



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, June 9, 2008
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

AGENDA

	Page
CALL TO ORDER	
ROLL CALL	
APPROVAL OF MINUTES	1
MOMENT OF SILENCE	
OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL	
OLD BUSINESS	
1. Community/Campus Relations (Item #2, 05-27-08 Agenda) (Oral Report)	
2. Community Water and Wastewater Issues (Item #3, 05-27-08 Agenda).....	9
NEW BUSINESS	
3. Proclamation in Honor of Dr. Gordon Schimmel	11
4. Referendum on Fiscal Year 2008/09 Budget.....	13
5. Right of Way Agreements – Stone Mill Road and Laurel Lane Bridge Projects	17
6. Appointment of Sub Registrar	33
7. Expansion of Natural Gas Service in Mansfield	35
QUARTERLY REPORTS.....	37
DEPARTMENTAL AND COMMITTEE REPORTS	131
REPORTS OF COUNCIL COMMITTEES	
REPORTS OF COUNCIL MEMBERS	
TOWN MANAGER'S REPORT	
FUTURE AGENDAS	
PETITIONS, REQUESTS AND COMMUNICATIONS	
8. <u>Chronicle</u>, “Dignitaries Reaffirm Support for a Storrs Downtown” – 06/04/08.....	137
9. <u>Chronicle</u>, “Letter To The Editor” – 05/27/08	139
10. <u>Chronicle</u>, “Letter To The Editor” – 05/28/08	141

11. <u>Chronicle</u> , "Letter To The Editor" – 05/29/08	143
12. <u>Chronicle</u> , "Letter To The Editor" – 05/30/08	145
13. <u>Chronicle</u> , "Letter To The Editor" – 06/02/08	147
14. <u>Chronicle</u> , "Letters To The Editor" – 06/04/08	149
15. <u>Chronicle</u> , "Real 'Partners' Deserve To Be In the Know" – 05/22/08.....	151
16. <u>Chronicle</u> , "Town Budget May Go To Vote" – 06/03/08	153
17. <u>Connecticut Preservation Awards</u> , "Rudy Favretti Receives Janet Jainschigg Award" – May/June 2008	155
18. <u>Hartford Courant</u> , "Protest Targets Storrs Restaurant" – 05/21/08	157
19. <u>Nation's Cities Weekly</u> , "'Green' Resources Energize Cities' Economies" – 05/12/08	159
20. Universal Health Care Resolution.....	161
21. D. Westlake re: Historic District Commission	163
22. Windham Region Chamber of Commerce Upcoming Events	169

EXECUTIVE SESSION

23. Open Space and Land Acquisition
24. Status Report on Pending Claims and Litigation

REGULAR MEETING-MANSFIELD TOWN COUNCIL
May 27, 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: Clouette, Duffy (8:15 pm), Haddad, Koehn, Nesbitt, Paterson, Paulhus, Schaefer

II. APPROVAL OF MINUTES

Mr. Nesbitt moved and Mr. Paulhus seconded to approve the minutes of the May 12, 2008 meeting. Motion passed unanimously. Mr. Paulhus moved and Mr. Clouette seconded to approve the minutes of the May 13, 2008 special meeting. 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

No comments

Mayor Paterson requested a motion to move Item 4, Four Corner Sewer Study, to the next item of business. Motion made by Mr. Haddad, seconded by Mr. Clouette and passed by all.

V. OLD BUSINESS

7. Issues Regarding the UConn Landfill

Rob Miller, Eastern Highland Health District Director, has reviewed the latest UConn Landfill Long Term Monitoring Plan and found no imminent or immediate risk to public health.

Council members discussed the ability to compare these successive plans electronically but decided that since the project is almost completed it would make more sense for the staff to make a presentation to the Council as the project draws to a close. Mr. Clouette asked the Town Manager to investigate whether or not the

various consultants on the project keep a log of changes that they might be willing to share with the Town.

2. Community/Campus Relations, Discussion of Certain Noise Abatement Ordinances

Town Manager Matt Hart suggested reviving the Committee on Community Quality of Life or a similar committee as a forum to vet issues, conduct research and make recommendations to the whole Council. Ms. Koehn requested a public hearing on the document previously distributed by Jim Hintz, Director of Off Campus Housing, regarding the actions of other universities. Members agreed that the Town Manager, the Mayor and Councilor Clouette would meet prior to the next meeting to develop a charge for the Committee. The Mayor asked that Council members interested in serving on the Committee let her know. Ms. Koehn expressed interest.

The Town Manager and staff will be meeting with UConn personnel to discuss Spring Weekend. The Town Manager and Mayor would also like to meet with President Hogan to hear his reaction to the weekend.

3. Community Water and Wastewater Issues

The UConn Water and Wastewater Policy Advisory Committee will meet next week.

VI. NEW BUSINESS

4. Four Corner Sewer Study Presentation

Mr. Hultgren, Director of Public Works, introduced representatives from Earth Tech Inc. who presented the defined sewer project area and the options available to the Town. Mr. Hultgren distributed an assessment worksheet that showed potential costs to the landowners and will provide additional information on financing at a subsequent Council meeting. He stated that connecting to the system is optional but if a septic system fails the landowners will not be allowed to fix it. Mr. Hultgren, with the Council's permission, will contact UConn to verify their wastewater system has adequate capacity.

5. Mansfield Community Center: Implementation of Management Study

Curt Vincente, Director of Parks and Recreation, answered Council questions regarding the action plan for the implementation of the recommendations outlined in the recently completed management

study for the Community Center. Ms. Koehn would like to see targets for the action plan, a way to measure progress. Ms. Duffy expressed concern that charging for the teen center might have a negative effect on participation. All agreed that it is important to provide a safe and interesting environment for teens. Council members discussed the pricing of the recreation programs and how the location of the programs might be reflected in the cost to nonmember residents. Mr. Clouette requested a comparison of Mansfield recreation program prices and other comparable towns. Ms. Koehn requested a comparison, including subsidies, of the price of a class at the Senior Center and the price of a class through the recreation program.

6. Estate of Dorothy Goodwin

Mr. Paulhus moved and Mr. Clouette seconded, effective May 27, 2008, to refer the \$10,000 gift from the estate of Dorothy Goodwin to the Finance Committee for review and consideration. Motion passed unanimously.

Mr. Paulhus suggested the money be used for the playscape at Goodwin. Ms. Koehn suggested an endowment be established in Dorothy Goodwin's name. The Town Manager asked members to forward their ideas to the Finance Committee.

VII. DEPARTMENTAL AND COMMITTEE REPORTS

None

VIII. REPORTS OF COUNCIL COMMITTEES

Mr. Haddad reporting for the Personnel Committee stated the group has been working on the Rules of Procedure for the Council and should be able to make recommendation soon. He mentioned that some issues should be discussed at the Council level.

Ms. Duffy, Chair of the Committee on Committees, made the following recommendations:

Board of Ethics – Winthrop Smith, Nora Stevens, David Ferraro and Mike Sikoski. Motion passed unanimously.

Advisory Committee on Persons with Disabilities – Jacqueline Kelleher. Motion passed unanimously.

Parks Advisory – Eric Kruger. Motion passed unanimously.

Ms. Duffy reported that on the next agenda the Committee is scheduled to discuss how to better plan for town wide events. The

thought is that someone or some committee should have an overall view of what is being planned and when.

IX. REPORTS OF COUNCIL MEMBERS

Mr. Clouette offered his congratulations to all who participated in and organized the Memorial Day event. Mayor Paterson expressed her pleasure at having 2 young people, Amber Hoyt who lost a brother in Iraq and Daniel Parker who will soon be leaving for Iraq, participate in the ceremony.

X. TOWN MANAGER'S REPORT

(Attached)

The Town Manager reported that An Ordinance Providing a Tax Exemption for Farm Buildings would be brought back to the Council with options for Council direction.

By consensus the Council agreed to hold a special meeting on June 12th at 7:00 p.m. to review the Storrs Center status report. Ms. Koehn requested the presentation include detailed marketing information. Mr. Nesbitt requested details on the Dog Lane Building 1A, the time line of the build out and an estimated time frame necessary to realize the \$2.5 million in revenues. Council members again reiterated the need for the Partnership to explain their progress to the public even though the apparent delays are not necessarily their fault. Members discussed the need for careful deliberations as the municipal development plan becomes a development agreement.

XI. FUTURE AGENDAS

The Town Manager and the Mayor will prioritize the existing list of future agenda items. They will also add gas lines to the list.

XII. PETITIONS, REQUEST AND COMMUNICATIONS

7. CCM re: FY 2008-09
8. Chronicle, "\$10M in Funds is Slated for Center Garage" – 5/15/08
9. Chronicle, "Alternate High School Focuses on Choices" – 5/20/08
10. Chronicle, "Auto Referendum Would Avoid Issue" – 5/20/08

Mr. Clouette asked other members what they thought the best way to react to unfair editorials was. Mr. Schaefer suggested factual errors be corrected but that it would be counterproductive to answer opinions in kind.

11. Chronicle, "Chamber Honors Area's Best Businesses" – 5/16/08
12. Chronicle, "Letter to the Editor" – 5/12/08
13. Chronicle, "Letters to the Editor" – 5/13/08
14. Chronicle, "Letter to the Editor" – 5/16/08
15. Chronicle, "Letter to the Editor" – 5/17/08
16. Chronicle, "Letter to the Editor" – 5/22/08
17. Chronicle, "Mansfield Budget OK'd" – 5/14/08
18. Chronicle, "Mansfield Puts EDC Group on Hold for Now" – 5/09/08
19. Chronicle, "Mansfield Voters Need to Act Locally: Get Out and Vote" – 5/12/08
20. Chronicle, "Meeting Could Decide Mansfield Budget" – 5/12/08
21. Chronicle, "Referendum Petition Signatures Invalid" – 5/13/08
22. Chronicle, "Report: Center Need to Get in Shape" – 5/17/08
23. Chronicle, "Track Estimates Peak at \$8 million" – 5/10/08
24. Chronicle, "We Offer These Threads, Needles" – 5/19/08
25. Chronicle, "Willi, Mansfield Groups Get Awards" – 5/8/08
26. Connecticut Main Street Center Announces 2008 Awards of Excellence
27. Ferrigno Realtors re: Municipal Award of Business of the Year
28. M. Hart re: President's Climate Commitment Task Force
29. Hartford Courant, "A New Look to Suburban Planning" – 4/28/08
30. Hartford Courant, "Budget Approved by Voters" – 5/15/08 1
31. Hartford Courant, "Collecting Old Tax Bills" – 5/18/08
32. Hartford Courant, "State Funds Announced for Garage" – 5/15/08
33. Hartford Courant, "What Street Parking Can Do for Downtowns" – 5/18/08
34. M. Hogan re: Storrs Center Parking Garage
35. E. Paterson/M. Hart Letter to D. Merrill re: \$10 Million Urban Action Grant
36. E. Paterson/M. Hart Letter to M. Jodi Rell re: \$10 Million Urban Action Grant
37. E. Paterson/M. Hart Letter to D. Williams re: \$10 Million Urban Action Grant
38. M. Jodi Rell re: \$10 Million for Storrs Town Center Parking Garage
39. Spring Weekend 2008 Thank You Letters
40. State of Connecticut, Connecticut Siting Council re: T-Mobile Notice of Intent to Modify and Existing Telecommunications Facility 191
41. State of Connecticut, Connecticut State Library re: Historic Documents Preservation Grant

XIII. ADJOURNMENT

Mr. Paulhus moved and Mr. Nesbitt seconded to adjourn the meeting at 10:00 p.m. Motion was passed by all.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

**Town Manager's Office
Town of Mansfield**

Memo

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Town Employees
Date: May 27, 2008
Re: Town Manager's Report

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

Events and meetings

- The building committee for the Four Schools Renovations Project met on May 14th, and we discussed preparations for a public presentation regarding potential school renovation options. We are tentatively planning to hold the presentation in late June.
- Members of the Mansfield 2020 Steering Committee met on May 14th to serve as a focus group for Mansfield's participation in the Government Finance Officers Association performance measures project. The session was informative and I would like to thank Ms. Adrienne Marks for serving as the facilitator for the focus group.
- On May 20th, the Mayor and I attended CCM's Legislative Committee meeting. CCM staff provided a recap of regular session of the General Assembly. Among other topics we discussed the two health insurance proposals (participation in state employee pool and MEHIP), as well as state aid to cities and towns. We also discussed the upcoming special session regarding the conveyance tax, and the importance of this revenue source for Connecticut municipalities.
- Mansfield observed Memorial Day on Monday, May 26th with a parade and ceremony at the New Mansfield cemetery. I would like to thank Ms. Amber Hoyt for her moving address and Reverend Ron Baker for his invocation. I also appreciated the opportunity to march with Private Second Class Daniel Parker, Representative Denise Merrill as well as several council members. Special thanks also to those behind the scenes who helped make this event possible, including Sara-Ann Chaine, Paul Veilleux, Curt Vincente and William "Chip" Jordan.
- On June 9th the Mansfield Downtown Partnership will be honored as a recipient of a Connecticut Main Street Center 2008 Award of Excellence. The ceremony will be held on June 9th at 5:30 PM at the Wauregan Ballroom in Norwich, and the Partnership will be recognized for its achievements in "Community Consensus-Building. Congratulations to the Partnership for this well-deserved recognition.

Projects and initiatives

- As you know, on May 14th Governor Rell conducted a press conference here in Mansfield to announce the \$10 million in Urban Action grant funding for the parking garage for Storrs Center. I would like to thank the Governor, State Senator Williams and State Representative Merrill for their efforts to secure this funding to help us transform the existing commercial area on Storrs Road into a vibrant mixed-use downtown. Special thanks are also due to Senator Williams and Representative Merrill's staff, and Cynthia van Zelm and the development team, who helped to prepare and coordinate the grant application.

- Voters at the May 13th Town Meeting approved the FY 2008/09 Budget, but we have not yet set the mill rate for next year. As we discussed briefly two weeks ago, the Director of Finance and I advise that we wait until after the General Assembly's special session on the conveyance tax before we take action on this item. (As you will recall, we have budgeted \$150,000 in conveyance tax revenue for next year.)
- The volunteers of Mansfield's Tax Aid for the Elderly had a successful 2008 tax season. Along with routine tax filing, the volunteers assisted with the preparation of 100 stimulus returns. My thanks to the volunteers for the time and effort they put into this important program.

Staff and employee development

- Christine Gamache, Collector of Revenue for the Town of Mansfield, has recently been certified as a Connecticut Municipal Collector by the State of Connecticut and the Certified Connecticut Municipal Collectors Committee. Congratulations, Christine!

Upcoming meetings

- Communications Advisory Committee, June 2, 2008, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- IWA/PZC Meeting, June 2, 2008, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Downtown Partnership Annual Meeting, June 3, 2008, 6:00 PM, Center for Hellenic Studies Padeia (Greek Center)
- Mansfield Advocates for Children, June 4, 2008, 6:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Traffic Authority, June 5, 2008, 10:30 AM, Conference Room B, Audrey P. Beck Municipal Building
- Finance Committee, June 9, 2008, 6:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Town Council, June 9, 2008, 7:30 PM, Council Chambers, Audrey P. Beck Municipal Building



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt H*
CC: Maria Capriola, Assistant to Town Manager; Lon Hultgren, Director of Public Works; Robert Miller, Director of Health; Gregory Padick, Director of Planning
Date: June 9, 2008
Re: Community Water/Wastewater Issues

Subject Matter/Background

The next meeting of the UConn Water and Wastewater Advisory Committee is scheduled for 5:30 PM on June 19, 2008. I will distribute the agenda and back-up materials upon receipt.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager
Date: June 9, 2008
Re: Proclamation in Honor of Dr. Gordon Schimmel

Subject Matter/Background

As you know, Dr. Schimmel is retiring after 21 years of service to the Town. The Mayor and I would like to present him with the attached proclamation to recognize him for his many contributions to our community.

Recommendation

Staff recommends that the Council authorize Mayor Paterson to issue the attached proclamation.

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

Move, effective June 9, 2008, to authorize the Mayor to issue the attached Proclamation in Honor of Dr. Gordon L. Schimmel.

Attachments

- 1) Proclamation in Honor of Dr. Gordon Schimmel



Town of Mansfield
Proclamation in Honor of Dr. Gordon L. Schimmel

WHEREAS, Dr. Gordon L. Schimmel received his Doctor of Education from the University of Massachusetts and his Bachelors of Arts in History and Drama from DePauw University; and

WHEREAS, Gordon has served as the Superintendent of the Mansfield Public Schools from 1987 until the present and is retiring after 21 years of excellent service; and

WHEREAS, during his tenure, Gordon has worked tirelessly and successfully to maintain and enhance the curriculum and other offerings at the Mansfield Public Schools, which is renowned as one of the premier school districts in the state; and

WHEREAS, Gordon has served as Chair of the Education Committee at the Academy of Model Aeronautics in Muncie, Indiana for 12 years and his love for aeronautics and education have led him to co-author two aero learning programs for school children as well as author "Build Your Own Wright Brothers' Glider;" and

WHEREAS, Gordon championed the construction of the Library Media Center at the Mansfield Middle School and has been instrumental to the work of the school building committee, charged with overseeing planning for the renovation of Mansfield Public Schools' four buildings; and

WHEREAS, Gordon has maintained the strong partnership between the Town of Mansfield and the Mansfield Public Schools, and has strengthened our tradition of shared services, most recently with the establishment of the new Department of Information Technology; and

WHEREAS, Gordon has been a tremendous asset to our community, serving as a strong leader, colleague, mentor and friend, and is well respected for his common-sense approach to Board of Education issues, sharp wit and passion for integrity:

NOW, THEREFORE BE IT RESOLVED, that I, Elizabeth C. Paterson, Mayor of Mansfield, Connecticut, on behalf of the children and citizens of Mansfield, do hereby recognize Dr. Gordon L. Schimmel for his meritorious and dedicated service to the Town of Mansfield. We wish him all the best in his future endeavors – congratulations, Gordon!

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 12th day of June, in the year 2008.

Elizabeth C. Paterson
Mayor



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *meWH*
CC: Maria Capriola, Assistant to Town Manager; Mary Stanton, Town Clerk;
 Andrea Epling, Registrar of Voters; Beverly Miela, Registrar of Voters;
 Dennis O'Brien, Town Attorney
Date: June 9, 2008
Re: Referendum on Fiscal Year 2008/09 Budget

Subject Matter/Background

On June 2, 2008, petitions bearing a sufficient number of signatures of electors seeking to require a referendum on the Town Budget were submitted to the Town Clerk per Charter section C405. The petitions request that the Budget adopted at the May 13, 2008 Budget Town Meeting be repealed and replaced by a substitute budget to be enacted by the Town Council prior to midnight on June 30, 2008. As mandated by Charter section C405B(2), the Town Clerk has certified in a separate correspondence the petition to the Town Council. The Charter requires the Town Council to publish notice of the referendum in a local newspaper. The referendum must be held on a Tuesday which is at least ten days after such publication of notice by the Council. All things considered, staff recommends that the Town Council establish Tuesday, June 24, 2008, as the date for the referendum.

Absentee ballots will be available as provided by law to those applying in person at the Office of the Town Clerk or to those who authorize a designee because of illness.

Recommendation

If the Town Council concurs with staff's recommendations, the following motion is in order:

Move, to set the date of the referendum on the Fiscal Year 2008/09 Budget adopted at the May 13, 2008 Budget Town Meeting for Tuesday, June 24, 2008, which referendum shall be conducted from 6:00 to 8:00 p.m. in the Council Chambers of the Audrey P. Beck Building, and to authorize staff to publish notice of said referendum on behalf of the Town Council as required by law.

Attachments

- 1) Certification of Petition
- 2) Excerpts from Mansfield Town Charter

REC'D JUN 03



**TOWN OF MANSFIELD
TOWN CLERK**

MARY STANTON, TOWN CLERK

AUDREY P. BECK BUILDING
4 SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3302

June 3, 2008

Mansfield Town Council
Elizabeth Paterson, Mayor
4 South Eagleville Road
Mansfield, CT 06268

Dear Madam Mayor and Council Members,

On June 2, 2008, petitions under Article IV §C405 of the Mansfield Town Charter requesting the repeal of the budget adopted on May 13, 2008 and replacement of that budget with a substitute budget were filed in my office. The signatures on the petitions were checked against the registry list last revised, and were found to be sufficient. The petition was found to be in the form prescribed and signed by not less than two percent of the electors of the Town.

Therefore, as Town Clerk of the Town of Mansfield, I do hereby certify the submitted petition to the Town Council.

Sincerely,

Mary Stanton
Town Clerk

During the budget adoption process, the Town Council shall hold at least two Town Budget Information Meetings. At least 10 days prior to each meeting, the Town Council shall widely distribute budget information and notice of the meeting. The Town Council shall adopt a proposed budget, including a recommended appropriation act, by May 1.

§ C405. Budget Town Meeting.

A. An annual Town Meeting for budget consideration shall be held on the second Tuesday in May at 7:00 p.m. Any person who is an elector of Mansfield may vote and any citizen of the United States of the age of 18 years or more who, jointly or severally, is liable to the Town for taxes assessed against him or her on an assessment of not less than \$1,000 on the last completed grand list of Mansfield may vote. The budget adoption vote shall be by confidential ballot. This meeting shall consider the budget presented to it by the Town Council and may approve, lower or raise the budget of any program.

If the annual Town Meeting fails to adopt a budget, the proposed budget will be returned to the Town Council for its reconsideration. The Council shall return the same or a revised budget to a Town Meeting called by the Council for a date no later than 10 days after the first meeting. This Town Meeting shall also approve, lower or raise the budget of any program. Should the Town Meeting fail to adopt a budget, the budget appropriation last proposed by the Town Council shall be in full effect.

B. The budget approved by the Town Meeting or adopted by the Town Council as provided in Subsection A shall be subject to repeal if:

(1) Within 21 days after the budget is approved by Town Meeting (or adopted by the Town Council as provided for in Subsection A), electors as determined by the revised registry list last completed present a petition requesting that such budget be repealed and replaced by a substitute budget. The petition shall be in the form prescribed in Subsection C and signed by not less than 2% of the electors as determined by the revised registry list last completed.

(2) The Town Clerk determines the petition to be sufficient. If said petition is found to be sufficient, the Town Clerk shall so certify to the Town Council within five days after receipt of the petition. If the petition is found to be insufficient, public notice of such insufficiency shall be given by placing a legal notice in a newspaper of general circulation in the Town. After the Town Clerk has found any such petition to be insufficient, no further proceedings shall be had thereon.

(3) After the Town Clerk certifies the petition, the question shall be submitted to a referendum of the persons eligible to vote at the budget Town Meeting following the form of Subsection D. At least 10 days prior to the referendum the Town Council shall publish notice of the referendum in a newspaper having circulation in the Town. Such notice shall set forth the date on which and the hours during which the referendum will be held and the text of the question as it will appear. Such referendum shall be held on a Tuesday.

(4) A majority of those voting in the referendum vote against the budget.

C. The form of the petition will follow §§ C311 and C312.

D. The referendum question provided for in Subsection B shall consist of one binding and two advisory questions. The binding question shall read: "Are you in favor of the budget as adopted on [here insert date of adoption]?" The two advisory questions shall read:

(1) "If the budget is defeated, is the Town budget portion
Too high?
Too low?"

(2) "If the budget is defeated, is the school budget portion
Too high?
Too low?"

E. If the vote to repeal succeeds, the Town Council shall, not later than 12:00 midnight on June 30, adopt a substitute budget and a substitute resolution establishing the tax rate, and file such budget and resolution with the Town Clerk.

(1) The budget and the resolution establishing the tax rate, or such substituted ordinance and resolution as may be adopted as provided in this section shall take effect as of the start of the ensuing fiscal year.

(2) The substitute budget enacted pursuant to this section shall not be subject to referendum.

§ C406. Appropriations not in budget and budget transfers.

A. Transfers of moneys from one department to another in the annual appropriation or appropriations not in the original appropriation, in an aggregate amount not to exceed 0.5% of the annual budget in any one fiscal year, may be made by the Council. Transfers or new appropriations in an amount from 0.5% to an aggregate amount not to exceed 1% of the annual approved budget in any one fiscal year, may be approved by consecutive actions of the Council and a Town Meeting which shall be called by the Council following its action on the new spending proposal.

B. An appropriation or transfer of over 1% of the annual budget for an expenditure not provided for in the annual budget may be approved by consecutive favorable action of the Council and a referendum of the voters of the Town.

C. Notwithstanding the foregoing, the Council may approve appropriations without limitation as to amount if such appropriations are to be funded from revenues other than receipt of taxes or proceeds of borrowings authorized pursuant to §§ C406 and C407 of the Charter, unanticipated in the annual budget. The Council is authorized to establish special funds with respect to such appropriations.

§ C407. Issuance of bonds.

Notwithstanding the provisions of § C406, the Council, after approval of consecutive actions of the Council and a Town Meeting, may authorize, in any one fiscal year, the issuance of bonds and borrowing in anticipation of bonds, and the



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to Town Manager; Lon Hultgren, Director of Public Works
Date: June 9, 2008
Re: Right of Way Agreements – Stone Mill Road and Laurel Lane Bridge Projects

Subject Matter/Background

A small amount of right of way will be required (beyond what the Town now owns) to construct both the Stone Mill Road and Laurel Lane bridge replacements. As these are both federally funded grant projects, the administering agency (ConnDOT) asks that we sign agreements stipulating how the necessary property acquisitions and easements will be acquired and paid for. I have attached the communications from the DOT and excerpts of the two agreements.

We do expect to proceed with the Stone Mill Road bridge project first (design is underway and funds for construction and right-of way have been budgeted), and then undertake the Laurel Lane bridge in a later fiscal year. Rather than act on just the Stone Mill Road right of way agreement now, I recommend that both agreements be authorized for signature at this time.

The DOT has also requested that the Town recertify its nondiscrimination policy; that certification is attached.

Financial Impact

The Federal grants are for 80 percent of the costs of the project, including right of way. Funds are in the capital budget for the Stone Mill Road Bridge, and we will plan to budget for the Laurel Lane bridge in future years.

Legal Review

These are standard roadway/bridge project agreements that we have executed in the past.

Recommendation

Staff recommends that the Town Council authorize the Town Manager (by name) to enter into the two right of way agreements, and issue the nondiscrimination certification as requested by ConnDOT.

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

Resolved, effective June 9, 2008, to authorize Town Manager Matthew W. Hart to execute an Agreement between the State of Connecticut and the Town of Mansfield for Rights of Way Activities in Conjunction with Replacement of Bridge No. 04731 on Stone Mill Road over the Fenton River Utilizing Federal and Municipal Funds.

Resolved, effective June 9, 2008, to authorize Town Manager Matthew W. Hart to execute an Agreement between the State of Connecticut and the Town of Mansfield for Rights of Way Activities in Conjunction with Replacement of Bridge No. 05366 on Laurel Lane over the Mount Hope River Utilizing Federal and Municipal Funds.

Resolved, that the Town of Mansfield hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes §4a-60(a)(1) and §4a-60a(a)(1), as amended in the State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

Attachments

- 1) Excerpts from an Agreement between the State of Connecticut and the Town of Mansfield for Rights of Way Activities in Conjunction with Replacement of Bridge No. 04731 on Stone Mill Road over the Fenton River Utilizing Federal and Municipal Funds
- 2) Excerpts from an Agreement between the State of Connecticut and the Town of Mansfield for Rights of Way Activities in Conjunction with Replacement of Bridge No. 05366 on Laurel Lane over the Mount Hope River Utilizing Federal and Municipal Funds
- 3) ConnDOT re: New Nondiscrimination Certification

"Excerpts from"

AGREEMENT
BETWEEN THE STATE OF CONNECTICUT AND THE TOWN OF MANSFIELD
FOR
RIGHTS OF WAY ACTIVITIES
IN CONJUNCTION WITH
REPLACEMENT OF BRIDGE NO. 04731
ON STONE MILL ROAD OVER THE FENTON RIVER
UTILIZING FEDERAL AND MUNICIPAL FUNDS

State Project No. 77-213 Federal Project No. BRZ-6077(4)

THIS AGREEMENT, concluded at Newington, Connecticut, this day of _____, _____, by and between the State of Connecticut, Department of Transportation, Emil H. Frankel, Acting Commissioner, acting herein by Michael W. Lonergan, P.E., Acting Chief Engineer, Bureau of Engineering and Highway Operations, duly authorized, hereinafter referred to as the State, and the Town of Mansfield, Audrey P. Beck Municipal Building, 4 South Eagleville Road, Mansfield, Connecticut 06268-2599, acting herein by Matthew Hart, Town Manager, hereunto duly authorized, hereinafter referred to as the Municipality.

WITNESSETH, THAT,

WHEREAS, Section 13a-165 of the General Statutes of Connecticut, as revised, provides that "the Commissioner of Transportation is authorized... (b) to apply for and to obtain moneys, grants or other benefits from the United States or any agency thereof in connection with roads, bridges or highways and (c) to approve all programs, conclude all agreements, accept all deeds, make all claims for payment, certify all matters and do any and all other acts and things necessary or desirable to meet the requirements of and obtain such moneys, grants or benefits from the United States or any agency thereof.", and

WHEREAS, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) provides funding authorization "for Federal-aid highways, highway safety programs, and transit programs, and for other purposes", and

WHEREAS, Section 13a-80h of the General Statutes of Connecticut provides that "At the request of any municipality which is undertaking a project to rehabilitate, replace or demolish a bridge which supports a municipal road using state or federal highway funds, the Commissioner of Transportation may enter into an agreement with such municipality which sets forth the responsibilities of the parties in connection with the

acquisition of real property, as defined in subsection (a) of section 13a-73, or rights of ingress to and egress from land, which is required for such project. The Commissioner shall exercise his authority pursuant to this section in the same manner as authorized and exercised by the Commissioner in acquiring real property for state highway purposes subject to the terms of the agreement between the Commissioner and the municipality."

WHEREAS, Public Law 91-646 (the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970") established land acquisition policies for Federal Programs, and

WHEREAS, the State and the Municipality entered into an Original Agreement, dated July 13, 2006, for the development of contract plans, specifications and estimates for the replacement of Bridge No. 04731 on Stone Mill Road over the Fenton River hereinafter referred to as the Project, identified by State Project No. 77-213 and Federal Project No. BRZ-6077(3), and

WHEREAS, it has been determined that additional property rights are necessary to complete the Project, and said additional property rights have been identified on the construction plans prepared for the Project, and

WHEREAS, the Municipality has requested that the State undertake all Rights of Way Activities which include, but are not limited to, title search, appraisal and negotiation for the acquisition of permanent and temporary property rights, land acquisition, and relocation assistance, and

WHEREAS, Section 13a-73(b) of the Connecticut General Statutes, as revised, provides "The Commissioner may take any land he finds necessary for the layout, alteration, extension, widening, change of grade or improvement of any state highway or for a highway maintenance storage area or garage and the owner of such land shall be paid by the state for all damages, and the state shall receive from such owner the amount or value of all benefits, resulting from such taking, layout, alteration, extension, widening, change of grade or other improvement...."

NOW, THEREFORE, KNOW YE THAT:

THE PARTIES HERETO AGREE AS FOLLOWS:

THE MUNICIPALITY SHALL:

1. Furnish to the State all available information possessed by the Municipality which is necessary for the proper development of the Project.

2. Fully cooperate with the State in the performance of the State's duties and obligations under this Agreement. The Municipality shall promptly negotiate, in good faith, any further

or supplemental agreements which the State finds to be necessary or convenient to the performance of its responsibilities under this Project.

3. Deposit with the State upon demand, Five Thousand Dollars (\$5,000), which represents the Municipality's proportionate share of the estimated cost of the Rights of Way Activities indicated in Article 24 hereof. The Municipality will upon notice, further deposit with the State their proportionate share of any Rights of Way Activities costs which exceed the estimate indicated in Article 24.

THE STATE SHALL:

4. Perform the necessary Rights of Way Activities in compliance with the governing State and Federal requirements.

5. Use apportionments made to the State by the U.S. Secretary of Transportation for the purpose required under the provisions of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), or any amendments thereto.

THE STATE AND MUNICIPALITY MUTUALLY AGREE:

6. That in the event that condemnation of property rights is necessary for construction of said Project which results in a court settlement, to share in any additional cost attributed by such court decision on the same proportion as for the Rights of Way Activities provided for herein.

7. That all properties and rights acquired by the State for the construction of the Project that are within the proposed highway lines of Bridge No. 04731 on Stone Mill Road over the Fenton River will be released for highway purposes to the Municipality upon completion of construction.

8. That the State, on written notice, may suspend, postpone, abandon or terminate this Agreement, and such action shall in no event be deemed a breach of contract. Such postponement, suspension, abandonment, or termination may come about for the convenience of the State or may become necessary as a result of the Municipality's failure to render to the State's satisfaction adequate compliance with the terms of this Agreement.

9. That any official notice from one such party to the other such party (or parties), in order for such notice to be binding thereon, shall:

(a) - be in writing addressed to:

(i) when the State is to receive such notice -
Commissioner of Transportation

Connecticut Department of Transportation
P.O. Box 317546
Newington, CT 06131-7546

(ii) when the Municipality is to receive such notice -

the person(s) acting herein as signatory for the Municipality receiving such notice;

(b) - be delivered in person or be mailed United States Postal Service - "Certified Mail" to the address recited herein as being the address of the party(ies) to receive such notice; and

(c) - contain complete and accurate information in sufficient detail to properly and adequately identify and describe the subject matter thereof.

The term "official notice" as used herein shall be construed to include but not be limited to any request, demand, authorization, direction, waiver, and/or consent of the party(ies) as well as any document(s) provided, permitted, or required for the making or ratification of any change, revision, addition to or deletion from the document, contract, or agreement in which this "official notice" specification is contained.

Further, it is understood and agreed that nothing hereinabove contained shall preclude the parties hereto from subsequently agreeing, in writing, to designate alternate persons (by name, title, and affiliation) to which such notice(s) is (are) to be addressed; alternate means of conveying such notice(s) to the particular party(ies); and/or alternate locations to which the delivery of such notice(s) is (are) to be made, provided such subsequent agreements(s) is (are) concluded pursuant to the adherence to this specification.

10. That this Agreement shall be terminated upon mutual consent of the Municipality and State ~~or~~ upon satisfactory completion of the conditions of the Agreement as hereinbefore stated.

11. That the Municipality shall comply with the regulations of the United States Department of Transportation (Title 49, Code of Federal Regulations, Part 21) issued in implementation of Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d and 2000d-4 and Appendix "CR" attached hereto, both of which are hereby made a part of this Agreement.

12. (a) For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the

23. That this clause applies to those municipalities who are or will be responsible for compliance with the terms of the Americans with Disabilities Act of 1990 ("Act"), Public Law 101-336, during the term of the Agreement. The Municipality represents that it is familiar with the terms of this Act and that it is in compliance with the Act. Failure of the Municipality to satisfy this standard as the same applies to performance under this Agreement, either now or during the term of the Agreement, as it may be amended, will render the Agreement voidable at the option of the State upon notice to the Municipality. The Municipality warrants that it will hold the State harmless and indemnify the State from any liability which may be imposed upon the State as a result of any failure of the Municipality to be in compliance with this Act, as the same applies to performance under this Agreement.

24. That the projected cost breakdown for participation in Rights of Way costs is as follows:

Federal Highway Administration (80%)	\$ 20,000.00
Town of Mansfield (20%)	\$ 5,000.00
TOTAL	\$ 25,000.00

25. That following completion of each full fiscal year during the term of this Agreement, the Municipality shall cause to be prepared and delivered to the State, an audit performed in accordance with the following requirements:

The municipality receiving federal funds must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156. The municipality receiving state funds must comply with Connecticut General Statutes §7-396a, and the State Single Audit Act, §§ 4-230 through 236 inclusive, and regulations promulgated thereunder.

MAINTENANCE AND AUDIT OF RECORDS

- a) **FEDERAL SINGLE AUDIT:** Each municipality that expends a total amount of Federal awards: 1) equal to or in excess of \$500,000 in any fiscal year shall have either a single audit made in accordance with OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" or a program-specific audit (i.e. an audit of one federal program); 2) less than \$500,000 shall be exempt for such fiscal year.
- b) **STATE SINGLE AUDIT:** Each municipality that expends a total amount of State financial assistance: 1) equal to or in excess of \$100,000 in any fiscal year shall have an audit made in accordance with the State Single Audit Act, Connecticut General Statutes (C.G.S.) Sections 4-230 to 4-

Agreement No.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year indicated.

WITNESSES:

STATE OF CONNECTICUT
Department of Transportation
Emil H. Frankel, Acting Commissioner

Name:

By _____ (Seal)
Michael W. Lonergan, P.E.
Acting Chief Engineer
Bureau of Engineering and
Highway Operations

Name:

Date: _____

TOWN OF MANSFIELD

Name:

By _____ (Seal)
Matthew Hart
Town Manager

Name:

Date: _____

APPROVED AS TO FORM:

Attorney General
State of Connecticut

Date: _____

Excerpts from

AGREEMENT
BETWEEN THE STATE OF CONNECTICUT AND THE TOWN OF MANSFIELD
FOR
RIGHTS OF WAY ACTIVITIES
IN CONJUNCTION WITH
REPLACEMENT OF BRIDGE NO. 05366
ON LAUREL LANE OVER THE MOUNT HOPE RIVER
UTILIZING FEDERAL AND MUNICIPAL FUNDS

State Project No. 77-214 Federal Project No. BRZ-6077(7)

THIS AGREEMENT, concluded at Newington, Connecticut, this day of _____, by and between the State of Connecticut, Department of Transportation, Emil H. Frankel, Acting Commissioner, acting herein by Michael W. Lonergan, P.E., Acting Chief Engineer, Bureau of Engineering and Highway Operations, duly authorized, hereinafter referred to as the State, and the Town of Mansfield, Audrey P. Beck Municipal Building, 4 South Eagleville Road, Mansfield, Connecticut 06268-2599, acting herein by Matthew Hart, Town Manager, hereunto duly authorized, hereinafter referred to as the Municipality.

WITNESSETH, THAT,

WHEREAS, Section 13a-165 of the General Statutes of Connecticut, as revised, provides that "the Commissioner of Transportation is authorized... (b) to apply for and to obtain moneys, grants or other benefits from the United States or any agency thereof in connection with roads, bridges or highways and (c) to approve all programs, conclude all agreements, accept all deeds, make all claims for payment, certify all matters and do any and all other acts and things necessary or desirable to meet the requirements of and obtain such moneys, grants or benefits from the United States or any agency thereof.", and

WHEREAS, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) provides funding authorization "for Federal-aid highways, highway safety programs, and transit programs, and for other purposes", and

WHEREAS, Section 13a-80h of the General Statutes of Connecticut provides that "At the request of any municipality which is undertaking a project to rehabilitate, replace or demolish a bridge which supports a municipal road using state or federal highway funds, the Commissioner of Transportation may enter into an agreement with such municipality which sets forth the responsibilities of the parties in connection with the

acquisition of real property, as defined in subsection (a) of section 13a-73, or rights of ingress to and egress from land, which is required for such project. The Commissioner shall exercise his authority pursuant to this section in the same manner as authorized and exercised by the Commissioner in acquiring real property for state highway purposes subject to the terms of the agreement between the Commissioner and the municipality."

WHEREAS, Public Law 91-646 (the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970") established land acquisition policies for Federal Programs, and

WHEREAS, the State and the Municipality entered into an Original Agreement, dated July 13, 2006, for the development of contract plans, specifications and estimates for the replacement of Bridge No. 05366 on Laurel Lane over the Mount Hope River hereinafter referred to as the Project, identified by State Project No. 77-214 and Federal Project No. BRZ-6077(6), and

WHEREAS, it has been determined that additional property rights are necessary to complete the Project, and said additional property rights have been identified on the construction plans prepared for the Project, and

WHEREAS, the Municipality has requested that the State undertake all Rights of Way Activities which include, but are not limited to, title search, appraisal and negotiation for the acquisition of permanent and temporary property rights, land acquisition, and relocation assistance, and

WHEREAS, Section 13a-73(b) of the Connecticut General Statutes, as revised, provides "The Commissioner may take any land he finds necessary for the layout, alteration, extension, widening, change of grade or improvement of any state highway or for a highway maintenance storage area or garage and the owner of such land shall be paid by the state for all damages, and the state shall receive from such owner the amount or value of all benefits, resulting from such taking, layout, alteration, extension, widening, change of grade or other improvement...."

NOW, THEREFORE, KNOW YE THAT:

THE PARTIES HERETO AGREE AS FOLLOWS:

THE MUNICIPALITY SHALL:

1. Furnish to the State all available information possessed by the Municipality which is necessary for the proper development of the Project.

2. Fully cooperate with the State in the performance of the State's duties and obligations under this Agreement. The Municipality shall promptly negotiate, in good faith, any further

or supplemental agreements which the State finds to be necessary or convenient to the performance of its responsibilities under this Project.

3. Deposit with the State upon demand, Nine Thousand Dollars (\$9,000), which represents the Municipality's proportionate share of the estimated cost of the Rights of Way Activities indicated in Article 24 hereof. The Municipality will upon notice, further deposit with the State their proportionate share of any Rights of Way Activities costs which exceed the estimate indicated in Article 24.

THE STATE SHALL:

4. Perform the necessary Rights of Way Activities in compliance with the governing State and Federal requirements.

5. Use apportionments made to the State by the U.S. Secretary of Transportation for the purpose required under the provisions of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), or any amendments thereto.

THE STATE AND MUNICIPALITY MUTUALLY AGREE:

6. That in the event that condemnation of property rights is necessary for construction of said Project which results in a court settlement, to share in any additional cost attributed by such court decision on the same proportion as for the Rights of Way Activities provided for herein.

7. That all properties and rights acquired by the State for the construction of the Project that are within the proposed highway lines of Bridge No. 05366 on Laurel Lane over the Mount Hope River will be released for highway purposes to the Municipality upon completion of construction.

8. That the State, on written notice, may suspend, postpone, abandon or terminate this Agreement, and such action shall in no event be deemed a breach of contract. Such postponement, suspension, abandonment, or termination may come about for the convenience of the State or may become necessary as a result of the Municipality's failure to render to the State's satisfaction adequate compliance with the terms of this Agreement.

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Commissioner of Transportation.

Connecticut Department of Transportation
P.O. Box 317546
Newington, CT 06131-7546

(ii) when the Municipality is to receive such notice -

the person(s) acting herein as signatory for the Municipality receiving such notice;

(b) - be delivered in person or be mailed United States Postal Service - "Certified Mail" to the address recited herein as being the address of the party(ies) to receive such notice; and

(c) - contain complete and accurate information in sufficient detail to properly and adequately identify and describe the subject matter thereof.

The term "official notice" as used herein shall be construed to include but not be limited to any request, demand, authorization, direction, waiver, and/or consent of the party(ies) as well as any document(s) provided, permitted, or required for the making or ratification of any change, revision, addition to or deletion from the document, contract, or agreement in which this "official notice" specification is contained.

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11. That the Municipality shall comply with the regulations of the United States Department of Transportation (Title 49, Code of Federal Regulations, Part 21) issued in implementation of Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d and 2000d-4 and Appendix "CR" attached hereto, both of which are hereby made a part of this Agreement.

12. (a) For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the

23. That this clause applies to those municipalities who are or will be responsible for compliance with the terms of the Americans with Disabilities Act of 1990 ("Act"), Public Law 101-336, during the term of the Agreement. The Municipality represents that it is familiar with the terms of this Act and that it is in compliance with the Act. Failure of the Municipality to satisfy this standard as the same applies to performance under this Agreement, either now or during the term of the Agreement, as it may be amended, will render the Agreement voidable at the option of the State upon notice to the Municipality. The Municipality warrants that it will hold the State harmless and indemnify the State from any liability which may be imposed upon the State as a result of any failure of the Municipality to be in compliance with this Act, as the same applies to performance under this Agreement.

24. That the projected cost breakdown for participation in Rights of Way costs is as follows:

Federal Highway Administration (80%)	\$ 36,000.00
Town of Mansfield (20%)	\$ 9,000.00
TOTAL	\$ 45,000.00

25. That following completion of each full fiscal year during the term of this Agreement, the Municipality shall cause to be prepared and delivered to the State, an audit performed in accordance with the following requirements:

The municipality receiving federal funds must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156. The municipality receiving state funds must comply with Connecticut General Statutes §7-396a, and the State Single Audit Act, §§ 4-230 through 236 inclusive, and regulations promulgated thereunder.

MAINTENANCE AND AUDIT OF RECORDS

- a) **FEDERAL SINGLE AUDIT:** Each municipality that expends a total amount of Federal awards: 1) equal to or in excess of \$500,000 in any fiscal year shall have either a single audit made in accordance with OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" or a program-specific audit (i.e. an audit of one federal program); 2) less than \$500,000 shall be exempt for such fiscal year.
- b) **STATE SINGLE AUDIT:** Each municipality that expends a total amount of State financial assistance: 1) equal to or in excess of \$100,000 in any fiscal year shall have an audit made in accordance with the State Single Audit Act, Connecticut General Statutes (C.G.S.) Sections 4-230 to 4-

Agreement No.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year indicated.

WITNESSES:

STATE OF CONNECTICUT
Department of Transportation
Emil H. Frankel, Acting Commissioner

By _____ (Seal)
Michael W. Lonergan, P.E.
Acting Chief Engineer
Bureau of Engineering and
Highway Operations

Name:

Date: _____

Name:

TOWN OF MANSFIELD

By _____ (Seal)
Matthew Hart
Town Manager

Name:

Date: _____

Name:

APPROVED AS TO FORM:

Date: _____

Attorney General
State of Connecticut

January 15, 2008

Dear: Town Manager Hart,

As a result of Public Acts 07-142 <http://www.cga.ct.gov/2007/ACT/PA/2007PA-00142-R00SB-01106-PA.htm>

and 07-245 <http://www.cga.ct.gov/2007/ACT/PA/2007PA-00245-R00SB-01447-PA.htm>

any contract that was not signed by both parties on or before June 25th will require a certification that the town:

“...adopts as its policy to support the nondiscrimination agreements and warranties required under Conn. Gen. Stat. Section 4a-60(a)(1) and section 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and section 9(a)(1) and 10(a)(1) of Public Act 07-142, as those statutes may be amended from time to time.”

I have enclosed a sample that you may use as a guide. Please get the required certification to me ASAP so that I may continue processing your Agreement.

Thanks very much,
Christine M. Harley

CERTIFICATION

(By corporate or other business entity regarding support of nondiscrimination against persons on account of their race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex, mental retardation, physical disability or sexual orientation.)

I, _____, Town Clerk, of the Town of Mansfield an entity lawfully organized and existing under the laws of Connecticut, do hereby certify that the following is a true and correct copy of a resolution adopted on the ____ day of _____, 2008 by the governing body of the Town of Mansfield in accordance with all of its documents of governance and management and the laws of Connecticut, and further certify that such resolution has not been modified, rescinded or revoked, and is, at present, in full force and effect.

RESOLVED: That the Town of Mansfield hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes § 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.

IN WITNESS WHEREOF, the undersigned has executed this certificate this ____ day of _____, 2008.

By : _____

Print Name:

Title: _____

Effective June 25, 2007



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Mary Stanton, Town Clerk
Date: June 9, 2008
Re: Appointment of Sub Registrar

Subject Matter/Background

Pursuant to Section 7-65 of the Connecticut General Statutes the Registrar of Vital Statistics may appoint, with your approval, a number of sub registrars who are empowered to issue burial transit permits during the hours that the Town Clerk's office is not open. The Town Clerk is requesting the addition of Robert J. Binkowski from the Tolland Memorial Funeral Home to our list of appointed sub registrars for the town. If approved, Mr. Binkowski will be sworn in and his term will be concurrent with the Clerk's.

Recommendation

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

Move, effective June 9, 2008, to appoint Robert J. Binkowski of the Tolland County Funeral Home as a sub registrar for the Town of Mansfield.

PAGE
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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Mary Stanton, Town Clerk
Date: June 9, 2008
Re: Expansion of Natural Gas Service in Mansfield

Subject Matter/Background

At the last meeting, we discussed the addition of this item to the agenda. I would suggest that this item be referred to staff to research and report back to the Town Council.

Recommendation

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

Move, effective June 9, 2008, to refer to staff the issue of the expansion of natural gas service in Mansfield.

PAGE
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Animal Control Activity Report

REPORT PERIOD 2007 / 2008

PERFORMANCE DATA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	This FY to date	Last FY to date
Complaints investigated:														
phone calls	232	216	170	182	188	183	184	134	184				1673	1639
road calls	17	21	20	17	17	13	25	25	19				174	157
dog calls	99	129	92	91	85	75	84	78	125				858	792
cat calls	81	59	52	74	75	71	74	30	32				548	593
wildlife calls	9	2	6	7	5	5	7	6	7				54	94
Notices to license issued	10	4	42	20	3	8	5	4	2				98	57
Warnings to license issued	0	0	0	163	122	6	5	23	5				324	486
General warnings issued	6	5	2	3	4	0	3	2	5				30	26
Infractions issued	5	3	1	1	0	4	3	9	1				27	5
Notices to neuter issued	0	0	5	2	0	0	1	0	0				8	NA
Dog bite quarantines	1	1	0	1	1	2	1	2	0				9	11
Dog strict confinement	0	0	0	0	0	0	0	0	0				0	1
Cat bite quarantines	0	0	1	0	1	0	0	0	1				3	1
Cat strict confinement	0	0	0	0	0	0	0	0	0				0	0
Dogs on hand at start of month	3	2	6	4	9	8	2	1	2				37	29
Cats on hand at start of month	26	20	12	9	6	4	6	6	5				96	129
Impoundments	27	35	22	39	18	17	14	15	17				204	257
Dispositions:														
Owner redeemed	4	10	6	7	2	5	5	6	4				49	66
Sold as pets-dogs	7	3	11	7	2	7	1	3	6				47	28
Sold as pets-cats	22	24	9	16	17	8	8	3	2				109	159
Sold as pets-other	0	0	0	0	0	0	0	0	0				0	2
Total destroyed	1	2	1	5	2	1	1	3	6				22	19
Road kills taken for incineration	0	0	0	1	2	1	0	2	4				10	5
Euthanized as sick/unplaceable	1	2	1	4	0	0	1	1	2				12	14
Total dispositions	34	39	27	35	23	21	15	15	18				227	269
Dogs on hand at end of month	2	6	4	9	8	2	1	2	1				35	28
Cats on hand at end of month	20	12	9	8	4	6	6	5	5				75	118
Total fees collected in \$	1,313.49	1,387.50	976	1,297	1,258	1,009	338	264	423				8,265.99	9,296.50

Scotland dogs FY 07/08 to date 12 Total 16
 Hampton dogs FY 07/08 to date 4

TOWN OF MANSFIELD
DEPARTMENT OF BUILDING AND HOUSING INSPECTION



Michael E. Nintean, CBO MCP, Director

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3324 TELEPHONE
(860) 429-3388 FACSIMILE

Quarterly Report, Building

January 1, 2008 - March 31, 2008

A) Activity:

- The department continued to issue permits for building activities. A total of 133 permits were issued in the third quarter. During the third quarter of last fiscal year 131 permits were issued. This indicates a 2% increase in the number of permits issued compared to the same quarter last fiscal year. Issued permit fees this quarter totaled \$28,091.00 compared to \$60,056.00 for the same period last fiscal year, which indicates a 214% decrease. This decline is in direct correlation to the number of single-family dwelling permits issued. (Please see attached report for detailed information.)
- The department continued to inspect projects at various stages of construction. A total of 594 inspections were conducted during 312 site visits. This reflects an increase of 8% for inspections and a decrease of 13% for site visits from the same quarter last year. These numbers reflect the inspections of the Building Official and Assistant Building Officials. (Please see enclosed reports for detailed information.)
- The department currently has 352 open permits. This represents a 3% decrease from the same quarter last year.
- The department issued 135 certificates of occupancy or approval for various types of completed projects. This reflects a 21 % increase from the same quarter last year.
- We processed 63 follow-up letters for dormant open permits and as a result revoked 5 permits. This represents a 34% increase and a 20% decrease respectively from the same quarter last year. Most of the remainder of dormant permits were closed. The permits not closed or revoked have had additional time added until expiration pursuant to the Building code.
- All inspectors continued to attend educational training.
- Part-time code inspector became certified by ICC as a "Commercial Building Inspector".

B) Plans For Next Quarter

- Continue normal building department permitting and inspection activities.
- Attend required training seminars.
- Prepare to implement increase in required State educational fee for Building permits issued as of July 1, 2008.
- Monitor status of proposed changes in Building code expected to be adopted in the summer of 2008.
- Continue to monitor compliance with the Town's FOG ordinance.
- Residential Building inspector will be taking ICC exam to be nationally certified as such.
- Part-time code inspector will be taking his State licensing exam to advance from Assistant Building Official to Building Official.

C) Open Projects:

- There are 20 single-family homes presently under construction. This is a 220% decrease from the third quarter last year. The condominiums at Freedom Green currently have 17 units under construction. This is a 70% increase from the same quarter last year. Residential remodeling activity remains steady. We currently have 9 projects of various types in the plan review stage. This includes no single-family dwelling and no condominium units. Construction of the Greek Theater on Dog Lane remains stopped due to code violations. The replacement of the Gibbs gasoline station and convenience store is pending. The Hoot is moving from the Eastbrook Mall to the Staples plaza. The permit for a storage garage at the Willimantic Water Works is nearing approval.

D) Other Issues:

- None at this time.

3RD QTR

FEESMONTH ** PRINTED 02-Apr-200

TOWN OF MANSFIELD
BUILDING DEPARTMENT

TOTAL FEES FROM 01-jan-2008 TO 31-mar-2008

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Heating Appliance Permits						

One or Two Family Dwellings						
Heating Appliance	6	14,250.00	204.00	2.72	.00	206.72
Total Heating Appliance Permits	6	14,250.00	204.00	2.72	.00	206.72
Building Permits						

Commercial						
Alteration	7	379,800.00	5,334.00	60.96	50.00	5,444.96
Garage						
New	2	17,300.00	216.00	2.88	.00	218.88
One or Two Family Dwellings						
Addition	3	167,800.00	2,016.00	26.88	.00	2,042.88
Alteration	27	277,313.00	3,396.00	45.28	.00	3,441.28
	1	1,100.00	24.00	.32	.00	24.32
Heating Appliance	1	3,300.00	48.00	.64	.00	48.64
New	1	458,675.00	5,508.00	73.44	.00	5,581.44
Re-roof	8	159,946.00	1,944.00	25.92	.00	1,969.92
Siding	1	34,000.00	408.00	5.44	.00	413.44
Total One or Two Family Dwelli	42	1,102,134.00	13,344.00	177.92	.00	13,521.92
Three or more Family Dwelli						
Alteration	1	4,000.00	48.00	.64	.00	48.64
Re-roof	9	91,848.00	1,152.00	15.36	.00	1,167.36
Total Three or more Family Dwe	10	95,848.00	1,200.00	16.00	.00	1,216.00
Detached Utility Shed						
New	2	6,800.00	84.00	1.12	.00	85.12
Siding	1	2,000.00	24.00	.32	.00	24.32
Total Detached Utility Shed	3	8,800.00	108.00	1.44	.00	109.44
Total Building Permits	64	1,603,882.00	20,202.00	259.20	50.00	20,511.20
INSPECTION Permits						

One or Two Family Dwellings						
INSPECTION	3	P.4000	75.00	.00	.00	75.00

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-jan-2008 TO 31-mar-2008

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Total INSPECTION Permits	3	.00	75.00	.00	.00	75.00
Demolition Permits						

Commercial						
Demolition	2	18,150.00	228.00	.00	.00	228.00
Total Demolition Permits	2	18,150.00	228.00	.00	.00	228.00
Electrical Permits						

Church						
Alteration	1	2,500.00	42.00	.48	.00	42.48
Commercial						
Alteration	8	238,040.00	3,346.00	38.24	.00	3,384.24
Condominium						
Alteration	2	3,500.00	48.00	.64	.00	48.64
One or Two Family Dwellings						
Alteration	19	59,813.00	792.00	10.56	.00	802.56
Repair	1	1,000.00	12.00	.16	.00	12.16
Total One or Two Family Dwelli	20	60,813.00	804.00	10.72	.00	814.72
Three or more Family Dwelli						
Alteration	1	500.00	12.00	.16	.00	12.16
Total Electrical Permits	32	305,353.00	4,252.00	50.24	.00	4,302.24
FIRE SUPPRESSION SYSTEM Permit						

Miscellaneous						
New	1	29,665.00	360.00	4.80	.00	364.80
Total FIRE SUPPRESSION SYSTEM Per	1	29,665.00	360.00	4.80	.00	364.80
Heating And Cooling Permits						

Commercial						
Alteration	5	169,500.00	2,352.00	27.20	.00	2,379.20

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-jan-2008 TO 31-mar-2008

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Condominium						
Alteration	3	900.00	36.00	.48	.00	36.48
One or Two Family Dwellings						
Alteration	4	11,210.00	144.00	1.92	.00	145.92
New	2	500.00	12.00	.16	.00	12.16
Total One or Two Family Dwelling	6	11,710.00	156.00	2.08	.00	158.08
Total Heating And Cooling Permits	14	182,110.00	2,544.00	29.76	.00	2,573.76
Plumbing Permits						

Commercial						
Alteration	2	2,000.00	28.00	.32	.00	28.32
Condominium						
Alteration	1	650.00	12.00	.16	.00	12.16
One or Two Family Dwellings						
Alteration	3	1,300.00	24.00	.32	.00	24.32
New	1	.00	.00	.00	.00	.00
Total One or Two Family Dwelling	4	1,300.00	24.00	.32	.00	24.32
Total Plumbing Permits	7	3,950.00	64.00	.80	.00	64.80
Pool Permits						

Swimming Pool						
New	2	8,500.00	108.00	1.44	.00	109.44
Total Pool Permits	2	8,500.00	108.00	1.44	.00	109.44
Commercial Signs Permits						

Sign						
New	1	2,500.00	42.00	.48	.00	42.48
Total Commercial Signs Permits	1	2,500.00	42.00	.48	.00	42.48

TOWN OF MANSFIELD
BUILDING DEPARTMENT
TOTAL FEES FROM 01-jan-2008 TO 31-mar-2008

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Change of Use Permits						
One or Two Family Dwellings						
Change of Use	1	100.00	12.00	.16	.00	12.16
Total Change of Use Permits	1	100.00	12.00	.16	.00	12.16
GRAND TOTAL OF FEES & PENALTIES:	133	2,168,460.00	28,091.00	349.60	50.00	28,490.60
TOTAL FOR SAME PERIOD LAST YEAR:	0	.00	.00	.00	.00	.00

Monthly Inspection Report

January 2008

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	53	78	633	76
Electrical Inspections	48	46	403	62
Plumbing Inspections	19	45	287	33
Heating Inspections	27	37	218	24
Miscellaneous	11	8	82	9
Total Inspections	158	214	1623	204

Note: Totals with (4) inspectors

Submitted By: 

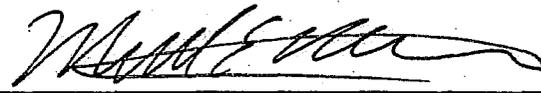
Michael E. Nintean

Monthly Inspection Report

February 2008

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	78	66	699	59
Electrical Inspections	46	46	449	34
Plumbing Inspections	45	23	310	36
Heating Inspections	37	17	235	26
Miscellaneous	8	9	91	6
Total Inspections	214	161	1784	161

Note: Totals with (4) inspectors

Submitted By: 

Michael E. Nintean

TOWN OF MANSFIELD
DEPARTMENT OF BUILDING AND HOUSING INSPECTION



Michael E. Nintean, CBO MCP, Director

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3324 TELEPHONE
(860) 429-3388 FACSIMILE

Quarterly Report, Housing
January 1, 2008 – March 31, 2008

A) Activity:

- The certificate fees for this quarter totaled \$8,100.00. This figure represents a 267% decrease from the same quarter last year. This decrease is partially a result of the delay in enacting the expanded certification zone and because of the inspection of less multi-family complexes and more single-family dwellings. (Please see attached report for detailed information)
- Landlord registration fees collected totaled \$370.00. This is down from \$1,525.00 for the same quarter last year. This decline is not unexpected because most landlords have registered and new registries are usually the result of property sales or zone patrols. (Please see attached report for detailed information.)
- The department inspected units within the overlay zone. A total of 194 certificate inspections were conducted. This represents a 35% decrease from the same quarter last year. These inspections resulted in 52 certificates being issued and 86 violation orders. This represents a 277% decrease and 144% decrease respectively. The violation orders resulted in 16 waivers pending correction being issued. This represents a 219% decrease in waivers. (Please see enclosed reports for detailed information.)
- The department responded to 11 complaints during this quarter. This represents a 275% increase from the same quarter last year. The department referred 8 matters to other Town departments for possible action, which represents a 100% increase from the same quarter last year.
- No action was required with the State Attorney's Office.
- We sold 2 code books to the public. The code is available to the public in the Housing office, Town Clerk's office and at the Library. All copies have been updated.
- The Implementation Schedule database is being updated regularly and now reflects the expanded zone.
- The Landlord registry is up to date and will be maintained.
- Blight patrols are ongoing to enforce the Town's Litter ordinance.

B) Plans for Next Quarter:

- Maintain the database for the Implementation Schedule and the Landlord Registry.
- Periodically mail notices to landlords in advance of their required certificate inspections.
- Maintain the list of exempt properties within the overlay zone and periodically verify the status of those properties.
- Continually review the code and program, maintain a list of possible concerns and present to Town Manager's Office for review and changes as needed. (Well and Septic review after first certificate cycle is complete)
- Continue blight patrols.
- Continue to implement larger "Certification Zone"
- Continue to serve on the M CCP committee
- Serve on the State task force to review possible implementation of a state-wide Housing Code
- Implement tracking spread sheet for specifics related to inspections including, types of violations and structures in which they occur.
- Research programs for additional quality of life initiatives as directed by the Town Manager.
- Create Landlord Registry informational brochure.
- Cross train all Housing staff in administrative procedures.

C) Other Issues:

- Several of the statistical categories were down for this quarter as a result of 2 main factors. The Implementation zone expansion was delayed and therefore the time required to notify landlords was pushed further into this quarter than anticipated. Also, the nature of the structures inspected changed resulting in fewer units per day being inspected. This included 33 single family dwellings, 12 two-family dwellings and only 1 multi-family dwelling.

Town of Mansfield
 Transaction Detail (activity)
 Fiscal Year: 2008 For The Period 01012008 To 03312008

Date	Code	Description / Vendor	Check Vouch	PO#/ Jrnl#	Batch	Appropriated Opening Bal	Debit	Credit	Encumbrance	Balance
------	------	----------------------	-------------	---------------	-------	-----------------------------	-------	--------	-------------	---------

General Fund - Town

30810 Housing Inspection

1-30810-40232-00-00 Housing Code Permits

08	CR01							600.00		-600.00
08	CR01							150.00		-750.00
08	CR01							300.00		-1,050.00
08	CR01							150.00		-1,200.00
08	CR01							300.00		-1,500.00
08	CR01							300.00		-1,800.00
08	CR01							300.00		-2,100.00
08	CR01							300.00		-2,400.00
08	CR01							750.00		-3,150.00
08	CR01							150.00		-3,300.00
08	CR01							300.00		-3,600.00
08	CR01							600.00		-4,200.00
08	CR01							900.00		-5,100.00
08	CR01							750.00		-5,850.00
08	CR01							150.00		-6,000.00
08	CR01							300.00		-6,300.00
08	CR01							150.00		-6,450.00
08	CR01							300.00		-6,750.00
08	CR01							300.00		-7,050.00
08	CR01							450.00		-7,500.00
08	CR01							150.00		-7,650.00
08	CR01							450.00		-8,100.00

Total 40232 Housing Code Permits .00 .00 8,100.00 .00 -8,100.00

11-30810-40234-00-00 Landlord Registratio

18	CR01	25.00	-25.00
18	CR01	25.00	-50.00
18	CR01	10.00	-60.00
18	CR01	50.00	-110.00
18	CR01	50.00	-160.00
18	CR01	50.00	-210.00
18	CR01	25.00	-235.00
18	CR01	25.00	-260.00
18	CR01	35.00	-295.00
18	CR01	25.00	-320.00
18	CR01	50.00	-370.00

=====
Total 40234 Landlord Registrations .00 .00 370.00 .00 -370.00

Town of Mansfield
 Transaction Detail (activity)
 Fiscal Year: 2008 For The Period 01012008 To 03312008

ate	Code	Description / Vendor	Check Vouch	PO#/ Jrnl#	Batch	Appropriated Opening Bal	Debit	Credit	Encumbrance	Balance
						.00	.00	8,470.00	.00	-8,470.00
Total 30810 Housing Inspection										
al 111 General Fund - Town						.00	.00	8,470.00	.00	-8,470.00
***** GRAND TOTAL *****										
Asset:						.00	.00	.00	.00	.00
Liability:						.00	.00	.00	.00	.00
Fund Equity:						.00	.00	.00	.00	.00
Revenue:						.00	.00	8,470.00	.00	-8,470.00
Expenditure:						.00	.00	.00	.00	.00

P.50

**HOUSING INSPECTION REPORT
MONTH OF JANUARY, 2008**

<u>Property Address</u>	<u>Type</u>	<u>Inspections</u>	<u>Officer</u>	<u>Violations</u>	<u>Certificate(s)</u>	<u>Waiver(s)</u>	<u>Complaints</u>	<u>Referrals</u>	<u>Penalty Notice</u>	<u>\$\$ Accrued</u>	<u>State Prosecutor</u>
29 Birchwood Heights	Single Family	0	0	0	1	0	0	no	n/a	\$0.00	no activity
Carriage House - Building 14	Apartment	4	DD	3	0	0	1	from tenant, Code Patrol	n/a	\$0.00	no activity
9 Daleville Road	Single w/ INLAW	1	DD	1	0	1	0	to Zoning	n/a	\$0.00	no activity
170 Davis Road	Single Family	1	DD	0	0	0	0	rental status review	n/a	\$0.00	no activity
62 Dog Lane	Single Family	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
1 Eastwood Road	Two Family	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
27 Hunting Lodge Road	Single Family	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
22 King Hill Road	Single Family	1	DD	1	0	0	0	Code Patrol	n/a	\$0.00	no activity
30 King Hill Road	Single Family	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
32 King Hill Road	Single Family	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
Knollwood Road, Building 8 - Knollwood	Apartment	1	DD	0	0	0	0	no	n/a	\$0.00	no activity
Knollwood Road, Building 19 - Knollwood	Apartment	2	DD	1	0	0	0	no	n/a	\$0.00	no activity
Knollwood Road, Building 22 - Knollwood	Apartment	2	DD	0	2	0	0	no	n/a	\$0.00	no activity
Knollwood Road, Building 24 - Knollwood	Apartment	0	0	0	4	0	0	no	n/a	\$0.00	no activity
Knollwood Road, Building 25 - Knollwood	Apartment	5	DD	4	0	0	0	no	n/a	\$0.00	no activity
Knollwood Road, Building 26 - Knollwood	Apartment	2	DD	1	0	0	0	no	n/a	\$0.00	no activity
Knollwood Road, Building 33 - Knollwood	Apartment	4	DD	2	0	0	0	Code Patrol	n/a	\$0.00	no activity
1008 Mansfield City Road	Single Family	1	DD	1	1	0	0	no	n/a	\$0.00	no activity
379 Middle Turnpike	Single Family	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
386 Middle Turnpike	Single Family	1	DD	1	0	1	0	no	n/a	\$0.00	no activity
611 Middle Turnpike - Rosal 3	Apartment	1	0	0	0	0	1	from Health	n/a	\$0.00	no activity
297 North Eagleville Road	Single Family	1	BF	0	0	0	0	no	n/a	\$0.00	no activity
441 North Eagleville Road	Two Family	2	DD	0	0	0	0	no	n/a	\$0.00	no activity
24 Patriots Square	Condominium	1	DD	0	0	0	0	no	n/a	\$0.00	no activity
40 Samuel Lane	Condominium	1	DD	0	0	0	0	rental status review	n/a	\$0.00	no activity
77 Separatist Road	Single Family	1	DD	0	0	0	0	no	n/a	\$0.00	no activity
143 Separatist Road	Single Family	0	0	0	1	0	0	no	n/a	\$0.00	no activity
186 Spring Hill Road - Millbrook	Apartment	2	DD	1	0	0	1	from tenant	n/a	\$0.00	no activity
196 Stafford Road	Single Family	1	DD	0	0	0	0	rental status review	n/a	\$0.00	no activity
514 Stafford Road	multi-house	1	DD	0	0	0	0	rental status review	n/a	\$0.00	no activity
459 Storrs Road	Single Family	1	DD	0	0	0	0	Anonymous to Health	n/a	\$0.00	no activity
550 Storrs Road	Two Family	1	DD	0	0	0	0	rental status review	n/a	\$0.00	no activity
940 Storrs Road	Single Family	0	0	0	1	0	0	no	n/a	\$0.00	no activity
1096 Storrs Road	Fraternity	0	0	0	4	0	0	no	n/a	\$0.00	no activity
1188-1192 Storrs Road	multi-house	1	DD	0	0	0	0	rental status review	n/a	\$0.00	no activity
1546 Storrs Road	Single Family	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
1632 Storrs Road	Single Family	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
1775 Storrs Road	Single Family	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
9 Timber Drive	Single Family	0	0	0	1	0	0	no	n/a	\$0.00	no activity
91 Willington Hill Road	Single Family	0	0	0	0	1	0	no	n/a	\$0.00	no activity
TOTALS		48		17	23	3	3			\$0.00	

<u>Code Official</u>	<u>Total Insp.</u>
Derek A. Debus	47
Bradford Freeman	1

NOTES

- (1) all certification, complaint and rental status site reviews plus related reinspections are included in total
- (2) violations based on site location visit and do not reflect total of individual violation items found
- (3) report consists of weeks ending 1/4/08 through 2/1/2008

<u>Landlord Registration</u>	<u>Received</u>
1	1/14/2008
1	1/22/2008
1	1/31/2008
3	TOTAL

<u>Code Books</u>	<u>Date Sold</u>
1	1/9/2008
1	1/22/2008
2	TOTAL

P.51

**HOUSING INSPECTION REPORT
MONTH OF FEBRUARY, 2008**

<u>Property Address</u>	<u>Type</u>	<u>Inspections</u>	<u>Officer</u>	<u>Violations</u>	<u>Certificate(s)</u>	<u>Waiver(s)</u>	<u>Complaints</u>	<u>Referrals</u>	<u>Penalty Notice</u>	<u>\$\$ Accrued</u>	<u>State Prosecutor</u>
8 Buckingham Road	Two Family	4	DD	2	0	0	0	no	n/a	\$0.00	no activity
60 Flaherty Road	Single Family	2	DD	1	0	0	0	Code Patrol, Blight Recheck	n/a	\$0.00	no activity
131 Gurleyville Road	Single w/ Inlaw	2	BF	2	0	0	0	to Zoning	n/a	\$0.00	no activity
30 King Hill Road	Single Family	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
Knollwood Road, Building 1 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 2 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 3 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 4 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 8 - Knollwood	Apartment	1	BF	0	1	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 12 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 13 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 14 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 15 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 17 - Knollwood	Apartment	2	DD/BF	0	1	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 18 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 19 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 21 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 22 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 23 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 25 - Knollwood	Apartment	0	0	0	3	0	0	no	n/a	\$0.00	no activity
Knollwood Road, Building 26 - Knollwood	Apartment	0	0	0	2	0	0	no	n/a	\$0.00	no activity
Knollwood Road, Building 28 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 29 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 30 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
Knollwood Road, Building 31 - Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
386 Middle Turnpike	Single Family	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
275 North Eagleville Road	Single Family	0	0	0	1	0	0	no	n/a	\$0.00	no activity
309 North Eagleville Road	Single Family	0	0	0	1	0	0	no	n/a	\$0.00	no activity
441 North Eagleville Road	Two-Family	0	0	0	2	0	0	no	n/a	\$0.00	no activity
77 Separatist Road	Single Family	0	0	0	1	0	0	no	n/a	\$0.00	no activity
15 Stafford Road	Single Family	2	DD	1	1	0	0	no	n/a	\$0.00	no activity
17 Stafford Road	Single Family	2	DD	1	0	0	0	no	n/a	\$0.00	no activity
21 Stafford Road	Apartment	1	DD	1	0	1	0	no	n/a	\$0.00	no activity
81 Stafford Road	Two Family	4	DD	2	0	0	0	no	n/a	\$0.00	no activity
292 Stafford Road	Com & Apt	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
248 Stafford Road	Single Family	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
269 Stafford Road	Apartment	1	DD	0	0	0	0	Rental Status Review	n/a	\$0.00	no activity
297 Stafford Road	Apartment	5	DD	1	0	0	0	to Assessor, Zoning	n/a	\$0.00	no activity
390 Stafford Road	Two-Family	2	DD	2	0	0	0	no	n/a	\$0.00	no activity
442 Stafford Road	Single Family	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
446 Stafford Road	Single Family	1	DD	0	0	0	0	no	n/a	\$0.00	no activity
452 Stafford Road	Apartment	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
456 Stafford Road	Single Family	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
459 Storrs Road	Single Family	2	DD	1	0	0	0	no	n/a	\$0.00	no activity
506 Stafford Road	Single Family	1	DD	1	0	1	0	no	n/a	\$0.00	no activity
508 Stafford Road	Two Family	2	DD	2	0	2	0	no	n/a	\$0.00	no activity
510 Stafford Road	Single Family	1	DD	1	0	1	0	no	n/a	\$0.00	no activity
880 Stafford Road	Single Family	1	BF	1	0	0	0	no	n/a	\$0.00	no activity
459 Storrs Road	Apartment	1	DD	0	0	0	0	no	n/a	\$0.00	no activity
1029 Storrs Road	Com & Apt	1	DD	0	0	0	0	Rental Status Review	n/a	\$0.00	no activity
1069 Storrs Road	Single Family	0	0	0	0	1	0	no	n/a	\$0.00	no activity
91 Wellington Hill Road	Single Family	0	0	0	1	0	0	no	n/a	\$0.00	no activity
TOTALS		92		23	17	6	0			\$0.00	

P.52

<u>Code Official</u>	<u>Total Insp.</u>
Derek A. Debus	40
Bradford Freeman	22

NOTES

- (1) all certification, complaint and rental status site reviews plus related reinspections are included in total
- (2) violations based on site location visit and do not reflect total of individual violation items found
- (3) report consists of weeks ending 2/8/08 through 2/29/2008

HOUSING INSPECTION REPORT
MONTH OF FEBRUARY, 2008

<u>Landlord Registration</u>	<u>Received</u>
2	2/7/2008
1	2/11/2008
1	2/12/2008
<hr/>	
4	TOTAL

<u>Code Books</u>	<u>Date Sold</u>
<hr/>	
0	TOTAL

Blight / Litter Ticket System

	<u>Door Hanger</u>	<u>Notice</u>	<u>Citation</u>
	1		
<hr/>			
TOTALS	1	0	0

HOUSING INSPECTION REPORT
MONTH OF MARCH, 2008

Street #	Property Address	Complex	Type	Inspections	Officer	Violations	Certificate(s)	Waiver(s)	Complaints	Referrals	Penalty Notice	\$\$ Accrued	State Prosecutor
	8 Buckingham Road		Two-Family	0		0	2	0	0	no	n/a	\$0.00	no activity
	1 Carleton Road	Maplewood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
	4 Carleton Road	Maplewood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
	5 Carleton Road	Maplewood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
	6 Carleton Road	Maplewood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
	7 Carleton Road	Maplewood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
	9 Carleton Road	Maplewood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
	10 Carleton Road	Maplewood	Apartment	2	DD/BF	1	0	0	1	to Fire Marshall; Roof Recheck	n/a	\$0.00	no activity
	13 Carriage House		Apartment	2	DD	1	0	0	1	from Health	n/a	\$0.00	no activity
	4 College Park	College Park	Condominium	1	DD	0	0	0	0	rental status check	n/a	\$0.00	no activity
	9 Daleville Road		Single Family	2	DD	1	0	0	0	to Zoning, DH 4 Blight	n/a	\$0.00	no activity
	39 Dartmouth Road	Renwood	Apartment	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
	131 Gurleyville Road		Single w/ INLAW	0		0	0	1	0	Code Patrol - DH	n/a	\$0.00	no activity
	141 Gurleyville Road		Single Family	1	DD	1	0	0	0	from neighbor	n/a	\$0.00	no activity
	113 Hanks Hill Road		Single Family	1	DD	0	0	0	1	no	n/a	\$0.00	no activity
	19 Hunting Heights Drive	Hunting Lodge	Apartment	1	DD	0	0	0	0	from Health, tenant	n/a	\$0.00	no activity
	30 Hunting Heights Drive	Hunting Lodge	Apartment	1	DD	0	0	0	1	from State Police	3/19/2008	\$90.00	no activity
	105 Hunting Lodge Road		Single Family	1	BF/DD	1	0	0	0	rental status check	n/a	\$0.00	no activity
	66 Independence Drive	Freedom Green	Condominium	1	DD	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
	9 Knollwood Road	Knollwood	Apartment	1	BF	0	0	0	0	from Health, tenant	n/a	\$0.00	no activity
	28 Knollwood Road	Knollwood	Apartment	1	DD	0	0	0	1	Roof Recheck	n/a	\$0.00	no activity
	32 Knollwood Road	Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
	33 Knollwood Road	Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
	34 Knollwood Road	Knollwood	Apartment	1	BF	0	0	0	0	Roof Recheck	n/a	\$0.00	no activity
	6 Liberty Drive	Freedom Green	Condominium	1	DD	0	0	0	0	rental status check	n/a	\$0.00	no activity
	10 Liberty Drive	Freedom Green	Condominium	1	DD	0	0	0	0	rental status check	n/a	\$0.00	no activity
	17 Liberty Drive	Freedom Green	Condominium	1	DD	0	0	0	0	rental status check	n/a	\$0.00	no activity
	48 Monticello Lane		Single Family	1	DD	1	0	0	1	from Town Police, tenant	n/a	\$0.00	no activity
	99 Moulton Road		Single Family	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
	18 Samuel Lane	Freedom Green	Condominium	1	DD	0	0	0	0	rental status check	n/a	\$0.00	no activity
	47 Samuel Lane	Freedom Green	Condominium	1	DD	0	0	0	0	Rental Status Check	n/a	\$0.00	no activity
	17 Stafford Road		Single Family	0		0	1	0	0	no	n/a	\$0.00	no activity
	21 Stafford Road		Apartment	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
	81 Stafford Road		Two Family	0		0	2	0	0	no	n/a	\$0.00	no activity
	114 Stafford Road		Single Family	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
	248 Stafford Road		Single Family	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
	266 Stafford Road		Single Family	1	DD	1	0	1	0	no	n/a	\$0.00	no activity
	269 Stafford Road		Apartment	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
	285 Stafford Road		Single Family	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
	337 Stafford Road		Single Family	1	DD	1	0	1	0	no	n/a	\$0.00	no activity
	390 Stafford Road		Two Family	2	BF	2	0	0	0	no	n/a	\$0.00	no activity
	405 Stafford Road		Single Family	2	DD	1	0	0	0	no	n/a	\$0.00	no activity
	425 Stafford Road		Single Family	1	DD	0	0	0	0	rental status review	n/a	\$0.00	no activity
	442 Stafford Road		Single Family	1	DD	1	0	1	0	no	n/a	\$0.00	no activity
	446 Stafford Road		Single Family	1	DD	0	0	0	0	no	n/a	\$0.00	no activity
	452 Stafford Road		Single Family	1	DD	0	0	0	0	no	n/a	\$0.00	no activity
	456 Stafford Road		Single Family	1	DD	0	0	0	0	no	n/a	\$0.00	no activity
	460 Stafford Road		Single Family	2	DD	1	0	0	0	no	n/a	\$0.00	no activity
	466 Stafford Road		Mobile Home	2	DD	1	0	0	0	no	n/a	\$0.00	no activity
	506 Stafford Road		Single Family	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
	508 Stafford Road		Two Family	2	DD	2	0	0	0	no	n/a	\$0.00	no activity
	514 Stafford Road		Single Family	1	BF	1	0	1	0	to Building	n/a	\$0.00	no activity
	727 Stafford Road		Two-Family	2	DD	1	1	0	0	no	n/a	\$0.00	no activity
	735 Stafford Road		Two-Family	2	DD	2	0	0	0	no	n/a	\$0.00	no activity
	743 Stafford Road		Two-Family	2	DD	2	1	0	0	no	n/a	\$0.00	no activity
	880 Stafford Road		Single Family	1	DD	0	1	0	0	no	n/a	\$0.00	no activity
	961 Stafford Road		Single Family	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
	979 Stafford Road		Single Family	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
	1007 Stafford Road		Single Family	1	DD	1	1	0	0	no	n/a	\$0.00	no activity
	1013 Stafford Road		Two Family	2	DD	2	0	0	0	no	n/a	\$0.00	no activity
	1025 Stafford Road		Single Family	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
	1440 Stafford Road		Two Family	2	DD	2	0	0	0	no	n/a	\$0.00	no activity
	1444 Stafford Road		Two Family	2	DD	2	0	0	0	no	n/a	\$0.00	no activity
	1472 Stafford Road		Two Family	2	DD	2	0	0	0	no	n/a	\$0.00	no activity
	1478 Stafford Road		Two Family	2	DD	2	0	0	0	no	n/a	\$0.00	no activity
	1029 Storrs Road		Apartment	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
	1069 Storrs Road		Single Family	1	DD	1	0	0	0	no	n/a	\$0.00	no activity
	1188 Storrs Road		Single Family	2	DD	1	1	1	1	no	n/a	\$0.00	no activity

P.54

HOUSING INSPECTION REPORT
MONTH OF MARCH, 2008

<u>Street #</u>	<u>Property Address</u>	<u>Complex</u>	<u>Type</u>	<u>Inspections</u>	<u>Officer</u>	<u>Violations</u>	<u>Certificate(s)</u>	<u>Waiver(s)</u>	<u>Complaints</u>	<u>Referrals</u>	<u>Penalty Notice</u>	<u>\$\$ Accrued</u>	<u>State Prosecutor</u>
1608	Storrs Road		Single Family	2	DD	1	0	0	0	code patrol DH, Blight Recheck	n/a	\$0.00	no activity
222	Wormwood Road		Single Family	1	DD	0	0	0	0	rental status review	n/a	\$0.00	no activity
				<u>84</u>		<u>46</u>	<u>12</u>	<u>7</u>	<u>8</u>			<u>\$90.00</u>	

Code Official **Total Insp.**

Derek A. Debus 70
Bradford Freeman 15

NOTES

(1) all certification, complaint and rental status site reviews plus related reinspections are included in total
(2) violations based on site location visit and do not reflect total of individual violation items found
(3) report consists of weeks ending 3/7/08 through 3/28/2008

Landlord Registration **Received**

2 3/10/2008
1 3/17/2008
1 3/20/2008
1 3/24/2008
1 3/26/2008

8 TOTAL

Blight / Litter Ticket System

	<u>Door Hanger</u>	<u>Notice</u>	<u>Citation</u>
W 3/7/2008	2	0	0
W 3/14/2008	1	0	0
W 3/21/2008	0	0	1
W 3/28/2008	0	0	0

TOTALS 3 0 1

Code Books **Date Sold**

0/0/0

0 TOTAL

TOWN OF MANSFIELD
MANSFIELD PUBLIC SCHOOLS
DEPARTMENT OF FACILITIES MAINTENANCE



Allen N. Corson, Building Maintenance Acting Director

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3326 TELEPHONE
(860) 429-3388 FACSIMILE

Quarterly Report

October 1, 2007 ~ December 31, 2007

Activities:

1. Water Well Project has received State Health Department approval.
2. Solar panel installation at Mansfield Community Center has been delayed by weather. Schedule for completion next quarter.
3. Co-generation contract at Mansfield Community Center was signed. Installation should be completed Spring 2008.
4. Heating system evaluations for Mansfield Middle School are complete; design should be completed Spring 2008.
5. Continue to move the town to "green" systems.
6. Completed several energy efficient measures for town buildings.
7. Completed several ADA compliance initiatives.
8. Inspected fire stations (3); will schedule needed work.
9. Continued completion of maintenance work orders; approximately 125 per month.

Plans for Next Quarter:

1. Install swing set at Goodwin School, when weather allows.
2. Complete solar panel installation at Mansfield Community Center.
3. Complete engineering work on co-generation plant at Mansfield Community Center.
4. Complete additional ADA initiatives at Town Hall.
5. Complete evaluation for efficient usage of space at Senior Center.
6. Continue follow-through and completion of maintenance work orders.
7. Complete installation of new furnace at Fire Station #207.
8. Work with Gas Company to evaluate gas installation at Mansfield Middle School.
9. Continue evaluation of fire stations in regards to maintenance requirements.
10. Continue work with engineers on School Building Project.
11. Increase security level at all four schools.

William D. Hammon, Director
Building Maintenance Department



Town of Mansfield Fire and Emergency Services

To: Matthew Hart, Town Manger
From: David J. Dagon, Fire Chief
Date: May 5, 2008
Subject: Quarterly Report – 3rd Quarter '07 – '08

Fire and Emergency Services Management

- EMS Duty Crew program
Members continue to become qualified on the ambulances. The program is progressing somewhat slowly and we will be losing some member for the summer as they are university students.
- Firefighter Fitness
Twelve career firefighters have joined the fitness program for career firefighters. The program is mandatory for those firefighters that wish to receive a no cost membership to the Mansfield Community Center. Firefighters are allowed to participate in fitness training while on duty but must remain available to respond to calls for service.
- The department review of its compliance with OSHA regulations continues. Existing department policies and procedures are being re-written to comply with OSHA regulations.
- The department continues to assess its response procedures and assignments of apparatus. Department response procedure to fire alarms is now complete. Motor vehicle accidents, and Emergency Medical calls as well as existing district boundaries are being evaluated to ensure effective resource allocation.
- The entry-level hiring process for full time and part time firefighter positions was completed and five firefighters began employment with the Town. Three were appointed to full time positions and two were offered part time positions. The new firefighters began employment in January 2008.
- Preparation has begun for Spring Weekend operations. Meetings will take place between the various agencies and groups that support the department's operation. An inventory of equipment and a review of last year's experience will enable the department to make preparations for this year.
- Charles Cosgrove was appointed to an Acting Fire Captain position to fill a vacancy created by the resignation of one of our employees to pursue a position as a Connecticut State Trooper.

Training

- EMS In-Service

An EMS in-service training program has been initiated by the department's Sponsor Hospital. All EMS In-Service training sessions are required for career personnel and members that participate in the EMS Duty Crew program. The sessions address issues or topics that occur in the course of providing EMS to the community.

The training sessions are given by a WCMH Doctor or Paramedic and are designed to provide skill review, updates on emerging issues, and a review of specific medical topics that relate to the time of year. The goal is to further develop the relationship between the department, hospital, and paramedics and to enhance the quality of care we provide to residents on a day to day basis throughout the year.

- The department is sending another fire captain to deputy fire marshal training. Captain Hawthorne was accepted into the Department of Public Safety recertification training program.
- The training officer has formed a committee to review department training needs and to manage entry-level recruitment and retention more efficiently. I had asked the training officer to develop the concept of an annual Recruit Training Academy for all new members.

Fire Prevention

- For the third year in a row the Town has had a County winner in the Connecticut Fire Prevention Poster Contest. This year Anysia Lee, a 5th Grade student at Mansfield Middle School became one of two County winners at the Grade 5 level. Each year Francis Raiola, Assistant Fire Marshal and the Board of Education participate in the event that is open to all fourth and fifth grade children in the State of Connecticut. The goal of the program is to make school children, and through them their families, aware that preventing fires requires everyone to be alert to behaviors that cause fire.
- The department has a standing committee to review the fire and life safety education programs that it delivers to the public. Most of the fire prevention education programs are delivered in the schools during fire prevention week in October. The committee is examining methods that will improve the programs.

FEMA Grant

- Personal Protective Equipment (PPE) has been received and is being distributed. The SCBA Recharging Station is on order and should be received shortly.
- The department has submitted a grant request for the 2008 grant cycle. The department is requesting Tone and Voice Pagers that are used to alert firefighters to calls for service. The department currently does not have enough of these devices for all firefighters and the pagers that are in-service are, in some cases, no longer able to be repaired.

Equipment Testing/Maintenance

- Maintenance and service tests are currently being performed on the following department equipment:
 - SCBA bottle hydrotesting

Water Supply

- The department's effort to inventory water sources that may be used during an emergency incident is approximately 90% complete. The inventory is currently stalled until the Water Supply officer completes mandatory deputy fire marshal training.

Capital Improvements

- The ambulance to replace Rescue 607 is moving along but very slowly. The chassis has been received and preparation work is being done prior to it having its body constructed by Yankee Fire and Rescue of Palmer MA. The award is for a Type III Cutaway Van, Cab- Chassis with Integrated Modular Ambulance Body to be constructed by PL Custom.

Meetings/Training/Workshops attended:

- Connecticut Fire Chiefs Association
- Tolland County Mutual Aid Fire Service
- Mansfield Fire and Emergency Services Officer meetings
- Mansfield Firefighters Association
- State Commission on Fire Prevention and Control

INTER

OFFICE

MEMO

TOWN OF MANSFIELD, FINANCE DEPARTMENT

To: Matthew W. Hart, Town Manager
From: Jeffrey H. Smith, Director of Finance
Subject: Third Quarter Narrative Report (March 31, 2008)
Date: May 27, 2008

I. ACCOUNTING, FINANCIAL REPORTING & BUDGETING

1. Accomplishments

- a. Completed all quarterly payroll tax reports for the fourth quarter of calendar year 2007
- b. Prepared internal and external quarterly reports, including the Quarterly Financial reports for the Town and Region 19
- c. Completed quarterly financial reporting for the EHHD's Bioterrorism & multiple other health grants and MDP's STEAP grant, including payment requests.
- d. Completed personal services budgets for 2008/09 for the Town, Board of Education and Region 19
- e. Began work with the Town Managers' office and the Board Personnel Assistants to meet the new federally mandated requirements for the Boards' 403(b) plans.
- f. Completed the 2008/09 proposed budget, including monitoring the current year budget. Prepared additional schedules and Powerpoint presentations for the public information sessions and the Annual Town Meeting.
- g. Prepared the 2007 W-2's and 1099's
- h. Prepared the annual water/sewer budgets
- i. Prepared response to the State Office of Policy and Management and the State Dept. of Education for the 2006/07 audit management comments.

2. Outstanding Problems:

None at this time

3. Plans for the next quarter:

- a. Issue all internal and external quarterly reports
- b. Prepare all quarterly payroll tax reports
- c. Prepare quarterly financial reports for EHHD Bioterrorism & multiple other health grants and for MDP's STEAP grant, including payment requests as necessary
- d. Review the Town's CIRMA workers' compensation audit for accuracy
- e. Implement changes outlined in the responses to the 2006/07 audit management comments.
- f. Continue work with the personnel assistants for a January 1, 2009 implementation of the new 403(b) federal regulations.
- g. Finalize the 2008/09 budget
- h. Prepare cash requirements and member town contributions for 2008/09 for Region 19
- i. Plan and begin processing the June/July special payrolls for the Boards.
- j. Issue 2007/08 closing schedule
- k. Begin numerous 2007/08 yearend closing journal entries
- l. Capitalize 2007/08 fixed assets and calculate depreciation

ASSESSOR'S OFFICE

1. 2007/2008 Third Quarter Accomplishments

- a. Completed the review and processing of all property transfers for the period covering January 1, 2008 through March 31, 2008. There were approximately 90 documents reviewed, including 41 sales. All changes pertinent to the assessment records have been integrated into the records for the October 1, 2008 Grand List file.

- b. Completed all sales analysis for the period covering January 1, 2008 to March 31, 2008. These sales are catalogued for use by the public and begin to form the basis for a pricing schedule to be set in 2009 (the next mandated revaluation year).
- c. Completed the audit, pricing and listing of all motor vehicles on the October 1, 2007 Regular MV Grand List. There are currently 11,380 Regular MV accounts.
- d. Completed the editing of the October 1, 2007 Real Estate, Personal Property and Tax Exempt Grand Lists. The Grand List was signed on January 31, 2008.
- e. The Board of Assessment Appeals held their meetings on March 17th and 22nd. There were a total of 11 real estate appeals and 5 personal property appeals.
- f. The office finalized the M-37 report (State-Owned Real Property Report) for the annual PILOT grant for submission to OPM. The report was submitted on April 1st.
- g. OPM conducted a random audit of six UConn properties for the 2006 M37 report. Information was updated on the property record cards as necessary and they were faxed to OPM per their request.

2. 2007/2008 Fourth Quarter Plans

- a. We will continue to process all property transfers and legal changes to the records.
- b. The reports of the 2007 Grand Lists of Taxable Property and Tax Exempt Property, (M13 & M13a) will be submitted to OPM by May 1st.
- c. Field inspections have continued for permit work and completed new construction for the upcoming 2008 Grand List. Pro-rates for the 2007 list for completed new construction will be calculated and submitted to the Tax Collector in time for the July billing.
- d. Several businesses have been selected to be audited by G & K Associates, LLC for the 2007 Personal Property Grand List. The audits should be completed in late Spring, early Summer.
- e. Processing of the Elderly Homeowner's Circuit Breaker applications for the 2007 Grand List will commence after May 15th, the filing deadline for the program. New applications, along with renewals, will be submitted to OPM by July 1st.

- f. We will be formulating an inspection schedule, street by street, in order to meet the requirements under the State Statutes for the 2009 revaluation and to ensure that we will be able to meet our goals in the timeframe allowed.
- g. Continue to input missing information on the UCONN buildings into the CAMA system.

3. Problems.

There were no major problems to report during the third quarter.

III. REVENUE COLLECTORS OFFICE

1. Accomplishments:

Parking Tickets

- a. Kept current with Town ticket appeals, payments, correspondence and entry of new tickets. Due to difficulty of system, entering in excel database. Still issues with excel database, may go back to using ticket system or reviewing for other systems available under Admins

Refuse/Miscellaneous/Sewer Bills

- b. Billed and collected refuse accounts for the January 2008 quarter refuse bills.
- c. Aggressively followed up on old multi-family accounts.
- d. Entered and balanced monthly revenues. Processed quarterly billings for the Eastern Highland Health District, Ag-Ed and Special Education accounts, cell phone usage, Probate Services, School Use Billing, Police Traffic Control and Animal Control. Processed all miscellaneous billing requests as received. Reviewed old outstanding accounts for follow up.
- e. Billed and collected the self-pay retiree medical life insurance monthly. Individually working with specific accounts that remain uncollected over a long period of time.
- f. Sent delinquent reminder notices and shut off notices for delinquent refuse accounts. Shut offs executed on accounts still unpaid for last quarter.

Taxes

- g. Continued to collect delinquent tax payments for the 1st installment on the 2006 Grand List. Mailed reminder notices to all open real estate tax account for the 2nd installment.
- h. Collected supplemental motor vehicle taxes in January.
- i. Worked with Hal Croxall of Right Angles tax software to prepare a new delinquent form that vertically bills all current accounts with their delinquencies from prior tax

periods. Overwhelming response to the new style of delinquent billing. This mailing went out in February on all tax types. For the first time ever we were able to give folks the most accurate amount due on all taxes owed. We will continue to improve upon this in the upcoming tax season.

- j. Processed certificate of corrections, refunds and printed and monthly balancing reports for these activities.
- k. Attempted to begin a refund drive in which we print a report and look up significant account balances and contact them for review and action of the refunds balance. Due to lack of time, this effort has had limited success. Continued work is hoped in future quarters.

General office

- l. Assistant to the Collector of Revenue returned from a brief leave. Finance Clerk returned from a brief leave. We've been operating at 1 or 1 ½ staff periodically.
- m. Administer returned check processing, communication and re-deposits.

2. Outstanding Problems:

- a. None at this time.

3. Plans for the Next Quarter:

Parking Tickets

- a. Keep current with deposits, correspondence, and entry of tickets issued by our officers.
- b. Create financial reporting process with Finance Clerk regarding tickets to capture monthly issued tickets, collections, appeals/reductions, and ending tickets outstanding balance.

Refuse/Miscellaneous/Sewer Bills

- c. Bill and collect single family refuse accounts for the April 2008 quarter. Process the multi family billings based on the number of cubic yard containers used.
- d. Enter and Balance monthly revenues. Process quarterly billings for Eastern Highland Health District and other Town departments. Process miscellaneous billing requests when received. Process cell phone bills.
- e. Process and collect the self-pay retiree medical and life insurance billings monthly.
- f. Send delinquent reminders, shut off and lien notices for unpaid refuse accounts.
- g. Process and bill sewer accounts from the July to February 2008 period.
- h. Process liens on unpaid refuse accounts and sewer accounts
- i. Begin to clean up the refuse accounts that are old and uncollected.

Taxes

- j. Process all payments, certificate of corrections, refunds and print daily and monthly balancing reports for these activities.
- k. Release liens as necessary for accounts collected in full.
- l. Continue follow up on delinquent real estate accounts. Prepare listing of accounts for tax sale and accounts for foreclosure for discussion with management.
- m. Send motor vehicle taxes and personal property taxes to American National Recovery Group for collection action. This will be the first time we are sending to collection since 2004 or before. We have no expectations, but hope for a favorable turnout.
- n. Continue to assess delinquency status, bankruptcy status, familiarize special arrangements, and build relations with taxpayers and fellow tax collectors.
- o. Update fee schedule until completed and ready for the Town Council.



Town of Mansfield

To: Matt Hart, Town Manager

From: John Jackman, Deputy Chief/Fire Marshal, Director of Emergency Management,
Voice Communications Manager

Copy: David Dagon, Fire Chief
Jeff Smith, Director of Finance

Date: Monday, May 05, 2008

Re: Quarterly Report: January 1, through March 31, 2008

I. Accomplishments.

1. Prepared Fire Marshal, Emergency Management and Voice Communications Budget proposals.
2. The Town of Mansfield had a finalist in the annual Connecticut Fire Safety Poster Contest. Anysia Lee, a fifth grade student was one of 32 finalists whose poster was chosen out of approximately 25,000 entries. The Fire Prevention Poster Contest is an annual event sponsored by the Connecticut Fire Marshals Association and the Connecticut Fair Plan, and is a part of our fire prevention program.
3. Met with Carriage House management (Aspen Square), Town Manager, Resident Trooper's Office re Spring Weekend and related issues.
4. Continued to serve on the Department of Emergency Management and Homeland Security Region IV Emergency Planning Steering Committee.
5. VoIP telephone system installed at the Reynolds School Building.
6. Meet with the Emergency Management Advisory Council to plan for the UConn Spring Weekend.
7. Closed the investigation of the cause and origin of the 2006 arson fires in the Warrenville Road/Mount Hope section of Mansfield, as the suspect was arrested and charged with these fires as well as fires in Ashford, Chaplin, and Hampton.
8. Continued to monitor the 2004 and 2005 Homeland Security Grant Applications.
9. Continued to provide assistance to the Eastern Highlands Health District with planning for the Post Event Mass Vaccination Clinic (Small Pox), SARS and Bio-Terrorism.

Fire Marshal/Emergency Management/Voice Communications
Quarterly Report: January 1, through March 31, 2008

10. Provided a Field Training Program for newly certified Deputy Fire Marshals.
11. Participated in the Eastern Highlands Health District Tabletop exercise.
12. Continued to work with the State Fire Marshal's Fire Prevention Code Advisory Committee.
13. Continued to work with property owners who have underground tanks that are affected by the Underground Storage Tank Ordinance.
14. Continued to work with the fire service, police, health department, and schools to review terrorism threats, mitigation, and response plans.
15. Continued to serve as the Chair of the WINCOG Emergency Management Committee.
16. Attended several Safety and Wellness Committee meetings.
17. Attended several meetings with DEMHS (Department of Emergency Management and Homeland Security) in regard to the development of an all hazards Regional Emergency Operations Plan.
18. Continued to assist users with the Fire Service Management Software.
19. Staff attended the following in-service training programs: CFSCG Part III Series – New construction/Renovations Mercantile; Means of Egress; New construction/Renovations Healthcare; and, Interview Techniques.
20. Provided user training for Web Mail and the Fire Department Records Management System.
21. Attended several Campus/Community Partnership meetings.
22. Continued to serve on an Emergency Procedures for municipal buildings subcommittee of the Health and Safety Committee.
23. Continued to serve on the Region #19 Technology Committee representing Voice Communications.
24. Attended several Mansfield Fire Department Officers meetings, Mansfield Fire Association meetings, and Training programs.

II. Outstanding Problems.

1. It is expected that all the required annual inspections of existing buildings that are open to the public will be completed. However, buildings located at farms and other smaller storage occupancies have not been inspected.

III. Exception Report.

1. None.

IV. Plans for the Next Quarter.

1. Place a high priority on new construction inspections.
2. Continue to receive the equipment from the 04 and 05 Homeland Security Grant Applications.
3. Continue to monitor the computerized Fire Department Records Management System
4. Continue to develop plans and specifications for the Town's (includes DPW and Emergency Management) communications equipment for the Clover Mill Road Cell Tower.

V. Staff Changes.

1. Captain Ryan Hawthorne was accepted to the Office of State Fire Marshal Fire Marshal/Inspector pre-certification program. The program runs from February 2008 through June 2008. Upon successful completion of the pre-certification program he will be appointed as a Deputy Fire Marshal for the Town of Mansfield, with a focus on conducting routine annual inspections.

VI. Statistical Reports.

1. Fire Marshal Reports (Attached).
2. Issued 16 Open Burning Permits.
3. No new underground storage tanks were registered.

MONTHLY REPORT

DEPARTMENT: FIRE MARSHAL

REPORT PERIOD ENDING: JANUARY 2008

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	72	89	78	534	517
FIRE INVESTIGATIONS & EMERGENCY CALLS	3	1	4	25	25
FIRE HAZARD COMPLAINTS	0	2	2	22	17
ABATEMENT ORDER ISSUED	2	0	0	12	10
DAY CARE SCHOOL INSPECTION	0	0	0	8	8
SCHOOL INSPECTION	0	0	0	12	12
LIQUOR CONTROL COMMISSION INSPECTION	0	2	9	15	24
ISSUE BLASTING PERMITS	0	0	2	2	6
PUBLIC HEALTH HOSPITAL INSPECTION	1	2	1	4	3
MEETINGS ATTENDED IN TOWN	4	4	2	41	23
SCHOOL ATTENDED NIGHTS	3	4	3	20	15
PLAN REVIEW	8	7	5	52	52

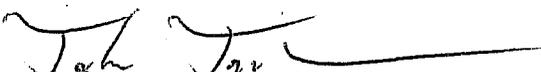
SUBMITTED BY: 

MONTHLY REPORT

DEPARTMENT: FIRE MARSHAL

REPORT PERIOD ENDING: FEBRUARY 2008

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	76	72	84	610	601
FIRE INVESTIGATIONS & EMERGENCY CALLS	4	3	3	29	28
FIRE HAZARD COMPLAINTS	1	0	3	23	20
ABATEMENT ORDER ISSUED	1	2	2	13	12
DAY CARE SCHOOL INSPECTION	0	0	0	8	8
SCHOOL INSPECTION	0	0	0	12	12
LIQUOR CONTROL COMMISSION INSPECTION	2	0	2	17	26
ISSUE BLASTING PERMITS	0	0	0	2	6
PUBLIC HEALTH HOSPITAL INSPECTION	0	1	0	4	3
MEETINGS ATTENDED IN TOWN	3	4	3	44	26
SCHOOL ATTENDED NIGHTS	2	3	2	22	17
PLAN REVIEW	11	8	9	63	61

SUBMITTED BY: 

MONTHLY REPORT

DEPARTMENT: FIRE MARSHAL

REPORT PERIOD ENDING: MARCH 2008

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	89	76	88	699	689
FIRE INVESTIGATIONS & EMERGENCY CALLS	2	4	2	31	30
FIRE HAZARD COMPLAINTS	2	1	4	25	24
ABATEMENT ORDER ISSUED	1	1	1	14	13
DAY CARE SCHOOL INSPECTION	0	0	0	8	8
SCHOOL INSPECTION	0	0	0	12	12
LIQUOR CONTROL COMMISSION INSPECTION	2	2	2	19	28
ISSUE BLASTING PERMITS	0	0	0	2	6
PUBLIC HEALTH HOSPITAL INSPECTION	1	0	1	5	4
MEETINGS ATTENDED IN TOWN	5	3	2	49	28
SCHOOL ATTENDED NIGHTS	3	2	3	25	20
PLAN REVIEW	13	11	11	76	72

SUBMITTED BY: 

**TOWN OF MANSFIELD
DEPARTMENT OF HUMAN SERVICES**

To: Matthew Hart, Town Manager
From: Kevin Grunwald, Director
Re: Department of Human Services; Quarterly report- 01/01/08-3/31/08
Date: May 6, 2008

I. ADMINISTRATIVE AND ADULT SERVICES

- A. During this quarter the Director of Social Services was involved in the following activities:
- Developed and released a Request for Proposals (RFP) on behalf of the Assisted/Independent Living advisory committee to develop a senior residence in Mansfield.
 - Planned and hosted a Town Hall Meeting on Underage Drinking with support from the DMHAS Strategic Prevention Framework-State Improvement Grant (SPF-SIG) and the Substance Abuse and Mental Health Services Administration (SAMHSA).
 - Assisted in planning and participated in a conference hosted by the Non-Profit Alliance of Northeast Connecticut, releasing the results of a data study on basic needs of residents of Windham and Tolland counties.
 - Awarded a technical assistance grant by the State Department of Education and the William Caspar Graustein Memorial Fund to apply for a Local Capacity Building grant for young children.
 - Participated in the "Safety Net" sub-committee as part of the Windham Ten-Year Plan to End Homelessness.
 - Attended legislative breakfasts hosted by the CT Association of Non-Profits and the CT Youth Service Association.
 - Delivered an update to the Town Council on transportation services for seniors in Mansfield.
 - Attended a presentation on the State of Connecticut's Long-Term Care needs assessment.
 - Met with seniors from the Glen Ridge retirement community to discuss transportation needs.
 - Continued to serve as a member of the advisory committee for Natchaug Hospital's "Journey House" program.
 - Attended a training session on the State of Connecticut's elderly and disabled tax relief program.
 - Developed and delivered three sessions of training on the Town's evacuation plan.
 - Met with representatives of Generations Health Clinic to discuss possible collaborative efforts at the Mansfield Senior Center.

- Met with the E.O. Smith Safe Graduation committee to discuss funding options.
- Presented to the Storrs Congregational Church Women's Fellowship on the role of the Human Service Department in Mansfield.
- Submitted an application and received funding from the State of CT Department of Social Services to support case management services for seniors.

B. Other programs and services delivered through Adult/Administrative services included the following:

- Brief or longer-term counseling and/or referral services were provided to 30 unduplicated clients, through 75 contacts.
- Financial assistance was provided to 14 individuals through 18 contacts.
- Crisis response services were provided to 3 individuals.
- Holiday assistance was provided to 13 families comprised of 49 individuals with the support of the Storrs Congregational Church.
- 56 individuals received assistance through the Elderly/Disabled homeowner's tax assistance program.

II. SENIOR SERVICES

A. Senior Center:

- There were 4756 visits to the Senior Center by 992 unduplicated members. 23 new members joined the Mansfield Senior Center Association this quarter.
- A total of 1764 meals were served at the Center. An additional 1006 meals were delivered through the Meals on Wheels program.
- Ongoing support groups are offered for Alzheimer's Caregivers, Low Vision, Stroke and Cancer.

B. Highlights:

Monthly Health Promotion:

- Free Skin Cancer Screening on Jan. 8 by Dr. Babcock
- Free Hearing Screening on Jan. 8 by UCONN Hearing Clinic

Health Presentations:

- Jane Diaz, RN provided information on the Cardiac Rehab program at Windham Hospital on January 30.
- Nutritional presentation on "Hypertension and Sodium Intake" was presented on March 26.

Other Presentations/Activities:

- On January 23, Phil Monty presented digital photographs of the WWII Veterans' trip to Washington D.C. that took place in September 2007.
- Creamery Brook Presentation – February 27
- Healthnet purchased a Wii game for the Senior Center in February 2008.
- TVCCA replaced the old refrigerator in the kitchen with a new refrigerator.
- In January, the Town wide Sparks was sent to 2710 individuals.
- The MSCA purchased 16 new armchairs for the Center and three new computer carts for the AARP Tax Assistance Program. The MSCA also purchased 14 tablecoths for the dining room.
- The Center attempted to host a cold breakfast program on February 20. UCONN students volunteered to help with the breakfast program on Mondays, Wednesday and Fridays at 8:00 a.m. Despite excellent volunteer help, the program was stopped in late March when few seniors participated or expressed an interest in the program.
- Mayor Patterson went out with meals-on-wheels volunteer and student, Amanda Waters on March 27.

Special Programs:

- AARP Tax Assistance volunteers assisted 254 people from February through March 31, 2008.
- New Year's Celebration on Wednesday, January 16 with 45 in attendance.
- Jan. 2 – Birthday Lunch with guitarist and singer Jim Harkins.
- Feb. 6 – Birthday lunch with impersonators "Marilyn Monroe & Dean Martin."
- Chinese New Year Celebration on Wednesday, February 20 with 49 in attendance.
- Valentine's Program with the Kitchen Klankers from the Groton Senior Center on February 15.
- March 5 – The Mansfield Middle School Fiddle String Band and Chamber Strings performed for the birthday lunch.
- St. Patrick's Day Celebration was held March 19 with a full house of 121 people.
- Our second annual "Celebration of Life" was held March 12 in collaboration with VNA East Hospice. The program celebrated the lives of friends and loved ones lost over the past year.
- A special Holiday luncheon was planned March 24 with entertainment by Jim Dehls.

C. Wellness Center Activities:

- 61 clients received services through 265 contacts.
- The VNA East provided services to seniors through 92 visits to the nurse.
- 19 people participated in Audiology Screenings.
- Podiatry services were provided to 83 individuals.
- 132 seniors participated in blood pressure screenings.
- 5 seniors participated in skin cancer screenings.

D. Conferences/Education:

- The Coordinator provided a presentation on "Resources in Your Area" to the Cardiac Support Group at Windham Hospital on January 10.
- The Coordinator, Senior Services Social Worker and COA member, Carol Phillips, attended the Legislative Hearing on January 16 to hear the results of the CT's Long-Term Care Needs Assessment completed by UCONN Health Center.
- Jean Ann Kenny, Michelle Welles and Linda Wohllebe attended a CASCP all staff Training Workshop on March 13.

III. Youth Services

A. Mansfield Advocates for Children:

- Coordinated an event and activities for celebration of the Month of the Young Child in April, 2008.
- Continued relationship with Early Childhood Consultant Partnership liaison for Windham/Mansfield region.
- Collaborated with coordinator of the local 'Stop Underage Drinking' grant to sponsor a program for parents.

B. School Readiness Program

- All 16 School Readiness spaces are presently filled and a waiting list of about 5 is being maintained. Began collecting names for the 2008-09 program year.
- Continued recruitment to keep all spaces filled with press releases and flyers around Town.
- Decided on space allocations for the four centers for the next School Readiness program year with Special Task Force.
- Coordinated discussions with State Department of Education and Community Children's Center re: NAEYC accreditation.
- Participated in the Mansfield Library's Family Information and Fun Fair to recruit families and distribute parenting information.
- Updated the directory of local licensed early care and education centers, homecare providers and before/after school programs

C. Discovery 2007 Grant

- Coordinate MAC Parent Committee and Infant/Toddler Ad Hoc Committee.
- Attended a Capacity Building Workshop.
- Participated in local Library family fun and information fair to recruit parents to parent committee for a 1-on-1 listening campaign.
- Collaborated with representative of the United Way of the Capital Area, Mansfield Director of Human Services, and Graustein Foundation to finalize agreements for the United Way to become Mansfield's new collaborative agent.
- Submitted request for technical assistance for data collection for the Infant/Toddler committee work.
- Arranged a 1-on-1 training with Ann Pratt for MAC Parent's Committee to launch a local listening campaign.
- Coordinated meeting with consultant recommended to us for reapplication for the Local Capacity Building grant.
- Attended three day Collaborative Leadership institute
- Met with a local parent for a 1-on-1 listening experience

D. Counseling/Psychiatric Services:

- A total of 165 youth and family members received clinical (therapeutic) services for a total of 389 therapy sessions.
- A total of 48 youth received psychiatric services from the consulting psychiatrist for a total of 112 contacts.
- 18 families received holiday assistance.
- 67 students attended COPE groups in one of the four public schools.

E. Additional Activities:

- YSB coordinator participated in the second stage weekend long strategic planning initiative for Mansfield 2020. Increased staff for YSB was identified as a goal.
- Staff are working towards determining eligibility criteria and steps towards developing a more comprehensive collaborative Mansfield Challenge Program.
- Co-facilitated Mansfield Middle School Special Education Dinners with students and parents.
- Multi-family group continues to expand bringing in new members with varied backgrounds. Families are finding this new format beneficial.
- Grandparents raising grandchildren group continues to be valuable resources to the community.
- Mansfield Youth Services, in conjunction with the Connecticut Youth Services Association hosted a Legislative Breakfast

which was very well attended. Fourteen Eastern Region Youth Service Bureaus shared program innovations, YSB enhancement programs and data gathering breakthroughs.

- Staff participated in the UConn Career Fair to provide more exposure about our programs and to also enlist more students to work with us.
- Staff assisted families with financial need to receive free tickets to the Wizard of Oz performance at UConn's Jorgensen Theater.
- YSB coordinator attended a program on eating disorders sponsored by the Women's Center at UConn entitled "ANDREA'S VOICE"
- Children's Grief Group pot luck dinner - 42 people attended.
- Staff participated in the planning and development of the regional annual Peer Leadership Conference at Manchester Community College.
- Staff participated in the CYSA Quarterly Professional Development Luncheon and Presentation. Topic covered – Best Practices in After School Programming.
- Forty-five seniors, children, parents and volunteers participated in an intergenerational night at Juniper Hill Independent living Facility.
- Staff has been actively involved in the planning and development stage of the new after school leadership program at the middle school entitled JUMP. The program will be facilitated by Master Ken Caputo from Villari's Martial Arts Studio and Julie White, MMS 8th grade teacher.

SOCIAL SERVICES' DEPARTMENT: QUARTERLY REPORT
January 1-March 31, 2008

Service Type	Unduplicated Clients/Participants	Families (If applicable)	Total Contacts/Sessions
Counseling, Case Management and Referral	256	74	729
Financial Assistance	14		18
Holiday Assistance	99	31	
Crisis Management	3		3
Emergency Assistance			
Tax Assistance	56		
Tax Preparation Assistance	254		
Senior Center Attendees	992		4756
Senior Center Meals	129- Windham Hosp. 1635 - TVCCA 1006- Meals On Wheels		
Wellness Visits			
COPE Groups	67		
Psychiatric Consultations	48		112

Trends/Concerns:

- Space continues to be an issue at the Senior Center, especially during tax season.
- More Senior Center programs are expanding into "off" hours since there is so little space to increase programs. This places an increase burden on staff.
- Continued rising costs of basic needs are affecting many families.



Department of Information Technology

To: Matthew Hart, Town Manger
From: Jaime Russell, Director of Information Technology
Date: May 1st, 2007
Subject: Quarterly Report – January 1st to March 31st, 2007

The Department of Information Technology completed a successful third quarter.

- The Information Technology Department collaborated with the Mansfield and Region 19 Maintenance Departments and Superintendent's Offices to secure \$83,345 in school security grant funds for the Mansfield Schools and \$73,493 in school security grant funds for Region 19. These funds will be used to implement door access security and video security technologies that integrate with the computer network.
- The public wireless Internet network is now in use throughout the indoor and outdoor areas of the Town Hall and Community Center as well as portions of each of the K-12 schools in Mansfield. This network also provides wireless access for students and staff as well. The Department publicized its availability through visible signs, a press release, the QNotify e-mail system, the Government Access Cable Channel, and Town, Community Center, and school publications. The wireless access logs document that the wireless network is used every day, including weekends.
- The QNotify system continues to expand and presently provides citizens with thirty-six different e-mail distribution lists to select from to match their information interests. The system allows citizens to receive automatic e-mails where the citizen selects which topics to receive and the citizen can increase or decrease her/his topic subscriptions at anytime.
- The Town Council and public in attendance were provided an information presentation on the topic of video broadcasting technologies. All Connecticut towns make their committee meetings open to the public and provide minutes following the meeting. However, some Towns also choose to broadcast certain meetings and this presentation discussed the process by which Towns undertake such an initiative.
- Information Technology staff deployed 21 additional computers to replace existing computers at the end of their current placement life. Computers that can still be reasonably functional will be redeployed to their next function. All of the computers met EPEAT certification computers. Promoted by the Federal

Environmental Protection Agency (EPA), EPEAT is a program that reduces the potentially negative environmental impact of computer hardware.

- The wide area network was expanded to include the Depot Campus of E.O. Smith High School. New underground fiber-optic cable provides a cost-effective twenty-year solution for deploying data and voice services that we own rather than leasing this infrastructure. The new building required deployment of a phone system, a computer network, user computer equipment, and integration with existing services.
- The new Mansfield elementary school progress report database system was successfully used for its second marking period. This second marking period incorporated an additional narrative component in the database. 600 Mansfield families with children in our elementary schools received detailed progress report documents from this new database system.
- The I.T. Department continued to provide Information Technology support to all Town and School departments. Requests included software and hardware troubleshooting, new installations, and direct support of users' questions and needs. The information provided on the Town and School websites continues to expand and the I.T. Department regularly posted new items and updates on both the external website and our internal intranet site.

MANSFIELD PUBLIC LIBRARY

QUARTERLY REPORT: JANUARY FEBRUARY MARCH 2008

I. Summary of Major Activities and/or Highlights

- Work measurements were up in major categories: number of programs (15%), questions answered (68%), circulation (3%).
- Four public computers were installed by Bibliomation and library staff, replacing the 2003 computers purchased with Gates Foundation grant funding.

II. Review of Quarterly Operations

A. Administrative

Boards

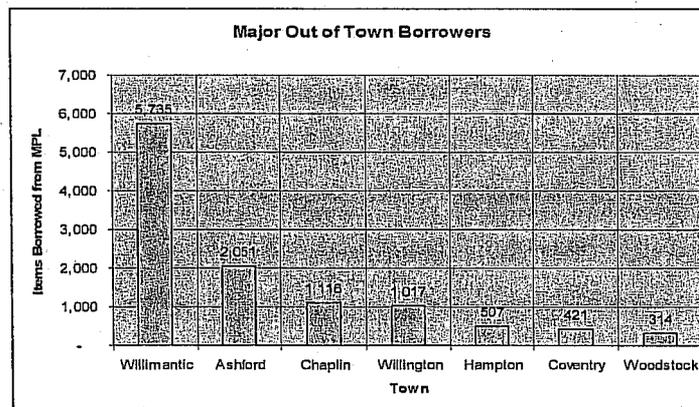
- Mansfield Library Advisory Board (1/24): Agenda: introduction of new Board members (Heidi Hand and Will Hare), approval of September 24, 2007 Minutes, and New Business (2009 Budget Proposal, meeting schedule for 2008, book complaint).
- Friends of Mansfield Library (1/8, 3/4): February Book Sale, suggestions for the annual dinner speaker. The June Book Sale will be June 6 and 7, 2008.

Personnel

- Hired and conducted orientations for 2 new library pages (interviews 1/14, 1/19).
- Completed work performance reviews and discussions with two employees.
- Librarians' Meetings: (3/24).
- Staff meeting: (2/27).

B. Circulation

- Based on sample data for one week each month, there were over 3,000 logons to the library's four computers with Internet access during this quarter.
- 28% of Mansfield Public Library's circulation was from out of town borrowers, which is significantly higher than most public libraries in CT:



C. Collection

Adult Services

- Completed analysis and collection maintenance activities of the Adult Biography collection (Hearst to Morrow), consisting of 525 titles and Adult Non-fiction 630 to 635.9 Ball, consisting of 245 titles.
- Completed analysis and collection maintenance activities of Adult Fiction, authors D through F.
- Reviewed audiobooks on tape collection and deleted those that have not circulated in the last year.

Children's Services

- Completed analysis and collection maintenance of the children's reference collection, moving another set of encyclopedias to the circulating nonfiction collection.
- Added new display options in the Children's area: the "Book Tree" is very popular and sometimes has to be filled up more than once daily.
- Created and published booklists: "Books for Black History", "President's Day", and "Women's History".

Teen Services

- Graphic novels shifted to encourage access and appeal.
- New thematic book displays in teen section: School Stories, Out of the Mainstream.

D. Cooperative Services and Activities

- Peggy Frank, Public Services Librarian, participated in panel presentation on "Library Services to Seniors" at the Middletown Library Service Center.
- Hosted Strategic Planning Open House on January 10, 2008.
- Judy Stoughton again planned and organized the "Preschool Fun Fair"; eight preschool centers were represented, and about 125 parents and children attended the Fair. Unlike other years, most of the people who came seemed to be looking for preschool information, rather than just enjoying the activities.
- Our Shared Librarian Emily Tinnel brought the public elementary schools into the public library with a Kindergarten art project display: Ginger and Flower's Family Tree. Approximately 130 kindergartners provided artwork, and encouraged their relatives to come into the public library to see their work.
- Emily Tinnel presented a class at UConn for student teachers: Using Library Resources.
- Presented a program on Internet Searching and Researching for Southeast 3rd graders
- Provided books for bibliotherapy request (3/31) and 'deposit collections'(4 times) at the elementary schools to supplement school holdings.
- Advertised new teen books at EO Smith.

E. Information Services

- Re-configured Cornerstone security software schedule.
- Participated in technology team including Bibliomation and Town of Mansfield IT Department staff to change server configuration to provide Town Intranet access to Library staff. Change proved unsuccessful; library staff cannot access the Town Intranet unless the 'remote access' procedure is used.
- Produced for each month this quarter. Articles included "Ready, Get Set, Organize", "Online SAT Test Preparation", "Library Services to the Homebound", "New Reference Materials", "February Vacation Fun", "Services for the Blind and Physically Handicapped in CT", "Get Connected: Qscend Notification", "New Resource for Kids: Scholastic Bookflix" and "Frequently Asked Questions – Answered."
- Analyzed subscription database use and costs, cancelled ELibrary as a result.

Database	Use in 06/07	Cost	Cost per Person
Downloadable Audiobooks	1610	\$ 6,200	\$ 3.85
EBSCO	1804	\$ 3,760	\$ 2.08
World Book	491	\$ 688	\$ 1.40
Elibrary	493	\$ 2,668	\$ 5.41

- Created and produced a display for Women's History Month.
- Continued to analyze reference and reader's advisory services: where in the Library are questions asked (Adult, Children's, Circulation desks) and how many of these are "basic" reference that can be answered in five minutes or less, and how many require a professional librarian? Reference questions increased by 68% this quarter as compared to the same quarter last year.
- Based on sample data for one week each month, it is estimated that over one thousand people used the four public computers with Internet access each month during this quarter.
- There were 23,905 hits to Mansfield Public Library's website (**Hits:** the number of times a page on our website was accessed).
- There were 9,194 visitors to our website (**Visitors:** the number of visits to our website, regardless of the number of pages within our website that were accessed or how many times the visitor went back to our homepage).
- EBSCO, our subscription database to magazine articles, continued to be the most frequently accessed Mansfield-only, paid database.

- "Scholastic Bookflix" was added as an online database that can be accessed from within the Library or from other locations with a Mansfield Public Library card. This resource pairs classic video storybooks from Weston Woods with related nonfiction Ebooks from Scholastic. BookFlix is specially designed to reinforce early reading skills and encourage a love of learning.
- Revised all teen pages on our website, including booklists.

F. Programs

<u>Age</u>	<u>Attendance</u>	<u>Programs/Visits</u>
0-2	694	13
3-5	1411	93
6-14	102	7
adult	252	17
all ages	166	2
Total	2625	132

Adult Services

- Planned and presented three programs at both Juniper Hill and Mansfield Center for Nursing and Rehabilitation:
 - Armchair travelogues: Nevada, Connecticut and two castles (Scotland and Ireland). After each program, participants enjoyed a trivia quiz on the topics.

Children's Services

- Outreach to all preschool programs in Mansfield continued, with visits to 22 classrooms each month to provide public library services to children unable to come to the traditional library story time.
- Art teacher Patrick Shugrue gave a wonderful drawing workshop during the February vacation; unfortunately part 2 of the workshop was snowed out, but we will re-schedule.
- Our Leap to the Library Family Night in February was enjoyed by the staff participating as well as those who attended. We had about 45 people; not a huge crowd but enough to make it worth trying again.
- A class from Oak Grove Montessori came on March 28 to learn about the Library and work on their social studies reports. Judy Stoughton did a program covering the PAC and some online homework help sites, along with an introduction to some print reference sources that are useful for reports.

Teen Services

- Assisted student with planning and publicity for the community component of a Senior Project on Murals.

G. Staff Development/Participation in Professional Meetings

- **Meetings/Workshops:**
 - * Bailey: Advisory Council for Planning and Development (2/20), Chinese Language Collection (3/28, 3/29).
 - * Bailey & Beausoleil: Chinese Collection Development (3/26).
 - * Beausoleil: Health and Safety Committee (1/10, 1/17).
 - * Frank: SOAR (3/27), Advanced Excel (1/24).
 - * Knoecklein: Interlibrary Loan Roundtable (9/25).
 - * Stoughton: Mansfield Advocates for Children (2/13).
 - * Tinnel: Young Adult Roundtable, Teen Tech Programming (1/11, 3/14,,) and eight programs at the Public Library Association conference (3/25-3/28).
- **Bibliomation Meetings/Workshops:**
 - * Bailey & Frank: LAN and WAN changes with Mansfield IT and Bibliomation (2/8,3/4).
 - * Beausoleil and Knoecklein: Circulation (11/27).
 - * Beausoleil and McMullan: Maintenance (3/27).
 - * Frank: User Council, Network Services, (1/17, 2/21, 3/11, 4/1).

III. Outstanding Issues/Major Issues

With the public demand for reference and reader's advisory services increasing, librarians are challenged to accomplish objectives and activities.

IV. Plans for Next Quarter

- * Develop and schedule usability testing of the library's web site in coordination with the Shared School/Public Librarian by June 2008.
- * Begin the review of written policies with Library Advisory Board; update as necessary.

Adult Services and Programs:

- Prepare and participate in providing a series of beginner genealogy classes (5/1, 5/15, 5/29 & 6/5), including publicity to local newspapers, the Library's newsletter, Qscend, public access television.
- Co-sponsor with the Mansfield Historical Society: Connecticut Civilian Conservation Corps: Their History, Lore and Legacy (5/23).
- Continue to coordinate activities with the Town's IT Department and Bibliomation as well as assist in the replacement and configuration of three computers and the library server.

Children's Services and Programs:

- Label toy bins in children's area to encourage children and parents to put away toys and to make the closing procedures for Library Pages faster and easier.
- Plan and present programs for children during April vacation week.
- Try to find time to begin work on kids' web pages.
- Finalize all Summer Reading Program plans.
- Select and purchase mass market paperbacks for summer time reading for school age children.
- Develop and publish 'recommended reading this summer' booklists for children and their parents.
- Visit each elementary classroom to encourage reading over the summer and attendance at public library programs.

Teen Services and Programs:

- Finalize all Summer Reading Program plans.
- Develop rapport with junior volunteers and encourage participation in the Teen Advisory Group.
- Research and finalize collaborative efforts with community businesses to provide a gaming event.

V. Statistical Work Measurements

	3rd Qtr 2007 - 2008	3rd Qtr 2006 - 2007	% Change	This FY to Date	Last FY to Date	% Change
Hours of Service	699	710	2%	2,098	2,104	0%
# of Programs Provided	132	115	15%	308	251	23%
Total Program Attendance	2625	2,588	1%	7,404	6,509	14%
Questions Answered	1806	1,077	68%	6,611	4,998	32%
Collection Size: Total	88,212	87,481	n/a	n/a	n/a	n/a
Number of Library Cardholders*	9,453	12,194	-22%	n/a	n/a	n/a
People Counter	22,870	21,083	8%	27,675	25,004	11%
Volunteer Hours	216	161	34%	5,021	4,082	23%
Total Circulation	60,130	58,158	3%	64,935	62,079	5%
Items Circulated In-House	2,100	2,330	-10%	6,905	6,251	10%
Loans to Non-Residents	13,904	8,996	55%	18,709	12,917	45%
Inter-Library Loans	3,158	2,267	39%	7,963	6,188	29%
from other libraries	1,950	1,436	36%	6,755	5,357	26%
to other libraries	1,208	831	45%	6,013	4,752	27%

*The number of library card holders shows a significant reduction due to the purge from the integrated library system of all cardholders whose registration had expired and who had not used their library card in three years.

QUARTERLY REPORT – DIRECTOR OF PLANNING

January 1-March 31, 2008

Accomplishments

- Assisted the PZC with its review of pending applications and other land use issues. During this quarter, the Director of Planning helped the PZC review two (2) special permit applications, three (3) subdivisions involving 29 lots, three (3) proposed zone changes, over 20 regulation revision proposals and nine (9) modification or bonding issues.
- During this quarter the Planning and Zoning Commission and Inland Wetland Agency denied a 7 lot subdivision on property located on Separatist and North Eagleville Roads. The wetland denial was appealed to the Superior Court and is pending. The PZC also denied an efficiency unit application on Gurleyville Road, approved modifications for the Paideia Greek Amphitheatre project and approved modifications for the former Ledgecrest Garden Center site on Storrs Road.
- During this period, the Director of Planning worked with the PZC Regulatory Review Committee to prepare Zoning Regulations for re-zoning areas south of Pleasant Valley Road and incorporating new or revised standards for developments in the Town's Design Development Districts. The proposed revisions were presented at public hearing in March and the hearing process has been continued.
- During this quarter, considerable time was spent working on various UConn oriented projects and issues including water and wastewater issues, a planned composting facility, a planned relocation of a hazardous material storage facility and a Willimantic River wellfield impact study. The Director of Planning also assisted with Mansfield's Open Space Acquisition and Management programs, the Town's ongoing Four Corners Sewer study, Storrs Center parking garage and fiscal impact issues and strategic planning and assisted living initiatives.

Outstanding Problems – No outstanding problems were encountered during this quarter.

Exceptions – No new budgetary exceptions arose during this period.

Plans for Next Quarter Include:

- Assisting the PZC with its review of the pending applications including a thirteen (13) lot subdivision on Wormwood Hill and Knowlton Hill Roads, a nine (9) lot subdivision on Dodd Road and pending zone changes and regulation changes.
- Coordinating and assisting the PZC with implementation of additional recommendations contained in Mansfield's new Plan of Conservation and Development. Potential revisions expected to be acted upon during the spring of 2008 include new zoning districts and regulatory provisions for land south of Pleasant Valley Road between Mansfield City Road and Mansfield Avenue; new regulations for projects in design development districts and revised regulations for keeping animals.
- Assisting the Town Manager and other town officials with various ongoing town projects and consultant studies, student housing and housing code issues, assisted living/age restricted housing issues, Storrs Center parking garage issues and various elements of Mansfield's Open Space Acquisition and Management program.
- Assisting Town officials with the review of water supply and sewer system issues, including UConn's new Willimantic River wellfield study, the Town's Strategic Plan initiative and the Four Corners Sewer Study, UConn's planned composting facility and UConn's planned new Hazardous Materials storage facility.

Staff Changes – None

Statistical Report – During this period, the Director of Planning attended seventeen (17) meetings with Town boards and commissions.

TOWN OF MANSFIELD
MEMORANDUM
5/22/08

TO: Matt Hart, Town Manager
FROM: Lon Hultgren, Director of Public Works 
RE: **DPW Quarterly Report: January, February, March, 2008**

I. ACCOMPLISHMENTS

A. Administrative

1. Continued assistance with the Town's strategic planning efforts.
2. Continued administration of the Gurleyville Road bridge railing project - interviewed and selected a design consultant.
3. Continued coordination of the Four Corners sewerage study - circulated final report and developed trial assessment worksheet for the Town's web page.
4. Continued grant coordination and administrative assistance for the Storrs Center project. Circulated the Rte. 275/195 roundabout feasibility study and developed a powerpoint presentation on roundabouts to show to the Town's boards and commissions.
5. Received and tested the electronic fuel interface between the fueling and repair software packages at the Town garage.
6. Continued work with our Attorneys in the Windham Sewage Treatment Plant upgrade dispute.
7. Compiled and submitted the Department's '08-'09 operating budget request.
8. Studied the need for additional street lighting on Hunting Lodge Road near Carriage House - defined three locations for CL&P.
9. Prepared and submitted a "project of the year" nomination to APWA for the Separatist Road bikeway.
10. Prepared and submitted reimbursement documentation for the FEMA-funded bridge scour remediation projects for the Atwoodville Road and Chaffeeville Road bridges.
11. Submitted official speed limit requests to the State Traffic Commission for several recently built Town roads.
12. Coordinated the erection of new "Welcome to Mansfield" and "Scenic Road" signs.
13. Participated in the regional "resource typing" efforts for the Department of Homeland Security funding plans for next year.
14. Set up and coordinated a two-tiered Town Road litter pickup program; two and a half weeks of summer help; several days with Bergen Correctional inmates (still ongoing).
15. Prepared contract specifications and bid road and parking lot striping...(work began again in April).
16. Conducted organic land care workshops
17. Assisted in planning for the Town's Earth Day event
18. Continued assisting composting and other projects in the Mansfield schools.

B. Operations

1. Began Spring sweeping of roads, parking lots and walkway/bikeways.

2. Graded gravel roads
3. Screened gravel for future use on roads, drainage and other projects.
4. Cleaned sewer lines as well as waterways and ditches
5. Mixed sand and salt for winter use; plowed and sanded roads and parking lots.
6. Maintained roadside sandboxes (the few that remain); removed them at the end of the winter season.
7. Removed damaged curb, repaired mailboxes and other plow damage.
8. Patched potholes, repaired and installed guideposts, cleaned catch basins and completed resident requests for service.
9. Repaired road washouts from heavy February rains
10. Repaired signs; installed new Town Line and Scenic Road signs.
11. Continued work on final (fourth) soccer field at the Lions complex
12. Cleaned trucks and equipment; cleaned garage facility.
13. Began preparation of athletic fields for spring use
14. Began flowerbed maintenance at Town buildings
15. Maintained trails and bike routes
16. Serviced and cleaned grounds equipment; cleaned and painted grounds storage building.
17. Moved books for Library book sale
18. Hauled trash from garage and Town recreation areas
19. Assisted with septic system repairs at Vinton school
20. Installed batting cage at the Middle School
21. Placed voting signs and equipment
22. Operated transfer station and recycling area
23. Maintained Town vehicles and equipment

C. Engineering

1. Inspected new road construction (Jonathan Lane and Beacon Hill Drive)
2. Inspected and prepared comments/costs on the Sullivan Pond dam
3. Prepared/coordinated Community Sewer System Agreement for the Block property on Hanks Hill Road; monitored existing agreements.
4. Administered and issued highway permits
5. Prepared billing data (water use) for bi-annual sewer bills
6. Staffed PZC, IWA, the TAC and the Traffic Authority; continued target area traffic counting.
7. Continued design work on Rte. 195 walkway/streetscape enhancement project (Town Hall to Liberty Bank plaza).
8. Prepared concept plan to improve the intersection and crosswalk at Hanks Hill Road and Rt. 195.
9. Assisted/counseled UConn Senior Engineering students in their study of the Hillside Circle/Eastwood Road and North Eagleville/Hunting Lodge Road intersections.
10. Staked out community garden plots on Rte. 195 near Mansfield Supply
11. Updated Town's Assessor Mapping software to the latest version (12 in-house computers plus web-based application).
12. Continued updating Assessor's mapping lot and ownership information.
13. Made and printed various maps for other Town Departments.

14. Continued easement acquisition process for Hunting Lodge Road walkway project - notified all affected property owners of appraised values and set deadlines for responses.
15. Continued oversight of Federal bridge replacement grants for the Stone Mill and Laurel Lane bridges.
16. Continued construction inspection for the Region 19 Reynolds school project; assisted with the inspection of the River Park project.
17. Sampled ground and surface water near the Town's solid waste area.
18. Continued survey and grade setting for the Lions Club soccer fields
19. Attended IT group technology committee meetings

II. OUTSTANDING PROBLEMS/EVENTS

- A. It appears that at least one property owner along the Hunting Lodge Bikeway/Walkway is unwilling to grant the Town an easement at the appraised value. Accordingly, we expect to present the Manager/Council with the documentation to obtain some of the needed easements by eminent domain in the next quarter.
- B. We are still waiting to hear if the UConn Administration will support the fare-free bus system in '08-'09.
- C. Proposals for the disposal of the Town's municipal solid waste were received in March. At least two proposals were for lower tipping fees than we pay now at the Preston Facility. A new contract at a new (lower) price will be negotiated for the first of July.
- D. Rough grading for the Lions Club fourth soccer field is essentially complete and contracts to complete the field and irrigation system will be bid next quarter.
- E. Most of the "pending" and "requested" work for the 2008 construction season has been scheduled. Exceptions include the long drainage project on Woods Road and the replacement of the Dodd Road bridge which we were not able to budget funds for this year.

III. PLANS FOR NEXT QUARTER

- A. Obtain easements for Hunting Lodge Road bikeway/walkway, using eminent domain as necessary.
- B. Prepare Lions Club fourth soccer field for final topsoil and irrigation.
- C. Continue work supporting Storrs Center site work and grant work for Rte. 195 - - pursue roundabout proposal to decision point.
- D. Develop financing plans for four corners sewerage project
- E. Begin construction season work tasks

IV. REPORTS (attached)

- A. Work Activity totals for quarter
- B. Service requests completed in quarter

cc: M. Kiefer, Superintendent of Public Works, G. Meitzler, Assistant Town Engineer, T. Veillette, Project Engineer, V. Walton, Recycling Coordinator, E. Ohlund, Clerk of the Works, file

Service Request Activity: Jan, Feb, Mar 2008 (DPW)

<u>Service Request Type</u>	<u>Open</u>	<u>In Progress</u>	<u>Closed</u>	<u>Total</u>
Drainage- water on/off Town road; culverts, basins	1	0	3	4
Road repair - patching, paving, etc.	0	2	2	4
Trees, tree limbs, etc.	1	0	1	2
Other public works related request	0	1	0	1
Other Department	0	1	0	1
Town Manager	0	0	1	1
Snow plow damage, mailbox damage, other snow items	0	0	1	1
Gravel road maintenance	0	0	1	1
Signs, guideposts or guardrail problems	0	1	0	1
Sweeping, dumping, rubbish or dead animals on road	0	0	1	1

DPW 1st Quarter 2008 Work Summary by Activity (Jan, Feb, Mar 2008)							
Work Code	Work Type	Labor Hrs	Labor \$	Equip Hr	Equip \$	Matl \$	Total \$
101	PATCHING	57.0	\$1,279	31.0	\$277	\$158	\$1,714
104	SWEEPING OF ROADS	54.8	\$1,282	54.8	\$1,023		\$2,305
105	HAULING SWEEPING'S	52.0	\$1,179	52.0	\$1,493		\$2,672
107	DITCH WORK	53.0	\$1,265	59.0	\$1,046	\$45	\$2,356
108	CATCHBASIN CLEANING	37.0	\$840	25.0	\$524		\$1,364
110	GRADE DIRT ROADS	76.3	\$1,828	76.3	\$2,051		\$3,878
112	SHOULDER WORK	16.0	\$384	16.0	\$274		\$658
113	SIGN WORK	110.0	\$2,514	72.0	\$687	\$452	\$3,653
115	WATERWAYS CK & CLEAR	841.8	\$19,247	725.0	\$12,401		\$31,648
117	ROADSIDE LITTER	5.0	\$106	3.0	\$27		\$133
118	TRAFFIC CONTROL	63.0	\$1,301	57.0	\$139		\$1,440
119	TREE REMOVAL	107.0	\$2,706	94.0	\$1,653		\$4,359
120	TREE TRIMMING	2.0	\$49	2.0	\$34		\$83
121	TREE TRIMMING& CHIPPING	342.0	\$7,540	201.0	\$3,261		\$10,801
124	GUIDE POSTS	38.0	\$884	28.0	\$368		\$1,252
126	PLOWING ROADS	883.0	\$26,457	866.5	\$22,887	\$15,465	\$64,809
127	PLOWING PARKING LOTS	276.0	\$7,967	268.8	\$3,983	\$1,115	\$13,065
128	LOADING SAND \ SALT	186.0	\$5,322	186.0	\$4,650		\$9,972
129	SANDING	885.3	\$22,272	871.8	\$23,883	\$15,402	\$61,557
130	PLOW/CLEAR WALKWAYS	91.8	\$2,522	91.8	\$1,270	\$864	\$4,655
132	BRIDGE WASHING	3.0	\$70	3.0	\$59		\$129
134	PLACE/ RE SAND/SALT BOXES	49.0	\$1,064	26.0	\$461	\$94	\$1,619
135	FILL SAND/SALT BOXES	54.0	\$1,188	25.0	\$223	\$110	\$1,521
141	MAILBOX REPAIRS/REPLACE	29.0	\$652				\$652
142	INSPECT MANHOLES	19.0	\$438	18.0	\$386		\$824
143	FLUSH SEWER LINES	8.0	\$180	4.0	\$100		\$280
144	SEWER REPAIR	7.8	\$211	9.8	\$135		\$346
145	PAINT/ STRAIN	14.0	\$315				\$315
146	TEST PITS/ MISC ASSIGN.	19.0	\$454	16.0	\$285	\$5,415	\$6,153
147	MISC. MATERIAL HAULING	990.0	\$22,441	1058.5	\$29,686		\$52,127
150	CLEAN YARD MISC.	33.0	\$746	32.0	\$531		\$1,277
151	PREP PLOWS & TRUCKS	226.5	\$5,155	204.5	\$5,473		\$10,628
152	LAWN REPAIRS, PLOW DAMAGE	61.0	\$1,404	95.0	\$1,000		\$2,404
157	FIELD CONST. GRADING	133.0	\$3,167	146.5	\$2,167		\$5,334
159	SPECIAL GRNDS PROJ	112.0	\$2,516	76.0	\$1,938		\$4,454
160	TRIM BRUSH/CLEANUP	48.0	\$1,116	32.0	\$512		\$1,627
	subtotal, roads >>>>	5983.0	\$148,060	5527.0	\$124,886	\$39,119	\$312,064
202	BUILDING CLEANUP	58.0	\$1,327	8.0	\$128		\$1,455
203	BUILDING REPAIRS	57.0	\$1,326				\$1,326
204	CARPENTRY SHOP	202.0	\$4,541				\$4,541
207	SHRUB \ TREE TRIMMING	24.0	\$552	16.0	\$256		\$808
209	FENCE/GATE WORK	21.0	\$472				\$472
210	TRANSPORT REC EQUIP	4.0	\$90				\$90
212	INSTALL/ REMOVE EQUIP	118.0	\$2,701	40.0	\$338		\$3,039
214	PAINT FIELD LINES	44.0	\$1,030	44.0	\$250		\$1,279
215	BASEBALL FIELD PREP	16.0	\$380	24.0	\$150	\$140	\$670

219	TRASH RUNS	176.0	\$4,046	88.0	\$898	\$5	\$4,949
220	MOVE TABLES & CHAIRS	32.0	\$725	16.0	\$74		\$799
221	MOVE VOTING MACH/SIGNS	16.0	\$368	8.0	\$71		\$439
223	PARK/REC SIGNS	3.0	\$67				\$67
227	PLAYSCAPES	5.0	\$112				\$112
	subtotal, grounds >>>>	776.0	\$17,737	244.0	\$2,165	\$145	\$20,047
311	SERVICE/REPAIR EQ.	1903.3	\$46,257	52.5	\$1,240		\$47,497
312	TRANSPORT EQ.	9.0	\$207	5.0	\$159		\$366
313	RECIEVE MATERIAL	1.0	\$25				\$25
315	CLEAN SHOP	57.0	\$1,281				\$1,281
316	PARTS RUN	20.0	\$471	7.0	\$62		\$533
317	WASH EQUIPMENT	68.5	\$1,539	62.5	\$1,793		\$3,332
318	PUMP STATION	17.0	\$417				\$417
	subtotal, equipment >>>>	2075.8	\$50,199	127.0	\$3,255	\$0	\$53,453
410	CASHIER/ GARAGE IN	270.0	\$6,340				\$6,340
413	T.V./COMP PREP.	57.0	\$1,281				\$1,281
414	REFRIG. PREP	28.0	\$685				\$685
415	CARD BOARD	67.0	\$1,639	63.0	\$1,575		\$3,214
416	CLEAN SWAP SHOP	44.0	\$1,003				\$1,003
417	CLEAN RECYCLING BLG.	44.0	\$1,005				\$1,005
418	COMPACT RUBBISH	121.0	\$2,720				\$2,720
419	CHIP BRUSH	74.0	\$1,811	100.0	\$3,550		\$5,361
420	BALLAST/ CAP WORK	40.0	\$979				\$979
421	HAZARDOUS WASTE WORK	14.0	\$343				\$343
422	MISC GROUNDS REPAIR	24.0	\$555				\$555
423	LEAF COMPOSTING	20.0	\$483	16.0	\$400		\$883
432	COMPACT BULKY	77.0	\$1,884	63.0	\$1,575		\$3,459
433	BATTERIES	87.0	\$1,956				\$1,956
	subtotal, SW/Recycling >>>>	967.0	\$22,685	242.0	\$7,100	\$0	\$29,785
XXX	ADMIN WORK \ PAPERWORK	323.3	\$8,154				
ZZZ	TIME NOT WORKED	1892.3	\$43,357				
	Granht Totals for Quarter >>>>>	12017.3	\$290,192	6140.0	\$137,405	\$39,264	\$415,350



Mansfield
Community
Center

**Town of Mansfield
Parks and Recreation
Department**



Curt A. Vincente, Director

10 South Eagleville Road
Storrs/Mansfield, Connecticut 06268
Tel: (860) 429-3015 Fax: (860) 429-9773
Email: Parks&Rec@MansfieldCT.org
Website: www.MansfieldCT.org

TO: Matthew W. Hart, Town Manager
FROM: Curt A. Vincente, Director of Parks & Recreation *CA*
DATE: May 5, 2008
SUBJECT: Quarterly Report (January – March 2008)

ACCOMPLISHMENTS

Administration

MARKETING & MEMBERSHIP

1. Supervised marketing consultant, reviewed and approved marketing production pieces, implemented marketing plan.
2. Implemented elements of the member retention program.
3. Oversaw weekly meeting with marketing consultant and staff assigned to marketing related tasks.
4. Oversaw development, design, preparation, printing and distribution of the Spring 2008 program brochure.
5. Developed, prepared, printed, and distributed the winter Community Center member newsletter.
6. Continued planning with Windham Hospital to develop a Kids Health and Safety event that will bring the community and attention to the center. This free event is planned for May 17. Planning, creative and media analysis are all in process.
7. Continued to implement the on-going member feedback program using the questions and responses as a way to build loyalty and involvement in the center. Responded to 49 customer service inquiries.
8. Promoted double CenterPoints for referring new members.

9. Prepared the winter member recruitment program for implementation in January. The program included small space print ads and internal promotion. Ran small space ad campaign in late January and through end of February highlighting memberships and center membership benefits.
10. Negotiated a new brochure production contract with the Norwich Bulletin which will save considerably on production costs.
11. Assisted with Community Center and department wide marketing, including seasonal brochure preparation and marketing material distribution.
12. Held Meet and Greet events on three dates to meet and obtain feedback from members. Surveys were given to all who attended. Sessions were held January 30th, February 4th, and February 11th.
13. Compiled the results of forty-eight returned member surveys and distributed results to staff and Town Council.
14. Developed, compiled and organized articles, information and photographs for Winter 2008 Member Newsletter, which was mailed during the last week of February.
15. Revised Member Agreement form, fee form and tour questionnaires.
16. Implemented tour tracking and follow-up systems.
17. Implemented new methods for promotion tracking.
18. Tracked 123 '12 Days of Fitness' pass holders and initiated follow-up contact with those who did not purchase a membership.
19. Began offering new promotion with incentive for 3 month members to purchase annual memberships.
20. Reviewed and approved new marketing materials including posters in the Eastbrook Mall, advertisements in Horizon's Magazine and the Reminder.
21. Generated usage reports to determine percentage of members who use fitness area and pool area.
22. Sent correspondence and complimentary guest passes to new area residents.
23. Generated monthly low usage reports and contacted those who have used the Center 5 or fewer times since they purchased a membership.
24. Generated monthly membership reports at the beginning of each month.
25. Created and continually updated member retention trend chart.
26. Generated monthly new membership reports, and contacted all new members within a month of joining to welcome them to the facility.
27. Created and maintained promotions notebook.

28. Revised and finalized Business Partnership Program and prepared material for printing.
29. Updated and maintained Membership Management Action Plan.
30. Created fitness equipment orientation certificates for new members. Implemented and monitored new system for encouraging fitness equipment orientations.
31. Coordinated 28 birthday party rentals in the winter quarter.
32. Initiated member feedback response system and posted comment card questions and answers.
33. Joined Tolland County Chamber of Commerce and attended Business After Hours networking events on January 29th and March 25th.
34. Attended Windham County Chamber of Commerce Business With Pleasure networking event on January 23rd.
35. Submitted application for Governor's Committee on Physical Fitness Award.

PERSONNEL & TRAINING

36. Conducted weekly staff meetings to review department communications, management issues, facility supervision and over-all operations.
37. Provided continued orientation, training, scheduling, supervision and evaluation of full time employees.
38. Established priority list of goals and objectives for full time Aquatics Director, Health and Fitness Director, Recreation Supervisor, and all maintainers.
39. Implemented comprehensive orientation and training sessions for over 45 part-time Community Center workers and seasonal instructors. This included general customer service, policies and procedures, CPR and first-aid.
40. Established regular work schedules for numerous full time and part time employees.
41. Completed general orientation and blood born pathogen training for 28 new part time employees.
42. Recruited, hired, trained, and supervised the basketball coordinator for the K-2 program.
43. Conducted monthly maintainers meetings.
44. Conducted bi-weekly programming staff meetings.
45. Conducted monthly supervision meeting with Aquatics Director.
46. Conducted monthly supervision meetings with Fitness Director.
47. Conducted monthly supervision meetings with Recreation Supervisor.

48. Conducted bi-weekly meetings with full-time Receptionists.
49. Conducted monthly meetings with part-time Receptionists.
50. Re-assigned a staff person to fill the vacancy of Member Services Coordinator. Provided training, orientation, and task assignments.
51. Processed and maintained all employment paperwork for over 150 new and returning part time employees.
52. Evaluated part time personnel as scheduled or needed; including verbal and written discipline.
53. Completed advertisement, screening, interviewing, hiring and training for a new part-time custodian.
54. Coordinated Manager On Duty (MOD) scheduling and ongoing training.
55. Supervised part time gym supervisor and two Community Center volunteers.
56. Conducted formal evaluations on youth basketball coaches.
57. Supervised two full time maintainers, one full time Aquatics Director, one full time Health and Fitness Director, one full-time Administrative Services Manager, one full time Recreation Supervisor, one full-time Member Services Coordinator, three full-time Receptionists, eight part-time Receptionists and three part-time Custodians.
58. Processed time sheets for assigned staff and independent contracted services.

FINANCIAL MANAGEMENT

59. Developed and presented fiscal year 2008-09 department budget package.
60. Collected and deposited over \$457,000 worth of daily deposits (checks, cash and credit cards)
61. Sold over 942 Community Center memberships in this quarter and maintained and managed 2,191 total memberships.
62. Processed and managed all purchase orders, payment vouchers and credit card transactions for the Parks and Recreation Department and Community Center operating budgets.
63. Managed and maintained petty cash account for the Community Center and Parks and Recreation Department staff.
64. Managed and maintained over 800 auto debit accounts through credit cards, checking and savings accounts and payroll deductions.
65. Managed and maintained over 100 fee waiver accounts.

66. Monitored facility attendance and tracked revenues and expenditures

MISCELLANEOUS

67. Developed, planned and prepared for upcoming youth baseball season (Tball) including, volunteer coach recruitment, program promotion, registration, equipment purchases, league meetings and scheduling.
68. Began planning for solar open house.
69. Conducted background checks on all youth sport coaches and managed background checks for all co-sponsored (in-season) youth sport groups.
70. Conducted Quarterly Youth Sports Council Meeting for all co-sponsored and town sports.
71. Indirectly supervised department wide programs and events.
72. Assisted with the planning for the Winter Fun Day event as part of the Town/Downtown Partnership celebration.
73. Supervised and evaluated K-8 recreation and competitive basketball programs, including 24 teams, 30 volunteer coaches, over 45 independent contracted and town staffed referees, and 268 participants.
74. Provided orientation and training for volunteer coaches and orientation for referees for youth basketball.
75. Reviewed and coordinated daily building maintenance issues and housekeeping, prioritized needs, and assigned tasks.
76. Assisted staff with Community Center facility maintenance problems, repairs and installations. Coordinated and assigned task lists.
77. Began planning for a new Spring Weekend event.
78. Served as Manager on Duty for extend hours beyond normal work schedule.
79. Provided tours, registration information and responses to questions from new Community Center members.
80. Served as a major link to customer service issues, including direct contacts with patrons, full time and part time staff.
81. Received, prioritized and responded to a significant amount of phone calls, emails and walk-in questions regarding numerous Parks and Recreation services
82. Hosted the Presidential Primary.
83. Worked with the Clean Energy Team to plan and organize Earth Day Events.

84. Served as member of the Town-wide customer service team.
85. Registered and managed facility rentals for Community Center.
86. Met regularly with the Town Manager and Director of Finance to review Community Center operations.
87. Served as Co-Chair of the Connecticut Recreation and Parks Association Certification Board.
88. Served as Chair of the Connecticut Recreation and Parks Association Youth Sports Committee.
89. Implemented and supervised an adult social group for individuals with special needs.
90. Prepared and distributed committee packets for assigned Town committees.
91. Developed and maintained comprehensive gym schedule, including posting information on the Town's website.
92. Administrative staff attended meetings of the following committees/organizations above and beyond normal operational meetings:
 - a. Arts Advisory Committee
 - b. Connecticut Recreation & Parks Association Hershey Track Committee
 - c. Connecticut Recreation & Parks Association Executive Board
 - d. Mansfield Business and Professional Association
 - e. Mansfield Clean Energy Team
 - f. Mansfield Little League
 - g. Mansfield Strategic Planning Conference
 - h. Recreation Advisory Committee
 - i. Town Council
 - j. Tri-Town Youth Football & Cheerleading Association
 - k. Vermont Systems RecTrac user's group training.

Aquatics

1. Recruited, hired, and trained all aquatic spring semester staff.
2. Continued part time weekly update newsletter as a means of communicating with part time staff.
3. Implemented remaining winter 2008 programs and classes.
4. Started Masters Swim Team program registering 32 participants on the team for winter season, January - April.
5. Implemented part time aquatic staff evaluation process for Swim Instructors for winter sessions.
6. Conducted a total of 62 aquatic classes enrolling 390 participants in all programs.
7. Began planning aquatic programming and classes for 2008 spring brochure.

8. Full time aquatics staff conducted CPR classes and general orientation training for all Mansfield Community Center staff.
9. Distributed program evaluations for all aquatic activities and classes to obtain feedback, monitor progress, and identify any need for program changes.
10. Implemented UConn National Honors Society volunteer reading program for winter semester.
11. Added E.O. Smith to the weekly schedule for the boys swim season and hosted several home meets.
12. Aquatic Director began 2 year term for the Connecticut Recreation and Parks Association Executive Board in January.
13. Created detailed individual program budget sheets and submitted FY 08/09 budget.
14. Implemented Mansfield Youth Swim Club enrolling 30 participants for the winter season.
15. Coordinated and completed transition with the elimination of the Aquatic Coordinator position.
16. Aquatic Director attended the Following:
 - Weekly staff meetings
 - Supervisor Meetings
 - Weekly program team meetings
 - CRPA State Aquatic Section Meetings
 - CRPA Executive Board Meetings

Fitness

1. Continued to oversee general operations of the Fitness Center and all Fitness Programs and staff.
2. Fitness staff included; 8 part time fitness assistants, 20 part time fitness instructors, 4 contracted Personal Trainers and 1 intern working 15(+) hours weekly.
3. Scheduled Fitness Assistants, covering 112 hours per week in the fitness area, remaining within budget while meeting member needs.
4. Coordinated use of intern with local fire department to provide much needed personal training to firefighters.
5. Coordinated and supervised a total of 55 different fitness classes meeting 7 days throughout the week. Winter session was 12 weeks long, the longest session we have offered thus far for fitness programs. 524 participants were enrolled in winter fitness programs.
6. Began planning for spring fitness programs, a ten-week session. Recruited new instructors as needed.
7. Planned, implemented the 4th Annual Kids Triathlon in February – 24 participants. Utilized two student interns for staffing needs to minimize cost.

8. Continued preparations for 4th Annual Kids Health and Safety Fair and Road Races; sent out vendor invitations, secured timing systems and other specific event logistical needs.
9. There were 21 Fitness Flex cards purchased this quarter.
10. Provided content for the quarterly member newsletter including promotional and informational material on fitness and programs.
11. Provided budget materials and reports for current budget year and next budget year for approval.
12. Instructed 2 CPR / AED classes for facility staff to maintain a knowledgeable and prepared staff.
13. The Fitness Director continues to work as part of the management team, covering evening and weekend MOD shifts and assisting with other facility events as needed.
14. The Fitness Director continues to teach 3 fitness classes weekly, subbing when possible as needed.
15. Personal Training: 5 active clients, 1-2 appointments weekly.
16. Fitness desk coverage: Routinely covering 1-2 hours weekly.
17. Health and Fitness Director attended and participated in the following:
 - a. Bi-Weekly staff meetings
 - b. Monthly meetings with supervisor
 - c. Bi-Weekly programming meetings
 - d. Fitness Staffing meeting / new staff training
 - e. Staff Budget meetings
 - f. Quarterly Town Employee Wellness Committee meeting

Programs & Special Events

1. Special Events Held

January 26—High School Musical Party—34 participants
 Feb. 9—Parent's Night Out--6 participants
 Feb. 8—6th Annual Father/Daughter Dance—150 participants
 March 24—Recreation Rescue—50 participants
 March 15—Eggztravaganza—450 participants

2. Oversaw the after school friends program with 34 children enrolled.
3. Conducted Recreation Rescue Day during the non-holiday school days off on March 24.
4. Coordinated the following trips with the Ashford, Coventry, and Tolland Recreation Departments:
 - Feb. 29—Celtics vs. Bulls —22 participants
 - March 29—Day 2 in an Advanced Alien Civilization—10 participants
5. Conducted February Vacation Camp on Feb. 19-22.

6. Initiated a new program entitled "Yay" Snow Day", a place for children to go when there is no school because of snow. There were 10 participants.
7. Assisted with the development of a variety of Spring programs and distributed the Spring Brochure.
8. Developed, planned, organized, and supervised comprehensive programs for youth and adults
9. Organized and implemented Eggstravaganza on March 15.
10. Conducted weekly Family Fun night events.
11. Hired entertainment for Summer Concert Series.
12. Advertised and collected applications for Summer Camp positions.

Parks

1. Attended and prepared minutes for Land Management Committee meeting.
2. Prepared packets for Conservation Commission and attended meetings.
3. Prepared packets for and attended Parks Advisory Committee Meetings.
4. Prepared packets for Agriculture Committee.
5. Prepared packets for Open Space Preservation Committee.
6. Coordinated baseball and softball field use for Spring.
7. Coordinated soccer field use for Spring.
8. Met with Public Works staff to review field use issues, scheduling needs, and field improvements.
9. Coordinated Friends of Mansfield Parks monthly special.
10. Coordinated and staffed Natural Areas Volunteer workdays in various parks.
11. Continued oversight of the Recreational Trails Grant to make improvements at River Park.
12. Met with NRCS employees and submitted Wildlife Habitat Improvement Program cost sharing application for Schoolhouse Brook Park.
13. Coordinated Wildlife Habitat Improvement Programs for Mt. Hope Park, Eagleville Preserve, and Old Spring Hill Field.
14. Completed Bundy Preserve Land Management Plan and held abutter meeting.

15. Submitted Small Greenways Application to improve signage and public awareness at Merrow Meadow, River Park and Eagleville Preserve.
16. Reviewed land management plans with assigned committees and updated land management schedules.
17. Coordinated with volunteer to organize conservation easements and grouped management plans.
18. Managed agricultural leases on Town properties.
19. Coordinated Community Garden Program improvements and solicited input from gardeners on how to improve the program.
20. Coordinated park management efforts with Public Works.
21. Began the revision of Mansfield's Policy on Planning, Acquisition, and Management of Town-owned Land.
22. Researched tax abatements of farm buildings.
23. Provided staff support for numerous open space and agricultural preservation projects.
24. Coordinated fence work for the skate park and worked with local business leaders to initiate a fundraising campaign.
25. Continued to work with volunteer contractors on the Southeast Park restroom/concession/storage building project.

OUTSTANDING PROBLEMS/UNFORSEEN EVENTS

None

EXCEPTION REPORT

None

PLANS FOR NEXT MONTH/QUARTER

1. Oversee Community Center facility operations
2. Supervise and evaluate spring programs
3. Conduct youth baseball program (Tball)
4. Present fiscal 2008/2009 budget
5. Develop Summer programs and produce program brochure.
6. Conduct aquatic staff Summer orientation and training
7. Conduct camp staff Summer orientation and training
8. Coordinate Capital Improvement Projects

STAFF CHANGES

Spring Staff Lists (see attachment)

STATISTICAL REPORTS – (Winter Quarter, Jan., Feb., Mar. 2008)

See attachments:

1. Summary Program Statistical Report
2. Community Center Membership Trends Graph
3. Community Center Membership Retention Report
4. Community Center Tour Tracking Report
5. Community Center Facility Usage Reports
6. Community Center Member Survey Analysis (Jan./Feb. 2008)
7. Community Center Promotion, Advertising, Marketing Results

**Mansfield Parks & Recreation
Part Time Staff List
Spring, 2008**

AQUATICS:

Doug Adil
Dan Berger
Melica Bloom
Nicole Borrelli
Matt Bruckerhoff
Nora Claus
Janella Cuyler
Meredith Drum
Kate Fielding
Erin Gaucher
Cris Gomez
Melissa Hodgins
Sarah Hoyle
Kevin Jackson
Ben Kelly
David Leisten
Will LoTurco
Missy Magnusson
Amber Mathis
Kat Matz
Kaitlyn Mello
Kirsten Morrow
Kaitlyn Moss
Zac Nollet
James Pritchardthorpe
Philip Rei
Hailey Rosa
Lauren Rosa

YOUTH PROGRAMS:

Sue Harrington
Margaret Thomas
Jerry Kleinman
Laura Hettinger
Tolland Music Together
Carol Flis
Lauren Kremer
Drew Page
Erin Gaucher
Bridget Chase
Bill Hall

ADULT PROGRAMS:

Faith Montaperto
Yolanda Arguelles
Sue Harrington
Drew Page
Deb Veilleux
Clare Vidich
Andrew Ewalt
Heather Ricker-Gilbert
Henry Moore
Oswaldo Tirano
Kelly Madenjian
Sandra Burbage
Margaret Thomas
Xavier Mathews
Jerry Kleinman

**AFTERSCHOOL, TEEN CTR. &
SPECIAL EVENTS:**

Anna Campiformio
Nikole Farrell
Mallory Hepple
Laura Hettinger
Lauren Kremer
Andrew Marsh
Erica Morse
Morgan Siniscalco
Lindsay Trudeau
Rob Gagnon
Mallory Hepple
Laura Hettinger
Erich Latinscics
Ted O'Reilly
Alicia Berry
Bridget Chase
Nora Claus
Meredith Drum
Nikole Farrell
Mallory Hepple
Lindsey Hepple
Sarah Hoyle
Jed Lane

Andrew Marsh
Shawn Mirmina
Doug Murphy
Morgan Siniscalco
Patrick Stone
Zack Sundquist
Lindsay Trudeau

RECEPTIONISTS/OFFICE HELP:

Janet Avery
Ethan Avery
Bridget Chase
Melissa Collier
Lauren Evanovich
Taylor Robichaud
Rachel Wawzyniecki

FITNESS:

Assistants:

Kyle Chiemlecki
Laura Ciesla
Jason Bush
Rob Gagnon
Conor Hackett
Jessica Tracy
Emily Perillo
Caleb D'Valve
*Intern: Chris Brown

Instructors:

Paul Bushey
Todd Friedland
Pat Suprenant
Sharon Coriaty
Therese John
Nanette Tummers
Patty Vinsonhaler
Christian Scannel
Anne Crone
Cheryl Piascyinski
Karen O'Connor
Jen Polsky
Jenny Orndorf
Holly Emanuel
Eileen Melody
Jodi Farno

Dorinda Miller
Anastasia Gagnon
Margherita Shaw
George Hoffinan
Kathy O'Connor

Personal Trainers:

Evan Johnson
Jessica Tracy
Gerry Klienman
Lynn Mardon

CUSTODIAN/LOCKER ROOM:

Stacy Blair
Kim Blair
Fred Service

MANSFIELD PARKS and RECREATION DEPT.

Statistical Report

Winter Programs 2008

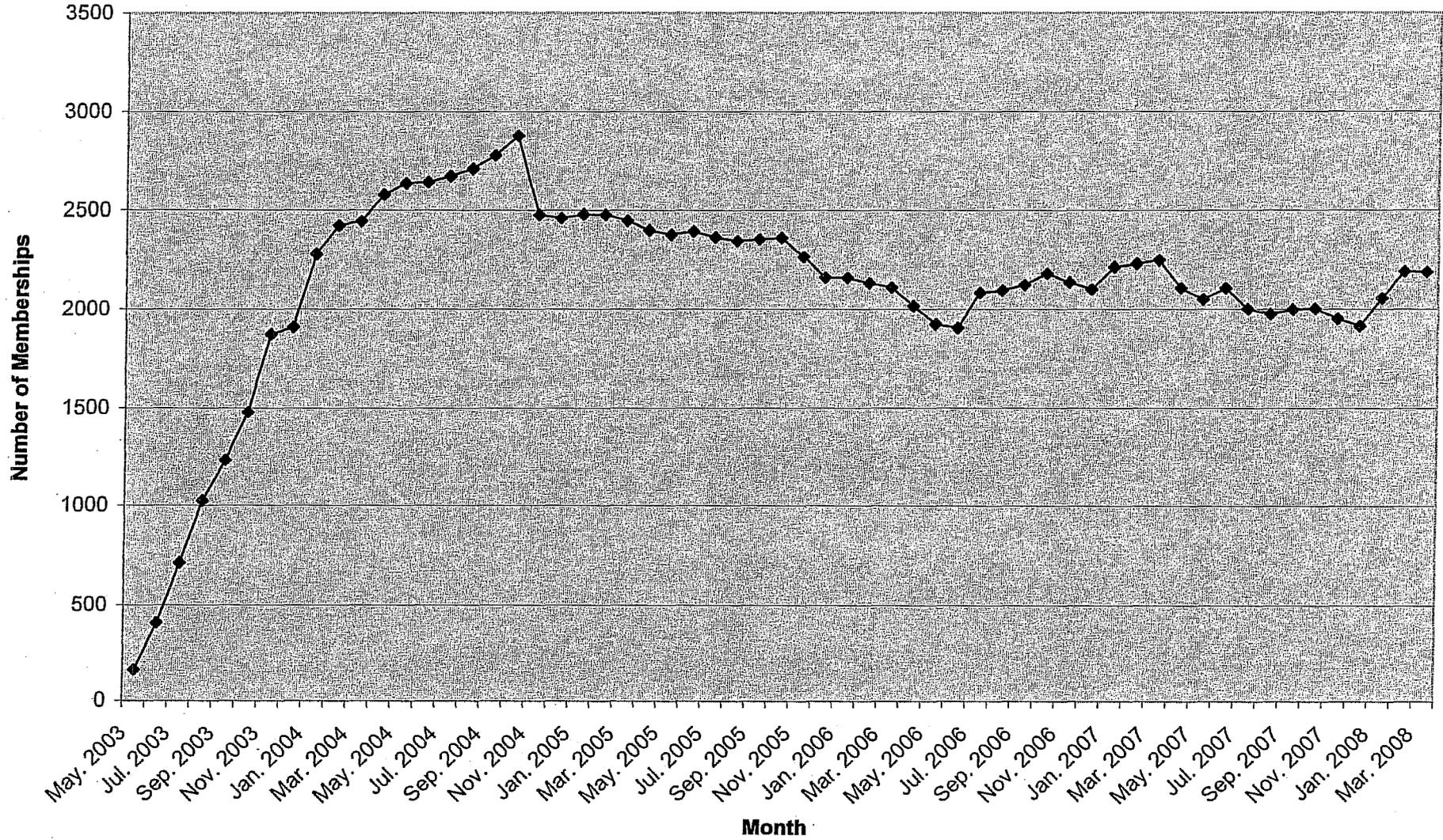
SUMMARY SHEET

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Adult Programs	13,598.00	392.70	7,730.26	181%	263	23
Youth Programs - General	18,082.00	4,504.90	10,990.58	206%	268	51
Vacation Camps	8,089.00	2,527.00	3,362.08	316%	219	6
Basketball	14,737.50	1,207.50	17,123.88	93%	268	24
Swim Lessons Public	26,567.00	1,404.00	5,400.00	518%	390	62
Swim Lessons Private	725.00	0.00	270.00	269%	18	18
Fitness - General	28,601.65	2,014.51	10,963.79	279%	524	44
Drop-in (see note 5)	1,290.00	0.00			43	n/a
Fitnes Flex (see note 6)	4,029.62				21	n/a
Pers.Training/Massage Ther.	16,840.00	0.00	10,946.00	154%	298	298
Child Care	6,157.80	0.00	10,560.00	58%	1,684	n/a
Trips	3,882.50	0.00	2,367.00	164%	32	2
Special Events	5,276.50	56.70	768.18	694%	400	4
TOTAL	147,876.57	12,107.31	80,481.77	199%	4,428	532
Notes:						
1) Program report only, includes direct program finances,						
does not include facility and indirect supervision overhead						
2) Community Center Child Care enrolled numbers are equivalent to hours purchased						
3) After School enrolled numbers and classes are totalled by month						
4) Community Center Membership Fee Waivers for this quarter - \$11,540.99						
5) Fitness drop-in expenses are included in general fitness						
6) Fitness Flex revenue from passes purchased during this period, but that may be used in other quarters						

P.105

Mansfield Community Center Membership Trends May 2003-Current Total Memberships

P.106



Mansfield Community Center

2008 Membership Retention

	<u>Jan.</u>	<u>Feb.</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Total</u>
3 Month													
New	118	70	59										
Cancelled	2	0	1										
Expiring	53	68	87										
Renewed	71	56	43										
Total Non-Renewal	-18	12	44										
Renewal Percentage	133.96%	82.35%	49.43%										
Total Memberships	349	392	405										
Annual													
New	54	54	37										
Cancelled	1	0	1										
Expiring	248	178	200										
Renewed	137	120	88										
Total Non-Renewal	111	58	112										
Renewal Percentage	55%	67%	44%										
Total Memberships	1707	1802	1786										
Total													
New	172	124	96										
Cancelled	3	0	2										
Expiring	301	246	287										
Renewed	208	176	131										
Total Non-renewal	93	70	156										
Renewal Percentage:	69.10%	71.54%	45.64%										
Total Memberships	2056	2194	2191										

Mansfield Community Center

2008 Tour Tracking

	<u>Jan.</u>	<u>Feb.</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Total</u>
Tours													
Total Traffic	96	60	56										
Annual Commitments	7	10	9										
3 Month Commitments	18	9	11										
Total Memberships	25	19	20										
Commitment Percent	26.04%	31.67%	35.71%										
Source													
Member Referrals	39	20	10										
Newspaper	8	4	7										
Website	8	1	4										
Radio	0	1	0										
Mailings	14	22	12										
Flyers	4	0	0										
Seasonal Brochure	10	10	14										
Word of Mouth	10	2	3										
Drive-by	2	5	6										
Other	14	4	8										
New Marketing/ Advertising/ Promotions	Postcard mailed w/ free Feb for annual mships, Ads in Horizons, Reminder,	Same as Jan.	Ads in Parent Planner										

Mansfield Community Center

* NEW RECORD FOR MONTHLY ATTENDANCE

January 2008 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Tuesday, January 01, 2008	396	2			16	42	456	New Year's Open 9-5
Wednesday, January 02, 2008	681	21			42	64	808	
Thursday, January 03, 2008	623	29			18	84	754	
Friday, January 04, 2008	667	19	20		30	51	787	
Saturday, January 05, 2008	525	51			13	62	651	Mansfield Social Group
Sunday, January 06, 2008	498	11		90	25	63	687	
Monday, January 07, 2008	769	95	30		15	59	968	
Tuesday, January 08, 2008	697	123			17	56	893	
Wednesday, January 09, 2008	725	110	40		22	85	982	
Thursday, January 10, 2008	644	145	32		7	57	885	
Friday, January 11, 2008	653	67			21	131	872	EOS Swim Meet
Saturday, January 12, 2008	525	81		15	52	77	750	
Sunday, January 13, 2008	533	32			25	53	643	
Monday, January 14, 2008	431	110			20	47	608	Yay Snow Day
Tuesday, January 15, 2008	764	143	50		13	55	1,025	
Wednesday, January 16, 2008	765	132			13	71	981	
Thursday, January 17, 2008	727	141	10		16	67	961	
Friday, January 18, 2008	625	92			69	97	883	Family Fun Night
Saturday, January 19, 2008	618	108			49	136	911	Mansfield Social Group
Sunday, January 20, 2008	571	60		22	61	87	801	
Monday, January 21, 2008	764	84			72	153	1,073	Tween Scene
Tuesday, January 22, 2008	714	133	21		17	76	961	
Wednesday, January 23, 2008	825	185			14	78	1,102	
Thursday, January 24, 2008	678	175			16	44	913	
Friday, January 25, 2008	676	99			35	154	964	EOS Swim Meet
Saturday, January 26, 2008	636	237		35	37	94	1,039	
Sunday, January 27, 2008	554	285		30	32	62	963	Basketball
Monday, January 28, 2008	839	146			23	66	1,074	
Tuesday, January 29, 2008	779	128			14	33	954	
Wednesday, January 30, 2008	780	176			22	108	1,086	Meet Mbr. Serv. Coord.
Thursday, January 31, 2008	701	128	20		9	56	914	
MONTHLY TOTAL	20,383	3,348	223	192	835	2,368	27,349	

P.109

20,665 3,229 207 135 860 2,471 26,967 2007 COMPARISON

Other includes - childcare, program drop-in, private swim lessons, personal training, guest passes, after-school program, EOS swim team

Mansfield Community Center

February 2008 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Friday, February 01, 2008	565	106	28		30	26	755	2nd - Free Mansfield Da
Saturday, February 02, 2008	623	118		30	49	123	943	Family Movie Night
Sunday, February 03, 2008	481	126			24	58	689	2nd - Social Group
Monday, February 04, 2008	775	130	10		12	94	1,021	
Tuesday, February 05, 2008	657	107	10		8	1,359	2,141	Primary Voting
Wednesday, February 06, 2008	827	138	16		31	132	1,144	5th - EOS Swim Meet
Thursday, February 07, 2008	663	135	6		5	37	846	
Friday, February 08, 2008	665	109	5		28	51	858	
Saturday, February 09, 2008	586	124	8	55	46	97	916	Parents' Night Out
Sunday, February 10, 2008	492	76		20	28	9	625	Winter Fun Day
Monday, February 11, 2008	788	164	20		24	93	1,089	
Tuesday, February 12, 2008	698	120			7	12	837	EOS Swim Meet
Wednesday, February 13, 2008	551	132	35		32	40	790	
Thursday, February 14, 2008	592	130			11	70	803	
Friday, February 15, 2008	677	109			55	51	892	Tween Scene
Saturday, February 16, 2008	559	86			92	123	860	Social Group
Sunday, February 17, 2008	523	76			84	5	688	
Monday, February 18, 2008	830	87			241	71	1,229	Family Fun Day
Tuesday, February 19, 2008	746	103	8		97	28	982	
Wednesday, February 20, 2008	650	108	8		124	27	917	
Thursday, February 21, 2008	649	105	6		116	26	902	
Friday, February 22, 2008	271	72		25	29	24	421	
Saturday, February 23, 2008	473	118		75	44	23	733	
Sunday, February 24, 2008	515	76	6	23	47	11	678	
Monday, February 25, 2008	806	157			37	86	1,086	
Tuesday, February 26, 2008	699	136			33	64	932	
Wednesday, February 27, 2008	781	144	60		114	100	1,199	
Thursday, February 28, 2008	670	112			38	64	884	
Friday, February 29, 2008	669	109			54	33	865	
MONTHLY TOTAL	18,481	3,313	226	228	1,540	2,937	26,725	

17,145

3,806

122

188

1,386

2,971

25,618

2007 comparison

Mansfield Community Center

March 2008 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Saturday, March 01, 2008	398	64		52	52	125	691	Youth Triathlon
Sunday, March 02, 2008	571	76		63	34	64	808	
Monday, March 03, 2008	806	128	10		87	81	1,112	
Tuesday, March 04, 2008	755	142	36		38	68	1,039	
Wednesday, March 05, 2008	762	172	6		89	92	1,121	
Thursday, March 06, 2008	621	114			31	64	830	
Friday, March 07, 2008	657	87	20		26	110	900	Family Fun Night
Saturday, March 08, 2008	482	102			134	121	839	Women's Health Day
Sunday, March 09, 2008	509	44			22	90	665	
Monday, March 10, 2008	774	134			75	69	1,052	
Tuesday, March 11, 2008	673	127	9		26	37	872	
Wednesday, March 12, 2008	730	146	50		83	76	1,085	
Thursday, March 13, 2008	576	150	6		31	33	796	
Friday, March 14, 2008	561	79	6		48	72	766	
Saturday, March 15, 2008	529	38		42	112	703	1,424	Eggstravaganza
Sunday, March 16, 2008	490	44		20	56	65	675	Free Mansfield Day
Monday, March 17, 2008	749	128			48	67	992	
Tuesday, March 18, 2008	659	106	5		30	37	837	
Wednesday, March 19, 2008	721	145	15		88	80	1,049	
Thursday, March 20, 2008	603	114	23		37	66	843	
Friday, March 21, 2008	630	61	6		110	80	887	
Saturday, March 22, 2008	510	64		15	40	30	659	
Sunday, March 23, 2008	179	34			6	30	249	Easter Open 9-5
Monday, March 24, 2008	730	120			35	102	987	
Tuesday, March 25, 2008	652	115			29	33	829	
Wednesday, March 26, 2008	666	129	55		21	94	965	
Thursday, March 27, 2008	609	138			20	89	856	
Friday, March 28, 2008	686	79	6		44	89	904	Family Fun Night
Saturday, March 29, 2008	542	64		12	96	80	794	
Sunday, March 30, 2008	375	36		65	43	60	579	
Monday, March 31, 2008	777	41			88	61	967	
MONTHLY TOTAL	18,982	3,021	253	269	1,679	2,868	27,072	

19,733
2,673
258
197
927
2,707
25,995
2007 COMPARISON

Other includes - childcare, program drop-in, private swim lessons, personal training, guest passes, after-school program, EOS swim team

March 2008



Mansfield Community Center

Member Survey Analysis

January/February
2008

Compiled by Sharon Glasson
Member Services Coordinator

Purpose: Member Surveys were distributed during “meet and greet” sessions with Member Services Coordinator on three different occasions. Members were notified by email, and through flyers and word of mouth at the Community Center. The goal was to determine general member opinions on several characteristics of the Mansfield Community Center facility, staff and programs. Meet and Greets were at different times of the day to capture different user groups. They were held on:

- Wednesday, January 30th 9:30-11 a.m.
- Monday, February 4th 6:30-8 p.m.
- Monday, February 11th 6:30-8 a.m.

Research Methods: The survey (attached) asked how often the respondent typically visits the Mansfield Community Center and what areas of the facility they enjoy using. A rating system (5=excellent...1=poor) was used to determine member satisfaction regarding twenty-two different areas or qualities of the facility, staff and programs. There were also blank spaces available for members to write what changes they would like to see at the Community Center as well as an area for general comments.

Results: A total of forty-eight members participated in the survey.

Of that number, center usage was indicated:

- 5 or more days per week: 18 respondents (38%)
- 2-4 days per week: 28 respondents (58%)
- One day per week or less: 0 respondents
- A few times per month: 1 respondent (2%)

The area(s) of the facility that they enjoyed using was reported as follows:

- Fitness Center: used by 32 respondents (67%)
- Lap Pool: used by 19 respondents (40%)
- Therapy Pool: used by 12 respondents (25%)
- Gymnasium: used by 15 respondents (31%)
- Fitness Classes: used by 6 respondents (13%)
- Walking/Jogging Track: used by 20 respondents (42%)
- Family events: used by 6 respondents (13%)

The satisfaction rating averages were averaged among the respondents (attached).

Requested Changes:

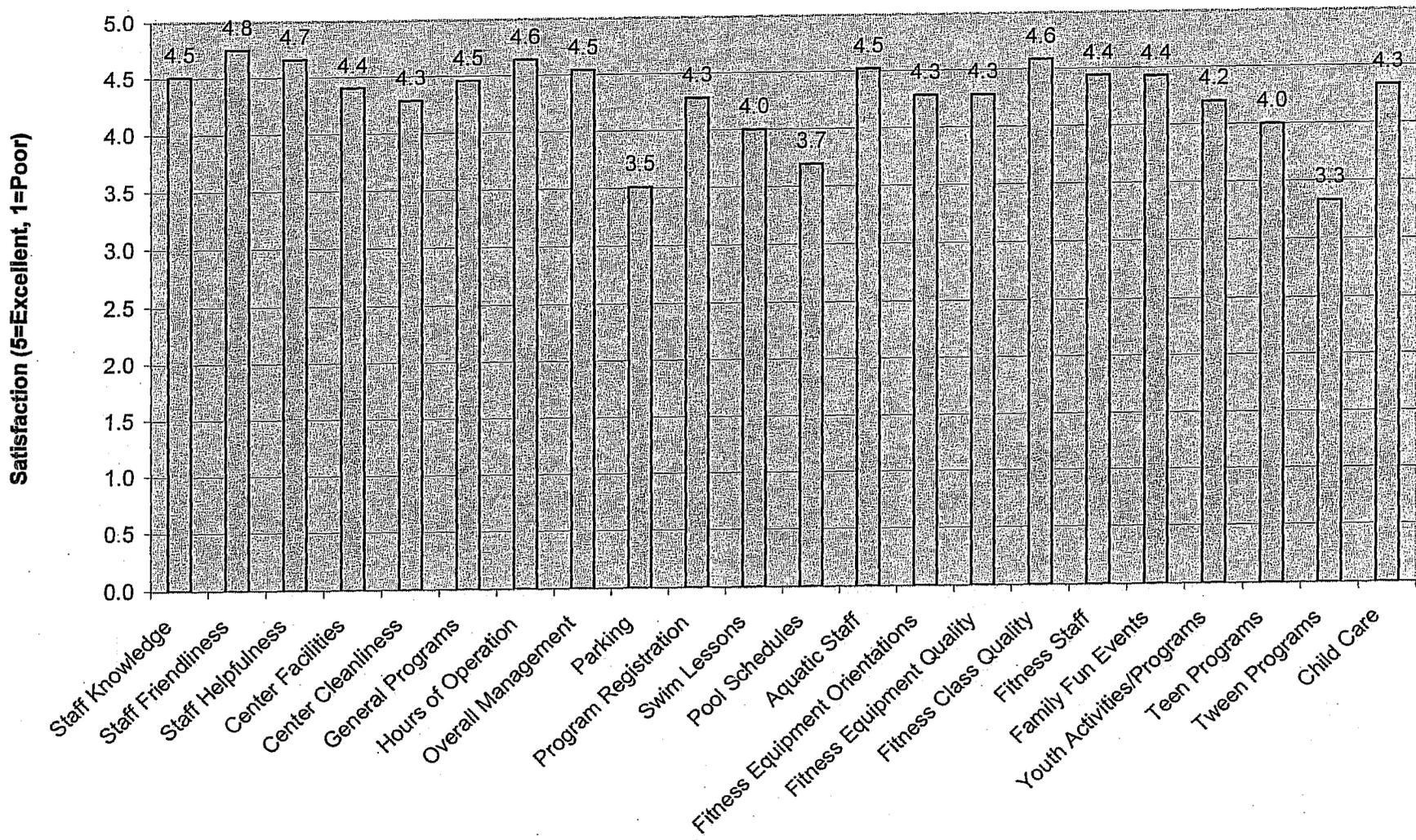
- *"None that I can think of. You are very responsive to suggestions we make at the front desk. Pool temperature is perfect!!"*
- *"The payment schedule. I think there should be another alternative to facilitate payment monthly."*
- *"More parking."*
- *"More room between exercise machines; machines placed to be able to view the court area."*
- *"More elliptical machines"*
- *"More parking. More cleaning of locker room. Another pool!"*
- *"More lap swimming night times for adults."*
- *"Better weights. A wider range of evening classes."*
- *"Several years ago the bathroom/locker facilities were kept impeccably clean. Now they are not kept nearly as clean. Dirty floors, toilets, dispensers that are empty or don't work."*
- *"More parking. A few more stationary bikes."*
- *"It's great the way it is. Keep up the good work."*
- *"Longer hours on Sunday. Early hours on that day, but keep the 9pm closing time."*
- *"Better maintenance"*
- *"More toddler activities, family events."*
- *"More childcare times, all day please."*
- *"More parking, more structured learning in the day care."*
- *"More equipment needed for back"*
- *"Gymnastics for smaller children"*
- *"More open pool times during 9-3."*
- *"More activities for teens/pre-teens."*
- *"Add a sauna. Coffee after noon."*
- *"More free weights... but you don't have the room..."*
- *"Good for me as is. Remove junk food, use healthy snacks."*
- *"Take out the junk food machines. Put in healthy snacks."*
- *"Lap pool at lap times for laps only. Do not allow people to take up a lane to exercise when they could use the therapy pool. Do not schedule Master's swim class during busiest lap swim time."*

General Comments:

- *"A wonderful community resource."*
- *"I love the community center!"*
- *"I would like to see camp scholarships given by the Center. I understand it you have to apply at Town social services."*
- *"I love it here! We are so fortunate it's here. I wish we had it when my kids were little."*
- *"I love cable on the elliptical. It makes me come at least three times as often as I would without it. Great job keeping it clean! Keep it up! Don't slack!"*
- *"I have enjoyed working out here and always feel welcome. The friends I've introduced keep coming so keep up the good work."*
- *"Kids in the locker room often leave messes"*
- *"This place is the best thing to ever happen in Mansfield since I came here in 1953."*
- *"Love aqua kick w/ Christina & fitness classes w/ Jodi. I love that members can sign up for fitness classes first regardless of whether Mansfield resident. Problematic finding parking space when coming for classes between 5-6:15. Very annoying when can't find space. I hate it when kids are running around track when I'm trying to do laps after fitness classes – walking track is serious business. I like waiting room with computers/couches."*
- *"Love the facility! Would suggest hiring more professional staff for the fitness desk. I can't tell you the number of times I've seen some of those kids talking about other staff members behind their backs in front of the customers. There was this one girl who spent more time talking on her cell in the ladies room than actually staffing the desk. Is that what members' fees are paying for?"*
- *"I've been a member from the beginning. It's been a great experience."*
- *"Some disabled equipment was not repaired for a month. I am bothered by fitness instructors on microphones whose voices carry outside the studio. Some people on equipment chatter constantly (not your fault) I was very upset when the center removed art from the wall because a member objected to it; if art does not provoke, why bother doing it?"*
- *"Love this place. Great place to work out from Oct. to June which is the time I use it."*
- *"Please replace clipboards (one) by bikes and make sure each has a pen. Please consider "senior" center fee or fitness/pool fees reduced."*
- *"Love Nicole for swim lessons. If you could only clone Lynda – LOVE HER."*
- *"Therapy pool- cleaning often needed"*
- *"I don't like that there are kids classes offered on Sunday mornings. We attend church and have missed a good class because of that. I like the TVs on the new fitness equipment. Family programs are nice."*
- *"I'm 82, my wife 75. We only use the exercise equipment 3 days per week. A reduction in our fees would be welcome. Fixed income. Not enough light in the reading room on dark days."*
- *"So happy that you offer all that you do. Parking is a real problem though, especially with small children"*

- *"I think the therapy pool need more clean comition(?). Sometimes the pool was very dirty."*
- *"It is hard to fit the needs of everyone. I think the MCC has done a great job."*
- *"A great plus for the town. Keep requesting the funds you need for a first-class operation."*
- *"I miss the pressure in the showers. Any hope of getting it back sometime?"*
- *"Good place, keep up the good work."*
- *"Dust bunnies on the track. Problem w/ slippery floors in bathroom, have watched many people almost fall. What to do?"*
- *"This is a wonderful facility. Thanks so much."*
- *"Good use of personal trainers. Like warm temp of therapy pool."*
- *"Excellent Center."*
- *"It would be great to institute a sign out policy for pool sticks and ping pong paddles. A member must turn in an ID to get them, and they should be charged for damaged equipment. The pool sticks and ping pong paddles are ALWAYS in horrible shape."*
- *"See comment above on scheduling pool during busiest lap times needed by general membership during AM and PM."*

Member Surveys January 2008



Facility Amenities and Characteristics



Mansfield Community Center

Member Survey

Please take a few moments to complete this survey. Your input and comments will be very helpful as we continue to work to improve the Community Center and make it even better.

How often do you visit the center?

- 5 or more days per week 2-4 days per week once per week or less a few times per month

What do you enjoy most about the center (Please check all that apply):

- Lap pool Therapy Pool Fitness Center Gym Fitness Classes Track Family Activities

What changes would you like to see at the Community Center? _____

How would you rate the following? (5= excellent, 4= above average, 3= average, 2= fair, 1= poor)

	Rating		Rating
GENERAL	-----	FITNESS	-----
Staff knowledge		Fitness equipment orientations	
Staff friendliness		Fitness equipment quality	
Staff helpfulness		Quality of fitness classes	
Center facilities		Staff	
Center cleanliness		Quantity of programs offered	
General programs			-----
Hours of operation		YOUTH/FAMILY PROGRAMS	-----
Overall Management		Teen Programs	
Parking		'Tween Programs (grades 5-8)	
Program registration		Child Care	
Facility Safety		Quantity of programs available	
AQUATICS	-----	Youth Activities/Programs	
Quality of Swim lessons		Family Fun Events	
Pool Schedule			
Quantity of programs offered			

General Comments: _____

Name: _____

Address: _____

Town: _____ State: _____ Zip: _____

Email Address: _____

- Yes, I am interested in participating in Member Focus Groups.
 I am not interested in participating in Member Focus Groups.



Sharon Glasson, Member Services Coordinator

10 South Eagleville Road
Storrs/Mansfield, Connecticut 06268
Tel: (860) 429-3015 x 112 Fax: (860) 429-9773
Email: GlassonSA@MansfieldCT.org
Website: www.MansfieldCT.org

Promotion / Advertising / Marketing Results January - March 2008

12 Days of Fitness:

- 123 passes used
- Resulted in 25 new memberships
- 20.3% success

Postcard Mailing (including free February for new annual memberships):

- Total guest passes (included on postcards) returned: 113
 - Coventry: 40
 - Tolland: 22
 - Ashford/Willington: 51
- Total resulted in facility tours:
 - January: 14
 - February: 22
- Total new memberships gained
 - January postcards to tours: 4
 - February postcards to tours: 8

Horizon's Magazine / Reminder Ads (January, February):

- Total resulted in tours:
 - January: 8
 - February: 4
- Total new memberships gained:
 - January ads to tours: 1
 - February ads to tours: 1

3 Month to Annual Conversion Promotion (March):

- Annual memberships gained: 1
- 3 Month memberships gained: 2

QUARTERLY REPORTS- TOWN CLERK'S OFFICE

January, February, March 2008

Summary of Major Activities

- Our compact mobile unit storage system was delivered on January 16th and the installation was completed on January 22nd. The transfer of material from the cages and back into the units was successfully completed without having to close the vault to the public. Eighty- five cubic feet of out dated record material was shredded and another thirty-five plus cubic feet of non-record material has been recycled. Non-record aerial maps and indexes were transferred to the Connecticut State Library for their collection of maps. Records reviewed include Town and Bd of Ed budget material, financial records, Small Cities files, Probate Wills and Tax Collector records. An additional shelving unit for land records was installed and the vault reconfigured to best maximize the use of the space.
- Prepared and published all legal notices in connection with the 2008 Presidential Primary, the Democratic and Republican Town Committee Election, the Comprehensive Audit Reports for the Town of Mansfield, Region 19 and the Eastern Highland Health District and various ordinance changes as a result of the changes to the Charter.
- Worked with General Code to correctly codify the changes to the Town Charter and the affected ordinances.
- Participated in research for the Town Council Media including interviews with vendors and a site visit to the West Hartford Town Hall.
- Prepared and distributed absentee ballots for the 2008 Presidential Primary.
- Prepared and submitted a Historic Preservation Grant for the 2008/2009 fiscal year. This grant will continue the work on indexing and organizing the remaining records that still require attention.
- Worked with the Town Attorney to develop draft rules of procedure for the Town Council and collected examples of the rules used by other legislative boards.

- Conveyance Tax for this period was \$112,793.00. There were no foreclosures in this quarter but there were 15 judgment liens filed. Total number of instruments filed was 546.
- Dog licenses sold were 92.
- Sports licenses sold – 4 Hunting Licenses, 47 Fishing Licenses, 86 Hunting and Fishing Licenses, 5 Junior Hunting Licenses, 2 Trapping License, 0 Pheasant Tags, 3 Migratory Bird Stamps and 2 Non-resident Hunting Licenses.
- Marriage Licenses issued were 8.

Plans for the Next Quarter

- As a result of a competitive grant awarded to Mansfield last year we have made incredible progress in the implementation of our Record Management Plan. The

compact mobile storage units purchased largely with grant funding and additional land record shelving purchased by the Town have allowed us to reorganize out vault. We have eliminated more than 85 cubic feet of records that have exceeded their retention period, removed old file cabinets and shelving, and have begun an inventory of all record material. With shelving storage now available in the vault the next step in our plan is to remove documents stored inappropriately in the town hall basement, sort them and store all record material in a safe organized environment. The personnel records have recently been removed from the basement reorganized and properly archived. More will be done during the current grant period. Records still needing attention are those of public works, capital projects, town manager files and social services. As we review each set of documents we will be assigning custodianship in accordance with our plan. Additionally we will continue to inventory all record material with the goal of making the inventory available electronically to town staff. During this process we will be reviewing our Record Management Plan which was originally written in 2005, updating it where needed. The elections section has just recently been revised to reflect the changes in the Municipal Record Retention Schedule-M6. We will also schedule review sessions with department representative in order to assure that all policy and procedures are clear.

- Prepare and send out licensing information for dogs, including information on the reduced fee rabies clinic.
- Prepare for Town Clerk's responsibilities for the Region 19 School District Referendum and a possible Budget Referendum
- Request access to the Alpha Voter File on a read only basis.
- Quick and accurate responses to the multitude of factual and general informational questions we receive daily in our office continue to be our main focus.

Issues

- The level of humidity in the vault continues to be a concern and we eagerly await the installation of a new town hall heating/cooling system.

Memo

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Sara-Ann Chaine, Linda Patenaude
Date: June 9, 2008
Re: Quarterly Status Report: January – March 2008

Below please find a status report regarding the current projects, initiatives and responsibilities of the Town Manager's Office. This list does not encompass every activity, but does provide a summary of the more important items. I welcome any questions or comments that the Town Council may have.

Major Projects and Initiatives

- 1) Assisted/Independent living – the Assisted/Independent Living Advisory committee has made good progress and has interviewed two potential developers: Masonicare and the Long Hill Company (United Methodist Homes). Several members of the committee have attended visits to facilities that are owned and operated by each of these organizations, and these visits have provided the committee with some indication of the relative strengths and weaknesses of each of these developers. During the current quarter, the committee will recommend a preferred developer to the Town Council. The committee envisions that the Town will continue to serve in the role of facilitator to assist the selected developer in acquiring land and necessary approvals.
- 2) Communications and information technology – our new Department of Information Technology is making progress on the initiatives and projects outlined in its action plan. A few items of particular interest to the Town Council are as follows:
 - a. Communication Website – The IT Department has established a central webpage that provides a “one-stop” location for communications. It includes resources such as:
 - QNotify (the e-mail group lists; what many people refer to as META-MAIL)
 - QScend (the citizen service request form)

- A search tool for easy searching of Council and other committee packets, minutes, agendas, etc. by text keyword
 - An index of past Council and other committee packets, minutes, agendas, etc. by committee name and date
 - The Town's Quarterly Reports
 - The Mansfield Record
 - Press Releases
 - Legislative policies (Town Council Policy Index)
 - Contact information for Town Departments / Staff
 - The Town's Budget Information (both present year and recent previous years)
- b. Town Council media project – as you know, staff presented a recommendation on this item and we have decided to hold off on funding until such time as the budget improves or we locate another source of revenue.
- c. Communications Advisory Committee – the committee is up and running and receiving staff support from the Director of Information Technology.
- d. Town meeting budget materials – with the combined efforts of staff, the Council and the communications advisory committee we revised the materials presented to the Town Meeting to reflect the revisions to the Town Charter and to make the document more understandable to the lay reader. From my perspective, we made good progress and should continue to refine the document in the future.
- 3) Community/campus relations – some of the most important items are as follows:
- a. Mansfield Community-Campus Partnership – the MCCP continues to meet throughout the academic year, to discuss substance abuse, quality of life and related issues.
 - b. Off-campus parties and UConn Spring Weekend 2008 – in partnership with the University, state police and other area agencies, staff executed an appropriate response to UConn Spring Weekend. Staff is preparing an after-action report, to be submitted to the Town Council this summer.
 - c. Quality of life issues - staff has researched possible improvements to the housing code as well as various nuisance abatement ordinances and zoning regulations that are in place in university communities around the nation. With the Council's concurrence, we have decided to reinstate the Special Committee on Community Quality of Life to review these issues and to develop recommendations for the Council as whole to consider.
- 4) Community water and wastewater issues – last fall we experienced drought conditions and the University's water system relied exclusively upon its Willimantic River well field. The protocols designed to protect the Fenton River during drought conditions appeared to work as designed. Before recommending any new service connections to the system, the UConn Water and Wastewater Policy Advisory Committee has directed the consulting firm that prepared the master plan to analyze the system's performance during the recent drought conditions, and to provide any necessary recommendations. I

anticipate that we will receive a report from the consulting engineer at the committee's next regular meeting on June 19, 2008.

- 5) Energy conservation and sustainability – we have a number of clean energy and energy conservation initiatives underway. Our Clean Energy Team continues to do good work to promote the use of clean sources of electricity, and conducted a successful Earth Day event. Also, SunEdison has activated the photovoltaic system at the community center, and we held a ribbon-cutting in April for that event. In addition, we have installed the pool cover at the Community Center and later this month we are proceeding to install the cogeneration unit at that facility.
- 6) Mansfield Community Center – with assistance from staff, the Enterprise Group has completed its management study and we are in the process of reviewing the recommendations for implementation. Going forward, staff will present an enhanced quarterly financial report to the Finance Committee and the Town Council.
- 7) Mansfield Downtown Partnership and Storrs Center Project – working with its development team, the partnership is currently focused on permitting, improvements to Storrs Road, tenant relocation and the parking garages. In consultation with the Town Council members on the partnership's board of directors, I am negotiating the draft terms of a proposed agreement between the Town and the developer, Storrs Center Alliance, concerning the proposed public elements of the project. (Any agreement would need to be approved by the Town Council.) I have requested a status report from the partnership, which we shall receive in the form of a presentation on June 12, 2008.
- 8) Ordinances – the Town Council has reviewed and commented on the proposed Ordinance Providing a Tax Exemption for Certain Farm Buildings, and we have postponed consideration of this item until after the budget. Also, three ordinances are required by the revised Mansfield Charter: 1) an ethics ordinance; 2) an ordinance to establish municipal departments; and 3) an ordinance regarding various personnel provisions. The ethics ordinance is already on the books, and the Council has adopted the Ordinance Continuing and establishing Various Administrative Departments. We now need to prepare the ordinance regarding miscellaneous personnel provisions. However, the Town does have collective bargaining agreements and personnel policies in place that address the issues of concern.
- 9) Strategic plan – the second search conference was held January 26-27, 2008 and was well attended. Action items were developed during the most recent weekend conference. Four open houses were held (2 in January, 2 in February) to obtain feedback regarding the items developed by conference participants. Stakeholders were encouraged to comment electronically as well. The Committee is now fleshing out the unfinished action plans and is preparing its recommendations to Council. The Committee hopes to have its recommendations to Council by mid-summer. The Steering Committee has also served as the one-time focus group for the Government

Finance Officers Association (GFOA) performance measurement project of which Mansfield is a participating member.

Capital Projects

- 1) Four Corners Sewer Project – staff and the consulting engineers have presented the report to the Town Council. Staff is now developing a conceptual financing plan for review by the Council.
- 2) Four schools renovation project/school building committee – the building committee has reviewed preliminary estimates from the construction manager we retained to evaluate costs of various options for the project. He informed us that the district would not qualify for full state reimbursement for many of the alternatives we were considering, largely because the state department of education calculates this rate based on a ratio of student enrollment to square-footage, and our enrollment has decreased in recent years. Because the district's enrollment has declined somewhat, renovation projects that add space outside of a school's existing footprint probably would not qualify for the usual reimbursement rate (over seventy percent) Mansfield has enjoyed over the years. Interestingly, the construction manager noted that a new building might actually get us a more favorable reimbursement rate. The school building committee has directed the construction manager and architect to explore a new family of options that are more financially feasible. Once we have a clearer idea of these options and the associated costs, the committee will schedule the last in the series of public meetings we started earlier this year. We will then present a status report and recommendations to the Board of Education and the Town Council. Because of these new developments, the committee does not intend to recommend that a proposal be submitted to the voters this fall.
- 3) Hunting Lodge Road bikeway – staff has completed the design phase of this project, and is negotiating easements with the various property owners.
- 4) Senior center facility use study – we have retained Lawrence Associates to review the facility needs of the Mansfield Senior Center, and to provide us with some thoughts as to how the existing space in the facility could be better utilized and whether it is feasible to add a modest amount of space to the building. Once I have received and reviewed the report with staff, I will provide an update to the Council.

Employee Benefits, Human Resources and Labor Relations

- 1) Employee wellness program – EHHD continues to administer the wellness program for Town-MBOE-Region 19 employees. A number of site specific programs have been offered based on employee interest such as a "Take and Bake" club (targeting nutrition), Maintain Don't Gain (targeting weight loss), yoga, and a 10K walking challenge. The 10K walking challenge has exceeded over 100 employee participants! Be Well has entered into a contract with a private vendor to provide a health risk assessment (HRA) assessment tool for staff. Be Well continues to research and partner with local providers

to provide wellness resources at the local level, and worked cooperatively with the Town Manager's Office and Parks and Recreation to develop a voluntary fitness program for Town-MBOE-Region 19 employees. One benefit to the fitness program is a discount to the Mansfield Community Center. Implemented in January, the program has been generating positive comments amongst employees thus far.

- 2) Employee benefits –Staff has been working with its employee benefits broker/consultant to complete the mandated GASB 45 actuarial study regarding post employment benefits liabilities. Staff is working to improve the administration of 403b plans for the Mansfield Board of Education and Regional School District #19 pursuant to recent IRS changes regarding these plans.
- 3) Labor negotiations – we are currently involved with negotiations with our police union.
- 4) Personnel rules & policies– the town's personnel rules, which provide the conditions of employment for nonunion personnel, need to be updated; draft revisions to the personnel rules are currently underway. Any revisions to the personnel rules must be approved by the Town Council. Revisions to the DOT mandated drug and alcohol testing policy and mileage reimbursement policy have been completed.
- 5) Recruiting – in the most recent quarter, a number of appointments were made: part-time firefighters (2), full-time firefighters (3), an accountant and social worker. EHHD has made two appointments: EHHD public health preparedness coordinator and health education project coordinator.
- 6) Miscellaneous training – Staff has recently provided the following training: evacuation procedures for Town Hall; reasonable suspicion/awareness training for Public Works supervisors; and first aid awareness training for Public Works staff. Staff is working on providing the following training: preventative maintenance training (with CIRMA); prevention of sexual harassment training (Fire Department, career and volunteer); sprains and strains training (Public Works and Daycare).

FISCAL YEAR 2007/08

Employees Hired

<u>Date</u>	<u>Position</u>	<u>Applications</u>	<u>Tested</u>	<u>Name</u>
7-1-07	Chief Sanitarian (EHHD)	2	2	Jeff Polhemus**
7-23-07	Finance Clerk	111	55	Leo Mercado
7-29-07	Fire Deputy Chief – Volunteer PT	2	2	William “Chip” Jordan**
8-1-07	Environmental Health Inspector (EHHD)	12	6	Cheryl Proctor
12-10-07	Firefighter/EMT - PT	3	2	James Galey & Timothy Kussow
1-21-08	Firefighter/EMT – FT	91	43	Brian Gagnon, Matt Lyons, & Justin Risley
1-22-08	Accountant	38	6	Paula Jeffers
2-13-08	Public Health Preparedness Coordinator (EHHD) - PT	25	6	John Degnan
2-20-08	Social Worker	24	6	Kathy Ann Easley
3-17-08	Health Education Project Coordinator (EHHD) - PT	13	4	Jessica Ippedico

*Hired from existing certification list

**Internal hire or promotion

PT - part-time

Finance

- 1) Comprehensive Annual Financial Report for Year Ended 2006/07 – with the recommendation of the Finance Committee, the Town Council has accepted the audit.
- 2) Financial Overview – on February 19, 2008, staff conducted the annual Financial Overview to provide the Council with an overview of the Town's financial position, and to discuss issues for the upcoming budget year.
- 3) Financial statements – with the recommendation of the Finance Committee, the Town Council has accepted the Financial Statements Dated March 31, 2008.
- 4) FY 2008/09 Budget – as you know, the Council's Adopted Budget was approved by the voters at the Annual Budget Town Meeting. The budget has now been petitioned to referendum, which staff recommends the Council schedule for June 24, 2008.

Grant Administration

- 1) Small Cities – the Town submitted an application to DECD on behalf of Juniper Hill fire safety improvements to its cottages; the grant application has been awarded in the amount of \$500,000. Grant documents have been executed and the project is anticipated to begin soon.

Additionally, program income funds have become available and the Town is working with Holinko on a multi-family housing rehab project. The project will replace up to 15 water heaters with modern energy efficient water heaters. This project will have a large impact (in terms of helping up to 15 families) while using a small amount of funds.

- 2) The following table is a summary of grant applications submitted since January 2007:

Date on Council Agenda	Lead Department	Grant	Funding Agency	Status	Grant Award
1/8/07	Discovery Depot	Child Daycare Services	CT Department of Social Services	Awarded	\$244,348
2/26/07	Public Works	Surface Transportation Program Rural Minor Collector	CT Department of Transportation	Awarded	\$117,000
3/26/07	Town Clerk	Historic Documents Preservation	CT State Library	Awarded	\$47,924
3/26/07	Social Services	Youth Leadership Program	Youth Service Association	Awarded	\$2,830
3/26/07	Social Services	Demand Responsive Elderly and Disabled Transportation	CT Department of Transportation	Awarded	\$32,071
3/26/07	Public Works	Transportation, Community, and System Preservation (TCSP)	Federal Highway Administration	Not Awarded	---
4/9/07	Building Maintenance/ TMO	ADA Compliance Projects	CT Office of Policy and Management	Awarded	\$25,000
4/23/07	Social Services	AT & T Excelsior Technology Grant	AT & T Foundation	Not Awarded	---
On-going	TMO	Small Cities – Juniper Hill	CT Department of Economic and Community Development	Awarded	\$500,000
10/22/07	Parks & Recreation	Recreational Trails – River Park	CT Department of Environmental Protection	Awarded	\$39,840
10/22/07	Discovery Depot	Child & Adult Food Care Program	CT Department of Education	In Process	
10/22/07	Social Services	Social Services Block Grant	US Department of Health & Human Services	Awarded	\$3,766

Date on Council Agenda	Lead Department	Grant	Funding Agency	Status	Grant Award
11/13/07	Social Services	Local Capacity Building Grant – Technical Assistance	Graustein Foundation & CT Department of Education	Awarded*	\$10,000
11/26/07	Downtown Partnership	Streetscape Improvements to Storrs Road	CT Department of Economic and Community Development	Awarded**	\$2,500,000
Total Grant Funds Awarded for 2007:					\$3,522,799
<i>*Note: Awarded a technical assistance grant instead to help Mansfield fully develop the eight Required Elements of a Comprehensive Community Plan as outlined in the local capacity building Request for Proposal</i> <i>**Note: Actual award date of March 2007.</i>					

Date on Council Agenda	Lead Department	Grant	Funding Agency	Status	Grant Award
1/28/08	Discovery Depot	Child Daycare Services	CT Department of Social Services	Awarded	\$319,199
1/28/08	Parks & Recreation	Greenways Small Grant	CT Department of Environmental Protection	Not Awarded	---
3/10/08	Human Services	Senior Services Grant	CT Department of Social Services	Awarded	\$5,000
4/14/08	Town Clerk	Historic Documents Preservation Grant	Connecticut State Libraries	Awarded	\$7,000

Land Management and Open Space Acquisition

- 1) As the Town Council is aware through various discussions in executive session, staff is actively working to acquire various open space and farmland parcels. All purchases must be approved by the Town Council following a public hearing.

Risk Management

- 1) The Safety and Wellness Committee continues to meet on a quarterly basis. The Committee continues its safety site inspections, most recently at the Mansfield Middle School. Walk-throughs have been successful in identifying potentially unsafe conditions for employees or the public. Facilities Management works to ensure that potential hazards are addressed and corrected if necessary. Our training subcommittee continues its work to update various safety policies; a finalized exposure control plan (centralized) for all town departments and an evacuation plan for town hall have been adopted. Training and a practice evacuation drill were held for town hall employees. The subcommittee is now working with Library staff to update their evacuation plan. A review and update of our Lock & Tag policy is underway.

PAGE
BREAK



Cemetery Committee
October 31, 2007
Room C 3:00 P.M.

Present: Isabelle Atwood, Rudy Favretti, Mary Landeck, Ethel Larkin
Also Present: Carolyn Stearns (Sexton), Lon Hultgren, Mary Stanton

Ms. Atwood updated the Committee on the IRS attachment of the wages paid by the Town to Mr. Dillman. The Town is co-operating.

Ms. Atwood and Ms. Stearns reported on their survey of the Old Burial Grounds in Mansfield Center. They have identified stones that need straightening and have contacted Tri Memorial to do the work. The Sexton will also check the status of the work that has been identified at the cemetery on Woodland Road.

Ms. Stearns described a problem with one of the brownstone monoliths in the new Mansfield Cemetery and possible ways to address the cracks that have appeared. The Committee decided to solicit a couple of opinions on the matter. Ms. Stearns will ask Kevin at Tri County and Mr. Favretti will ask Mr. Davis.

Mansfield Public Works will put stakes around the top of the road at the Gurley Cemetery as markers for snow plowing. Mr. Hultgren will also see what needs to be done to produce a map of the Mansfield Center Cemetery that could be posted and used by the public to identify sections. Mr. Favretti offered his assistance if needed.

The deed work is complete for the transfer of Riverside Cemetery to the Town. Ms. Atwood will talk to Jeff Smith, Director of Finance, about the transfer of funds. Mr. Favretti, Mr. Hultgren and Mr. Meitzler will layout the work in the cemetery in anticipation of the town crew being available to work on it through the beginning of the winter.

The meeting was adjourned at 3:45 p.m.

Mary Stanton, Town Clerk

Mansfield Parks Advisory Committee
Minutes of April 2, 2008
Acting Secretary Ethan Avery

Present: Penny Potter, Cindy Weiss, Jean Haskell, Sue and Tom Harrington, Ethan Avery, and Jennifer Kaufman

The meeting was called to order at 7:35PM

The Minutes of the February 6, 2008 meeting were approved with no changes.

New Business

Comments on Dodd Rd. development. Lots #4,5,6 will affect existing trails, lots #2,3,4 will affect Chaplin Pond. Parcel A is not useful, Parcel B should be wider and Parcel C isn't useful as a park.

Wormwood, Knowlton Hill Rd. Comments: We support a corridor across the northeast part of the property.

Continuing business

White Oak Rd Update: Jen met with representatives from other committees. The next step is a formal proposal. On hold until proposal. The septic system is needed.

PAC memberships: Michelle is going to join soon.

PAC Reports

Management Plan Reviews: Sawmill Brook Park- not going to happen at least until school is out

Park Updates: Gravel needs to be moved at Merrow Meadow Park, and the bridge across a stream in Dunhamtown forest needs repairs

FOMP upcoming Projects: The Mother's Day Bird and Breakfast is coming up in May and the June Trail Day is at Fifty Foot Cliff Park

PAC Projects

a. Nature Center-Sue has been working with Goodwin and Southeast and said things were moving ahead

b. Management plans

Schoolhouse- work is being down

Dunhamtown- Jen and Ethan are working on it

Staff Report

a. Budget Update- There have been cuts but the parks improvement budget has been increased

b. WHIP Project Update- The project is fully funded with \$26,000 total WHIP cost share monies available for 2008

c. Land Management Committee- nothing mentioned

d. NAV workday schedule- Next days are on 4/12/08 and 4/19/08

e. Other

Fish kills in small pond comments brought up,
Walktober to be decided

Non PAC Reports: Minutes of other committees reviewed

The meeting was adjourned at 9:00PM

Future Meetings..... June 4, 2008 will begin at 7:30PM Julliana Barrett will be acting secretary

Respectfully submitted, Ethan Avery, Acting Secretary

**Town of Mansfield
Personnel Committee
Thursday, May 8, 2008
Audrey Beck Municipal Building, Conference Room B**

Members Present: Deputy Mayor Gregg Haddad, Councilor Helen Koehn

Staff Present: Maria Capriola, Assistant to Town Manager, Matt Hart, Town Manager, Mary Stanton, Town Clerk

1. CALL TO ORDER

The meeting came to order at 6:45 p.m.

2. MINUTES

The minutes of March 4, 2008 were passed unanimously with one noted correction.

3. RULES OF PROCEDURE

Ms. Koehn offered suggestions for the Council Rules of Procedure:

- Move the Town Manager's Report up on the agenda
- Have the consent agenda near the end of the agenda
- Recurring agenda items should have an "end date" and be up for re-approval (i.e. water/wastewater issues, community campus relations)
- Standing committees
- Receive Council packets earlier i.e. a Wednesday or Thursday in the week preceding a Council meeting so Council has more time to review. If the timeline is bumped up, a provision could be included to add agenda items that pop up after the packets have been distributed.

Mr. Haddad and Mr. Hart concurred with moving the Town Manager's Report up on the agenda. Ms. Koehn suggested that it be moved in front of old business. Mr. Haddad agreed with Ms. Koehn that recurring agenda items should have an end date and be up for re-approval. Mr. Haddad stated that he is not in favor of a consent agenda and Ms. Koehn was okay with that.

Ms. Koehn discussed the process in Norwich for citizens to petition Council in writing for public discussion (on a particular topic) as a future agenda item. The group then discussed various means in which citizens could communicate with Council (i.e. public comment, writing, etc.)

The group discussed setting the agenda i.e. who and how it should be set. Mr. Haddad offered a suggestion that three Council members be involved with setting the agenda with the Town Manager: the Mayor, one member from the majority party and one member from the minority. It was agreed that further discussion on setting the agenda is needed.

Ms. Koehn suggested that a review of existing committees may be in order. Some new committees may need to be created and some existing committees may no longer be needed. Discussion occurred regarding the merits of a program review and development committee, particularly Council's role in program evaluation. Mr. Haddad suggested and the group

discussed that one way for Council to be involved with program evaluation would be to give direction as to which programs or ordinances they would be interested in having reviewed.

Mr. Hart noted that a few communities in Connecticut have switched to one evening and one day meeting each month as a means to try and reach a wider group of citizens. Mr. Hart suggested that it may be helpful to have one Council meeting be for routine business and the second of the month to serve as workshop on an issue of interest to the Council.

Ms. Stanton reviewed the public comment section in the draft rules of procedure. Mr. Haddad and Ms. Koehn concurred that public comment should be limited to five minutes per person and not limited to items specifically on the agenda.

The group agreed to meet again to further discuss rules of procedure on May 22, 2008.

4. ADJOURNMENT

The meeting adjourned at 8:00pm.

TOWN OF MANSFIELD
Solid Waste Advisory Committee
Minutes of the Meeting
January 24, 2008

Present: Gogarten (chair), Smith, Knox, Roberts, Hultgren (staff), Walton (staff)

The meeting was called to order at 7:30 p.m.

The minutes of the September 6, 2007 were approved.

Walton reported that the primary topic at the Connecticut Recyclers Coalition annual meeting in November 2007 was about the waste industry's move toward single-stream recycling collection. Fran McPoland, from the recycled paperboard industry, spoke about the effects that single-stream is having on the recycled paper market. Particularly glass "grit" gets trapped in the paper and damages recycling equipment. The grit in the paper creates a poor quality bale, which then is shipped overseas where it is further sorted. The US paper mills, with higher quality standards, can not get enough high quality paper to supply the recycled content paper market. Walton passed out an article from December 2007 Waste Age Magazine substantiating poor quality materials from single-stream collections. The committee asked that she continue to collect articles about single-stream and that Mid-NEROC, which holds the revenue-sharing Eastern CT Paper Project contract, is informed of this movement.

Walton shared the letter that was sent to Willimantic Waste Paper on October 2, 2007 regarding the committee's interest in expanding plastics recycling. She will follow-up with Willimantic Waste Paper's progress to include plastics #3 through #7.

The committee was updated on the school composting program. A second bin has been placed at Southeast School. Since the local farmer no longer has pigs, Walton is taking home Vinton and Goodwin Elementary School food waste for composting. This arrangement will continue until the end of school. Walton expressed concern about adding on-site composting programs at each of these schools as it will be more work for the custodians. It was suggested that food service be involved with the composting process. A meeting will be arranged with the food service manager and the director of maintenance to discuss how the school composting program at Vinton and Goodwin might work.

Walton followed up with the oversized cans that are being used for 1, 2 and 4 can services. According to Mayo & Sons, about 40% of the can services are using 45 gallon (or higher) sized cans, and the billing message about can size that appeared in October and January has had no noticeable effect. Walton is directing new sign-ups to Willards and Mansfield Supply where they sell 32 & 35 gallon cans.

Hultgren reviewed the solid waste budget with the committee. After raising fees this past fall, a revenue analysis shows that the transfer station is not taking in any more money. Most of the solid waste funds come from single-family service. The revenue for paper and cardboard has risen. The projected fund deficit is \$11,000 for this fiscal year. Hultgren outlined the expenditures by line item.

The committee reviewed the solid waste calendar for this year. The organic land care workshop series is scheduled for March 1 on Organic Lawns; March 29 on Native Plants; and April 12 on Composting. The

Town's Earth Day event is scheduled for April 26, from 11 am to 2 pm. The event's focus will be on ways to reduce energy use. Walton asked for assistance with the event, which is being arranged through the Clean Energy Team. It was decided that Rid Litter Day will be May 1, 2008 the Saturday after spring weekend. It was suggested that the Town provide volunteers with signs about Rid Litter Day that they can post along the section of road where they are working. Staff will look into making signs by reusing the real estate signs that the zoning agent has confiscated. Prisoners and scouts should be enlisted to help on Rid Litter Day. It was suggested that a volunteer is featured in Rid Litter Day publicity.

The committee discussed the increase in consumerism during November and December and the additional waste that arises from this. It was suggested to fix the extra trash collection week in December. The current practice has allowed residents to choose their extra trash week. Since the trash collector can not keep track of 2,200 stops, they take extra trash throughout the whole month. Walton suggested that the Town promote in the months leading up to the holidays ways to produce less trash.

Walton stated that there are a growing number of batteries being dropped off at the library. According to library staff, 30 to 40% of the library users are from other towns. Walton said that a portion of these batteries are probably coming in from other towns. Approximately 50 pounds of batteries are received from the library weekly. As a rough estimate, thirty percent of 50 pounds/week would account for \$300/year in recycling costs from non-residents. Additionally, it is time consuming for staff to sort the batteries (separate button and rechargeable batteries from the alkaline) before shipping. Rather than discontinue a collection in the library foyer, which is convenient location, staff is directed to find out from Northeast Lamp Recycling, the battery recycler, how much more it would cost to ship the batteries unsorted.

The next meeting is scheduled for March 27, 2008. The meeting was adjourned at 9:15 pm.

Respectfully Submitted,

Virginia Walton
Recycling/Refuse Coordinator

Cc: Lon R. Hultgren, Director of Public Works, Members, file, Town Manager, Town Clerk

Dignitaries reaffirm support for a Storrs downtown 6/4

By ZACHARY JANOWSKI
Chronicle Staff Writer

STORRS — The Mansfield Downtown Partnership had its annual meeting Tuesday with visits from University of Connecticut President Michael Hogan and State Senate President Pro Tempore Donald Williams, D-Brooklyn.

There, local and state officials reconfirmed UConn's and the state's support for the Storrs Center Project — a proposed \$220 million downtown plan to be built from scratch.

The town, university and local businesses created the partnership, a 501(c)3 organization with more than 400 members, to coordinate “commercial revitalization” focused on the area along Route 195 across from E.O. Smith High School.

Partnership President Philip Lodewick began the meeting by reminiscing about a visit to the

ruins of the Incan city Machu Picchu. “I think the Incan city took more than seven years to build,” Lodewick said.

Lodewick ticked off a list of tasks remaining “before earth begins to move,” including:

- Approval of one federal and two state permits.
- A plan to make rents in the project's first building affordable for displace tenants accustomed to low-cost leases of older space.
- About \$3.5 million to supplement \$10.5 million in state and federal funding for the project's first parking garage.
- Completion of sustainability guidelines for buildings in the project.
- Revisions to the development agreement between the partnership and developer Leyland Alliance and possible new agreements between the town and/or the university and Leyland.

Hogan said he only recently learned Storrs is a part of Mansfield, finally understanding the state's habit of naming neighborhoods.

“Back in Iowa where I grew up, a town was a town and if it had a stoplight in it, well then it was a city,” Hogan quipped, getting a laugh from the audience.

Hogan said the added revenue from a development like Storrs Center could provide residents with the increased services they are demanding, while preserving the surrounding landscape.

In response to residents critical of the project's direction, Hogan said, at a university, “we live by arguing” and welcomed their input.

Williams said the project has stood up to thorough vetting at the state level thanks to the “thoughtful and deliberative” planning behind it.

“This has gone from a tremendous plan to a tremendous reality,” he added. “Let's get it done.”

The membership voted to make three changes to the bylaws at the board of directors' recommendation. Two changes clarified existing policies regarding dues collection and conflicts of interest.

The third change increased the size of the executive committee from six members to eight to give UConn and Mansfield standing representation on the committee.

Currently, only the board's elected officers sit on the executive committee.

The meeting also approved UConn Dean of Fine Arts David Woods for another term on the board of directors through 2011 and awarded UConn Vice Provost for Enrollment Management Dolan Evanovich with the volunteer of the year award for his membership recruitment efforts.

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Letters to the editor

were the subject of a recent *Chronicle* story. The subject is somewhat complex and if the report was aimed at giving the reader an understanding of the situation, it failed. There seemed to be some confusion between the Community Center, other Parks and Recreation activities and administrative costs. The actual situation is far better than the report seemed to imply.

It was hoped and planned that the "exercise" activities at the Community Center would generate enough income to cover the operating costs. The center is more than a membership exercise facility. The Parks and Recreation offices were moved there from the Town Office Building to make room for the Northeast Health District offices. A conference room was included to take pressure off the very busy existing ones. There is a large lounge for socializing by our citizens on the left as you enter. A teen center and a child care facility are toward the rear, also on the left.

These facilities generate little income. To compound the problem, part of the second floor was dropped from the plans to reduce building costs.

We have a fine facility, which is truly a community center. The expensive pool has been used to teach many people to swim — a popular and critical activity with a waiting list. The gym and walking track never seem to be empty. The various exercise machines have turned out to be very popular and additional ones have been jammed into every available corner — and still can't satisfy the demand much of the time. During the planning, there

was concern that some of our citizens might not be able to afford the fees. 5/27

The town council expanded the existing fee waiver program to include the Community Center.

Despite all these obstacles, the Community Center had done surprising well financially. If you look only at the costs and revenue of the exercise activities, it may have been covering the operating costs, at least until the recent surge in utility costs and staff health care costs.

I have looked at the consultants recommendations, and am not convinced that all of them will help, but am sure that each recommendation will be given a careful review.

We would all like to see the Community center cover the operating costs for the building, but I suspect few would want to sacrifice the Teen Center, or the swimming lessons or the fee waiver program to accomplish this.

Mansfield has a fine Community Center. Be proud of it and enjoy it.

Howard Raphaelson
Storrs

Editor:

The Mansfield Community Center finances

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Editor:

5/28

It was gratifying to see so many Mansfield residents come to the annual budget meeting on May 13, but unfortunate that not more people were there to vote against this ever-growing and increasing burden placed on the taxpayers.

We who are on fixed incomes cannot afford to pay these increases from year to year and need our town government to pay attention to the plight of the "older" taxpayers.

Also, there seemed to be some confusion as the budget was explained and perhaps if the explanation were at a level which everyone could understand, it would be better.

As far as the "Downtown Partnership" is concerned, it is my feeling that if the University of Connecticut will only pay the assessment of \$62,000 per year and not increase it as was requested, why should the town pay more than our share of \$62,000? Our assessment this year is \$125,000 — more than double. What will it be next year and why is there not one signature store signed up to go into this new town center?

The developer should find the stores and the funds to build this or it shouldn't be built. I, for one, abhor these subsidies. These are difficult economic times. We need to tighten our belts.

Should there be a petition to send this to a referendum, I would hope that residents will go to the polls and reject the budget that was passed on May 13.

Joyce Passmore
Storrs

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Editor:

5/29

Something eerie is happening in Storrs. Have you missed it? The historic yellow dairy barn, circa 1913, has been painted an out-of-existence-cream color instead of its "vibrant" yellow.

We want the barn's identity back. It is a signature piece of the College of Agriculture and Natural Resources campus, a teaching tool for 60 years and known to generations of University of Connecticut alumni, their children and grandchildren.

It is the natural gateway to UConn, resting on land originally given by Charles and Augustus Storrs when founding the Storrs Agricultural School in 1881.

Today, busloads of elementary school children visit each spring to take the farm tour. A curriculum is in place sent to school districts to brief the children for their trip to campus. Since 2004 the Land Grant Preservation Committee (friends of the yellow barn) has made proposals to the UConn Board of Trustees to renovate the yellow barn.

The goal is to bring people back to a welcoming, active and informative headquarters. In this year of the state's initiative of barn recognition, it is time for the board of trustees and CANR to recognize the value and future potential of the yellow barn to the community.

Dolly Whitham
Chairman LGPC
Storrs

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Editor:

5/30

Last week Betty Wassmundt wrote a letter to the editor in *the Chronicle* talking about Town Manager Matthew Hart making an "empty argument" about the Mansfield Downtown project. I saw the empty deliverance and I thought the man in the Armani suit and the slicked-down hair did a fine job, even if he did not mention the cost or other important items. Maybe he just didn't know.

I think Betty Wassmundt was wrong. We should have a Mansfield Downtown project, but we should include a circus as part of the project. After all with Mayor Elizabeth Paterson and the town manager as ringmasters and the town council as clowns, it can't miss.

I also think the wide sidewalks for our children are good, after all we must protect our children so that when they grow up, the government can send them to Iraq.

Karl Beckert
Storrs

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Editor:

6/2

Listening to Mayor Betsy Patterson and some of the other speakers at the Memorial Day services in Mansfield left us deeply saddened. In our view, it is just more spin still trying to connect the war in Iraq with the "war on terrorism."

Iraq had nothing to do with 9/11. Fifteen of the pilots were from Saudi Arabia, two from the United Arab Republic, one from Egypt and one from Lebanon. None had any connection to Saddam Hussein.

Let's review the facts. The United States invaded a country on the pretext that Iraq had weapons of mass destruction, chemical weapons and nuclear weapons.

None of this was true. What is true is we have destroyed a good share of the infrastructure of a sovereign nation that really posed no threat to us. We have killed more than 100,000 innocent civilians, many of them women and children. We have lost more than 4,000 of our own military. And to what end?

Andy Rooney seems to have summarized it best. "Remembering doesn't do the remembered any good, of course. It's for ourselves, the living. I wish we could dedicate Memorial Day, not to the memory of those who have died at war, but to the idea of saving the lives of the young people who are going to die in the future if we don't find some new way — some new religion maybe — that takes war out of our lives.

That would be a Memorial Day worth celebrating.

But instead, in an otherwise quiet New England cemetery, the noise from the helicopter gunboats drowned out the National Anthem.

Jim Stebbins
Kathy James-Stebbins
Mansfield Center

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Editor:

6/4

As *the Chronicle* recently reported, the new University of Connecticut president lives in a mansion that has been entangled in UConn's power to circumvent the rules. A private owner (a former UConn provost) built the mansion on Gurleyville Road in Storrs on land leased from the state (without a competitive bidding process). Therefore, the mansion was exempt from Mansfield's building codes and the owner was exempt from Mansfield's property tax. Now the mansion and the land are privately owned, but UConn pays the rent and provides maintenance while the president's house on campus is unoccupied.

The "McTara Mansion" — as some local residents call it because it looks like a replication of a Southern slave plantation — has a circular driveway. If guests attending receptions and parties there cannot fit their cars in the driveway, they park on the road. Gurleyville Road is a narrow, rural road without shoulders. It is barely wide enough to allow two cars going in opposite directions to pass by each other. Add parked cars on the road, near a curve in the road that blocks the view of oncoming drivers, and it's an accident waiting to happen.

Soon after the former UConn provost began entertaining there, he got a nudge from the police about the cars parked on the road, so then guests were directed to park in a campus parking lot and take a shuttle bus to the mansion.

New UConn President Michael Hogan, seems unaware of the dangerous situation created when his guests park their cars on the road. He also must be unaware that a Mansfield ordinance outlaws parking on the road during the winter months. My one attempt to get the state police to make the drivers move their parked cars from Gurleyville Road in front of McTara failed because the dispatcher dismissed my concern once she realized that the president of UConn lived there.

It seems like the mansion continues to be entangled in UConn's power to circumvent the rules.

Cynara Stites
Storrs

Editor: 614

As the town of Mansfield gets closer to making a decision on how to proceed with the Mansfield downtown project, it has become increasingly clear that costs are continuing to escalate. I believe that the last projected estimate of the project was close to \$220 million and is still rising. When this plan was originally conceived, it presented a completely different economic scenario. However, the dollar has now plummeted and private investors have found a much stronger return overseas. Although I may be wrong, I get the impression that the partnership is desperately trying to find investors who simply are not there. Therefore I am concerned that the burden of cost may fall on the Mansfield taxpayers.

There are other issues concerning road infrastructure, supplied water, escalated heating and cooling costs that must be carefully scrutinized before the project proceeds.

Sadly, I have come to believe that this project is inconceivable given the economic climate we all are involved in. One alternative might be a much scaled-back version of the project, at least for the time being.

I think it is essential to first resolve some basic issues before we bite off more than we can chew.

Steven Goldberg
Storrs

Real 'partners' deserve to be in the know

By CINDY WEISS

5/22

Commentary

The partnership in the Mansfield Downtown Partnership looked like it might be ready for couples therapy, or maybe group therapy, at a recent Mansfield town budget meeting.

A substantial number of residents rose and voted "yes" to an amendment that would have dropped from the budget all of this year's \$1.6 million-plus cost for this project.

A more substantial number rose and voted "no," so the budgeted costs, some of which will be covered by state or federal grants, stayed in the approved budget.

Strong feelings were expressed on both sides. The opposition to the project may have been more vigorous than its proponents expected.

The downtown public-private partnership has won awards for its efforts to bridge the town-gown divide that often exists in college towns. But the length of the preparations for the project — seven years plus and no buildings in sight — has led to increased skepticism among residents that the downtown development will ever be built.

It's not hard to find people in town who hoot with laughter when the project is mentioned. That should not be a shock to its supporters, who need to start talking more with all residents, not just their membership and town boards and staff about the development's status and prospects.

Yes, there have been many public meetings of the town council and the planning and

zoning commission and many open houses at the downtown partnership offices, where the project has been explained and displayed. But many, probably most, residents lack the "sit-at-meetings-for-seven-years" gene and have not attended. Probably some have formed opinions about a project that they do not fully understand.

It's now up to those who want the project to succeed to broaden the discussion about it as opposition emerges. Who will live there — students? Residents who want to sell their homes and move into condos? Both? That's a conversation worth having, because the understanding about it in town, among students on campus and residents on the waiting list, varies widely.

What types of stores will be courted? Early in the process, stores such as the Gap and Banana Republic were mentioned. Now more local, boutique-like businesses are mentioned. Has any retailer indicated a readiness to sign up? Examples of what is sought, if not signed, should be shared so residents can understand what type of development they are being asked to support.

What will it look like? How will Route 195 change? Those concepts have shifted over the years. At various times, parallel parking, angled parking, a rotary intersection, three-story buildings reminiscent of downtown New

Haven, and colonial structures have appeared in maps and concept drawings and plans. Residents who have attended hearings at one time or another have seen different interpretations of what will be built.

As the town enters into negotiations with the developer, residents should get a full, updated picture of the project in an open forum where they, not a particular town board, are the chief audience and questioners. Residents voted \$50,000 at this year's town budget meeting for attorney and consultant fees to aid the town in the negotiations. Let us see what is at stake.

More information for all of the partners in town is important at this stage. This year's town budget meeting may portend more rough spots in the partnership's future if we don't communicate more fully now about our expectations for downtown.

Those who have been closely involved in the downtown partnership may feel that this is unnecessary and that those who have questions should have more actively sought the answers. Maybe so. But one could argue that residents should not have to pay \$1 to join a partnership and vote their views on a project that they are paying for in their tax bills. And they should not be treated as civic scofflaws because they have not attended seven years of preliminary meetings.

We're at a stage in the project when better communications is critical, with all of the partners in town.

Weiss lives in Storrs.

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Town ^{6/3} budget may go to vote

By ZACHARY JANOWSKI
Chronicle Staff Writer

MANSFIELD — A budget referendum is likely after a group of residents unhappy with the town council submitted a petition Monday with 566 signatures, more than twice the required number.

Charter revisions approved in November altered the budget process, creating the possibility of a referendum.

However, unlike other area towns, Mansfield's revised charter only allows for one community-wide vote on the budget.

By charter, the town clerk has five days to certify the petition to the town council. The council will then set a date for the referendum.

According to Town Clerk Mary Stanton, the referendum must occur on a Tuesday and at least 10 days after the council sets a date to allow time for legal notices.

"I understand the petition has been submitted," said Mayor Elizabeth "Betsy" Paterson. "If there are enough signatures, it will go to referendum."

The only Tuesday before July 1 — the deadline for a new budget — that is 10 days after Monday's council meeting is June 24.

After the referendum, the council must adopt a new budget by midnight June 30.

One of the best-attended town meetings in recent memory approved the budget, 282 to 187.

(Budget, Page 4)

Budget may go to referendum

(Continued from Page 1)

allocating \$43.7 million for town and schools, as well as a \$2.59 million capital fund budget and \$663,085 for the nonrecurring reserve fund.

The town council, in a special meeting after the town meeting, decided not to adopt a mill rate because of the likely referendum and uncertainty about revenue.

Budget projections had the mill rate increase at 1.37 mills to 25.24. An owner of a home assessed at \$200,000 would pay an additional \$274 in taxes if the council adopts the 1.37-mill increase.

By charter, residents had 21 days to collect the signatures of 2 percent of the electors to force a referendum on the budget.

Petitioner Mike Sikoski said he was "ecstatic" because of the number of people who helped collect signatures. He said the group, which started at four, grew to more than 20.

Sikoski said residents signed the petition for a combination of reasons.

He said many residents wanted the new charter to include an automatic referendum and others were disappointed the town meeting ended before all residents who wanted to propose budget adjustments had time to make

amendments.

The petitioners collected signatures leading up to the town meeting, but a ruling by the town attorney interpreted the charter to mean signatures were not valid until after the meeting set a budget.

In his written opinion, Town Attorney Dennis O'Brien said collecting signatures before a budget passes is not "legally permissible."

"It wasn't us who held it back. We had a petition ready to go three weeks ago, but we had to start over," Sikoski explained.

He said the petitioners don't want to be blamed for late tax bills from the town.

Rudy Favretti Receives Janet Jainschigg Award

The Janet Jainschigg Award for Excellence in Historic Preservation for 2008 was presented to Rudy J. Favretti, FASLA, a leading authority in the field of historic landscape preservation whose work restoring some of the country's most well known gardens and landscapes have set the standard for accurately recreating these tangible links to the past. The presentation took place at the Connecticut Trust's annual meeting, held April 28 at the Hill-Stead Museum in Farmington.

A native of Mystic, Favretti holds degrees in horticulture, landscape architecture, and regional planning from the University of Connecticut, the University of Massachusetts, and Cornell University. In 1955, he joined the faculty of the University of Connecticut where he served for 33 years as professor of landscape architecture, and founded the nationally accredited landscape architecture program, the first academic program in the country devoted to historic landscapes.



courtesy of Rudy Favretti

Rudy J. Favretti, FASLA, recipient of the Janet Jainschigg Award for Excellence in Historic Preservation

eral audiences, ranging from *New England Colonial Gardens* (1964), *Colonial Gardens* (1972), *Highlights of Connecticut Agriculture* (1976), *For Every House a Garden* (1977), and *Landscapes and Gardens for Historic Buildings* (1979) to his most recent publication, *Jacob Weidenmann: Pioneer Landscape Architect* (2007).

Presenting the award, Executive Director Helen Higgins said, "Beginning at a time when preservationists concerned themselves principally with buildings, you helped expand our concept of what is significant to include landscapes. As a practicing landscape architect you have studied and restored historic landscapes, including some of our nation's most valued landmarks. As an author you have created an awareness of historic landscapes in homeowners as well as professionals. And as an educator you have helped ensure the continuation of your work through the careers of your students at the University of Connecticut."

The Jainschigg award commemorates Janet G. Jainschigg, a founder and benefactor of the Connecticut Trust as well as a regional leader in historic preservation. She was a mentor and inspiration to many of us and, though a volunteer herself, insisted on the highest standards of professionalism. Rudy Favretti exemplifies the professional excellence that the Janet Jainschigg Award celebrates. 🌿

He also conducted a private practice specializing in landscape preservation. Connecticut commissions include Roseland Cottage, in Woodstock; the Jonathan Trumbull house, in Lebanon; the Governor's Mansion, in Hartford; the Captain Nathaniel B. Palmer house, in Stonington; and numerous private properties around the state.

Outside of Connecticut, Favretti has worked on nationally significant historic landscapes at Old Sturbridge Village, Monticello, Mount Vernon, Montpelier, Strawberry Banke, the Emily Dickinson house, Bartram's Garden, the Nathaniel Russell house, Shelburne Farms, and Spanish Point (the Potter Palmer estate), in Osprey, Florida.

Favretti has written numerous books and articles for both professional and gen-



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1685 Gambrel in East Lyme



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Protest Targets Storrs Restaurant

By STEPHANIE SUMMERS
COURANT STAFF WRITER

11/21/08
STORRS — About a dozen protesters, some of them ex-employees suing Chang's Garden in federal court over alleged wage violations, rallied in front of the restaurant Tuesday afternoon, chanting "Boycott Chang's Garden" to passersby and departing lunch patrons.

Yale law students, who are working on the case, and workers'



video

Visit www.courant.com/protest for video of Yale students protesting at Chang's Garden in Storrs.

rights activists from New York went inside to serve papers to three restaurant owners who were named as defendants in the lawsuit. But a man identified as the building's landlord threatened them with arrest, shoved an activist out the door and told one of the owners at the counter, Wei Wei Chang, to call police.

The suit, which eight Chinese workers filed Thursday in federal district court in New Haven, accuses their employers — Hsiang I

Ex-Employees Suing Chang's Garden, Accuse Owners Of Wage Violations

Chang, Le Shih Chang and Wei Wei Chang — of paying them well below minimum wage without overtime for 70-hour workweeks, discriminating against a female worker regarding pay, and housing them at their Mansfield home in a cramped, dilapidated basement apartment infested with rats and cockroaches.

The suit seeks double the unpaid minimum wages and overtime, attorneys' fees, and compensatory and punitive damages for intentionally inflicting emotional distress.

"I don't believe that it's unique that a Chinese restaurant here in Connecticut would choose to cheat its workers from their lawful wages. What is unique is that the workers stood up," said Michael J. Wishnie, a supervising lawyer at the Yale legal services clinic.

"As much as the wages we are owed, we want these employers to apologize and admit that the way they treated us was wrong," said lead plaintiff Bing Wu, a former

delivery person for Chang's. "We deserve to be treated with dignity and respect."

Owners inside Chang's declined to comment. Hsiang I Chang, the principal of the company, stayed in the kitchen area of the restaurant.

Wu said the restaurant took half of a \$1 delivery fee charged to customers and skimmed his tips from online orders. When he complained about tips and other treatment, he was fired and the delivery service was ended.

Jeï Fong, a spokeswoman for the Justice Will Be Served campaign, which unites food and service workers in New York, said Wu's situation was similar to that of the fired delivery workers at the Saigon Grill in New York City, where a major legal battle is also being fought in federal court.

"He spoke out, and they said, 'We don't need you anymore. We're closing our delivery service.' ... If you have a sore finger, you chop your arm off," Fong said.

Wishnie said the suit was

straightforward and that the legal status of the immigrants was a moot point to the courts.

The suit alleges that the kitchen workers were paid as little as \$4.14 an hour and worked 12-hour shifts and six-day weeks without overtime pay. Connecticut's minimum wage is \$7.65 an hour.

"I would never think that Chang's Garden would support that kind of manual unpaid labor," E.O. Smith High School junior Monica Woods said outside the popular restaurant on the edge of the University of Connecticut campus.

One protester's sign read, "Daily Specials at Chang's Garden" and listed poor working conditions. A bus left the high school across the street, and a student yelled out the window, "We love Chang's!" Not understanding, one of the protesters pumped his fist in response.

"I'm surprised. I'm shocked, actually," said Ted Arm, a UConn music professor who saw the protest as he left the restaurant with a lunch companion.

Contact Stephanie Summers at ssummers@courant.com.

Item #18

man I'd ever met," said Pamela

McGLONE, Marjorie

American II, J. J.

Luntta Kullervo

Hans

LUNTTA, Hans Kullervo

SNOWITZ, Samuel S.

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'Green' Resources Energize Cities' Economic

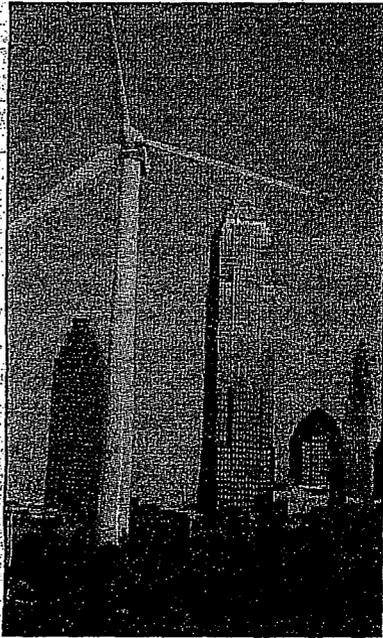
by Cherie Duvall

As a result of the rapid growth in the renewable energy and energy-efficiency field, the number of U.S. jobs created in 2006 exceeded 450,000, according to a report released late last year by the American Solar Energy Society (ASES).

The "Renewable Energy and Energy Efficiency: Economic Drivers for the 21st Century" report shows that the renewable energy and energy efficiency industries already generate 8.5 million jobs in the U.S. By 2030, with appropriate public policy, the industries could generate up to \$4.5 trillion in revenue in the U.S. and could grow to as many as 40 million jobs, the report says.

"The green collar job boom is here," said Neal Lurie, director of marketing of the American Solar Energy Society. "Renewable energy and energy efficiency are economic powerhouses."

Numerous cities, such as



A wind turbine adds a unique aspect to Cleveland's cityscape.

Cleveland, Tucson, Ariz., and Windsor, Colo., are jumping on the green bandwagon after seeing that the renewable energy and energy-efficiency field is one of the hottest areas of growth in the

U.S., not just because of its ability to ensure a sustainable environment, but also as an economic development tool.

Cleveland

Wind turbines are becoming a familiar sight around the world, especially due to the wind industry's numerous economic advan-

tages: revitalizing rural economies, requiring fewer subsidies, providing free fuel, having price stability, promoting cost-effective energy production and creating jobs.

As the fifth largest energy consumer in the country, according to Andrew Watterson, city sustainability manager, Cleveland is following suit and has started studying whether winds off of Lake

Erie can provide Northeast with power and employ opportunities.

Spearheading the study: Cleveland-based subsidiary Juwi International, a German company with expertise in harnessing wind power, that has a shop to help determine cost-effectiveness, funding sources. *see page 12, column 1.*

Cities to Harvest Great Ideas at NLC Green Cities Conference and Expo

by Tricia Dwyer-Morgan

Increased civic energy aimed at greening America's cities has inspired NLC to host its first Green Cities Conference and Expo, to be held April 19-21, 2009, in Portland, Ore.

"In cities across America, environmental issues aren't trendy; they are fundamental realities that alter the health, economic viability and growth

of communities," said NLC President Cynthia McCollum, council member from Madison, Ala. "Local governments are not waiting for federal action; instead they are creating new and innovative programs to address their specific communities. Portland is the perfect location for the conference, given its commitment to green building, local food, alternative fuels, renewable energy and

bike friendliness."

While green conferences springing up around the country for both consumers and business-to-business, the Green Cities Conference Expo will focus on the unique knowledge and resources needed by city governments.

"We expect great local, national support for this conference from participants, exhibit *see page 10, column 1.*

Green, from page 1

and benefits of building up to 10 wind turbines off the shore of downtown Cleveland.

According to Richard Stuebi, Ohio isn't the first place wind industry insiders would usually look, but Juwi International saw that the state was "an unexploited opportunity" that's less competitive.

"They picked Ohio as kind of a diamond in the rough," said Stuebi.

In addition to the turbines on the lake, a wind-energy research facility will be established. The wind farm would be built near the Cleveland shoreline, making it the world's first fresh water wind turbine.

To continue promoting sustainability, the Green Technologies Business Grant Program was developed to help new and existing green technology companies by providing cash infusions to help them achieve growth.

The grants are targeted toward companies with proprietary technologies, that have strong growth indicators and can meet the unique needs of the energy, transportation and electronic industries. These companies should represent an excellent source of

employment growth for the region as well as one of the strongest opportunities to provide superior investment returns to investors and the community.

Approved companies will receive up to \$50,000 per year for three years, based on 50 percent of the new Cleveland income taxes generated.

In the forefront of Cleveland's efforts to reduce energy consumption is the Cuyahoga County Energy Task Force. The task force focuses on exploring the options available to advance renewable energy for its region.

"Through efforts within the county seat, we formed the Cuyahoga County Energy Task Force to create a market for advanced energy," said Cleveland Council Member Matthew Zone, steering committee member of NLC's Energy, Environment and Natural Resources Policy and Advocacy Committee. "[Cleveland] is strategically located and can be a leader in advanced energy development."

Tucson

Dedicated to exploring and using alternative and renewable energy technologies to power its operations, Tucson continues to develop its renewable energy

market. Due to its efforts, the city was selected as one of the Department of Energy's Solar America Cities for 2007, and was awarded with a grant to continue financing solar sites.

To date, there are three primary solar manufacturing companies in the Tucson region. One such company that specializes in manufacturing thin-film Copper Indium Gallium DiSelenide (CIGS) solar cells on a flexible substrate, a technology used for all types of remote power needs from charging a laptop battery to charging military equipment in the field, recently completed its move into a new factory in Tucson. The coming of Global Solar Energy has brought numerous jobs to the city.

"Production from this facility will help satisfy the strong demand for solar product across the world, while providing local residents of Tucson, already a Solar America City, with jobs in a rapidly-growing, high-tech industry," said Tom Kimbis, acting director at the Department of Energy's Solar Energy Technology Program.

Manufacturing a new type of photovoltaic module that uses transparent holographic optical elements in its design to collect and spectrally select wavelengths

from the sun to create electricity, Prism Solar Technologies Inc. opened a new research and development facility in Tucson last year.

This past January, the company was awarded an Arizona Job Training grant from the Arizona Department of Commerce in the amount of \$74,846 for training new employees and \$48,875 for incumbent employees. The Arizona Job Training Fund is used to help support Arizona businesses by reimbursing a percentage of training costs. Because the grants are job specific, they not only create new jobs and increase the skill and wage levels of employees in Arizona, but also allow customized training to meet specific needs of employers.

Last year, Tucson also welcomed Berlin-based SOLON AG, one of Europe's leading manufacturers of photovoltaic systems that turn sunlight directly into electricity, to make and install commercial solar-electric equipment.

The number of employees working at the facility is expected to rise to more than 100 by the end of the year.

Windsor

With the word "wind" in its name, Windsor fittingly wel-

comed a leading supplier of wind power technology to its city March to join in on the rapid growth of wind power.

Vestas decided to establish its first U.S.-based blade factory in the Great Western Industrial Park in Windsor based on the park's central location, as well as the direct access to rail services and skilled work force.

At the 400,000 sq. ft. factory, Vestas manufactures 40 meter blades for the Vestas V82 wind turbine and 44 meter blades for the Vestas V90 wind turbine. The company is expected to hire approximately 650 new local jobs by mid-2009.

Gov. Bill Ritter praised Vestas for bringing a business to Colorado that will provide jobs, create economic opportunity in rural Colorado and contribute to the state's quest for energy independence and improved national security.

"Not only is wind free, but it's clean," Ritter said, noting that Colorado is the 11th windiest state in the nation. "... We are making a statement to the rest of the country that we will be a renewable energy leader around the world and certainly here in the United States. This plant will help us fulfill that vision."

UNIVERSAL HEALTH CARE RESOLUTION

Whereas, the United States is the only industrialized nation in the world without some form of universal health care for its citizens; and

Whereas, the World Health Organization has ranked the United States health care system 37th out of all nations in terms of meeting the needs of its citizens; and

Whereas, Connecticut enjoys the highest per-capita income in the United States, yet suffers from the highest rate of uninsurance in New England; and

Whereas, one out of every ten Connecticut residents, an estimated 356,000 people, are uninsured; and

Whereas, the State of Connecticut spends \$15 billion annually on health care; and

Whereas, 80% of the state's uninsured are, in fact, employed, yet many do not qualify for state medical assistance, and

Whereas, with ever increasing health care costs, small business owners and entrepreneurs are frequently unable to afford health care for themselves and their employees; and

Whereas, medical debt is the number one cause of bankruptcy in Connecticut; and

Whereas, racial, income, and ethnic disparities in access to care threaten diverse communities across Connecticut; and

Whereas, Mansfield residents need and deserve access to quality health care regardless of income or social status; and

Whereas, there is nothing more powerful we can do to create jobs, to secure the well being of our most vulnerable families, and to save taxpayers money than to accomplish universal health care here in Connecticut; and

Whereas, *healthcare4every1* is a statewide advocacy campaign whose goal is to organize an active, vibrant, and diverse network of concerned residents and organizations in order to build public and political support to achieve universal health care in Connecticut;

Therefore be it Resolved, that the Mansfield Democratic Town Committee encourages the Connecticut General Assembly to enact legislation that provides access to comprehensive health care for all Connecticut residents; and

Be it Further Resolved, that the Mansfield Democratic Town Committee endorses the *healthcare4every1* campaign, and in doing so, we agree with the Institute of Medicine Principles for Universal Health Care:

- Health care coverage should be universal. It should cover everyone.
- Health care coverage should be continuous, portable from job to job, regardless of employment status.
- Health care coverage affordable to individuals and families.
- Health care insurance should be affordable and sustainable to society.

- Health care coverage should enhance health and well-being by promoting access to high-quality care that is effective, efficient, safe, timely, patient-centered, and equitable.

We further agree:

- To have our organization's name listed on the *healthcare4every1.org* web site
- To have the Foundation publicize this endorsement; and

Be it Further Resolved, that this resolution be presented to the Mansfield Town Council and that the Mansfield Democratic Town Committee recommends that the Mansfield Town Council pass this resolution and send it to the Governor and to every member of the General Assembly.

***Passed unanimously by the Mansfield Democratic Town Committee on
May 22, 2008***

DAVID P. WESTLAKE

May 31, 2008

Mayor and Town Council
Mansfield, CT

Dear Sir or Madam:

On April 8, 2008 my wife, Nanci, and I went before the Historic District Commission to discuss having the roof on our house replaced due to wind damage leaving a large hole in it. We were informed of the meeting in a hand-written letter sent by Isabelle Atwood, a copy of which is attached.

We found the commission to be disorganized and unprofessional. The usual rules of order were not followed. We were admonished by Gail Bruhn for not bringing samples of roofing materials and copies of contractor's proposals even though there is no request for those items in the attached letter. In general we were treated in a condescending and hostile manner by the members of the Commission.

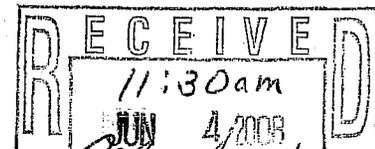
We explained the wide gap between the bids we had received. We told the commission that we had selected a contractor and that we would be replacing the roof with architectural tiles. Although we had told them that we had already received five bids for the roof repair, two of the members wanted us to use contractors that they had used in the past, and one of the members has a conflict of interest since he has a roofing business.

We were told that the Commission could not make an exception and that we must install a wood shingle roof. The fact that no other historic home in the vicinity of our home still has a wood shingle roof, including the home of one of the Commissioners, and that the cost is four times that of asphalt did not seem to make any difference.

The Commission operates under the Connecticut General Statutes. Chapter 97a Sec. 7-147v states that a variance could be made if "the strict application of any provision of this part would result in exceptional practical difficulty or undue hardship upon the owner of any specific property". Being forced to spend over \$40,000.00 to replace the roof with wood shingles would certainly be an undue hardship for us.

Eventually the Commission relented and permitted us to use a contractor and architectural roof shingle that we could afford. Perhaps the most offensive part of the whole process is that the Historical Commission took away our right to choose the color of our roof when they demanded a certain color be used. The color is not attractive and is not one that we would have ever selected, nor does not fit with the scheme that we had chosen for our home. The joy of owning this house is gone, along with the incentive to paint and landscape as we had originally planned.

We were particularly offended by a remark made by Isabelle Atwood during the meeting. She said, referring to us, "It's a shame that these people buy houses in a historic district when they can't afford to maintain them properly." It was personally hurtful to be referred to as "these people" by someone we had considered a friend. Considering Ms. Atwood's position as a public official we found the remark insulting, condescending and unprofessional. Ms. Atwood does not seem to understand that "these people" were not fortunate enough to inherit the family homestead. "These people" also may have had some financial hardships such as being laid off and unemployed for six months. "These people" have struggled at times to keep any sort of roof over their heads. Granted, we could have afforded the roof she wanted if we had charged for our time and computer services/talents instead of volunteering in town, particularly at the Historical Museum.



May 31, 2008

While "these people" may not have family roots in Mansfield that date back many generations we have been taxpayers in Mansfield since 1992 and as such deserve to be treated with respect. The town of Mansfield is our home, not the private club of "those people". Ms. Atwood and Ms. Bruhn behaved like bullies during this meeting. I demand a public apology to my wife and I be read into the minutes of the next meeting of the Historic District Commission.

Sincerely,

A handwritten signature in cursive script, appearing to read "David P. Westlake". The signature is written in black ink and is positioned above the printed name.

David P. Westlake

Re: Replacement of wood shingled roof with architectural asphalt shingles
587 Storrs Road
Mansfield Centre Historic District
David and Nanci Westlake

It is with great reluctance that the Commission grants approval to replace the wood shingles with asphalt shingles. Because the home owner is not able to incur the additional expense of wood shingles, we reviewed this matter very carefully.

It is the opinion of the Commission that, because the roof of this house does not represent a major architectural feature and because the house sits so close to the road, the change to asphalt shingles is not as critical as it may be in other structures. In addition, this house is the sole remaining structure in Mansfield Centre along Rte. 195 where wood shingles have not been replaced with asphalt.

Because of the importance of this matter to us and our desire to have the asphalt shingles look as close to wood as possible, we have stipulated that the asphalt shingles be of high quality, architectural style and in a "weathered wood" color.

Gail Bruhn
Chairman
Historic District Commission
Mansfield, CT

Minutes Historic District Commission Meeting
Tuesday, April 8, 2008

Members in attendance: Gail Bruhn, Isabel Atwood, Anita Bacon, Dave Spencer and Jason McGarry

Public Hearing:

The Public hearing regarding the proposed change from wood to asphalt shingles on the roof of the home owned by David and Nanci Westlake at 587 Storrs Road, Mansfield Centre Historic District, was opened at 8:05 p.m.

Comments were received from the Westlake's who indicated that the cost of re-shingling the roof in wood shingles was prohibitive for them given their current economic condition, and that it was their intention to have the roof reshingled in asphalt at one-fifth the cost. The need to proceed quickly was emphasized given the status of the current hole in the roof and their desire to complete interior renovations once the new roof was in place.

The Westlake's intent is to maintain the house in good condition, but they are financially unable to undertake the burden of replacing wooden shingles.

Jack Nardi, a neighbor in the District spoke in favor of the change to asphalt shingles.

The Commission members expressed their concern about changing from wood to asphalt shingles, but recognized the expense and the hardship it presented for the Westlakes. They also explained the durability of wood vs. asphalt (the current wood-shingled roof is 60 years old). The Westlakes stated that they do not intend to own the house that long. The Commission requested that copies of the estimates for the repair work be forwarded to G.Bruhn, and D. Westlake agreed to do so.

Commission member, Dave Spencer suggested that if asphalt shingles are to be used, that they be of architectural style and similar in color to wooden shingles. Dave had a sample of such shingles in his truck, which he retrieved and showed to the Westlakes and the Commission members. Gail Bruhn requested to see the asphalt shingles the Westlakes would use in order to assess the likeness of these shingles to those D.Spencer showed and to get an idea of the color that would be used. Westlake returned with a sample of the shingles before the meeting was adjourned. Although the Westlakes had expressed a desire for a black roof, they agreed that if the Commission approved the asphalt shingles, they would use a "weathered" wood color.

The Public Hearing was closed and the Commission agreed to continue further discussions among themselves and other parties before coming to a decision.

Regular Meeting:

Mrs. Luba Roskow presented a proposal for installation of an electrical generator to be installed on the side of the dentist's office at 981 Storrs Road, Mansfield, Spring Hill Historic District, Dr. Rostayslav Stepanenko, owner . Photos were presented and the Commission discussed the possibility of moving the placement of the unit to behind the house. If this was done, then a public hearing would not be required. Ms. Roskow agreed to consult her electrician to see if placement behind the house met all appropriate codes and to get back to the Commission with the result of that determination. If placement behind the house is not possible, then a public hearing will be called and the placement of bushes in front of the generator will be discussed.

The Committee also discussed with Ms. Roskow the fact that numerous complaints have been received regarding the sign that was installed in front of the building. Discrepancies between the sign that was approved by the Commission and the actual sign were discussed. D. Spenser recommended that the posts be changed, and Ms. Roskow agreed to look into this and get back to the Commission.

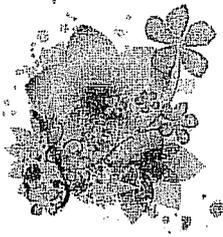
The fact that the entire house was resided with a material different from the original was also discussed. Ms. Roskow stated that it was the owner's intention to improve the overall appearance of the building, and at the time this was done, the building permitting process did not require that a Certificate of Appropriateness be obtained. She understands that future changes will require that she come before the Commission.

The meeting was adjourned at 9:32 p.m.

Respectfully submitted,

Jason McGarry
Gail Bruhn

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MAY 2008
MAY 2008



UPCOMING EVENTS

Please take the time to our upcoming events for
the year ahead of us.

<p>May 2008</p>	<p>Thursday, May 1 – BWP @ Ladd’s Garden Center Tuesday, May 13 – 3rd Annual Business Awards Reception @ Hunter’s Restaurant in Willimantic Country Club Wednesday, May 14 – BWP @ Windham Area Arts Collaborative Saturday, May 17 - RiverFest</p>
<p>June 2008</p>	<p>Wednesday, June 11 – BWP @ Windham Community Memorial Hospital</p>
<p>September 2008</p>	<p>Wednesday, September 10 – 20th Annual Golf Tournament Sunday, September 28 – Antique Car & Motorcycle Show</p>
<p>November 2008</p>	<p>Friday, November 7 – 4th Annual Beer & Wine Tasting</p>
<p>December 2008</p>	<p>Tuesday, December 9 – Holiday Party</p>

Please contact the Chamber at (860) 423-6389 for any information regarding these events or visit our website at www.windhamchamber.com.



THE CHAMBER OF COMMERCE, INC.
W I N D H A M R E G I O N

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