moulton Rd	A3-B3	Olsen Dr	C5	Route Conn 32	A1-G4	Stearns Rd	F3-F4	Woods Rd	F4-G4
Longview Dr	D5	Mountain Rd	E6	Orchard Dr	D5	Route Conn 66	G2	Stonemill Rd	B5	Woods Rd Ext	F3-F4
Lorraine Dr	B5	Mount Hope Rd	A6-A7	Overlook Dr	F6	Route Conn 89	A7-E6	Stony Ridge La	F4	Wormwood Hill Rd	
Lorraine Dr E	B5	Mulberry Rd	C5-C6			Route Conn 196	A1-G6	Storrs Rd	A1-G5		A6-D6
Lynwood Rd	C3					Route Conn 275	C4-D1	Storrs Hgts Rd	C4	Wright's Way	C3
						Route Conn 320	A3	Summit Rd	A5-B5		
						Route U.S. 6	F7-G1	Sumner Dr	A3	Yale Rd	A2
Mansfield Av	F4-G5	N Eagleville Rd	B3-C2	Nipmuck Rd	A4	Phillip Dr	C5	Thomas Dr	A3	Jensen's Park	A2-A3
Mansfield Rd	B3-B4	N Frontage Rd	G5	Patriots Sq	F5	Pine Ridge La	F5	Thompson Rd	C2		
Mansfield City Rd		Newfound Lake Rd	C6	Phillip Dr	C5	Pinewoods La	D6	Thornbush Rd	G3	1 Old Wood Rd	
		North Windham Rd	E7	Pine Ridge La	F5	Plains Rd	C1	Thornbush Rd Ext	G3	2. Maplewood Rd	
Mansfield Hollow Rd	E6	Northwood Rd	B2	Pleasant Valley Rd				Timber Dr	A2	3 Ridge Cir	
Mansfield Hollow Rd Ext		Oak Dr	F3			Sawmill Brook La	F5	Tolland Tpk	A1	4 Grandview Cir	
		Oak La	B3			Separatist Rd	B3-C3			5. Valley View Dr	
Maple La	B4	Oakhill Rd	B4			September Rd	E5			6. Hill Pond Dr	
Maple Rd	C3-D4					Shady La	C2	Warrenville Rd	A7-E6		
						Sharon Rd	A1	Weaver Rd	B1-B2		

Town of Mansfield
Request for Proposal

Disposal of Municipal Solid Waste

Introduction

The Town of Mansfield, Connecticut has had several multi-year disposal agreements for the final disposal of its Municipal Solid Waste (MSW) with the Connecticut Resources Recovery Authority (CRRA) on behalf of the Southeastern Connecticut Regional Resources Recovery Authority (SCRRA) in Preston, Connecticut. The most recent contract will expire on June 30, 2008.

The Town is interested in exploring its options through competitive sealed proposals for a multi-year disposal agreement for the disposal of its MSW beginning on July 1, 2008. The length of the new contract could be for as little as three years or as long as twenty, depending on the offered and negotiated terms.

Quantities

Mansfield's MSW is generated from five sources:

A. Single-Family residential collection

Approximately 130 tons per month were collected (by contract) from single-family homes in 2007 and hauled to the disposal facility in the contractor's collection vehicles.

B. Multi-Family residential collection

Approximately 75 tons per month were collected (by contract) from multi-family residences in 2007 and hauled to the disposal facility in the contractor's collection vehicles.

C. Schools and Town buildings

Approximately 13 tons per month were collected (by contract) from the Town's schools and buildings in 2007 and hauled to the disposal facility in the contractor's collection vehicles and 17 CY trash compaction units.

D. Residential Transfer Station

Approximately 37 tons per month was received at the Town's residents-only transfer station in 2007 and hauled to the disposal facility in 30-40 CY compaction containers.

E. Commercial Waste

In 2007 only 100 tons of commercial MSW was hauled by private haulers to the disposal facility. In other years this has been as much as 100 tons per

month. Since the Town does not regulate/control this part of the waste stream, we do not know where it goes, and we cannot accurately predict the quantity. We expect anywhere from zero to 100 tons per month.

The total monthly tonnage for 2007 to the disposal facility from Mansfield was approximately 265 tons per month. With a more competitive tipping fee, this could be as much as 355 tons per month (with more commercial waste).

Contract Terms

Proposals should clearly state all the terms and requirements that will be required in the disposal contract, including but not limited to:

1. Length of base contract and any expected renewals
2. Tipping Fees to be charged to the Town now and in future years
3. Insurance and or permitting requirements
4. Hauler registration and insurance requirements
5. Minimum and maximum tonnages, if applicable, and any "put or pay" provisions.
6. Provisions for back-up disposal when the primary facility is not available
7. Any special definitions or exclusions that might restrict or prevent the Town's MSW from entering the disposal facility
8. Invoicing and payment terms

A sample contract may be included in the proposal as an example.

Disposal Facility Location

Proposals must explain exactly where the Town's MSW must be delivered, and the number of miles from the Mansfield Town line to the facility using public roadways as well as the hours and days the facility is open.

Company or Agency

The Company or Agency with whom Mansfield would be signing the disposal agreement shall be provided along with its operating facilities, company financial information and references.

Town's Intention

It is the Town's intention to review all proposals to determine which company, agency or facility offers Mansfield the best value for disposal of its MSW. In addition to the tipping fee, the Town will consider factors such as the facility's location, the expected travel time to reach it, the environmental impact of the disposal facility/method of disposal and use of best practices, the strength and reputation of the company or agency offering the disposal, what is practicable

and advantageous to the Town, the sufficiency, stability and future solvency of the financial resources of the vendor, references and a price analysis involving an evaluation of prices for the same or similar services. Accordingly, the Town may or may not select the lowest tipping fee submitted.

Proposals

Please submit your tipping fee proposals together with the other information outlined above to Lon Hultgren, Director of Public Works, Town of Mansfield, 4 South Eagleville Road, Storrs/Mansfield, CT 06268-2599 by 4:30 p.m. on Thursday March 27, 2008. Questions may be addressed to the Director via phone (860) 429-3332 or e-mail (HultgrenLR@Mansfieldct.org).

cc: Jeffrey H. Smith, Director of Finance
Matthew W. Hart, Town Manager
Virginia Walton, Recycling Coordinator
File

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TOWN OF MANSFIELD
TOWN MANAGER'S OFFICE

Matthew W. Hart, Town Manager

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

Fax To:

Chronicle: 423-7641; Journal Inquirer: (860) 646-9867; Daily Campus: 486-4388; WHUS: 486-2955; WILL: 456-9501; Hartford Courant: (860) 241-3866; Reminder Press: 875-2089.

For immediate release

POC: Matthew W. Hart, (860) 429-3336

03/05/2008

Mansfield Communications Advisory Committee Seeking Members

The Mansfield Town Council has established a Communications Advisory Committee to help enhance the two-way communications between Town Government including the Town Council, Administration, Commissions and Boards and the citizens of Mansfield. The revised Town Charter, in its new preamble, identifies resident participation and a responsive town government as core values. These values have also been repeatedly advocated in the ongoing Mansfield 2020 Strategic Plan discussions.

There are several different modes of communications available in Mansfield, none of which reach all residents. These include the web/internet, cable, print, radio and public meetings such as Council and Town Budget Meetings. It is the desire of the Council and Administrative Staff to use the most efficient and far-reaching techniques possible to provide timely dissemination of dates, time, purpose and information about meetings and to provide effective modes of communication from the citizens to the various entities of Town Government.

The members of the Communications Advisory Committee will have the responsibility to advise the Town Council on communication policies and practices as well as monitor and evaluate specific initiatives. The Committee will review and/or recommend the formats and materials for public meetings including the Town Budget Meeting and Informational Budget Meeting. A major charge of the Committee will be to investigate and recommend best practices for all aspects of communication among the Town Council, Town Administrative Staff, Mansfield residents and regional interests.

If you are a resident of Mansfield and would like to serve on the Communications Advisory Committee, please complete the application on the Town Web Site, www.mansfieldct.org or call the Town Manager's Office for an application at 429-3336. Applications are due by Friday, March 14, 2008. The Council Resolution establishing the Communications Advisory Committee may also be viewed online.

If you have any questions, please contact the Town Manager's office or a member of the Council Committee on Committees (Leigh Duffy, Bruce Clouette, Gene Nesbitt). **Interviews are scheduled to begin March 17th.**

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O'Brien and Johnson

Attorneys at Law

120 Bolivia Street, Willimantic, Connecticut 06226

Tel (860) 423-2860

Fax (860) 423-1533

Attorney Dennis O'Brien

dennis@OBrienJohnsonLaw.com

Attorney Susan Johnson

susan@OBrienJohnsonLaw.com

February 25, 2008

Matthew W. Hart
Town Manager
Town of Mansfield
Four South Eagleville Road
Mansfield, CT 06268

Re: **Landlord Registration Ordinance**

Dear Matt:

In a memorandum to the Town Council dated October 22, 2007, a resident raised a number of questions about the Landlord Registration Ordinance (LRO). I have previously tried to verbally answer some or all of these questions during our monthly update meeting on November 9, 2007, and again on November 15, 2007 in an email I sent to Sara-Ann Chaine from San Diego where I was attending a meeting of the National College of Probate Judges, without the benefit of having the resident's memorandum or my LRO file with me. Recently, you asked me for a formal written response to the resident's questions.

The resident has noted perceived inconsistencies between the definition of "dwelling unit" in Connecticut General Statutes section 47a-1, and the definition of "dwelling unit" in the International Property Maintenance Code (IPMC), much of which is incorporated by reference in the Housing Code of the Town of Mansfield.

The definition of "dwelling unit" set forth in C.G.S. section 47a-1 has nothing to do with the Town of Mansfield Landlord Registration Ordinance (LRO), Chapter 152 of the Code of the Town of Mansfield. The LRO is specifically authorized by Connecticut General Statutes section 47a-6a, which contains its own specific definition of "dwelling unit," which term, strangely enough, never appears anywhere else in section 47a-6a. In that statute, the operative language to which the requirements of the registration law are applied is "rental real property." When we drafted our ordinance, in order to better ensure that all landlords the statute intended to register with a municipality are covered, we chose the term "rental housing unit" rather than "dwelling unit" or "rental real property."

Matthew W. Hart
Town Manager
Town of Mansfield
February 25, 2008
Page 2

The term "dwelling unit" as defined in C.G.S. section 47a-1, being inapplicable to the Landlord Registration statute, C.G.S. section 47a-6a, or our Landlord Registration Ordinance, it is of no legal or other consequence that the definition of "dwelling unit" set forth in section 47a-1, or in section 47a-6a, for that matter, is not exactly the same as the definition of "dwelling unit" in the IPMC.

In general, the Landlord Registration Ordinance (LRO) and the Housing Code, including the IPMC, though obviously interrelated to some extent because they both generally concern rental housing, are separate and distinct regulatory systems, the latter of which is very complex and intricate and based to some large extent on nationally recognized standards. Though it would be nice and convenient, I suppose, if all of our ordinances defined the same terms in precisely the same way, such is not the case in this situation. Each of the two legislative systems has a different purpose and is based on different legal authority. Both are reported to be working very well in achieving their independent if interrelated purposes. Suffice it to say there is always room for improvement, especially after we have the benefit of empirical experience with a freshly enacted comprehensive set of legislative rules like the housing code, but there is nothing illegal about the distinctions the resident has perceived in some of their details.

The resident writer has expressed concern that she is left to assume that "housing unit" (actually "rental housing unit" as used in the LRO is interchangeable with "dwelling" as that term is used in "CGS 47a." As noted above, "CGS 47a" sets forth two different definitions of "dwelling unit," in sections 47-1 and 47-6a, neither of which legally controls our LRO. I myself believe that "rental housing unit" is fairly elementary and easy to understand and apply in this context.

Next, still mistakenly assuming that "housing unit" as used in the LRO and "dwelling" as set forth in "47a" and "IPMC" are interchangeable, the concerned citizen has set forth an apparently hypothetical question. Section 152-6C of the Landlord Registration Ordinance requires that "Each such nonresident owner or agent shall pay a fee of \$25 for each initial registration. . ." The resident has wondered if the nonresident owner of three units would have to pay \$75, apparently \$25 for each unit. But the obvious purpose of the ordinance is simply to get the nonresident landlord to register and reveal his address so that the tenant or town may contact him if need be, not to balance the town budget. I believe that a careful reading of the ordinance shows that a "nonresident" landlord must pay just \$25 to register one time only, even if she owns a hundred rental units in the town. This could be stated more clearly in the ordinance, and perhaps it should be if our experience shows that other fine tuning is necessary or advisable so as to make it worthwhile to take the time to present proposed amendments to the Council.

Matthew W. Hart
Town Manager
Town of Mansfield
February 25, 2008
Page 3

The resident writer has expressed concern that the definitions of the term "premises" are inconsistent among C.G.S. section 47a-1 and the IPMC, and missing from the LRO. As noted above, though it may be nice and convenient for all of these independent but related state and local legislative systems to use a standard set of definitions, it is legally unnecessary and **may** be impractical to strive for such consistency. More important, the resident has also expressed concern about the term "associated premises," used in the LRO to help define a "nonresident owner" who is required to register her contact information with the Town of Mansfield.



Our use of "associated premises" is for the purpose of potentially **exempting** a landlord from registration in a way that is consistent with the purposes of the LRO enabling legislation. During our development of the LRO, we readily noticed that the term "nonresident owner" is not precisely defined in the enabling statute, C.G.S. section 47a-6a. We took the time to consult the legislative history of the statute, and we determined with absolute certainty that the legislature did **not** intend to exempt landlords of local rental real property who themselves reside elsewhere in the town. Our feeling, however, was that a landlord who is residing, for example, in the same building or on the same lot as the tenant of the subject rental housing unit should be exempt. This is so because the tenant will in practically any conceivable situation like this know where to contact the landlord. In our view, any such landlord is really not a "nonresident" within the intent of the law and should therefore not be required to register with the town.

When it finally came down to doing the job the legislature failed to do, i.e., defining "nonresident owner," with more precision, I discussed the matter with Town of Mansfield Director of Building and Housing Inspection Mike Nintean. In the course of our discussion, I proposed that we use the term "associated premises. . . which is owned by him or her," so he could, in addressing the relatively few close calls that may arise, be somewhat flexible and fair in determining exemption for this reason on a case by case basis. Again, we did not want any landlord to have to unnecessarily register if the particular circumstances of a case compelled the conclusion that the tenant would surely know where to contact the landlord if need be. We did not want to be unfair to any landlord, and I felt that if we defined "nonresident owner" too narrowly, we might end up compelling some landlord to register when it may be, for whatever **particular** reason, **unfair or unnecessary** to do so.

The concerned citizen who has written this memorandum to the Council has raised a question regarding "associated premises" as it appears in the LRO where the landlord lives on "adjoining property." That is a good question and, after thinking the matter through quite a bit more than I did when I drafted the ordinance, I understand in retrospect why it may have been better if I had defined "associated premises." My official

Matthew W. Hart
 Town Manager
 Town of Mansfield
 February 25, 2008
 Page 4

interpretation of legislative intent as the author of "associated premises" continues to be that, given all the circumstances, if the tenant knows or should know where the landlord resides on "adjacent property," that owner of rental realty should be exempt from registration as far as that particular rental housing unit is concerned.

No doubt I could have originally proposed to the Council a more precise term than "associated premises . . . which is owned by her or him" to effectuate legislative intent in our LRO. As town attorney and creator of the relatively imprecise "associated premises . . . which is owned by her or him," to avoid any further confusion by simplifying the determination, it is my **official opinion** as the town attorney of the Town of Mansfield that "associated premises" as it appears in the LRO must be interpreted as a residential situation in which the landlord resides on property which has the **very same map/block/lot number** on the assessor's card(s) as the property occupied by the tenant. Any such landlord in such circumstances is therefore exempt from registration, as originally intended by the legislature and by me when I drafted the ordinance.

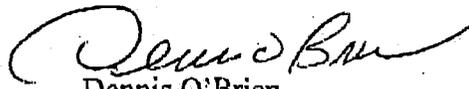
Next, in section 152-6A of the LRO, it is stated that "By January 1, 2007, any nonresident owner of an existing occupied or vacant residential rental housing unit . . ." shall register her residential address with the town. Citing Webster's dictionary, the concerned citizen has interpreted this language to mean that the requirements of the LRO should not apply to any rental property activated after January 1, 2007. I suppose that instead of "by January 1, 2007," it would have been better to have used "on or after," but I am fully confident that any judicial authority would readily interpret "by" in this context to mean "on or after January 1, 2007." After all, the operative language of this provision is "By January 1, 2007, any nonresident owner . . . **shall** be required to file. . ." (emphasis added) and "shall" is future tense. This subsection does not expressly provide that it only applies to anyone who owns a rental housing unit in the Town of Mansfield on or before the effective date. Any nonresident landlord who has activated or will activate a rental housing unit in Mansfield after January 1, 2007, and does not register with the town on the basis of the reasoning expressed in the resident's memorandum does so at his peril.

Finally, the concerned citizen has referred to Section 201 of the Housing Code and has wondered about its reference to a "Section 8." I believe that "Section 8" as used in said section 201 is referring to section 8 of the International Property Maintenance Code, 2003 Edition, which is an integral part of the Housing Code of the Town of Mansfield.

Matthew W. Hart
Town Manager
Town of Mansfield
February 25, 2008
Page 5

Please let me know if you or the Council needs any more from me on this.

Very truly yours,

A handwritten signature in black ink, appearing to read "Dennis O'Brien", written in a cursive style.

Dennis O'Brien
Town Attorney

Cc: Michael Nintean
Director of Building and Housing Inspection

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