



TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
MONDAY, August 25, 2008  
COUNCIL CHAMBERS  
AUDREY P. BECK MUNICIPAL BUILDING  
7:30 p.m.

AGENDA

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**EXECUTIVE SESSION**

- 23. Open Space Acquisition

REGULAR MEETING-MANSFIELD TOWN COUNCIL  
August 11, 2008

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

I. ROLL CALL

Present: Blair, Clouette, Duffy, Haddad (7:50 p.m.), Koehn, Nesbitt, Paterson, Paulhus, Schaefer

II. APPROVAL OF MINUTES

Mr. Nesbitt moved and Ms. Blair seconded to approve the minutes of the July 28, 2008 meeting. Motion passed unanimously with Ms. Blair and Mr. Paulhus abstaining.

III. MOMENT OF SILENCE

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

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ken Guyette, 405 Mulberry Road, spoke in support of the Community Center stating that he is concerned that the staff is charged with running the Center like a business when only 51% of the facility is revenue producing. He asked the Council to consider increasing the general fund contribution.

Michael Spottiswoode, Olsen Drive, commented that at the last Town Council meeting an incident took place, which he outlined in a letter that he asked be read at this meeting. Mr. Spottiswoode inquired as to the status of that request. Mayor Paterson replied that she and the Town Manager discussed the issue and decided reading the letter in a public forum was not in the best interest of the Town but that Town Manager Matt Hart would be in touch with him to discuss the options.

Sean Cox, 12 Wormwood Hill Road, a member and volunteer at the Community Center moved his family here because it is a diverse and understanding community. He commented that he could not think of a more dedicated employee than Curt Vincente, Director of Parks and Recreation. Mr. Cox asked the Council to examine their expectations of the Center and to expand their circle of influence.

Betty Wassmundt, Old Turnpike Road, reflected on the discussion of the last meeting regarding whether or not letters from citizens should be read when requested. Ms. Wassmundt also enumerated questions regarding the Federal Transportation Grant. These will be answered

later in the meeting. She also urged the Council to televise their meetings. (Statement attached)

Mike Sikoski, 135 Wildwood Road, pointed out the Future Fitness Club is now honoring Mansfield Community Center memberships. Mr. Sikoski also asked the Council to meet with him in executive session to discuss an issue that has to do with the Town Attorney. Mayor Paterson offered to meet with him to discuss his concerns. Mr. Sikoski spoke in support of bonding issues being on the ballot outside of elections.

Richard Pellegrine, Clover Mill Road, a member of the Town Council during initial discussions of the Community Center said that at the time planners assured them that the endeavor would be self-supporting. He suggested the Council explore the possibility of making the Center a regional facility supported in part by neighboring towns.

## V. OLD BUSINESS

### 1. Assisted/Independent Living Project

Mr. Haddad moved and Mr. Clouette seconded, effective August 11, 2008, that the Mansfield Town Council recognizes Mansonicare as a "preferred developer" to develop, build and operate an assisted/independent living facility for seniors in the Town of Mansfield. This designation by the Town Council represents the Town's interest in working collaboratively with Mansonicare to facilitate the development of this project.

The motion passed with all in favor except Ms. Blair who abstained since she was not present for the Masonicare presentation.

### 2. Community /Campus Relations

Town Manager Matt Hart reported that staff has met with the major landlords surrounding the campus to discuss their plans to respond to large parties. Community visits have also been planned. Mayor Paterson invited any Council Members who are interested in participating in these visits to contact John Jackman.

### 3. Community Water and Wastewater Issues

No report

### 4. Appointment of Special Legal Counsel

Ms. Koehn moved and Mr. Nesbitt seconded to direct the Town Manager to prepare a resolution relating to the appointment of

Special Legal Counsel using the language that currently exist in the Town's Purchasing Rules and Regulations.

Mr. Haddad suggested the Council should consider adopting the policy as an ordinance.

Motion passed unanimously.

## VI. NEW BUSINESS

### 5. Federal Transportation Grant for Storrs Road Improvements

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

Resolved, by the Town Council of the Town of Mansfield, to accept the Federal Transportation 'earmark" grant for the improvements to Storrs Road (Route 195) in the amount of approximately \$2,500,000 and to provide the local 20 percent match (approximately \$625,000) at the appropriate time as required by the grant program administered by the Connecticut Department of Transportation. The Town Council further confirms its commitment to operate and maintain the facilities and appurtenances constructed by the grant that will not be operated and maintained by the Connecticut Department of Transportation.

Tim Veillette, Project Engineer, described the limits of the federal project area and explained that the 20% local match is included as part of a larger state Urban Action Grant. Council members discussed the need for a formal agreement allowing use of the Urban Action Grant for this purpose. Staff will work on finalizing the agreement with the state prior to the Council authorizing the Federal Transportation Grant.

### 6. Torrey Preserve Management Plan

Ms. Blair moved and Mr. Clouette seconded, effective August 11, 2008, to approve the Torrey Preserve Management Plan as presented and prepared by the Town's advisory committees and staff.

Jennifer Kaufman, Parks Coordinator, explained that what is being approved is a plan for the preserve which will be enacted as funds are approved in future budgets or by available grants. Ms. Blair noted that the resolution includes the naming of the preserve.

Motion passed unanimously.

7. State of Connecticut Department of Social Services Human Service Contract  
Mr. Nesbitt moved and Mr. Paulhus seconded to approve the following resolution:

RESOLVED that the Town Manager, Matthew W. Hart, is empowered to enter into and amend contractual instruments in the name and on behalf of this Contractor with the Department of Social Services of the State of Connecticut for a Special Funding for Municipalities program, and to affix the corporate seal.

Motion approved unanimously.

8. Guidelines for Negotiation of Agreements between the Town of Mansfield and Storrs Center Development Entities  
Town Manager Matt Hart in consultation with Council members has developed a set of guidelines defining the role of the Town Council and the Town Manager in negotiations between the Town and the Storrs Development Entities.  
Ms. Nesbitt moved and Ms. Koehn seconded to approve the following resolution:

Move, effective August 11, 2008, to endorse and adopt the following Guidelines for Negotiation of Agreements between the Town of Mansfield and Storrs Center Development Entities:

Preamble: The Storrs Center project has been envisioned as a "vibrant village... that will intelligently and creatively fuse the interests of the residential community ...with an increasingly diverse academic community that constitutes the state's largest university and one of our nation's leading public research institutions." The project was developed in the spirit of partnership between the Town of Mansfield and its citizenry, LeylandAlliance, and the University of Connecticut. In keeping with the characteristics of every public-private project, Storrs Center will continue to require mutual trust and cooperation among the different parties to be successful and economically sustainable.

- 1) The Town Council shall meet as a committee of the whole to provide direction and guidance regarding the Town's negotiations with the master developer, LeylandAlliance, and any related Storrs Center development entities. Throughout the negotiation process, the Town Council, meeting as a committee of the whole, shall review such information that it collectively deems necessary to make informed decisions regarding the negotiations and any potential agreements related to the Storrs Center development.

Depending on the nature and confidentiality of such information, this information could be provided in executive or public session.

- 2) The Town Manager shall serve as the principal negotiator and spokesperson for the Town Council, and shall be charged with negotiating with the master developer a tentative development agreement for review and approval by the Town Council. If necessary, the Town Manager shall also be charged with negotiating with related Storrs Center development entities any other agreement necessary for the Storrs Center project. Such other necessary agreements shall also be submitted to the Town Council for review and approval. Throughout the negotiation process, the Town Manager shall provide the Town Council with updates regarding the status and progress of the negotiations, to keep the Council informed and to solicit input, guidance and direction from the Council, meeting as a committee of the whole.
- 3) The primary objectives of any development agreement shall be to:
  - (i) create a market-sustainable and financially viable project;
  - (ii) ensure a fair agreement between the Town and the developer that minimizes the Town's risk and protects the interests of Mansfield residents and taxpayers; and
  - (iii) ensure an appropriate return upon the town's investment in terms of fiscal and social benefits.
- 4) It is understood that information (such as draft development agreement terms or confidential business information) provided in executive session is protected as confidential under the Freedom of Information Act, and must be treated as such. To protect the integrity of the negotiations and to ensure good faith among the parties, all participants (Council members, staff and others) in any executive session pertaining to the negotiations, shall hold any and all information discussed in executive session in confidence. This guideline is critical to negotiating the development agreement.
- 5) The development agreement negotiated between the Town and LeylandAlliance and any other agreements negotiated between the Town and a related Storrs Center development entity will adhere to the primary objectives described in paragraph (3) above.
- 6) Any action taken by the Town Council with respect to a final development agreement or any other agreements related to the Storrs Center development shall be taken in public session, properly noticed and warned.

VII. DEPARTMENTAL AND COMMITTEE REPORTS

No comments

VIII. REPORTS OF COUNCIL COMMITTEES

Mr. Clouette speaking for the Finance Committee reported that preliminary year-end reports, subject to audit, showed that although the revenue projections were off the spending freeze counteracted the shortfall and a small addition was made to the fund balance. He also reported the Committee is considering a resolution regarding the lease purchase procedure and is reviewing the existing purchasing rules and plans to include environmental policies in the purchasing process.

Mr. Haddad, chair of the Personnel Committee, reported that Town Manager's performance evaluation forms will be distributed this evening and outlined the time line for the process culminating in an executive session on September 29<sup>th</sup>. The Committee will also meet on August 13<sup>th</sup> to discuss the rules of procedure for the Council and conduct a joint meeting with the Board of Education Personnel Committee to discuss contract negotiations.

Ms. Duffy reported that the Committee on Committees will also meet on August 13<sup>th</sup> and offered the following recommendation for appointments:

Recreation Advisory Committee – Howard Raphaelson, Ann Rash,  
Donald Fields and Sheldon Dyer  
Board of Ethics – Nancy Cox

Motion to approve past unanimously.

IX. REPORTS OF COUNCIL MEMBERS

None

X. TOWN MANAGER'S REPORT

Attached

On a personal note, Town Manager Matt Hart expressed his condolences to the family of Ed Passmore. Mr. Passmore was a former Town Council member, a lifelong member of the fire department and a former military man. Mr. Hart commented that Mr. Passmore was always very supportive and he appreciated his counsel.

Mayor Paterson stated that she, Mr. Paulhus and Mr. Clouette attended Mr. Passmore's funeral service and noted he would be greatly missed.

#### XI. FUTURE AGENDAS

Town Manager Matt Hart noted that the following issues would be discussed at upcoming meetings: White Oak septic system, the Mansfield Community Center, Rules of Procedure and the Discovery Depot.

Mr. Nesbitt requested the Council explore the options regarding the budget referendum questions. Members agreed the wording is very confusing. The questions are in the Town Charter, but staff will investigate possible options available to the Council.

#### XII. PETITIONS, REQUEST AND COMMUNICATIONS

9. F. Baruzzi re: FY 2008/09 Budget
10. CCM re: The 2008 Legislative Session Proves the Value of CCM Membership
11. CCM Legislative Update re: Meetings of CCM Legislative Committee 2008-2009
12. CCM State Regulatory Bulletin re: Proposed Regulations for Physical Restraint and Seclusion of School Children
13. Chronicle, "Community Center Talks Lead to Town Council Fight" – 07/29/08
14. Chronicle, "Editorial: Community Center Misfires with RAC" – 08/05/08 Mr. Paulhus noted his displeasure with the editorial commenting that the Riverside Athletic Club came to the Town with the offer.
15. Chronicle, "Editorial: We Offer These Threads, Needles" – 08/04/08
16. Chronicle, "Letter to the Editor" – 07/24/08
17. Chronicle, "Letter to the Editor" – 07/30/08
18. Chronicle, "Letter to the Editor" – 07/31/08
19. Chronicle, "Letter to the Editor" – 08/04/08
20. Chronicle, "Mansfield Community Center Tries Out New Fitness Regimen" – 08/04/08

21. Chronicle, "Mansfield Finalizes Deals with School Chiefs" – 07/24/08
22. Chronicle, "Mansfield Resurrects Quality of Life Group" – 07/25/08
23. Chronicle, "Mansfield Tweaks It's Budget" – 07/29/08
24. Chronicle, "PZC Says 'No' to White Oak Septic Proposal" – 08/05/08
25. Chronicle, "Town Must Fund Relocation Costs" – 07/28/08
26. Daily Campus, "Going to Carriage Your First Weekend? Think Again" – 08/04/08
27. R. Fletcher re: Town of Ashford Board of Selectman – Ms. Koehn asked the status of the Region 19 referendum regarding the track. Staff reported it would not be on this year's Presidential ballot and that the majority of those voting would have to approve the expenditure.
28. Hartford Courant, "A Real College Town" – 06/09/08
29. Hartford Courant, "Gators Secure a Different Kind of Title" – 07/29/08
30. Hartford Courant, "Jitters Over Storrs Center" – 06/23/08
31. Hartford Courant, "Storrs Center Gets Hearing" – 06/24/08
32. Planning and Zoning Commission re: Designation of PZC Representative to Committee on Community Quality of Life
33. Press Release: Storrs Center Sustainability Guidelines, Providing "Blueprint" for Green Development, are Approved by Mansfield Downtown Partnership Board of Directors
34. Reminder News, "Preparations for 5th Annual Festival on the Green Underway" – 06/21/08
35. Reminder News, "Tour de Mansfield a Family Event" – 07/25/08
36. N. Stevens re: Mansfield Community Center

Ms. Blair moved and Mr. Paulhus seconded to move into executive session.

Motion passed unanimously.

### XIII. EXECUTIVE SESSION

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

Also Present: Town Manger Matt Hart.

Issue: Town Manager Performance Evaluation

XIV. ADJOURNMENT

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

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

Town Council  
August 11, 2008  
From: Betty Wassmundt

I want to comment on your discussion about whether a council member should read or not read a letter from the public when the public person has requested that it be read. This applies to regular council meetings and not to public hearings. You should establish a policy. Let's consider the options. If you decide that no such letters will be read, it then is up to the public person to come to a meeting or to have another person attend and read the letter. This is possible. If you decide that all letters will be read, that leaves you open to the possibility that the public will abuse the situation. We, the public, can deluge you with letters; I think you should not accept this option. If you decide that it is the decision of a specific councilor as to whether a letter is read or not, that leaves us, the public, open to your abuse. You can decide to read just those letters which support your positions; I think you should not do this. Consequently, I urge you to establish a policy whereby no such letters are read by any councilor at regular council meetings.

I have questions about the Federal Transportation Grant. Is that money to be used exclusively for Storrs Road improvements? Can that money be used for any other part of the Downtown Project?

I read that the \$625,000 matching money is to come from an existing grant. That being the case, should the resolution be specific as to where that money will come from. For example, should the resolution say: "to provide the local 20% match (approximately \$625,000) from the existing \$2.5 million Urban Action Grant from DECD etc."

I find that I am concerned that the resolution states that the Town is "committed to operate and maintain the facilities and appurtenances etc." If this is referring to sidewalks and similar amenities, please refer to these in the resolution and not to the more general "facilities".

I want to comment briefly on the last council meeting. The issues that arose that night convince me that the council meetings should be televised. In order for the public to make an informed decision at election time as to who they want to elect as council members, they need to see the interaction of the councilors; they need to see the councilors in action at meetings. Especially, people need to be exposed to the "culture" of the council and that of the Town's management. People need to hear the issues that are raised at council meetings and they need to see management's response and the council response. I urge you to televise these meetings.

Next, I want to comment on the Community Center and the continuing controversy over its cost and management. If this situation existed in private business, the management would be fired.

Thank you for listening

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

# Memo

To: Town Council  
From: Matt Hart, Town Manager *M.H.*  
CC: Town Employees  
Date: August 11, 2008  
Re: Town Manager's Report

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

- *Colonel Edwin E. Passmore (retired)* – I regret to announce the passing of Mansfield Fire Department Life Member and former Council member Edwin E. Passmore. Ed contributed much to our community, particularly with his involvement in our Memorial Day Commemoration and his service with our fire department on the Town Council. We all benefited from his leadership, and I send my condolences to his wife Joyce, other family members, and his friends and colleagues. Ed, you will be missed.
- *New Resident State Troopers* - I am happy to announce our newest members to the Mansfield Resident State Trooper Office. TFC Andrea Cloutier, her K-9 partner Aslo, and Tpr. Joshua Woodward joined our office mid July. At the end of this month, TFC Matt Garcia will also be joining our staff.
- *WINCOG Regional Economic Development Program* – earlier today, I met with several members from the WINCOG Board of Directors to interview five firms applying to prepare a regional economic development plan and program to serve our communities. As you may recall, WINCOG received a grant award from the State of Connecticut for this purpose. We will interview an additional firm this coming Friday, and plan to complete the selection process in the near future.
- *Mansfield Downtown Partnership's Sustainability Guidelines* – I would like to draw the Council's attention to item no. 33 in the packet (p. 139), and commend the partnership for its adoption of the sustainability guidelines that will provide the parameters for the planning and construction of the Storrs Center project. In my view, these guidelines serve to emphasize the importance of intelligent land use and sustainability to the greater Mansfield community. Congratulations upon a job well done.
- *Mansfield 2020: A Unified Vision* – the Mansfield 2020 steering committee met recently to review the draft plan, and we are completing final edits and format changes to the document. The committee will present the plan to the Council at its September 8, 2008 meeting.

### Upcoming meetings:

- Town/University Relations Committee, August 12, 2008, 4:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Historical Society Board Meeting, August 12, 2008, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Historic District Commission, August 12, 2008, 8:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Committee on Committees, August 13, 2008, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building

- Personnel Committee, August 13, 2008, 6:30 PM, Community Room, Mansfield Community Center
- Mansfield Board of Education, August 14, 2008, 7:30 PM, Council Chambers, Audrey P. Beck Municipal Building
- Communications Advisory Committee, August 18, 2008, 7:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Open Space Preservation, August 19, 2008, 7:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Conservation Commission, August 20, 2008, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Town Council, August 25, 2008, 7:30 PM, Council Chambers, Audrey P. Beck Municipal Building

To: Matthew Hart  
From: Jeffrey H. Smith  
Subject: Appointment of Special Legal Counsel  
Date: August 21, 2008

In regard to the appointment of Special Legal Counsel, you have asked me to review the Charter, the Purchasing Rules and Regulations (Rules) and prepare a resolution relating to the appointment of Special Legal Counsel using the language that currently exists in the above rules.

In regard to your request, I have a number of questions and or comments which I believe the Council should consider prior to my preparation of the resolution.

1. The Charter requires that the Town Council shall establish by ordinance procedures regarding the procurement of goods and services. In the past, we have included the provision of special legal services in our purchasing rules.
2. We have not, as yet, adopted an ordinance dealing with the procurement of goods and services, but are in the process of doing so.
3. The current Rules, which I believe will form the basis for the ordinance, will need to be reviewed and amended where appropriate prior to adoption as an ordinance. For example, Councilwoman Koehn has asked that we

include language for green purchasing. To that end, I am reviewing articles and policies from the cities of Kobenhavn, Denmark, Richmond Virginia and the County of Sacramento, California, which were kindly provided by Councilwomen Koehn

4. My concern is - should we adopt by resolution a rule which appears to be required by the Charter to be adopted by ordinance?
5. And, once the Council adopts by ordinance procedures regarding the procurement of goods and services what effect does that have on the resolution, especially if there is a conflict between the old Rules and the ordinance adopting the new procedures.

Because of the potential confusion and conflict this action could entail, I would ask the Council's indulgence in allowing me to complete the preparation of a draft ordinance for review by the Finance Committee. Once approved by the Finance Committee it would go to the full Council for their consideration.

These steps would follow the explicit requirements of the Charter leaving no room for misinterpretation or confusion in the implementation of the ordinance.



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Assistant to Town Manager *Maria*  
**CC:** Matt Hart, Town Manager; Curt Vincente, Director of Parks & Recreation; Jay O'Keefe, Assistant Director of Parks & Recreation  
**Date:** August 25, 2008  
**Re:** Mansfield Skate Park Project

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**Subject Matter/Background**

Construction on the Town's new Skate Park behind the Community Center is nearly complete, but to be functional the Park needs modular skate park equipment. Recently the Parks and Recreation Department had the opportunity to showcase the new Park with an equipment demonstration provided by the American Ramp Company (ARC). ARC is traveling to cities across the country to set up a sampling of skate park equipment so that local riders can experience equipment first hand. ARC happened to be coming through the Mansfield area and staff was able schedule a demonstration on short notice.

Construction of the Park to date has been a collaborative effort by the Town and local contractors and businesses. The project has been at a stand-still due to limited funding for skate park equipment. A fundraising program is underway with the support of local businesses. Attached are a number of items that provide further details.

Staff and Michael Taylor, a volunteer supporter of the project, are available to provide a brief update to the Town Council on the project status.

**Attachments**

- 1) Project Construction Budget
- 2) Proposed Operating Budget
- 3) Skate Park Jam Press Release & Flyer
- 4) Reminder News Article

## SKATE PARK Project Budget

DATE	DESCRIPTION	REVENUE	EXPENSE	BALANCE
1/23/2006	Town Appropriation	40,000.00		40,000.00
5/1/2006	CP Timber Harvesting - tree removal donated)		0.00	40,000.00
5/22/2006	Graybar Electric Co. - P.O. 8060, light poles, parking lot & skate park (60% owed)		7,008.50	32,991.50
6/2/2006	Cromwell Concrete Products - P.O. 8061, light pole bases (60% owed)		3,100.00	29,891.50
9/1/2006	Major Electric, Inc. - P.O. 8700, supplies for light pole connections (60% owed)		617.06	29,274.44
10/1/2006	Desiato Sand & Gravel Corp. - stump removal, site prep., grading - (\$7,305 donated)		0.00	29,274.44
11/29/2006	Desiato Sand & Gravel Corp. - finish grade gravel fill		4,061.25	25,213.19
10/9/2007	Barker Steel - P.O. 10466, wire mesh, concrete sealer (\$1,062 donated)		1,334.49	23,878.70
11/13/2007	The Merchants at Storrs Commons donation	10,000.00		33,878.70
11/27/2007	Town memo - credit due project for parking lot project (60% P.O.'s 8060, 8061, 8700)		-6,435.34	40,314.04
12/7/2007	Randy Steinan - stone wall construction (donated)		0.00	40,314.04
12/10/2007	Hop River Concrete - concrete prep., installation		6,000.00	34,314.04
12/10/2007	Maynard Concrete Pumping - pump truck (donated)		0.00	34,314.04
12/10/2007	Builders Concrete East, LLC. - concrete (concrete cost/cu/yard reduced, donated)		15,301.72	19,012.32
1/17/2008	Luther Fence - fence installation (\$6,000 labor donated)		7,500.00	11,512.32
			0.00	11,512.32
			0.00	11,512.32
<b>TOTAL</b>		<b>50,000.00</b>	<b>38,487.68</b>	<b>11,512.32</b>
	<b>Donations to date (value of donated service, material, or actual revenue received)</b>			
	CP Timber Harvesting - trees cleared for lumber	0.00		
	Desiato Sand & Gravel - site work labor	7,305.00		
	Barker Steel - materials donated	1,062.00		
	The Merchants at Storrs Commons - monetary donation	10,000.00		
	Randy Steinan - stone wall construction	0.00		
	Hop River Concrete - some labor donated, amount not specified	0.00		
	Maynard Concrete Pumping - pump truck donated, amount not specified	0.00		
	Builders Concrete East - concrete cost reduced, amount not specified	0.00		
	Luther Fence - fence installation labor donated	6,000.00		
	<b>TOTAL DONATED TO DATE</b>	<b>24,367.00</b>	<b>+</b>	
	<i>(\$24,367 does not include value of materials, etc, when amount was not specified by donor)</i>			





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

PRESS RELEASE - SENT VIA EMAIL

FROM: Curt A. Vincente, Director of Parks & Recreation  
DATE: July 21, 2008  
SUBJECT: Mansfield Skate Park

**MANSFIELD COMMUNITY CENTER TO HOST SKATE BOARD/BMX JAM**

The Mansfield Parks and Recreation Department has announced that it will host a skateboarding, inline skating, and BMX bike jam at the new Skate Park behind the Mansfield Community Center on Monday, July 28 from 3-6pm. The event is free to all and will include music, contests and prizes. All are welcome and participants will be able to skate and ride on ramps and obstacles during the jam. Participants must bring their own skate boards or bikes, complete a waiver and must bring and wear a helmet. A limited supply of helmets will be available for loan.

The newly constructed Skate Park was completed by the Town of Mansfield with the support and volunteerism of local donors and contractors, however no equipment was provided as part of the project. A fundraising campaign is underway to purchase the necessary modular skate park equipment to make the park usable. Those wishing to contribute to the effort can send their donations to the Town of Mansfield c/o the Mansfield Community Center, 10 South Eagleville Road, Mansfield-Storrs, CT 06268. This summer, the American Ramp Company is traveling to cities across the country to set up a sampling of skate park equipment so that local riders can experience equipment first hand.

For more information on the skate park jam or to obtain the necessary waiver, please contact the Mansfield Community Center at 860-429-3015 ext. 0

Mansfield Parks and Recreation Department



Mansfield  
Community  
Center

# **SKATE BOARD/BMX JAM**

**MONDAY, JULY 28TH**

**3:00 to 6:00pm**

**ALL WELCOME**

**Skate Boarders, Inline Skaters, BMX Riders**

**Behind Mansfield Community Center**

**10 South Eagleville Rd., Storrs**

**MUSIC, PRIZES, GAMES AND EVENTS**

**ALL FREE ! ! ! ! !**

**Helmets Required (loaners available at Jam)  
Signed Waivers Required (copy on reverse side)**

**FOR WAIVERS & FURTHER INFO:  
CALL MANSFIELD COMMUNITY CENTER**

**860-429-3015 Ext 0**

## MANSFIELD

# Demo shows demand for skate park

By NISHANG GUPTA  
ReminderNews

Approximately 100 skateboarders and BMX bikers gathered at Mansfield's Skateboard Park Jam on Monday, July 28, behind the Mansfield Community Center. The unfinished skate park was outfitted with free demonstration equipment from the American Ramp Company for this event. A quarter pipe, ramps, rails and stairs were among the obstacles that the young extreme sports enthusiasts enjoyed.

An ARC representative told Michael Taylor, a local businessman interested in seeing this project through to completion, that this was the most successful free demo that he has ever seen. ARC puts demonstrations on throughout the country to promote its equipment. "This turnout clearly demonstrates the extreme demand for a skate park in Mansfield," Taylor said.

The park was so crowded that the organizers needed to allot alternating 15-minute intervals for skateboarders and BMX bikers to use the facility. "We've been talking about the possibility of building such a park for the last eight to 10 years," said Curt Vincente, director of Mansfield Parks and Recreation. "More and more towns are building skate parks to give an opportunity to kids who don't do anything else."

"Right now, we have to go all the way to Stafford to skate. Kids are forced to skate illegally at UConn and at the high school because there's nowhere else to go," said one of the young skateboarders.

Bill Callahan, Mansfield's recreation coordinator, said that there is decent community support for this project, which is evidenced by a \$10,000 donation from the Merchants at Storrs Commons. "There will be several fundraisers going on to hopefully open the park in spring 2009," Callahan said. "There isn't much opposition to the project, as skate parks are becoming more and more popular. The town's insurers cover skate parks, so there wouldn't be any liability issues."

Currently, the total cost of the park, from clearing the land to laying the fences, has been \$40,000. "We've gotten \$100,000 worth of work done for \$40,000," Taylor said. "This was possible with in-kind contributions from merchants and contractors."

Depending on what equipment the town wants to purchase, the skate park will cost \$20,000 to \$100,000 more. "We



BMX bikers wait for their turns to ride during the skate park demo.



A skateboarder 'grinding' an American Ramp Company demo rail.



Ollie competition runner-up Chris Marciniak clears four skateboard decks. Photos by Nishang Gupta.

have to get the basics first, and then we can work our way up, depending upon how much fundraising we receive," Vincente said.

Michael Taylor, however, estimates that the cost of the park will not exceed \$50,000. The organizers of the project hope that it will be funded largely by fundraising initiatives, grants and by the University of Connecticut. Taylor is optimistic about the continued support from the town and will seek funds from local merchants, banks, grants and the town.

"We really need to get the university involved with this project. After all, the majority of kids using the park will be UConn students," Taylor said.

(- 20 - arciniak, a member of the UConn Skateboarding Club and runner-

up in the ARC-sponsored ollie competition, agreed with Taylor. "We have 70 members in our club, and there is nowhere to skate on campus. With the town's recent budget situations, the university really needs to help fund the park," Marciniak said. "One of our club's main goals is to convince UConn to help finance this park."

Such a high demand for this facility is encouraging to the project organizers, who are eager to open the park for the community's youth to enjoy.

To receive updates or to support the development of the park, call the Mansfield Community Center at (860) 429-3015 ext. 0, or join the e-mail list at [sk8mansfield@yahoo.com](mailto:sk8mansfield@yahoo.com).



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Assistant to Town Manager *Maria*  
**CC:** Matt Hart, Town Manager; Jeffrey Smith, Director of Finance; Cherie Trahan, Controller; Curt Vincente, Director of Parks & Recreation  
**Date:** August 25, 2008  
**Re:** Mansfield Community Center Fee Schedule

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**Subject Matter/Background**

The Community Center will be entering its sixth year of operation this fall. Each year following the original adoption of fees for membership, the Town Council approved a fee schedule upon recommendations from staff and the Marketing Consultant.

Attached you will find a fee recommendation sheet which represents a zero percent increase in current membership rates. As you know, after our initial rates were adopted in 2003, we had planned to increase rates incrementally each year to keep pace with inflation and typical expenditure increases rather than increase by a larger amount every 2-5 years. Under normal economic conditions, a nominal percentage increase could typically yield an additional \$30,000 in revenue. However, due to the current difficult economic climate, many people are making careful decisions about the use of their discretionary income for memberships and programs. As a result, staff anticipates that an increase in rates may erode the membership base and decrease participation in programs which could negatively impact the overall financial health of the Recreation Fund and negate any additional revenue generated through an increase in membership rates.

In addition to the proposed zero percent increase in membership rates there are several other fees and modifications to membership options that we are recommending: **membership freeze fee; new enrollment fee; new month-to-month agreement; elimination of off-peak membership option for new members.**

If the recommended fees are approved, we intend to implement these new membership fees on October 1, 2008. As we have done in the past, we will offer existing members some incentives to renew their membership before a designated date this fall. In order to remain competitive locally, we will also offer incentives to attract new members from time to time.

The Recreation Advisory Committee reviewed these recommendations at length at their July 23, 2008 meeting. Committee members unanimously approved staff's recommendations.

**Financial Impact**

As mentioned, by not increasing membership rates, the Recreation Fund could lose up to \$30,000 in new revenue. However, staff anticipates that the flat membership rates

will aid in recruiting more new members which has the potential to generate new revenue. Further, if the new enrollment fee is implemented, it is projected to generate \$30,000 thus offsetting the \$30,000 revenue loss (from flat membership rates).

### **Recommendations**

1. *Zero Percent Increase in Membership Rates* – details of recommendation noted above.
2. *Membership Freeze Fee* – Members use this option when they are out of town for extended periods of time and will not be able to use the facility. We are recommending a flat membership freeze fee of \$20 rather than the one-month fee (which varies by membership type). The flat fee covers the administrative cost to temporarily freeze a membership. This option will allow the member to freeze any number of days up to three months and is limited to two times per year.
3. *New Enrollment Fee* - We recommend a nominal \$25 enrollment fee for new members. Existing members would be excluded from this fee, provided they renew. If an existing member does not renew, and then re-joins at a later time, the enrollment fee would then apply. This enrollment fee provides additional incentives for members to renew annually and supplements the proposed month-to-month agreement detailed below. The new fee, if approved could yield an additional \$30,000 in revenue.
4. *New Month-to-Month Agreement* - We believe a new month-to-month agreement as opposed to an annual agreement has merit, particularly when tied to our earlier recommendation of a new enrollment fee. After a member's first year, it eliminates the buying decision and the enrollment fee provides an incentive to continue without added fees. Under the proposed agreement, members would have to commit for an entire year, but then would continue on a month-to-month basis thereafter. This also provides new marketing options when trying to recruit new members.
5. *Elimination of Off-Peak Membership Option for New Members* - We originally anticipated that it would make sense to have some incentive to encourage member use during times that would allow us to balance and maximize staffing and facility needs throughout the day. There has been a shift in peak usage of the facility within the last year from before and after work visits to the off-peak time of 9-10am. It is no longer deemed necessary to offer an off-peak rate. However, existing members who purchased off-peak memberships will continue to be offered this option as long as they continue their membership.

Staff recommends that the Town Council approve the attached membership fees and fee policies. If the Council concurs with the recommendation, the following motion would be in order,

*“Move, effective October 1, 2008, that the Community Center membership fees for year six and program fee policies be revised as indicated in attachments #1 and #5 (as noted below).”*

### **Attachments**

- 1) Community Center Fee Recommendations – Year Six
- 2) Community Center Party Rental Forms/Rate Sheets
- 3) Facility Pricing Comparison Information
- 4) Trade Magazine Articles – “What Price is Right” & “The Breaking (Even) Point”
- 5) Fee Schedule/Fee Charging Policy (P - 22 - Recreation Dept. sections)

**MANSFIELD PARKS and RECREATION DEPARTMENT**  
**Community Center Fee Recommendations**  
**Year Six - Effective October 1, 2008**

Proposed 7/23/08

	<b># in category as of 7/1/08</b>	<b>CURRENT RATES</b>	<b>RECOMMENDED RATES</b>
<b><u>FAMILY/HOUSEHOLD - Annual</u></b>			
Resident - Full-use	553	590.00	590.00
Resident - Off-Peak	42	450.00	see note 6 below
Ashford/Wilmington - Full-use	97	650.00	650.00
Ashford/Wilmington - Off-peak	12	490.00	see note 6 below
Non-Resident - Full-use	192	685.00	685.00
Non-Resident - Off-peak	13	540.00	see note 6 below
(includes 2 people, each addl. person age 17 & under OR FT dependent student 24 & under with proof) additional F/H member age 18 & over, not dependent	2,051	30.00  50% off indiv. Rate	30.00  50% off indiv. Rate
<b><u>ADULT/CHILD HOUSEHOLD - Annual</u></b>			
Resident - Full-use	68	355.00	355.00
Resident - Off-Peak	3	300.00	see note 6 below
Ashford/Wilmington - Full-use	17	390.00	390.00
Ashford/Wilmington - Off-peak	6	330.00	see note 6 below
Non-Resident - Full-use	42	420.00	420.00
Non-Resident - Off-peak	5	355.00	see note 6 below
(includes 1 adult and 1 child under age 14, each add'l child under age 14)	213	30.00	30.00
<b><u>INDIVIDUAL - Annual</u></b>			
Resident - Full-use	316	330.00	330.00
Resident - Off-Peak	83	265.00	see note 6 below
Ashford/Wilmington - Full-use	78	355.00	355.00
Ashford/Wilmington - Off-peak	20	305.00	see note 6 below
Non-Resident - Full-use	174	390.00	390.00
Non-Resident - Off-peak	40	330.00	see note 6 below

**ANNUAL RATE NOTES:**

- 1) Above rates are for annual fee paid in full
- 2) A 3% service charge is added for monthly payments
- 3) Rates may vary slightly from time to time for marketing promotions
- 4) Proof of address/household of residence required for all members age 18 and older
- 5) Full year commitment required. Refunds or Cancellations offered only in extenuating circumstances
- 6) Off-Peak rates will be maintained for existing members who continue, but will no longer be available for new members

**MANSFIELD PARKS and RECREATION DEPARTMENT**  
**Community Center Fee Recommendations**  
**Year Six - Effective October 1, 2008**

Proposed 7/23/08

	# in category as of 7/1/08	CURRENT RATES	RECOMMENDED RATES
<b><u>FAMILY/HOUSEHOLD - 3 Month Option</u></b>			
Resident - Full-use	18	195.00	195.00
Resident - Off-Peak	4	150.00	see note 6 below
Ashford/Wilmington - Full-use	10	215.00	215.00
Ashford/Wilmington - Off-peak	2	165.00	see note 6 below
Non-Resident - Full-use	14	225.00	225.00
Non-Resident - Off-peak	2	180.00	see note 6 below
(Includes 2 people, each addl. person age 17 & under OR FT dependent student 24 & under with proof) additional F/H member age 18 & over, not dependent	87	30.00	30.00
		50% off indiv. Rate	50% off indiv. Rate
<b><u>ADULT/CHILD HOUSEHOLD - 3 Month Option</u></b>			
Resident - Full-use	7	120.00	120.00
Resident - Off-Peak	1	100.00	see note 6 below
Ashford/Wilmington - Full-use	2	130.00	130.00
Ashford/Wilmington - Off-peak	1	110.00	see note 6 below
Non-Resident - Full-use	8	140.00	140.00
Non-Resident - Off-peak	4	120.00	see note 6 below
(includes 1 adult and 1 child under age 14, each add'l child under age 14)	36	30.00	30.00
<b><u>INDIVIDUAL - 3 Month Option</u></b>			
Resident - Full-use	57	110.00	110.00
Resident - Off-Peak	11	90.00	see note 6 below
Ashford/Wilmington - Full-use	14	120.00	120.00
Ashford/Wilmington - Off-peak	6	105.00	see note 6 below
Non-Resident - Full-use	47	130.00	130.00
Non-Resident - Off-peak	15	110.00	see note 6 below
<b>Total Memberships - all categories (as of 7/1/08)</b>	<b>1,984</b>		
<b>Total Members - all categories (as of 7/1/08)</b>	<b>4,371</b>		

**3 MONTH OPTION NOTES:**

- 1) Above rates must be paid in full
- 2) Conversion to annual membership will be pro-rated only within the first month
- 3) No refunds or cancellations for any reason
- 4) Proof of address/household of residence required for all members age 18 and older
- 5) Rates may vary slightly from time to time for marketing promotions
- 6) Off-Peak rates will be maintained for existing members who continue, but will no longer be available for new members

**MANSFIELD PARKS and RECREATION DEPARTMENT**  
**Community Center Fee Recommendations**  
**Year Six - Effective October 1, 2008**

Proposed 7/23/08

	<b>CURRENT RATES</b>	<b>RECOMMENDED RATES</b>
<b><u>DAILY ADMISSION</u></b>		
Resident - Infant/Toddler (under age 3)	1.00	1.00
Resident - Youth (ages 3-17)	5.00	5.00
Resident - Adult (ages 18-61)	9.00	9.00
Resident - Senior Citizens (ages 62+)	7.00	7.00
Ashford/Wilmington - Infant/Toddler (under age 3)	2.00	2.00
Ashford/Wilmington - Youth (ages 3-17)	6.00	6.00
Ashford/Wilmington - Adult (ages 18-61)	10.00	10.00
Ashford/Wilmington - Senior Citizens (ages 62+)	8.00	8.00
Non-Resident - Infant/Toddler (under age 3)	3.00	3.00
Non-Resident - Youth (ages 3-17)	7.00	7.00
Non-Resident - Adult (ages 18-61)	11.00	11.00
Non-Resident - Senior Citizens (ages 62+)	9.00	9.00
Discount Book of 10 visits		
Guest Pass (with member)		
<b><u>TEEN CENTER</u></b>	<b>FREE</b>	<b>FREE</b>
<b><u>MISCELLANEOUS</u></b>		
Insufficient Fund Fee	25.00	25.00
Freeze Fee (3 month)	one month fee	<b>20.00</b>
Fitness Flex Program Package	225.00	225.00
<b>Enrollment Fee</b>	<b>n/a</b>	<b>25.00</b>
<b><u>FACILITY RENTAL RATES</u></b>		
See attached party rental forms		
Safe Graduation - Out of Town Schools	18/person	18/person
Safe Graduation - E.O. Smith (50% discount)	9/person	9/person



# Mansfield Community Center

10 S. Eagleville Road, Storrs, CT 06268, (860) 429-3015

## Party Planning Form

Thank you for choosing to have your party at the Mansfield Community Center. The Community Room and Arts and Crafts Rooms are available for parties at the times listed below. We also offer several additional options. Please take the time to review the information below and return this form to the Mansfield Community Center *with payment in full* to reserve a room for your party. Parties **MUST** be reserved at *least two weeks in advance* for planning purposes. Please call 429-3015 for more information. *Please note that parties must include either the Arts and Crafts Room or the Community Room.* Please see other side for more party planning information. We will call you to confirm date/time. Reservation is not confirmed until we call you. Please pick a second choice in case your first choice is not available.

Name \_\_\_\_\_ Child's age \_\_\_\_\_ Child's Gender \_\_\_\_\_ # of party guests \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ # of extra adults \_\_\_\_\_

Address \_\_\_\_\_

Street

City

ZIP

### Community Room Times

### Arts and Crafts Room Times

Fri., 7-9 p.m.	Sun., 12:30-2:30 p.m.
Sat., noon-2 p.m.	Sun., 4-6 p.m.
Sat., 4-6 p.m.	
Sat., 7:30-9:30 p.m.	

Fri., 7-9 p.m.	Sun., 11 a.m.-1 p.m.
Sat., noon-2 p.m.	Sun., 2:30-4:30 p.m.
Sat., 4-6 p.m.	Sun., 6-8 p.m.
Sat., 7:30-9:30 p.m.	

Room requested 1st choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_

Date requested \_\_\_\_\_ Alternate date \_\_\_\_\_

Time requested \_\_\_\_\_ Alternate time \_\_\_\_\_

**Please check your choices and write in prices in right column**

Mem. Non.Mem

Community Room (holds up to 50 people)		\$75	\$150
Community Room WITH serving kitchen (use of space in refrigerator/freezer, and/or stove)		\$90	\$180
Arts and Crafts Room (holds up to 20 people)		\$50	\$100
Arts and Crafts Room WITH teen center		\$80	\$160
Decorations (in addition to the room rental fee) (includes balloons, paper tablecloths, cups, plates, napkins, plastic ware, streamers)	Up to 25 people	\$50	\$75
	26-50 people	\$75	\$100
Main Pool (available for 1 hour of your 2-hour party) Time? _____ Therapy Pool may or may NOT be available.	Up to 10 people	\$25	\$40
	11+ people	\$50	\$65
Small Pool Inflatables (circle 1 or 2) snake star fruit slice saucer sea saw _____ @		\$15	\$20
½ Gym (available for 1 hour of your 2-hour party) Time? _____		\$25	\$50
Giant Inflatable Gym Slide (in addition to gym rental fee)		\$125	\$200
Gym Mats (in addition to gym rental fee)		\$15	\$20
Pre-school riding toys (in addition to gym rental fee)		\$10	\$15
Volleyball set-up (in addition to gym rental fee)		\$15	\$20
Cheese Pizza/Soda or Juice (2-3 slices per person) _____ people @		\$5	\$6
Ice Cream Cake Name on Birthday Cake _____ people @ Ice Cream Flavor (Circle One) Vanilla Chocolate Both		\$3	\$4
Refundable Security Deposit (returned after the party if no damage is done)(please write separate check)		\$25	\$25
<b>Total Party Package (room will not be reserved until payment is made in full)</b>			

Credit Card Information (required if faxing)

Number \_\_\_\_\_

- 26 -

For Office Use Only

	Date	Initials



# Mansfield Parks & Recreation

Mansfield Community Center • 10 South Eagleville Road • Storrs/Mansfield, CT 06268  
(860) 429-3015 • fax (860) 429-9773 • [www.mansfieldct.org](http://www.mansfieldct.org)

## Party Rental Policies

The following policies are designed to ensure that facility members and party guests have a safe and enjoyable experience while at the Community Center. All party guests must abide by the facility policies as well as specific party policies. If you have any questions please see facility staff.

### General

- Reservation requests must be made at least two weeks in advance of the requested date and cannot be made more than two months before the date. All parties **MUST** include the rental of either the Arts and Crafts Room or the Community Room.
- *Reservations are not confirmed until full payment is received, including security deposit (paid by separate check), and a confirmation receipt from Community Center staff is provided.*
- Rental groups may bring in their own food and decorations or have Community Center Staff provide them (see rental form)
- Renters may come in ½ hour before rental time to set up and remain ½ hour after rental time to clean up.
- Decorations may not be taped or tacked to the walls. Tape may be used on the doors and windows only.
- Cancellations within two weeks of the rental will result in loss of security deposit.
- All party guests must check in at the Reception Desk and be directed to the appropriate room.
- All party guests must remain together and in the spaces reserved for party use.
- All party guests must be overseen by a responsible adult (no matter what age)
- Smoking and tobacco products and alcoholic beverages of any kind are prohibited throughout the entire facility and grounds, including all restrooms, front entrance area, parking lots and other outdoor areas.
- Food and beverages are allowed only in the Arts and Crafts Room and/or Community Room. All food and beverages brought in with the party group must remain in the assigned room.
- Rental groups are responsible for general clean up of their assigned room.
- The Community Center is not responsible for lost or stolen items.

### Aquatic Center

- **All children may be swim tested at the discretion of the lifeguard staff. Any child who does not pass and is under 4 feet tall will be considered a non-swimmer and must swim with an adult (one adult per child). To pass, the child must swim one 25-yard length of the pool comfortably, as determined by the lifeguard staff. Non-swimming children who are at least 4 feet tall can be in the shallow end of the pool without an adult.**
- **Lifeguard staff will clarify/enforce pool rules.**
- **The therapy pool may or may NOT be available for use, dependant on the weekly pool schedule.**
- Children 5 years or older must use gender appropriate locker rooms. We encourage families and individuals with special needs to utilize family changing rooms.
- All children who are not toilet trained must be wearing an appropriate swim-diaper while in the water.
- Soap showers are required before swimming.
- No floatation devices are permitted including lifejackets, inflatables, water wings/swimmies, and swim suits with built-in floatation devices.
- Proper bathing attire is required. No jeans/casual shorts, t-shirts, or pants are allowed in the pool. Swimwear is not permitted in other areas of the facility outside of the pool.
- Masks covering the nose and snorkels are prohibited. Swim goggles are permitted.
- No glass containers or food allowed on the pool deck.
- Specific pool rules are posted in the pool area.

### Gymnasium

- The gymnasium is designed for multi-use activities such as basketball, volleyball, gymnastics, etc.
- Inappropriate use of court equipment is prohibited.
- Food and drinks are not allowed in the gym, with the exception plastic bottled water.
- Proper attire, including non-marking shoes, shorts/pants and t-shirt must be worn at all times.

### Locker Rooms

- For your convenience, both family changing areas and individual lockers are available at no charge. Both have been equipped with daily use lockers, showers, changing areas and bathroom facilities. The family locker area is located just outside the doors of the three family changing rooms.
- Guests are required to provide their own locks. Locking valuables, clothing, backpacks/equipment bags, etc. in a locker while using

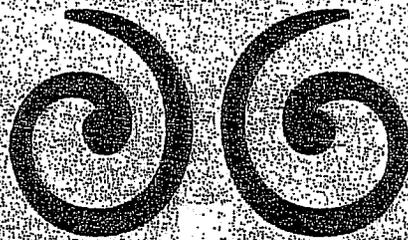
Mansfield Community Center  
Facility Pricing Comparison (July 30, 2008)

Facility	Enrollment Fee	Rates	Annual amount
Courthouse Plus (Vernon)	\$95	24 month contract: \$39.00/mo 12 month contract: \$49.00/mo no contract (month-month): \$59.00/mo	\$515.50 \$683.00 \$803.00
Cardio Express (Tolland and other locations)	\$0/\$75** special rates \$100 regular rate	*\$0 down, \$20.00/mo (includes tanning) *\$75 down, \$10.00/mo (no tanning) reg. rate \$100 down, \$30.00/mo	\$240.00 \$195.00 \$460.00
Super Future Fitness (North Windham)	Varies \$0-50	Paid-in-full: \$459.95/year 12 month contract: \$50 down, \$29.95 mo students receive 10% off above rates OR student 12 mo \$24.95 down, \$24.95/mo	\$459.95 \$409.40 \$368.46 \$324.35
Curves (Storrs)	\$132** special rate \$200 regular rate	\$34.00/mo	\$540.00** \$608.00
Riverside Athletic (Willimantic)	Closed	Closed	n/a
Mansfield Community Center (Mansfield)	None	Resident- \$28.33/mo Non-Resident- \$33.48/mo Ashford/Willington- \$30.47/mo	\$330.00 \$390.00 \$355.00

Individual Rate comparison only. Most other facilities do not have comparable Family Rates



**What  
Price  
is  
Right?**



**AS PRESSURE MOUNTS TO OPERATE ECONOMICALLY SUSTAINABLE FACILITIES, PUBLIC REG AGENCIES ARE INCREASINGLY CHALLENGED TO OFFER WIDELY AFFORDABLE SERVICES.**

**BY MARVIN BYNUM**

**A**s marketing coordinator for sports and recreation facility architect Sisk Combs (Detroit), April Luxner has a vested interest in the success of public recreation facilities. Her livelihood depends on it.

Nevertheless, rather than join the public recreation center that opened in their community three years ago, Luxner and her husband opted to give their money to a private health club.

The Luxners' decision wasn't one based solely on convenience—in fact, both the rec center and the health club are located within walking distance of their home. Actually, economics were to blame. In the end, the Luxners declined to join the rec center because it proved to be less affordable.

"When we got our flyer, I recall it costing \$760 for an annual membership," says Luxner. Meanwhile, the health club offered the Luxners a \$540-a-year membership that included fees for all fitness classes.

"I just want to go somewhere, be able to park, get in, take a class and not worry about having to pay extra for whatever class I take," says Luxner. "The rec center has a boot camp class that's probably phenomenal, but I can get in for free at the health club. At the rec center, I'd have to shell out another \$40 a month, on top of my membership fee. That would make me start to feel like I'm getting nicked and tamed."

The perceived excess of program fees may negatively influence the purchasing decisions of potential public recreation consumers—including those as astute as Luxner. Yet on the other side of the coin are rec administrators who are likely just as frustrated by current trends in the pricing of recreation services, albeit for very different reasons.

"Historically, public recreation was designed to be affordable to the masses," says Ken Ballard of Ballard King & Associates, a recreation facility planning consultancy based in Highlands Ranch, Colo. "Twenty to 30 years ago, there was a lot of talk that said you really shouldn't be charging fees at all, or if you did, they should be nominal. But as we move forward with more elaborate facilities and, certainly, more demands on government funding for all sorts of purposes, there's a lot of pressure on practitioners to reach a balance between the use of tax dollars and dollars from individuals who are paying for those services. How you price your services, whether they're facility memberships or swimming lessons, now becomes a paramount issue."

Are civic authorities to fault for the added fiscal pressure on rec professionals?

"Yes and no," says Ballard. "Here's the dilemma: On one hand, you hear from the politicians that you need to provide this service to the community and it needs to be affordable. Then on the other hand, you hear that this facility needs to be self-sufficient or can only afford to have a certain subsidy level. You get these mixed messages. Oftentimes, the practitioner is left sitting there in the middle saying, 'So what am I supposed to do?'"

## Good Times, and Bad

It's a question not easily answered—even when asked of Texas A&M University distinguished professor John Crompton, a leading researcher of parks and recreation issues for the past three decades. "There's a three-hour answer to that question," he says.

However, Crompton is sure that the public has never been more supportive of public recreation. Pointing to data collected by the U.S. Census Bureau from all 37,000 local governments, spending on public recreation was higher than ever at the turn of the 21st century. **1 - 30 -** one-third of the money spent on public recreation programs and services was **ated by user fees.** Over the previous 10 years, recre-

ation programs are increasingly funded from local governments.



Crompton: "I'm here to tell you that this is the golden age of parks and recreation. We have never had the dollars that we have today."

Yet Crompton is quick to couch that statement with a forecast many rec professionals may find disturbing: "The amount that agencies can get from user fees, in my view, has peaked," he says, noting that public expenditures on recreation, though relatively high compared to earlier years, remained stagnant throughout the 1990s. "The days of public recreation are numbered. This is clearly a life-cycle on the decline."

For largely environmental and social reasons, parks and conservation movements have garnered the lion's share of public funding in recent years, Crompton says. That doesn't necessarily mean that people are completely forsaking their local recreation facilities; it simply suggests that they see the agencies responsible for parks' operation as being better suited to positively effect change in their communities. "Elected officials are elected on platforms to solve problems," he says. "They are mandated to prioritize the spending of money that goes toward solving those problems. If public recreation does not contribute to solving those problems, then elected officials have no mandate to give recreation any money."

There's even less cause for such a mandate when one considers that public recreation centers are used by a fraction of the population. "Public recreation started as a niche serving boys to keep them out of crime. We broadened that in the 1950s, '60s and early '70s by saying, 'Public recreation is for everyone.' It clearly isn't," says Crompton. "You never had more than 10 percent of a city's population, 10 percent of families, using a public recreation facility. Now that niche has gotten much narrower for three reasons: One, you have nonprofits doing all kinds of things that they were not doing back in the '70s. Two, you have the commercial sector in fitness and ice rinks — there was no commercial sector back then. And three, government has since the '70s taken on a slew of additional responsibilities, and since government has a fixed budget you have less money for this field."

Public recreation facilities can survive this economic climate, continues Crompton, but their operators must learn to adapt. "Recreation is not about making sure some middle-class people are having a good time. That's not it anymore," he says. "The essence of the issue is repositioning to solve community problems. How do you ally with others to solve the problems in your community?"

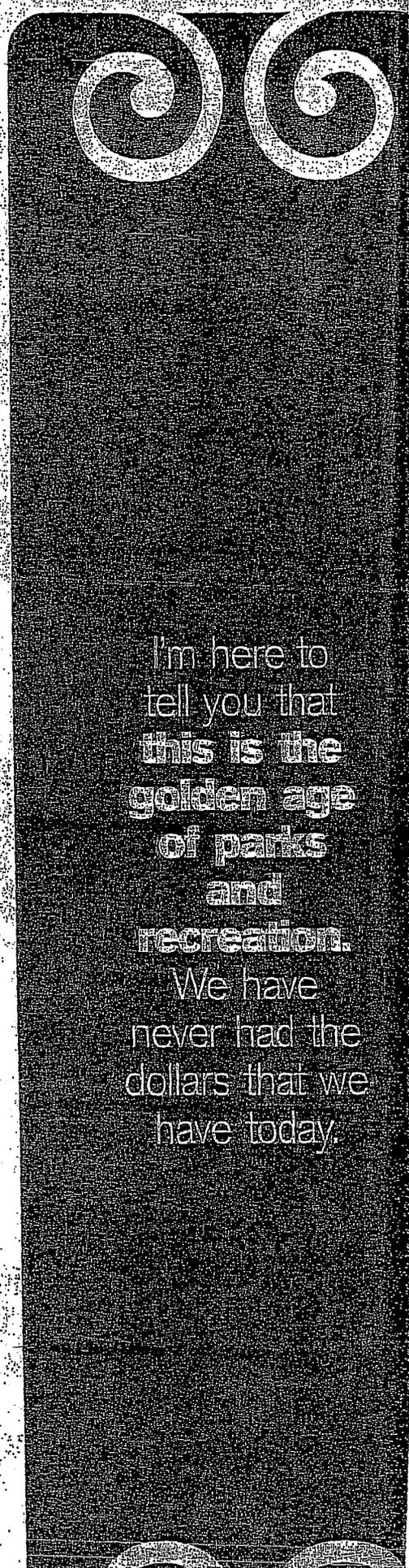
## A Philosophical Discussion

Building alliances with community organizations — local schools, hospitals or other nonprofit entities — has long been a strong suit of public recreation centers. But partnering with diverse groups can occasionally muddy a recreation facility's mission, leaving practitioners struggling to clarify to constituents their rationale for a host of official actions — especially as they relate to setting fees.

In seemingly simpler times, pricing wasn't as critical an issue. "Because the idea was that public recreation programs, services and facilities had to be affordable to everyone, you set the bar at the bottom level so that literally everybody could afford them," says Ballard. "That resulted in charging 50 cents to go swimming, or sometimes even offering free services. Yet then you had potentially 90 percent of the population able to pay for those services but still getting discounts. So gradually, we've seen that bar come up, but we need to decide where we want our prices to be."

Rec professionals received some much-needed guidance in this area nearly two decades ago, when Crompton and other recreation and leisure educators and management consultants introduced to the industry a pyramid pricing strategy that recommends different pricing for different levels of services. Basic services, or those perceived as providing a benefit to most, if not all, of the community (think youth and senior programs) inhabit the bottom of the pricing pyramid. As such, they are heavily subsidized by tax dollars.

Although there is no expectation for basic program



I'm here to tell you that this is the golden age of parks and recreation. We have never had the dollars that we have today.

communities soon to be served by Salvation Army Kroc Centers, one of which is planned for Detroit's East Side. "The idea was, 'Well, this place is poor, so there's no way you can charge any fees,'" says Ballard, who is serving as a consultant on the Detroit project. "Well, we found out after going in there that while certainly we're not setting fees like in the suburbs or more wealthy communities, in most cases there is an expectation and a willingness from people who have a lot less discretionary dollars to pay for some of these services. We don't have to give them away."

There are certainly no giveaways of more specialized recreation programs (say, group fitness classes or personal training), which cater to smaller segments of the public and inhabit higher levels of the pricing pyramid. In most cases, a specialized program's fees should exceed the actual cost of providing that service so the program functions as a revenue-generator, helping subsidize the cost of offering basic services.

Although many rec departments have employed this type of pricing strategy as standard operating procedure, an uncertain economic climate in recent years has made it more difficult for them to maintain a healthy balance between subsidized and revenue-generating programs.

"We have had some cost-recovery challenges in the past couple of years because of the ever-increasing price of gas and electricity," says Gina Barton, recreation supervisor of the City Park Recreation Center and Fitness Center, a twin-facility complex in the Denver suburb of Westminster. Of the two facilities, the recreation center offers programs geared more toward youths and seniors and has a cost-recovery expectation of 65 percent. The fitness center, however, is open only to patrons age 15 and older and is expected to recover 85 percent of its operational costs. "We've met our cost recovery," says Barton, "It has just been more challenging because we've seen our revenues drop."

Among the points recently debated by Westminster recreation officials is whether to include in the price of a fitness center pass access to group fitness classes. "We've struggled with that ones-

the only center in the city that includes fitness classes. When we opened that facility — it has been almost eight years — that was the trend. In my mind, if you have the opportunity to offer more benefits, why not do it?"

Yet these days, some of Barton's colleagues wonder if their department can still afford to do it — especially considering that in a short span of time, Westminster's fitness and recreation market has become increasingly glutted with both public and private providers. One newcomer, a small fitness facility that opened two miles from Barton's fitness center, charges members \$19 a month compared to City Park's approximately \$30 a month. "Their whole philosophy is that they don't offer the amenities, such as the big locker rooms and showers; they just offer a changing area," says Barton. "But they outprice us because they don't have the overhead, they don't have programs. It's basically a weight room, a place for people to get in and out. It has hurt us a little bit."

In years past, the Westminster recreation department set its pricing according to fee-related survey data recorded at nine similar recreation facilities. "We try to price ourselves at least in the middle," says Barton. "We don't want to be the lowest, but we also don't want to be the highest."

Now, some measure of uncertainty surrounds this evaluative process. Although she wonders what form her department's fee-setting philosophy will take next — "We've really had to think about it, and I don't think we're there yet" — Barton is optimistic that it will eventually rediscover that ever-elusive middle ground. "It's all about trying to have that perfect balance of programs that will bring in revenue and programs that you subsidize," she says. "It can be done."

## Needs of the Many

It may seem ironic to some that the more public recreation facilities broaden their scope - 32 - programs and amenities for just about every possible

Recreation is not about making sure some middle-class people are having a good time. The issue is repositioning to solve community problems.

and families, strength-training areas for weightlifting enthusiasts, ballroom dance classes for active seniors, and so on — the more difficult it is for them to achieve balance.

For her part, Sink Combs-Dethlefs Luxner understands that her neighborhood rec center's menu of programs — and thus, its prices — likely won't ever be as lean as those at the single-purpose health club to which she currently belongs. And for the time being, that's just fine with her.

"I like to work out as quickly and painlessly as possible. The health club is really nice for me because it meets my needs," she says. "Right now, I'm in my twenties and I don't have children. But if I had kids, I could see myself using all those things at the rec center. I do think when you have kids, it changes the ball-

# The Breaking (Even) Point

*Matching your organizational philosophy to financial reality*

**M**ake budget. This two-word challenge causes endless anxiety for every manager; strikes fear into the hearts of those who will come up short at fiscal year's end and draws a sigh of relief—albeit temporary—from those fortunate (or responsible enough) to at least break even.

The already troublesome task of making budget is made more daunting when an organization's philosophy is at odds with its economic reality. Bringing both into balance, then, becomes critical to surviving, let alone thriving. The two tools presented here are perfectly suited to this essential purpose.

### Organization Type

Conceptually, organizations have been classified into three broad types (Edginton, Hudson, Dieser, and Edginton, 2001), according to their individual philosophies (See Figure 1). First are those that exist "for the people" or for the public good, politi-

cal or governmental entities—such as municipal parks and recreation departments.

Second are volunteer, or not-for-profit organizations, those increasingly common NGOs (non-governmental organizations) that serve a particular cause or special interest, rather than the public at large (although the public may obtain some tangential benefits, such as the preservation of land by the Nature Conservancy, for example). Finally are privately owned companies—often corporations—that exist in a market or competitive environment, and primarily operate for the benefit of their owners, who require a return on their investment (sometimes to the detriment of the public good).

Organizations also can be distinguished by their funding methods, ranging from indirect to direct. The former type is comprised of money (traditionally, taxes and levies) collected from most, if not all, people by a central authority

(e.g., city government), which acts as an intermediary by redistributing the money to its various constituencies. The people (taxpayers) are obligated to pay whether they partake of services or not, and do not individually give their money to, for example, the parks and recreation department in a face-to-face exchange.

Conversely, direct funding results from a freely chosen, face-to-face exchange between a willing seller and a willing buyer, and only those individuals who desire the service pay the fee. People purchasing amusement park tickets from the ticket-seller engage in one form of direct funding. Between the two extremes, volunteer or not-for-profit organizations obtain their funds through a combination of the previously listed methods.

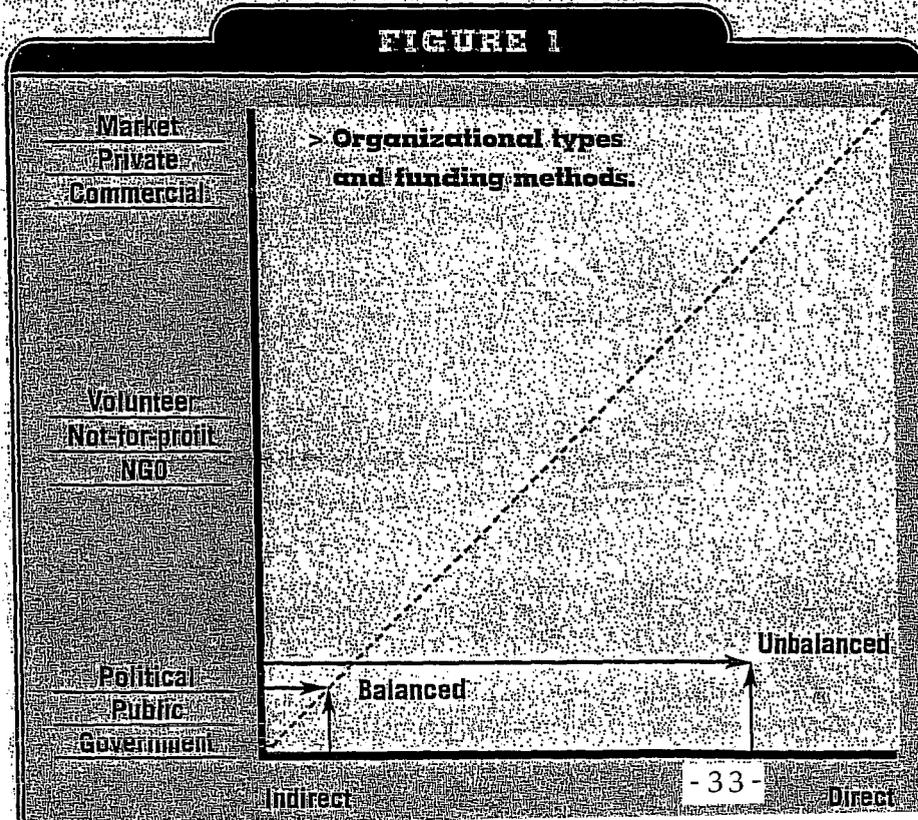
### Why Is It Difficult To Make Budget?

The difficulty in "making budget" arises when an organization's type (based on its philosophy) does not match its funding method. Thus, it becomes crucial for managers to understand how their organization's philosophy is related to its Break-Even-Point (See Figure 2).

All organizations incur costs both prior to opening for business and during daily operation, simplistically categorized as investment, fixed and variable. The distinction among the three organizational philosophies (types) involves which of the three categories of costs is recovered, and by whom.

In theory, the initial investment and the operating loss for political-governmental organizations are absorbed by "the people" (through taxes, levies, and bonds) in return for no-cost or low-cost services, so the first Break-Even-Point (BEP #1) is reached on the day when revenues or income equal the fixed and variable operating costs. Because these organizations are not in business to make a profit, nor to gouge the people by charging high fees for services, the ability to generate additional funds from the listed sources is limited to

FIGURE 1



Volunteer organizations, on the other hand, are allowed to accumulate extra funds to further their missions, but do not reach BEP #2 until after recovering their operating loss (their initial investment being covered by donations). Having eliminated that debt, the income previously allocated to reducing the operating loss creates a surplus used to expand operations and programs.

Market organizations, being both privately financed and profit-oriented, are responsible for recovering all costs before achieving BEP #3, but are rewarded in the end with the opportunity to generate unlimited profits.

### Theory and Reality

But theory and reality seldom match perfectly, hence the difficulty of making budget. For example, political-governmental organizations historically have derived the vast majority of their funds indirectly from "the people," who have

grown accustomed to receiving many, if not most, services for "free," or minimally priced. Further, under the seductive influence of the competitive market, they also have acquired a taste for a greater diversity of services. However in the present climate of tax resistance, levy fatigue and rising costs (competitive wages, inflation, health care costs, etc.), an increasingly greater proportion of funding is collected directly from program participants, who are charged increasingly greater fees. In effect, the organizational philosophy is out-of-balance with its funding method, increasingly resembling the volunteer/not-for-profit, or even the market organization type. It no longer serves "the people," but serves only those who can pay, and if a municipal parks and recreation department does attempt to fulfill its philosophy of serving all the people, it will not be able to collect enough money to make budget.

In contrast, witness the increasing

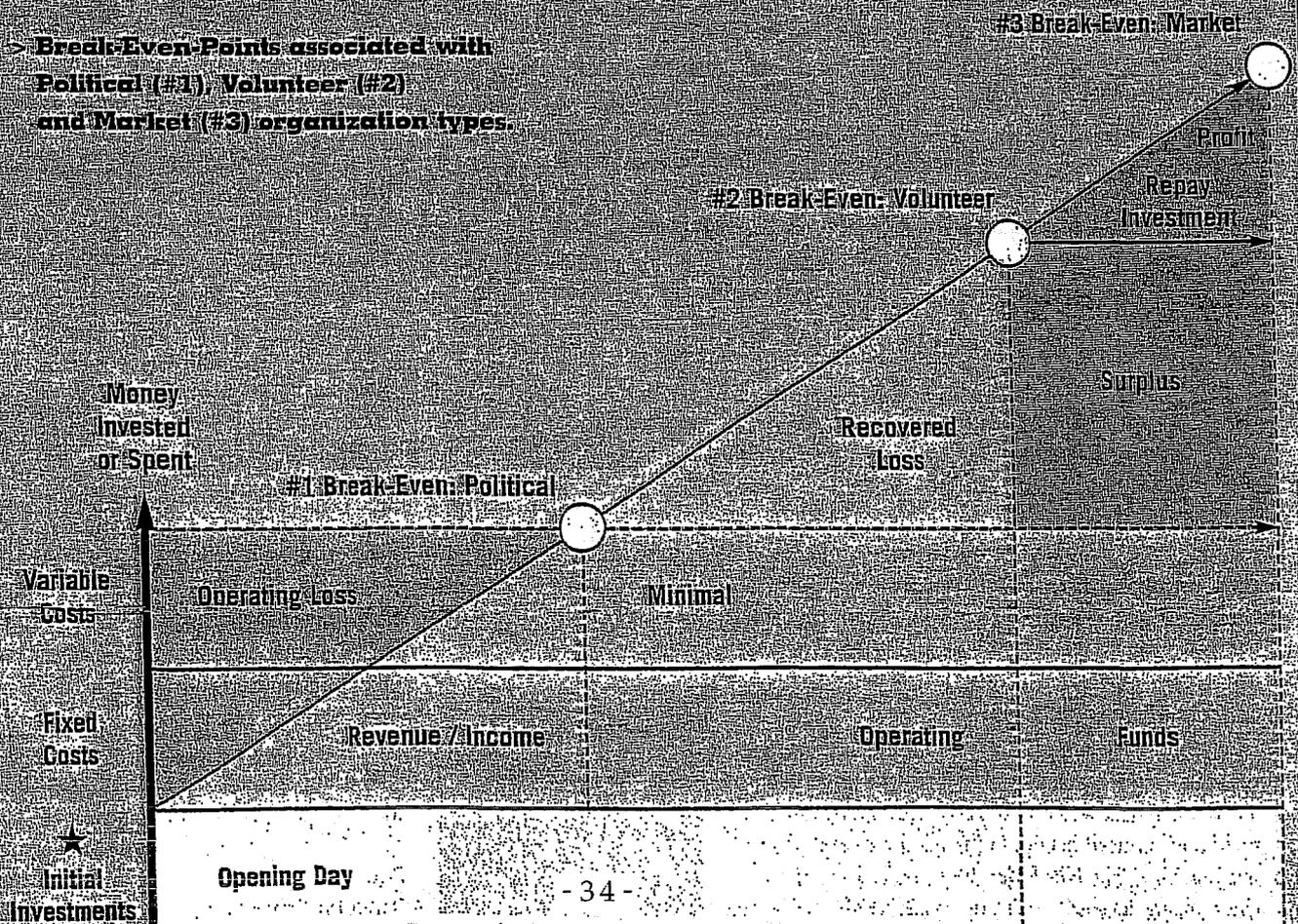
reliance of market organizations on political-governmental-type support in the form of "sin tax" subsidies, eminent domain proceedings, tax abatements and outright grants. Again, the profit philosophy of direct exchange is at odds with the acceptance of indirectly generated public money, but the pressure to make budget in the market environment requires entrepreneurs to avail themselves of all opportunities. Nonetheless, "the people"—understandably unhappy with such arrangements—have less faith in their government, and perhaps are less inclined to support the next tax or levy issue.

And somebody else now will have trouble with "making budget." **PAH**

*Kim S. Uhlik is an Assistant Professor in the Department of Recreation and Leisure Studies at San Jose State University, where he coordinates the Leadership and Administration emphasis. He can be reached via [kuhlik@casa.sjsu.edu](mailto:kuhlik@casa.sjsu.edu).*

**FIGURE 2**

**> Break-Even Points associated with Political (#1), Volunteer (#2) and Market (#3) organization types.**



# **TOWN OF MANSFIELD**

## **FEE SCHEDULE**

### **Parks & Recreation Department Sections only**

AS OF JULY 1, 1995

Revised 10/1/95

Revised 02/04/98

Revised 04/01/98

Revised 07/01/99

Revised 01/01/01

Revised 02/01/02

Revised 01/01/04

Revised 08/01/07

Revised 07/23/08

7/23/08

TOWN OF MANSFIELD  
FEE SCHEDULE

<u>Revenue Source Code</u>	<u>Description</u>	<u>Authority</u>	<u>Effective</u>	<u>Fee</u>
DEPARTMENT:	DEPARTMENT OF PARKS & RECREATION (Including Community and Adult Education)			
Fund 260	Fee Charging Policy			SEE ATTACHED

**RECOMMENDED CHANGES IN BOLD**

TOWN OF MANSFIELD  
FEE SCHEDULE

DEPARTMENT: PARKS & RECREATION  
(Including Community and Adult Education)

General Statement

The Parks & Recreation Department's goal is the enrichment of the life of the total community by providing opportunities for the worthy use of leisure, contributing social, physical, educational, cultural and general well-being of the community and its people.

To accomplish this goal, the Parks & Recreation Department has established the following policy. The policy attempts to provide youth and adult programs on a full-cost recovery basis. Non-residents will be charged an additional fee to cover administrative costs which are covered for residents by tax dollars.

Definitions

Operational Costs - expenditures necessary for the program's implementation, i.e., special equipment (archery), specialized instructor's salary, overhead expenditures, etc.

Functional Costs - expenditures which are not essentially necessary for a successful program, i.e., umpires, uniforms, etc.

Total Cost Recovery - a system in which the purpose is to recover the direct costs incurred by providing a service. Fees are based on cost recovery by calculating the total program cost and dividing the cost by the number of participants anticipated. Although program fees are based on Total Cost Recovery, full reimbursement may not be achieved due to fee waivers and/or registration of persons 62 and over.

Tuition Fee - the program cost to cover operational and/or functional costs.

Occasionally, particular material costs may be incorporated or listed separately.

Materials Fee - the added cost to programs requiring supplies which will be utilized, expended or retained by participants.

Program Fee - a combination of the Tuition Fee and Materials Fee.

TOWN OF MANSFIELD  
FEE SCHEDULE

DEPARTMENT: PARKS & RECREATION  
(Including Community and Adult Education)

GENERAL POLICIES

1. All department programs that operate on a registration basis (fee or non-fee) will give residents first preference during the registration period. Community Center members will be given preference for fitness and aquatic related programs held at the Community Center.
2. Tuition fees will not be charged for programs that have volunteer instructors unless operational and/or functional expenditures are required.
3. Non-residents will be charged \$10.00 or more above the established Tuition Fee for residents (\$15.00 for summer day camp). This increment is applied to offset administrative costs since non-residents are not taxpayers, but are privileged to participate in Mansfield programs. If programs are offered free of charge to residents and non-residents, they will be allowed in the program for a \$10.00 non-resident fee, with residents having first preference.
4. Persons aged 62 and over will be given a 10% discount on program fees, excluding trips.
5. Mansfield residents who cannot afford the Program Fee may apply for a 90% or 50% fee waiver through the Parks & Recreation Department based on the Town's Fee Waivers Ordinance. Program participants are responsible for Materials Fees, if applicable. Trips are not included and summer camp sessions are limited to two.
6. Co-sponsored organization activities are planned by each organization and are subject to review by the Recreation Advisory Committee and the Parks & Recreation Department.
7. A late fee charge of \$10.00 will be applied to registrations received after a certain cut-off date (for basketball and baseball/softball programs only). This applies to residents as well as non-residents.

TOWN OF MANSFIELD  
FEE SCHEDULE

DEPARTMENT: PARKS & RECREATION  
(Including Community and Adult Education)

PROGRAM POLICIES

1. Youth and Adult Instructional Programs - instructionally oriented where a minimum of 50% class time is dedicated to teaching specific skills and/or methods of specialized activity, e.g., tennis, arts and crafts, photography, music, etc.
  - a. Adult programs are open to residents and non-residents. Program fees are based on total cost recovery.
  - b. Youth programs are open to residents and non-residents. Program fees are based on total cost recovery.
  
2. Youth and Adult Workshops/Clinics - instructionally oriented, but dedicate over 50% class time to perfecting skills, and the instructor is required to coach participants, e.g., art workshops, volleyball clinic, etc. All workshops/clinics are based on total cost recovery. Programs are open to residents and non-residents.
  
3. Adult and Youth General Recreation Programs - recreationally oriented, with less than 50% class time dedicated to instruction and/or direction, e.g., fitness, aerobics, Pre-School Funtime/Movement Education, etc.
  - a. Adult programs are open to residents and non-residents, and are based on total cost recovery.
  - b. Youth programs are open to residents and non-residents, and are based on total cost recovery.
  
4. Adult and Youth Open Gym Programs - recreationally oriented, providing facilities, existing equipment, and supervision for participant free-play. Programs will be offered at minimal cost to defray expense of supervisor. Should special services need to be provided, the costs will be transferred to the participants.
  
5. Adult and Youth Leagues - programs which provide coaching, team organization, scheduling and facilities. The opportunity prevails for participants to learn skills, practice, and to compete within the skill area/sport. Programs are open to residents and non-residents and are based on a total cost recovery basis.
  
6. Adult and Youth Escursions - programs in which buses, tickets and/or other operational/functional costs would be involved in a trip away from Mansfield. Excursions are available to residents and non-residents. Excursions are totally self-supporting.
  
7. Special Events - programs designed for celebration, education or community welfare.
  - a. Special Events offered free of charge in which expenses are absorbed by the Parks & Recreation Department are open to Mansfield residents only.
  - b. Special Events, which are offered free of charge with no cost to the Town of Mansfield, are open to residents and non-residents.
  - c. Special Events, which have a fee attached, are open to residents and non-residents, but may be limited to residents due to facility limitations.

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TOWN OF MANSFIELD  
FEE SCHEDULE

DEPARTMENT: PARKS & RECREATION  
(Including Community and Adult Education)

BICENTENNIAL POND ADMISSION

Resident:

Season Pass	\$25.00 up to 4	Council	4/92
	\$30.00 up to 6	Council	4/92

Non-Resident

Season Pass            \$50.00

Daily Fee:

Weekdays            Resident - \$2.00/person  
                             Non-Resident - \$3.00/person

Weekend/Holiday    Resident - \$3.00/person  
                             Non-Resident - \$4.00/person

Fishing -              Free

Pavilion Rental Charge - \$20.00 per four hour block (available in-season only)

Group Rate -- 15% Reduction  
                             10 persons or more

Lions Club Memorial Park Pavilion Rental

Pavilion available for rental for outdoor picnics/party. 30' x 60' open air pavilion, picnic tables seat 80-100 persons comfortably, restroom access, serving kitchen additional.

\$50.00 mandatory deposit (refundable upon facility inspection and key return)  
\$50.00 pavilion rental (4-hour block of time, restrooms included)  
\$20.00 serving kitchen (refrigerator, stove, sinks)

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TOWN OF MANSFIELD  
FEE SCHEDULE

DEPARTMENT: PARKS & RECREATION  
(Including Community and Adult Education)

SPONSORSHIP/BROCHURE ADVERTISEMENTS

Seasonal Brochure - recover total or partial cost of printing, mailing, or advertising on a seasonal basis.

The Mansfield Parks & Recreation Department seasonal program brochure offers an exceptional way for businesses to support community wide events and programs while promoting their business in the greater Mansfield area. The seasonal brochure is mailed to over 30,000 households in the area and thousands of additional copies are distributed throughout the region.

The brochure is filled with important program and event information and is kept by many families as a quick reference for Parks & Recreation programs and general Mansfield Community Center information.

Brochure advertising is now handled by contract with the Norwich Bulletin, which offsets the printing costs for the department.

ADVERTISING DEADLINES

Fall - June 15, Winter - Oct. 15, Spring - Jan. 15, Summer - Apr. 1

7/23/08

TOWN OF MANSFIELD  
FEE SCHEDULE

DEPARTMENT: PARKS & RECREATION  
(Including Community and Adult Education)

COMMUNITY CENTER FEE SCHEDULE (page 1 of 2)

	Resident	Ashford/ Wilmington	Non-Resident
<u>Family/Household</u>			
Full-Use	\$590.00	\$650.00	\$685.00
Off-Peak	see note 6 below	see note 6 below	see note 6 below
Full-use 3-Month	\$195.00	\$215.00	\$225.00
Off-Peak 3-Month	see note 6 below	see note 6 below	see note 6 below
(includes 2 people, each addl. person age 17 & under OR FT dependent student 24 & under with proof) additional F/H member age 18 & over	\$30.00	\$30.00	\$30.00
	50% off individual rate		
<u>Adult/Child Household</u>			
Full-Use	\$355.00	\$390.00	\$420.00
Off-Peak	see note 6 below	see note 6 below	see note 6 below
Full-use 3-Month	\$120.00	\$130.00	\$140.00
Off-Peak 3-Month	see note 6 below	see note 6 below	see note 6 below
(includes 1 adult and 1 child under age 14, each add'l child under age 14)	\$30.00	\$30.00	\$30.00
<u>Individual</u>			
Full-Use	\$330.00	\$355.00	\$390.00
Off-Peak	see note 6 below	see note 6 below	see note 6 below
Full-use 3-Month	\$110.00	\$120.00	\$130.00
Off-Peak 3-Month	see note 6 below	see note 6 below	see note 6 below

ANNUAL RATE NOTES:

- 1) Above rates are for annual fee paid in full
- 2) A 3% service charge is added for monthly payments
- 3) Rates may vary slightly from time to time for marketing promotions
- 4) Proof of address/household of residence required for all members age 18 and older
- 5) Full year commitment required. Refunds or Cancellations offered only in extenuating circumstances
- 6) Off-Peak rates will be maintained for existing members who continue, but will no longer be available for new members

3 MONTH OPTION NOTES:

- 1) Above rates must be paid in full
- 2) Conversion to annual membership will be pro-rated only within the first month
- 3) No refunds or cancellations for any reason
- 4) Proof of address/household of residence required for all members age 18 and older
- 5) Rates may vary slightly from time to time for marketing promotions
- 6) Off-Peak rates will be maintained for existing members who continue, but will no longer be available for new members

7/23/08

TOWN OF MANSFIELD  
FEE SCHEDULE

DEPARTMENT: PARKS & RECREATION  
(Including Community and Adult Education)

COMMUNITY CENTER FEE SCHEDULE (page 2 of 2)

	Resident	Ashford/ Wilmington	Non-Resident
<u>Daily Admission</u>			
Infant/Toddler (under age 3)	\$1.00	\$2.00	\$3.00
Youth (ages 3-17)	\$5.00	\$6.00	\$7.00
Adult (ages 18-61)	\$9.00	\$10.00	\$11.00
Senior Citizens (ages 62+)	\$7.00	\$8.00	\$9.00
Discount Book of 10 visits	10 x. above fees minus 10% bulk discount		
Guest Pass (with member)	Same as resident rates		
<u>Teen Center</u>	FREE	FREE	FREE
<u>Miscellaneous</u>			
Insufficient Fund Fee	\$25.00	\$25.00	\$25.00
Freeze Fee (up to 3 months)	\$20.00	\$20.00	\$20.00
Fitness Flex Program Package	\$225.00	\$225.00	\$225.00
Enrollment Fee	\$25.00	\$25.00	\$25.00
<u>Facility Rental Rates</u>	See attached party rental forms		
Safe Graduation - Out of Town Schools			\$18/person
Safe Graduation - E.O. Smith			\$9/person

TOWN OF MANSFIELD  
FEE SCHEDULE

DEPARTMENT: PARKS & RECREATION  
(Including Community and Adult Education)

COMMUNITY CENTER FACILITY RENTAL RATES

Room	Member	Non-Member
Community Room	\$30.00/hour	\$60.00 / hour
Community Room with kitchen	\$45.00/hour	\$75.00 / hour
Arts and Crafts Room	\$20.00/hour	\$40.00 / hour
Teen Center	\$25.00/hour	\$50.00 / hour
Full Gym	\$50.00/hour	\$100.00 / hour
Half Gym	\$25.00/hour	\$50.00 / hour
Main Pool *	\$100.00/hour	\$200.00 / hour
Therapy Pool	\$50.00/hour	\$100.00 / hour
Dance/Aerobics Room	\$40.00/hour	\$80.00 / hour
Audio/Visual Equipment	\$20.00 per use	\$20.00 per use
Deposit	\$25.00 per area	\$25.00 per area
Cancellations	\$25.00	\$25.00

\*Note: EOS swim team use will be \$50.00 /hour

Special facility package rates are available for businesses and participating Business Partnership agencies during low use times.

TOWN OF MANSFIELD  
FEE SCHEDULE

DEPARTMENT:   PARKS & RECREATION  
                  (Including Community and Adult Education)

COMMUNITY CENTER FACILITY PARTY PACKAGE RATES  
(refer to party planning forms for details)

Package	Member	Non-Member
Community Room	\$75.00	\$150.00
Community Room with serving kitchen	\$90.00	\$180.00
Arts & Crafts Room	\$50.00	\$100.00
Arts & Crafts Room with Teen Center	\$80.00	\$160.00
Decorations (in addition to room rental fee, up to 25 people)	\$50.00	\$75.00
Decorations (in addition to room rental fee, up to 26-50 people)	\$75.00	\$100.00
Main Pool (avail for 1 hr. of 2 hr. party, up to 10 people)	\$25.00	\$40.00
Main Pool (avail for 1 hr. of 2 hr. party, up to 11+ people)	\$50.00	\$65.00
Small Pool Inflatables	\$15.00ea.	\$20.00ea.
1/2 Gym (avail. For 1 hr. of 2 hr. party)	\$25.00	\$50.00
Giant Inflatable Gym Slide (in addition to gym rental fee)	\$125.00	\$200.00
Gym Mats (in addition to gym rental fee)	\$15.00	\$20.00
Pre-school riding toys (in addition to gym rental fee)	\$10.00	\$15.00
Volleyball set-up (in addition to gym rental fee)	\$15.00	\$20.00
Cheese Pizza/Soda or Juice (2-3 slices per person)	\$5.00/person	\$6.00/person
Ice Cream Cake	\$3.00/person	\$4.00/person
Refundable Security Deposit	\$25.00	\$25.00

Special theme packages are available (sports theme, dance theme, etc.)

PAGE  
BREAK



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Assistant to Town Manager *Maria*  
**CC:** Matt Hart, Town Manager; Jeffrey Smith, Director of Finance; Cherie Trahan, Controller; Curt Vincente, Director of Parks & Recreation  
**Date:** August 25, 2008  
**Re:** Mansfield Community Center Marketing Discussion

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**Subject Matter/Background**

Some discussion has been held recently at Council meetings regarding the discounts that have been offered to former Riverside Athletic Club (RAC) members. The RAC owner announced the official closing on short notice, the week following our discussion in Town Council Executive Session on June 26<sup>th</sup>. We were anticipating a longer period, perhaps a month after official announcement that their facility would close. However, the decision to close was made on July 1 and the official closing date was chosen by the owner to be July 11, only eleven days after the official closing announcement.

It should be noted that the renewal discount offer is not part of the formal agreement signed by the Town and the former RAC owner. The contract negotiated with RAC provided an opportunity for MCC to grow its membership base and improve the overall financial health of the Parks and Recreation Fund. RAC had over 1400 members, of which more than 100 were Mansfield residents.

A number of factors were and are considered when MCC offers discounts and special promotions, both of which are common practice with private sector competitors. We have utilized discounts and special promotions as marketing tools from time to time and extend these offers to new and/or existing members regardless of residency. We have found these discounts and promotions to be effective marketing tools in our member recruitment and retention efforts. As a reminder, the fitness component of the Mansfield Community Center is self-sustaining through member user fees and is not subsidized by taxpayer support.

In consultation with our marketing consultant, the discount offered to former RAC members was based upon thoughtful consideration and review of possible marketing options and factors. The discount is a short-term cost-effective marketing tool that is anticipated to yield positive long-term member retention results.

Our marketing consultant and Parks and Recreation staff are available to provide additional information and to answer questions regarding the RAC marketing decision-making process or MCC marketing strategies more broadly.

PAGE  
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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Assistant to Town Manager *Maria*  
**CC:** Matt Hart, Town Manager; Kevin Grunwald, Director of Human Services;  
William Hammon, Director of Facilities Management  
**Date:** August 25, 2008  
**Re:** Mansfield Senior Center Architectural Study

---

**Subject Matter/Background**

In 2007, the Town of Mansfield contracted with Rick Lawrence and Associates to conduct an architectural study of the Mansfield Senior Center to determine whether or not the current building could be expanded to meet the needs of a growing senior population. Mr. Lawrence met with staff and officers and members of the Mansfield Senior Center Association to understand the desired outcomes for the expansion of the Senior Center, and from that he developed a series of plans to address these needs in the existing building. These plans were reviewed with staff and several groups of seniors, and eventually they were modified in an attempt to address the priority areas that were identified in this process. Mr. Lawrence then completed an estimate of the cost of these renovations.

**Financial Impact**

The estimate of completing the expansion of the existing Senior Center as outlined in the architectural plans would be approximately \$2.27 million. This includes adding approximately 1,235 square feet of space, and connecting the existing Senior and Wellness Centers with a common waiting area.

Due to a difficult financial climate, and the cost effectiveness of renovating the existing facility, a scaled down project may be more feasible. Priority areas for expansion/renovations in a scaled down project are: creating men's and women's accessible bathrooms; adding a separate entrance for the Wright's Way laundry; a small expansion of office space; replacing a retaining wall; and adding 13 parking spaces. The preliminary estimates for this minimal expansion/renovation are approximately \$300,000 to \$400,000<sup>1</sup>. Please note that this preliminary estimate does not include design costs or state mandated rates of pay, nor has an architectural design been completed for this version of the project.

Our intent would be to apply for funding through the Small Cities program to finance these renovations. HUD (Federal Department of Housing and Urban Development) provides Community Development Block Grant (CDBG) money to states, which may distribute the resources to non-entitlement communities (population less than 50,000). Connecticut's DECD administers the distribution process of funds for non-entitlement

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<sup>1</sup> Demolish north wall and extend wall, provide framing for new roof, reconfigure bathrooms and laundry facilities \$300,000. Remove and replace retaining wall, add 13 parking spaces, \$100,000.

communities such as Mansfield. DECD utilizes a competitive grant application process; applications for the next available round of funding are anticipated to be due on or around May 2009. DECD looks favorably upon applicants that have already completed the architectural and design phases, particularly when the applicant has used their funds as leverage for the potential grant. Since Mansfield has funded and begun the architectural and design phase, this will certainly be an asset to our grant application for this project.

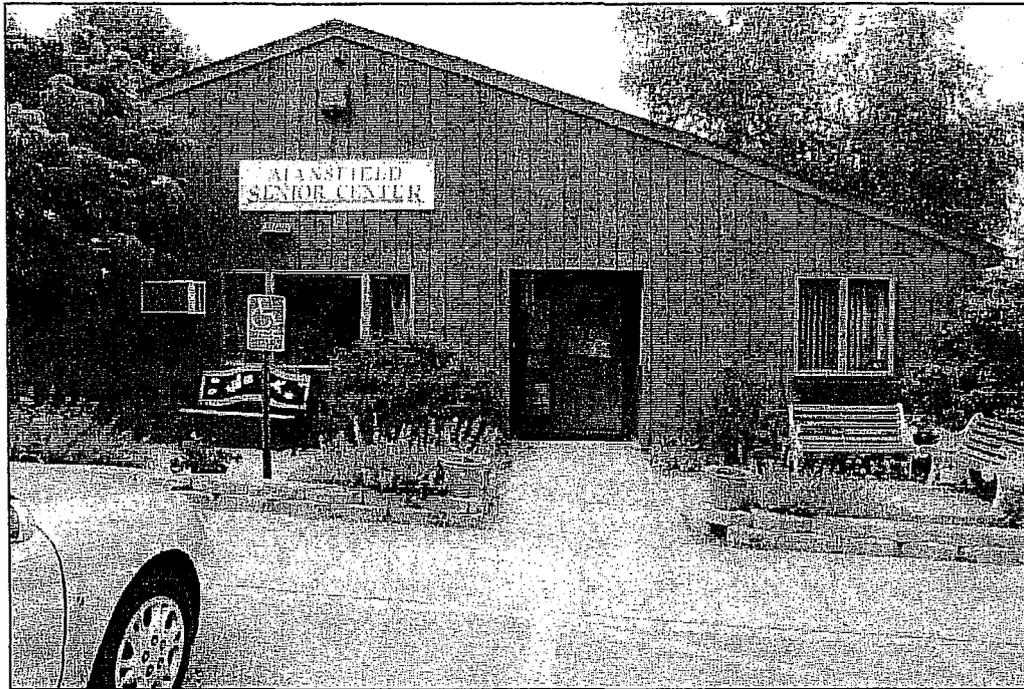
### **Recommendation**

We recommend that the Town Council consider supporting a \$400,000 renovation to the existing Senior Center. Our assessment is that an investment of \$2.27 million in the existing building would still fall short of our projected needs and that in the long-term, it is not cost-effective to invest that much in the current building. However, we believe that these minimal renovations will address some priority needs as we look towards the future.

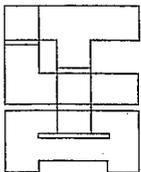
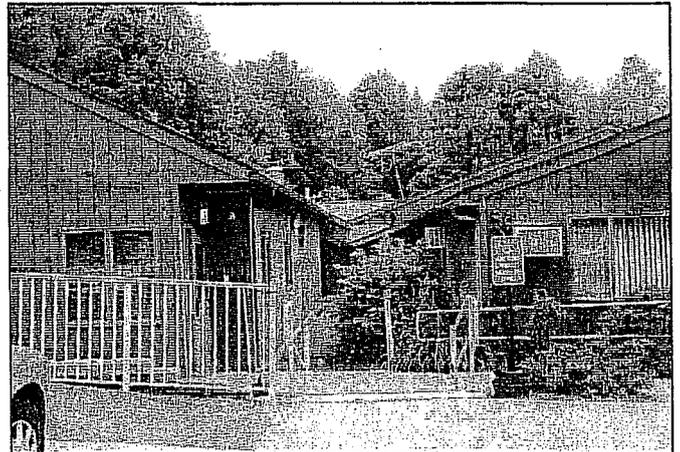
### **Attachments**

- 1) Feasibility Study for Additions and Renovations to the Mansfield Senior Center, August 1, 2008

**FEASIBILITY STUDY FOR  
ADDITIONS AND RENOVATIONS  
MANSFIELD SENIOR CENTER  
MANSFIELD, CT**



**August 1, 2008**



**THE LAWRENCE ASSOCIATES**

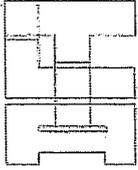
ARCHITECTS / PLANNERS, P.C.

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August 1, 2008

Matthew Hart, Town Manager  
Town of Mansfield  
Four South Eagleville Road  
Mansfield, CT 06268

Re: Feasibility Study for Additions and Renovations to  
Mansfield Senior Center, 303 Maple Road  
Mansfield, CT  
Project No. 07-0011

Dear Matt:

We are transmitting herewith our report on the Feasibility Study and Use Analysis of the community's Senior Center as a result of site visits, review of existing conditions, consultation with Town staff and meetings with the Mansfield Senior Center Association, Inc. (MSCA) We have determined where potential expansion could occur and suggested interior renovations to accomplish some of the requested improvements.

In our analysis of the existing building and its potential expansion we found and discussed with Town staff and members of the MSCA the limitations imposed as a result of existing site conditions and building codes. The current site provides limited expansion possibilities and parking is currently an identified deficiency, thus decreasing expansion options.

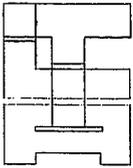
After you, Town staff and representatives of the Senior Center Association have had the opportunity to review this report we will be available to respond to questions and comments.

Sincerely,

THE LAWRENCE ASSOCIATES  
Architects/Planners, P.C.

Richard S. Lawrence, AIA  
President

Enc.  
cc: File



# THE LAWRENCE ASSOCIATES

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E-MAIL: LAWRENCE.ASSOC@SNET.NET

August 1, 2008

## FEASIBILITY STUDY FOR ADDITIONS AND RENOVATIONS TO MANSFIELD SENIOR CENTER

### TABLE OF CONTENTS

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COVER LETTER

PURPOSE OF REPORT

METHODOLOGY

SCHEMATIC SOLUTIONS

MECHANICAL, ELECTRICAL AND PLUMBING SYSTEMS

Background

Current Problems

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COST ESTIMATES

Statement of Probable Construction Cost – Building Estimating Services, LLC

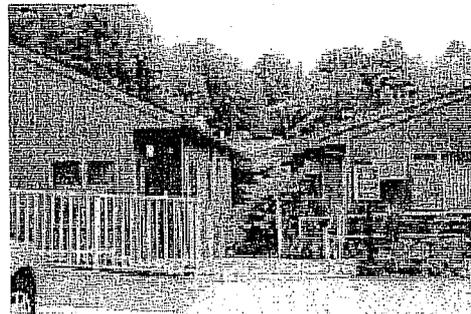
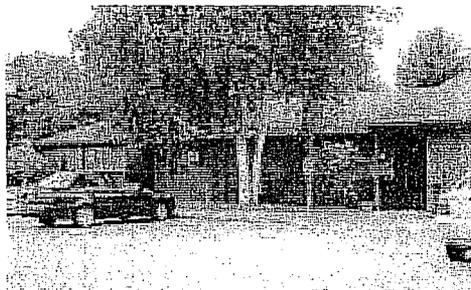
Project Budget

DRAWINGS

C-1: Schematic Site Plan

A-1: Schematic Floor Plan

## PURPOSE OF REPORT



The purpose of this Feasibility Study is to analyze the existing space utilization in the Town of Mansfield Senior Center and determine the most logical and economical area for expansion and/or alteration and upgrade current building systems to satisfy current needs and to meet current code requirements. Once these determinations have been made, Statements of Probable Construction Cost shall be prepared as well as entire projected Project Budget.

The original Mansfield Senior Center was constructed in 1979 and contained 3,950 s.f. The original building was designed to serve as the Community Building for the adjacent Wright's Village elderly housing complex as well as the Town of Mansfield's Senior Center. With an increasing aging population and excellent programs provided by the Town, a second building program occurred in 1987, which involved several additions and added 2,685 s.f. to the original structure. In 1996 the Wellness Center was constructed on the southeast corner and connected to the original building at the midpoint of the south side. This most recent addition added 1,940 s.f., bringing the total current size of the building to 8,575 s.f.

Under the current building code the Senior Center is classified as Use Group A-3 Assembly (Community Halls) and is of Construction Type VB – combustible, non-protected. An analysis was prepared to determine the maximum allowable expansion using the Area Modifications and allowable increase due to open frontage. It was determined that an increase of approximately 1,500 s.f. would be the maximum allowable. The total amount of new construction proposed is 1,235 s.f. (including the addition to the southwest corner labeled "Alternate Bid #1). It should also be noted that the Wellness Center is separated from the Senior Center Building by a 2-hour rated masonry fire separation partition. Any new construction connecting to the Wellness Center will require a continuation of this fire separation.

## METHODOLOGY

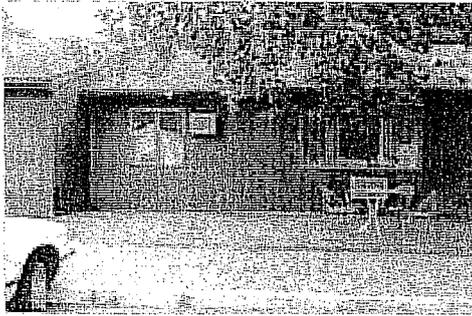


Several meetings were held with staff to walk around and through the building during which the current programming and space utilization were described. Building deficiencies and limitations were discussed during these walk-throughs. Several meetings were also held with Mansfield Senior Center Association (MSCA) Executive Board members, at which time copies of their recommendations for considerations, comments from users and other feedback was obtained. Schematic Design drawings were presented at several meetings for purposes of obtaining staff and MSCA comments and recommendations.

Inasmuch as our on-site observations, building code calculations and meetings were occurring concurrently, it became fairly obvious that building and site limitations were not going to allow for the expansion and increased spaces discussed during earlier conferences. Therefore, a complete space needs analysis was not prepared giving a comparison of existing versus recommended square footages for all spaces. Rather, the task became a question of what are the most critical areas that could be increased in size and how could internal circulation and control be best improved.

The enclosed plan does not include such requested items as a larger crafts room, a separate room for computer/technology instruction, enlarged program spaces, etc. Although all of these requests and others appear to be justified by enrollment and program utilization, the limitations imposed by the existing building, current code regulations and site limitations, preclude all these from being included in a building program on the current site.

## SCHEMATIC SOLUTION



The Schematic Floor Plan and Site Plan included in this report do accomplish some elements of the requested improvements. It indicates a new, consolidated entrance point and waiting area so that members and visitors can be directed to the spaces and activities in the Senior Center as well as the Wellness Center from a single location. The concept expands and separates the areas for office and work space for both the Mansfield Senior Center Association as well as the Town's staff. Additional parking is included by excavating into the hillside to the south and west of the building using segmented concrete masonry unit retaining walls to hold back the stepped terrain. Other improvements include the expansion and renovation of the Men's and Women's Toilet Rooms to provide additional fixtures and accessible toilets, sinks and urinals to comply with current accessibility codes. A vestibule will be constructed on the north side, which will serve the dual function of an air trap to reduce heat loss and serve as a secure after-hours access into the relocated and reconstructed laundry room for the adjacent Wright's Village Elderly Housing residents.

Although not indicated on these drawings, the proposed new addition to the north side will require constructing a new roof over a portion of the existing roof. When information was received from our consulting mechanical and electrical engineers regarding the need for a space in which air handling equipment could be located, it was a logical extension to have this section of the roof and the existing roof trusses reconstructed so that this space can be installed within the attic area. The exact configuration and design have not been completed but cost estimates have incorporated and factored in this construction to house the new mechanical equipment. Access to service this equipment would be provided by a pull-down ladder somewhere in the vicinity of the existing corridor south of the existing offices.

## MECHANICAL, ELECTRICAL & PLUMBING SYSTEMS

### *Background*

The Senior Center has not had a significant mechanical refurbishment since 1993 when the Wellness Center was added and the building was converted from electric to gas-fired hot water baseboard heat. The health center was constructed with central air conditioning and ventilation. The ventilation and air conditioning was not extended beyond the new health center into the existing building. A new fire alarm system was installed throughout the building in that project.

Since 1993, through the wall air conditioners have been added along the perimeter. This type of equipment is marginal in capacity, noisy and inefficient and not amenable to central control but at least provides for zoning and may bring in some outside air. Ductless split air conditioners have appeared in the meeting hall.

The boiler has been replaced with high-efficiency eutectic cast iron units.

### *Current Problems*

- Ventilation is an issue in the original parts of the building (north of the Wellness Center). Although operable sash is available, this solution is unlikely to be used in the heat of summer or cold of winter.
- The fire alarm system needs an upgrade to provide better annunciation – audible/visible in each space.
- Heating zoning is too coarse. Controls are primitive and do not allow for automatic changeover between heating and cooling.
- Plumbing and heating pipes running above the truss chords are subject to freezing.
- The Kitchen needs more electrical outlets.

## MECHANICAL, ELECTRICAL & PLUMBING SYSTEMS

### *Looking Forward*

The proposed additions extend exterior walls outward in 3 areas and fills in the east end of the existing outdoor space between the Wellness Center and main building, creating a courtyard and a new reception area in the infilled section. Care was taken not to create new spaces without exterior walls, but 3 such spaces have appeared in the proposed plan. Aside from those spaces which could be cooled using ductless split units, the existing air conditioning scheme could be continued if the through the wall air conditioners were re-located in the new outside walls and/or moved in existing walls. However, the ventilation issue has become worse and it is our opinion that now is the time to improve the ventilation and provide a better cooling system.

The existing electrical service has plenty of spare capacity to handle the proposed expansion, since the building was originally designed for electric heat.

The boiler system is more than adequate to handle the expansion since the heated perimeter of the building is not increasing significantly. Improving the heating zoning will require running additional bypass piping around sections of radiation and adding more zone valves. It will not be desirable to add more piping in the attic, especially near the perimeter. The perimeter radiation will have to be replaced with a heavier and taller more commercial style that will allow for bypass piping to run under the radiation cover, or extensive soffits will have to be constructed for this piping.

In our opinion it is time to address the ventilation issue as it is hard to see how a code-compliant project can be executed without it.

There is very little room for the mechanical equipment needed for ventilation. Locating this equipment in existing attic truss space above the insulation is not acceptable unless the trusses can be altered to accommodate at least a platform above the insulation and a means for enclosing the piping to avoid freezing. Access would be difficult.

There is an opportunity on the north side to raise the roof high enough to create a fan room above the enlarged laundry, conference room and directors office. A dedicated outdoor air unit could be placed in this space. The unit would incorporate a total enthalpy heat recovery wheel, supply fan, exhaust fan, economizer dampers, hot water heating coil and controls. It should be feasible to run ventilation and exhaust air ducts from this unit to all of the rooms through ductwork located in the attic spaces.

## MECHANICAL, ELECTRICAL & PLUMBING SYSTEMS

Short of removing the entire roof and starting over, there is little opportunity to install central air conditioning due to a lack of mechanical space for the air handlers. This leaves 2 choices, either of which would require the ventilation system described above:

1. Install a multiple evaporator ductless split system such as Mitsubishi City Multi system(s). The condensing units for these systems are reasonably compact and the resulting system would have good zoning.
2. Install an air-cooled chiller, mounted outside. Provide chilled water distribution piping to wall or ceiling-mounted fan-coils for cooling.

When improvements are made to the HVAC system, controls will have to be upgraded to a full DDC (Direct Digital Control) system to provide for occupied/unoccupied scheduling, space temperature sensing and actuation of all zone valves, the boilers, pumps air conditioning units and ventilation units.

# COST ESTIMATES

# BUILDING ESTIMATING SERVICES

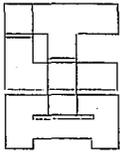
114 Boulder Drive  
Rocky Hill, CT 06067  
Telephone: (860) 721-1716  
Fax: (860) 721-1719

RE: Additions and Renovations  
Mansfield Senior Center  
Mansfield, CT

May 23, 2008

## STATEMENT OF PROBABLE CONSTRUCTION COST

DIVISION NO	DESCRIPTION	COST
1	General Conditions	\$146,125
2	Site Work Selective Demolition	501,074 29,000
3	Concrete	46,700
4	Masonry	8,500
5	Metals (Steel Lintels)	500
6	Wood and Plastics (Wood Trim, Cabinetry, Installation of Framing and Other Items)	106,665
7	Moisture Protection (Foundation Dampproofing, Roofing, Caulking, etc.)	76,041
8	Doors, Windows & Glass	34,000
9	Finishes (Flooring, Painting, Ceilings, etc.)	59,933
10	Specialties (Signage, Toilet Partitions, Toilet Accessories, etc.)	9,900
11	Equipment (No Items)	- 0 -
12	Furnishings (Window Treatments)	2,000
13	Special Construction (No Items)	- 0 -
14	Conveying System (No Items)	- 0 -
15	Mechanical (Plumbing, Heating, Ventilation & Air Conditioning)	518,340
16	Electrical	91,518
	<b>SUBTOTAL</b>	<b>1,630,296</b>
	GENERAL CONTRACTOR'S OVERHEAD & PROFIT 10% +/-	163,704
	ALTERNATE BID #1 - ADDITION TO COMPUTER ROOM	70,000
	<b>TOTAL - CONSTRUCTION COST</b>	<b>\$1,864,000</b>



# THE LAWRENCE ASSOCIATES

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TEL: (860) 643-2181

FAX: (860) 643-4373

E-MAIL: LAWRENCE.ASSOC@SNET.NET

RE: Additions and Renovations  
Mansfield Senior Center  
Mansfield, CT

May 23, 2008

## PROJECT BUDGET

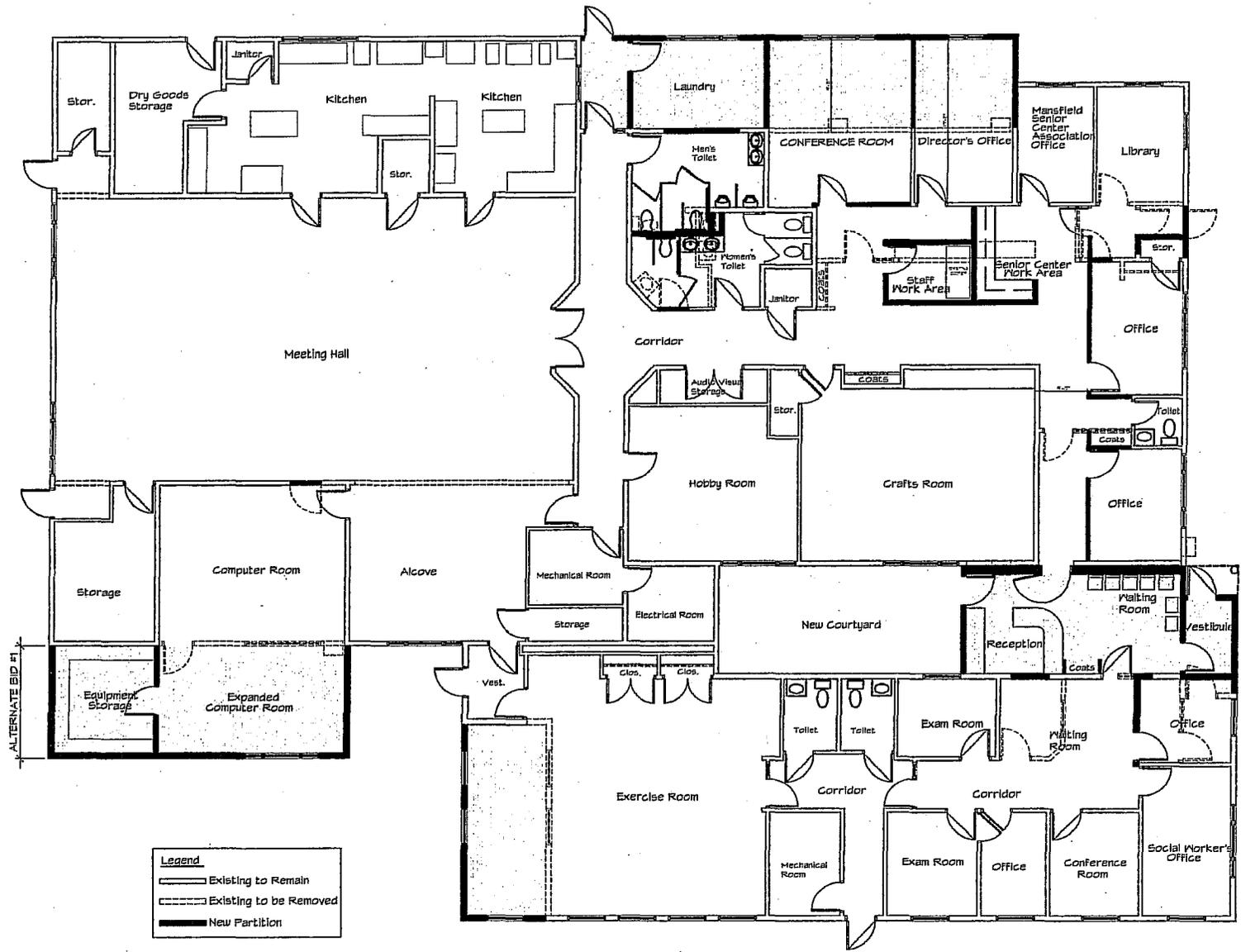
DESCRIPTION	ESTIMATE
1. Building and Site Construction Cost	\$1,864,000
2. Construction Contingency (10% +/- of Construction Cost)	186,000
3. Movable Furniture Fixtures & Equipment (FF&E) and Design Fee (No Items)	- 0 -
4. Professional Design Fees: - Architect - Site/Civil Engineering - Structural Engineering - Mechanical & Electrical Engineering	180,000
5. Topographical and Utility Survey	5,000
6. Geotechnical & Soils Evaluation Services	3,000
7. Special Inspections & Testing (Estimate)	20,000
8. Legal Notices; Advertisement for Bidding (Allowance)	2,000
9. Reproduction of Construction Documents for Bidding (Allowance)	7,000
10. Owner's Clerk of Works	- 0 -
11. Miscellaneous Expenses	3,000
12. Bonding Costs: Bond Counsel, Fiscal Advisor, Rating Agency, Administrative Costs	- 0 -
<b>TOTAL PROJECT COST</b>	<b>\$2,270,000</b>

### Notes:

The above budget has been prepared based on the following assumptions/conditions:

1. Anticipated 2009 construction costs: 5% per year for escalation and inflation is recommended beyond that date.
2. Site development limited to boundaries of Town owned property.
3. All excavation is gravel; no rock or blasting included.

# DRAWINGS



**Legend**

- Existing to Remain
- - - Existing to be Removed
- ▬ New Partition

Total New Sq. Ft. □ = 690 Sq. Ft.  
 = 1295 Sq. Ft. (ALTERNATE BID #1)

① FLOOR PLAN

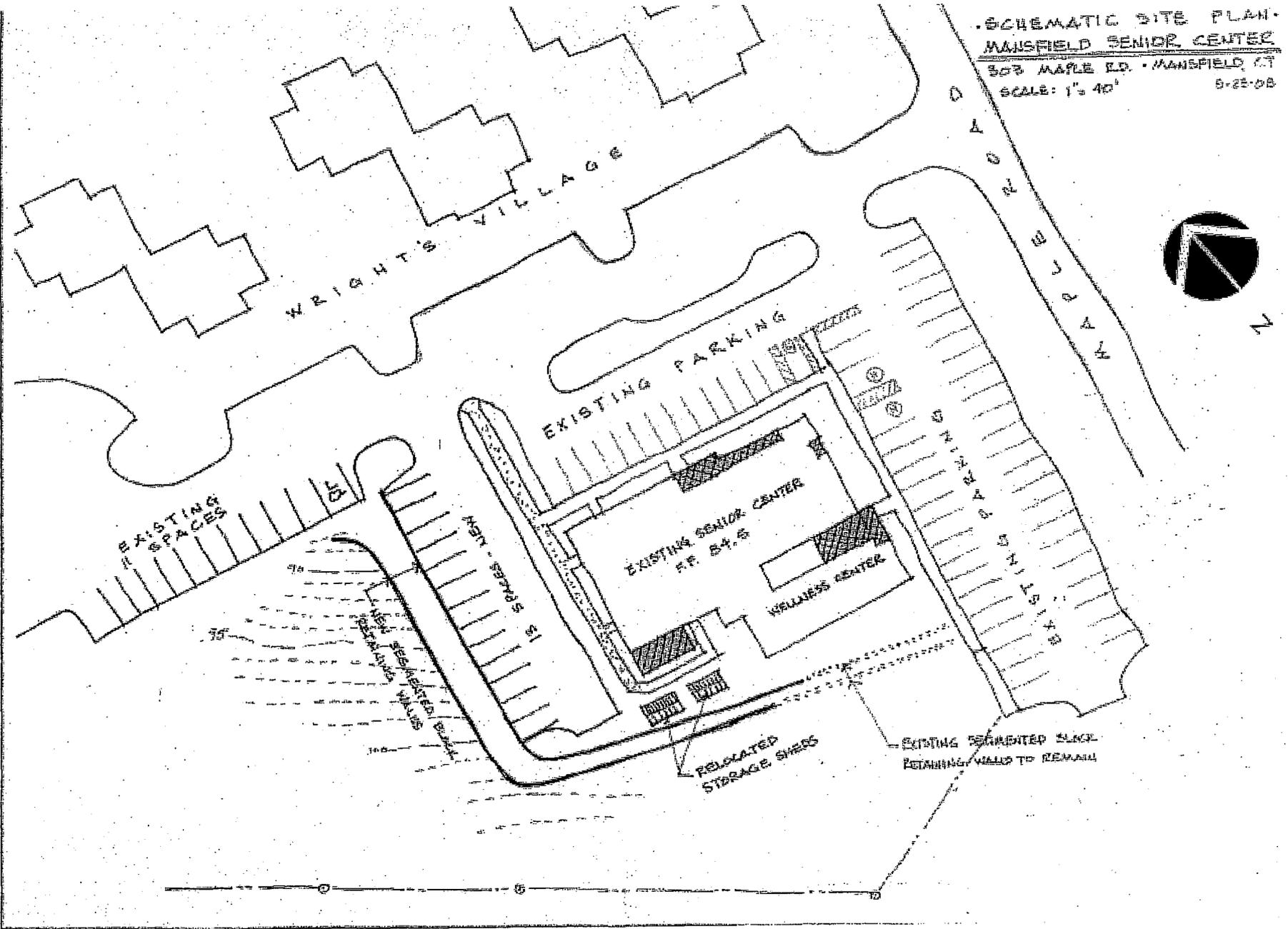
THE LAWRENCE ASSOCIATES  
 400 GARDNER BUILDING  
 100 STATE STREET, SUITE 100  
 LAWRENCE, MASSACHUSETTS 01840  
 PROJECT NO. 07-0011

ALTERATION TO  
**MANSFIELD SENIOR CENTER**  
 200 Mansfield St.

DATE: 11/23/99  
 DRAWN BY: [Signature]

**A-1**

. SCHEMATIC SITE PLAN -  
 MANSFIELD SENIOR CENTER  
 303 MAPLE RD. - MANSFIELD, CT  
 SCALE: 1" = 40'      9-22-08



THE LICENSED PROFESSIONAL ARCHITECT STATE OF CONNECTICUT No. 10000 JOHN J. ... 100 ... ...	
ALTERATION TO MANSFIELD SENIOR CENTER PROJECT NO. ...	
DATE: ...	DRAWN BY: ...
CHECKED BY: ...	SCALE: ...
C-1	

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Assistant to the Town Manager *Maria*  
**CC:** Matt Hart, Town Manager; Jeffrey Smith, Finance Director; Cheryl Trahan, Controller  
**Date:** August 25, 2008  
**Re:** Authorization of Lease Purchase Financing

---

**Subject Matter/Background**

The adopted Fiscal Year 2008/2009 budget has funds appropriated for capital purchases through the use of lease purchase financing. In order to move forward with the lease purchases, Council needs to adopt a resolution authorizing lease purchase financing to procure the budgeted capital items.

**Financial Impact**

The estimated cost of financing over the five year term is \$60,000 (at 4%). We are financing \$508,000 through lease purchase to be paid back over five years. We will begin paying these costs in Fiscal Year 2009/2010.

**Recommendation**

Staff recommends that Council pass a resolution authorizing lease purchase financing to pay the costs of the capital projects adopted in the 2008/09 budget identified as being funded by a lease purchase.

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

*Resolved.*

- (a) That the Director of Finance is authorized to enter into a Lease Purchase Financing project with Municipal Services Group, the winning low bidder in our most recent RFP for lease purchase financing. (Contract expires December, 2008.)*
- (b) That the Town Manager, Director of Finance and Treasurer or any two of them are authorized to enter into a lease purchasing agreement not to exceed \$508,000, and to determine the amount, interest rates, maturities, prepayment provisions, forms and other details of the agreement.*
- (c) Principal and interest payments of the lease purchase agreement are subject to annual appropriation.*
- (d) It is the intention of the Town of Mansfield that the lease purchase agreement will qualify as tax exempt debt, as such the Town Manager, Director of Finance and Treasurer or any two of them are authorized to make such representations and covenants - 67 - as deemed necessary or advisable in order*

*to maintain the continued exemption from federal income taxation on interest on the lease purchase agreement.*

- (e) *The Town reserves the right to reimburse itself from the proceeds of the lease purchase financing for any equipment pre-purchased from the approved equipment list.*

**Attachments**

1) Table: Capital Projects Funded Through Lease Purchase, FY 08/09 Adopted Budget

TOWN OF MANSFIELD  
 CAPITAL PROJECTS FUNDED THROUGH LEASE PURCHASE  
 IN THE 2008/09 ADOPTED BUDGET

	<u>Lease/ Purchase</u>
<b>APPROVED EQUIPMENT LIST</b>	
<b>General Government</b>	
Pool Car	\$ 22,000
<b>Public Safety</b>	
Police Cruiser	31,000
<b>Fire and Emergency Services</b>	
Refurbishment of ET 507	65,000
Replacement of Rescue 407 (Suburban)	50,000
<b>Community Services</b>	
Community Center - Equipment	25,000
<b>Public Works</b>	
Street Sweeper	150,000
Large Dump Trucks	140,000
Turfcut Type Riding Mower	25,000
<b>Total Lease Purchase Financing</b>	<u>\$ 508,000</u>

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Assistant to Town Manager *Maria*  
**CC:** Matt Hart, Town Manager; Jeffrey Smith, Director of Finance; Cheryl Trahan, Controller/Treasurer; Alicia Ducharme, Accountant  
**Date:** August 25, 2008  
**Re:** Replacement of Asbestos-bearing Tiles at Mansfield Middle School

---

**Subject Matter/Background**

On March 26, 2007 the Town Council authorized the establishment of a School Building Committee for the replacement of asbestos-bearing tiles at the Mansfield Middle School. A second resolution approved that evening also established a project in the 2007/2008 Capital Budget to be funded in the amount of \$90,000 (\$65,700 in state grants and \$24,300 in local funds).

Although the state accepted the original application and the project is completed, we can not receive state assistance without completing the additional requirements. The state is requiring the adoption of additional authorizations including the preparation of schematic drawings and outline specifications for the school building project and the authorization to allow the Superintendent to file the application.

**Recommendation**

It is respectfully requested that the Town Council adopt the following resolutions:

1. *Resolved, that schematic drawings and outline specifications for the replacement of asbestos-bearing tiles at the Mansfield Middle School be prepared.*
2. *Resolved, the Superintendent of Mansfield Schools is empowered to file an application for this project.*

**Attachments**

- 1) March 26, 2007 Agenda Item Summary and Attachment
- 2) April 30, 2007 Certified Resolution



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MH*  
**CC:** Maria Capriola, Assistant to Town Manager; Jeffrey Smith, Director of Finance  
**Date:** March 26, 2007  
**Re:** Replacement of Asbestos-bearing Tiles at Mansfield Middle School

---

**Subject Matter/Background**

Please see the attached memo to Gordon Schimmel regarding the establishment of a School Building Committee for the replacement of asbestos-bearing tile at the Mansfield Middle School.

**Financial Impact**

About 73 percent of the cost will be eligible for state reimbursement. The total estimated local share is estimated to be no more than \$25,000 and has been budgeted in the 2007/08 Capital Budget.

**Recommendation**

It is respectfully requested that the Town Council adopt the following resolutions:

1. *Resolved, a School Building Committee consisting of the Mayor and the Chairman of the Board of Education be established for the above mentioned project.*
2. *Resolved, a capital project in the amount of \$90,000 be established to be funded by \$65,700 in state grants and a local share of \$24,300.*

**Attachments**

- 1) Memo to Gordon Schimmel, Superintendent

<b>Mansfield Board of Education</b>		<b>Memorandum</b>
---	--	-------------------

*Date: March 12, 2007*  
*To: Gordon Schimmel, Superintendent*  
*From: Jeffrey H. Smith, Director of Finance*  
*Subject: Education Specifications for the asbestos bearing tile at the Mansfield Middle School*

As you know, eleven rooms at the Mansfield Middle School have asbestos bearing tile underneath the wall-to-wall carpeting. Those rugs are in poor repair and must be replaced. In order to do that, we must also remove the asbestos tile at the same time.

The process for application to the state for approval of a code improvement project includes the adoption of Education Specifications in addition to establishing a school building committee. It is respectfully requested that the Board of Education adopt the following resolution:

The Mansfield Board of Education resolves to:

1. Adopt the attached Educational Specifications for the replacement of asbestos bearing tile at the Mansfield Middle School.
2. Request the Town Council to establish a School Building Committee for the replacement of asbestos bearing tile at the Mansfield Middle School.
3. Authorize the Superintendent to file our application for a School Building Project.

JHS:pmj

**TOWN OF MANSFIELD  
TOWN CLERK**



MARY STANTON, TOWN CLERK

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

**CERTIFIED RESOLUTION**

I, Mary Stanton, Town Clerk and Secretary of the Town Council, Town of Mansfield, DO HEREBY certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Town Council of the Town of Mansfield duly held and convened on March 26, 2007 at which a constituted quorum of the Town Council was present and acting throughout and that such a resolution has not been modified, rescinded or revoked and is at present in full force and effect.

RESOLVED, a School Building Committee consisting of the Mayor and the Chairman of the Board of Education be established for the above mentioned project.

RESOLVED, a capital project in the amount of \$90,000 be established to be funded by \$65,700 in state grants and a local share of \$24,300.

IN WITNESS THEREOF, The undersigned has affixed her signature and the corporate seal of the Town of Mansfield, this 30<sup>th</sup> day of April 2007.

Mary Stanton, Town Clerk  
Secretary to the Mansfield Town Council

SEAL



COMMITTEE ON COMMITTEES  
MAY 21, 2008  
AUDREY P BECK BUILDING  
6:00 PM

The meeting of the Committee on Committees was called to order at 6:00 p.m.

Present were Chairman Leigh Duffy and members Gene Nesbitt and Bruce Clouette

The minutes of the March 17, 2008 meeting were approved as presented.

The Committee voted to make the following recommendations to the Town Council:

- o Michelle Baughman to the Parks Advisory with a term ending 8/1/11 (Fisher)
- o Jacqueline Kelleher to the Advisory Committee on Persons with Disabilities for a term ending 6/30/10 (Miller)
- o Jennifer Thompson to the Beautification Committee for a term ending 6/30/10 (Koths)

Bruce Clouette will contact Richard Long regarding the reappointment of Dexter Eddy to the Housing Authority, Jennifer Kaufman regarding the appointment of Eric Kruger to the Parks Advisory Committee and Jay Ames regarding the terms and appointments to the Art Advisory Committee,

Leigh Duffy will contact Brian Krystof regarding the Beautification Committee including the appointment of Jennifer Thompson, Sheldon Dyer regarding the Recreation Advisory Committee, Ann Bladen regarding the appointment of Sabrina Jara to the Mansfield Advocates for Children and Terry Cook to investigate what other committees might be of interest to him.

Gene Nesbitt will call members of the Board of Ethics to ascertain their interest in continuing to serve. He will also contact Mike Sikoski regarding his interest in the Board of Ethics.

Ms. Duffy requested that at the next meeting the role of committees in planning town events and the need for an entity to coordinate town events be investigated.

A motion to adjourn was made and approved at 7:00 p.m.

Mary Stanton, Town Clerk

TOWN OF MANSFIELD  
COMMUNICATIONS ADVISORY COMMITTEE  
Monday, June 02, 2008  
Audrey Beck Municipal Building, Conference Room B

Minutes

Members Present: Joyce Crepeau, Leila Fecho, Patrick McGlamery, Toni Moran, Richard Pellegrine, Bill Powers

Absent: Aline Booth

Elected Officials and Staff: Jaime Russell

1. **CALL TO ORDER** 7:00 PM by Toni Moran, second by Leila Fecho.
2. Motion to approve minutes with changes from Monday, May 05, 2008 meeting. Motion made by Richard Pellegrine and seconded by Patrick McGlamery. All approved.
3. No public comment.
  - 3.1. Guest Speaker: Steve Bacon, Partner, Kahan, Kerensky & Capossela, LLP, joined us to share his experience as a member of the Charter Revision Commission (CRC). As background, in March 2006, the Town Council adopted a resolution to form the second only CRC to meet in 36 years regarding the town charter. The CRC was given 13 charges regarding specific portions of the town charter, none of which related to communications. However, as the CRC met and worked together, it became evident there was opportunity to increase town participation and that the town could better communicate with the public, both outgoing and incoming.

Mr. Bacon enumerated the different avenues of communications identified and utilized by the CRC in their efforts to include the community, and what their experience was regarding what worked and what needed additional improvement. Included in the CRC communications mix were: public hearings, time allowed for public comment at each meeting, two sandwich boards to announce the CRC meetings, face-to-face meetings with existing organizations in town (including the League of Women Voters, the Board of Ed and PTOs), participation in the Know Your Town Fair, a letter to all faith-based organizations in town, a flier which was mailed with tax bills to 4-6,000 homes), fliers and information available at the library, meeting dates posted on all seven town sign posts (a discussion of their history and current communications value ensued), a web page, MetaMail (opt-in

e-mail broadcasts distributed by the Town Webmaster), an e-mail distribution list for incoming e-mail to all CRC members, a blog, and public and commercial media. TV, radio and print media included Cable Channel 14, "Let's Talk About It" on WILI AM radio, and print: The Chronicle, Courant, Horizons and Neighbors.

Chairperson Moran inquired regarding the CRC budget. Mr. Bacon noted that the CRC was extremely fortunate for the volunteer expertise afforded to their commission and the process as the granted \$1,100 budget seemed woefully low.

Chairperson Moran inquired regarding the Town's position on publishing information to support the council or school board recommendations for referendum. Mr. Bacon shared his understanding that if a town-wide vote, the Town Manager's Office chose specifically not to provide "educational" information as it could be perceived as advocacy.

4. Old Business: Audio cassette recordings of the Communications Advisory Committee for absent members to review within sixty (60) days of the meeting upon request. The audio recordings are a temporary record only and will not be archived.

Note, it was confirmed that the Committee Chair, or appointed meeting facilitator, CAN recommend a motion for committee approval.

Note, it was confirmed that the rotating duty of secretary would NOT include the Committee Chair or appointed meeting facilitator at any given meeting.

- 4.1. Town Meeting Materials: Mr. McGlamery noted a few comments he had that could be points of discussion at the next meeting:
  - 4.1.1. The town meetings are an opportunity to provide communications to the residents regarding the rules of order for a public meeting of that nature, and to state specifically how to make a motion.
  - 4.1.2. In the horse-and-buggy days, residents checked the seven sign posts for upcoming events, what should we do looking forward to communicate to a more technology-driven commuter society (i.e., an electronic marquis, web-based content and distribution systems)?

A discussion ensued regarding the current status of the Town Meeting, petition for Referendum and how the Town Referendum would be announced.

## MOTION

Ms. Moran offered the following motion verbiage. Mr. McGlamery motioned to accept the motion verbiage, seconded by Ms. Crepeau. All approved.

### **2008 June 2 MOTION 1**

In the absence of specific language in the Mansfield Town Charter regarding the conduct of referenda votes, we recommend, as a matter of communicating to the citizens of the town the most open and democratic form of government, that referenda votes be held at the normal time (hours of operation) and at the normal places where November elections are held (locations as determined by the appointed election officials).

## MOTION

Joyce Crepeau made the following motion, seconded by Leila Fecho. All approved.

### **2008 June 2 MOTION 2**

As a matter of communicating to the citizens of Mansfield, we recommend any referenda vote be advertised by signage at minimum at the major intersections (with either a stop sign or stop light) along routes 31, 32, 44, 89, 195 and 275.

Comments to the 2008 June 2 MOTION 2:

- a. We recommend the text of the signs be limited to:  
VOTE  
Budget Referendum  
[Insert Day and Date]  
[Insert Start and End Times]
- b. We recommend the lettering be large enough to be clearly visible to a driver, passing through the intersection at a rolling speed.
- c. We recommend the signs be printed and positioned so opposing traffic can also read the text.
- d. We recommend the use of sandwich boards and/or laminated posters.
- e. We recommend the signs be easily mounted and require minimal staff time to prepare and post.

4.2. Unavailable

4.3. Unavailable

4.4. It was determined that, at this point, the committee would not appoint a vice chair as the audio recordings will be available for absent members.

5. **New Business:**

- 5.1. Postponed. Regarding structure, at our next full meeting, scheduled for August 4<sup>th</sup>, we should begin to develop our mission statement.
- 5.2. Future Meetings: Jamie Russell provided a list of dates through the end of December, 2008, including room assignments. As three or more members will not be present at either of the two scheduled July meetings, Ms. Fecho motioned we hold no meetings in July. Ms. Crepeau seconded the motion. All agreed. Mr. Russell will post the approved 2008 meeting schedule on the web site. The next meeting date will be included in the minutes, see below. Note, there will be **NO MEETINGS IN JULY.**
- 5.3. **NEXT MEETING:**  
Monday, June 16<sup>th</sup> in Conference Room C at 7:00 p.m.  
Special Agenda: Review Referendum materials and discuss possible educational session/s to be offered in Fall Town Program/Calendar.

6. **ADJOURNMENT:** At 9:31, Ms. Crepeau motioned to adjourn. Mr. Powers seconded the motion. All agreed.

**7. Items for future Agendas:**

- 7.1. How the town is communicating (5/5/08)
- 7.2. Review of the town meeting (5/5/08)
- 7.3. Review advice on communicating to the Council (5/5/08)
- 7.4. Media project, upgrading council meetings, hearing device for hearing impaired residents, overhead media, LCD overhead (5/5/08)
- 7.5. Review of the budget meeting (6/5/08)
- 7.6. Discuss baseline benchmark, e.g. exit poll or other usability study for communications vehicles and messages (6/5/08)
- 7.7. Educational component to Town Meeting to include specifically how to make a motion (6/5/08)
- 7.8. Seven sign posts and sandwich boards may need to be supplemented to adequately communicate critical opportunities for citizen participation (6/5/08)
- 7.9. How to expand the use of MetaMail (6/5/08)

Respectfully submitted, Leila Fecho, member of the Communications Advisory Committee.

TOWN OF MANSFIELD  
COMMUNICATIONS ADVISORY COMMITTEE  
Monday, June 16, 2008  
Audrey Beck Municipal Building, Conference Room C

Minutes

Members Present: Toni Moran, Aline Booth, Bill Powers, and Richard Pellegrine

Absent: Joyce Crepeau, Patrick McGlamery, Leila Fecho

Staff Present: Matt Hart, town Manager, Jaime Russell

1. **Meeting** called to order at 7:00pm by chair Moran.
2. **Minutes** from last meeting had not been complete so no action was taken.
3. No public were present.
4. **Old Business:** Town Manager Hart gave the committee an update on the Town Council's decision on the referendum date, place (Town Hall) and hours (6am to 8 pm). Basically the Council followed the advise of the Registrars of Voters who indicated the expense and other persuasive arguments for having one place for voting on the referendums and district 19. Under a discussion of the placement of **signs**, Mr. Hart indicated to members that some of the placements suggested by this committee would be placed on State of Connecticut road rights of way and would be taken down by DOT. A permit has to be granted to place signs on DOT property. Mr. Hart indicated that the first batch of signs put out by the town were ones that were used previously and new ones with better visibility and design would replace the originals. The committee entered into a discussion of all the Town owned facilities where signs should be displayed. Regarding the Council meeting with the Downtown Partnership, the Town Manager reported that an attempt be made to publish the showing dates of the program on the local access channel. A discussion then ensued on how the results of all the committee's efforts affected the turnout at the referendum. Town Manager Hart suggested that perhaps a simple questionnaire could be initiated in tax bills to judge how effective the advertising had been. The suggestion was also made to ask town staff to compile the results of the election, such as the number of people who voted (voting percentage).
5. **New Business:** There will be no meetings of this committee during the month of July. Meetings will resume in August and special arrangements will have to be made for September since our regular meeting falls on Labor Day. The Committee asked if it would be possible for town staff to compile a

summary of all the things that have been done by the town to keep citizens informed about Town events and/or town government, and likewise this committee should compile a summary about our activities up to this point.

6. Meeting **adjourned** at 8:15 pm, motion by Pellegrine, seconded by Powers.

Respectfully submitted, Richard Pellegrine, acting secretary

**Town of Mansfield  
Personnel Committee  
Tuesday, July 15, 2008  
Audrey Beck Municipal Building, Conference Room C**

Members Present: Mayor Elizabeth Paterson, Deputy Mayor Gregg Haddad, Councilor Helen Koehn, Councilor Chris Paulhus

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

I. CALL TO ORDER

The meeting came to order at 6:35 p.m.

II. MINUTES

The minutes of May 22, 2008 were passed by members present at the May 22<sup>nd</sup> meeting (Koehn, Haddad; abstention Paulhus).

III. RULES OF PROCEDURE

Members reviewed the revised draft rules of procedure and recommended minor edits. The Committee added a rule regarding office hours for Council; it states that one half hour prior to the second Council meeting of the month Council members will be available to hear from the public on any issue and that councilors shall volunteer to participate in the office hours on a rotating basis. No items were flagged for follow-up. Ms. Stanton agreed to make the edits and prepare a revised draft document.

IV. PROCESS FOR TOWN MANAGER PERFORMANCE EVALUATION

The Committee and staff reviewed the timeline, performance evaluation and self-evaluation instruments that have been used in recent years. Members were comfortable with utilizing both instruments for the Town Manager's upcoming performance review with minor modifications. Town Manager Hart's goals will be incorporated into Section VI (*Facilitation of Council Goals and Objectives*) of the performance evaluation instrument.

The following timeline of events in the performance review process were determined:

<u>Task</u>	<u>Date</u>	<u>Person/People Responsible</u>
Distribute performance evaluation form and timeline to Council members	8/11/08	Maria Capriola
Self-evaluation due to Council	8/11/08	Matthew Hart, Town Mgr.
Performance evaluation forms completed and returned to Personnel Committee	8/25/08	Town Council Members
Personnel Committee prepares draft evaluation	9/8/08	Personnel Committee

Personnel Committee reviews draft evaluation	9/10/08	Personnel Committee
Town Council meets in Executive Session to discuss performance review	9/22/08	Town Council
Town Council meets in Executive Session (special meeting) to conduct performance review with Town Manager	9/29/08	Town Council & Town Mgr.
Town Council votes on changes to Town Manager compensation	10/13/08	Town Council

The group also discussed the 360 degree evaluation process. The group discussed the feasibility of using the process; Mr. Hart stated that he would be willing to try the 360 process as a pilot in addition to his evaluation process. Mr. Haddad stated that the 360 process is meant to serve as a professional development tool.

#### IV. ADJOURNMENT

Prior to adjournment, Ms. Koehn asked that the Finance Director recruitment be placed as a future agenda item of the Committee.

The meeting concluded at 8:15 p.m.



**TOWN OF MANSFIELD/MANSFIELD PUBLIC SCHOOLS  
SCHOOL BUILDING COMMITTEE  
Wednesday, May 14, 2008  
Audrey P. Beck Municipal Building  
Conference Room B**

**MINUTES**

**Present:** Mary Feathers, Chair, Mark Boyer

**Absent:** Cherie Trahan, Anne Rash, Eric Ohlund, Anne Willenborg, Elizabeth Paterson, Norma Fisher-Doiron,

**Staff:** William Hammon, Jeff Smith, Jaime Russell, Fred Baruzzi, Matt Hart, Candace Morrell, Jim Palmer, Jeff Cryan, Gordon Schimmel (in and out)

**Guest:** Rick Lawrence, Rick Lawrence Associates, Tom DiMauro, Newfield Construction, Gary Bent (5:40), Kristopher Noiseux, Fuss & O'Neill, Mike Callahan, Fuss & O'Neill, Jim Barrett, DRA

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

Ms. Feathers called the meeting to order at 5:02 p.m.

**2. Meeting Minutes**

The minutes of April 23, 2008 were moved, seconded and approved unanimously.

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

No one came forward.

## **Fuss & O'Neil re: MMS Fossil Fuel Project**

Mr. Callahan reported that Fuss & O'Neill met with the Department of Education for the Plans Completion Test. The outcome was that twelve items needed to be addressed which are relatively straightforward. The anticipate reschedule for the test is no later than the end of next week with the State. The State committed to turning around review with hopefully approval with the following two weeks.

Design should be 100% complete by the time approval comes from the School Facilities Unit. Final details with the gas company have been done with the company which are the gas company will provide the gas piping at no cost to the Town if the Town provides the trenching.

### **4. Architect's Report**

Mr. Lawrence introduced Jim Barrett from DRA Architects. He handed out a revised summary of timeline, costs, schematics, changes, etc. for the project.

### **5. Construction Manager Services**

Mr. DiMauro explained in detail what was being done to each elementary school including but not limited to new roofs, boilers, etc.

A discussion entailed regarding space requirements with student population.

### **6. Other**

The next School Building Committee meeting will be on June 11, 2008 at 5:00 p.m. The MMS Fuel Conversion Project will be on June 11, 2008 at 4:00 p.m. Both meetings will be held in the Council Chambers.

There will be an informational meeting on June 25, 2008 at 7:00 p.m. in the Council Chambers

### **7. Adjournment**

Mr. Hart adjourned the meeting at 6:31 p.m.

Respectfully submitted,

Linda Patenaude  
Capital Projects and Personnel Assistant



**TOWN OF MANSFIELD/MANSFIELD PUBLIC SCHOOLS  
SCHOOL BUILDING COMMITTEE**

**Wednesday, June 11, 2008**

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

**MINUTES**

**Present:** Mary Feathers, Chair, Mark Boyer, Anne Rash, Elizabeth Paterson, Anne Willenborg

**Absent:** Cherie Trahan, Norma Fisher-Doiron, Fred Baruzzi, Candace Morrell

**Staff:** William Hammon, Jeff Smith, Jaime Russell, Matt Hart, Jim Palmer, Jeff Cryan, Gordon Schimmel, Eric Ohlund

**Guest:** Rick Lawrence, Rick Lawrence Associates, Tom DiMauro, Newfield Construction, Jim Barrett, DRA, Dave Jackson, Fuss & O'Neill

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

Ms. Feathers called the meeting to order at 5:02 p.m.

**2. Meeting Minutes**

The minutes of May 14, 2008 were moved, seconded and approved unanimously with a correction to change the date from April 23, 2008.

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

No one came forward.

## **Fuss & O'Neil re: MMS Fossil Fuel Project**

Mr. Hammon reported that the State of CT has approved the plans, we are now awaiting local approval (Planning & Zoning, Building, Fire and Health). Mike Nintean, Director of Building and Housing Inspection, has taken a first look and sees nothing that drastically has to be changed. Mr. Hammon will also have the other departments look at the plans so that local approval can be finished.

### **4. Architect's Report**

Mr. Lawrence reported that a few more options were requested and a brief presentation to the Committee members as a follow-up for the Town presentation on June 25, 2008.

Option A – leaving schools as they are and repair and maintenance continue to repair roofs, windows, adding solar panels, fire alarm code upgrades, technology upgrades, new code compliant elevator at the Mansfield Middle School. Elementary schools maintaining as they are projecting a 20 year life span, include a new heating and ventilation system, gym floors and dividers have seen their expected life. Cost would be \$34 million. State reimbursement is estimated at approximately \$9 million over all four schools. Code required items is the major portion of the reimbursement. Net cost to the Town of Mansfield is estimated at \$25 million. Operational costs would be higher due to unscheduled and emergency repairs, unbudgeted and operating older buildings would cost more versus higher efficient systems installed. Overall ranking is a 5.

Option B – one new elementary school, all three elementary schools would be closed, all students would be under roof. The Mansfield Middle School would have some additions which would include solving the office issue where the public does not readily go to, roof, windows and installation of solar panels. It would also include the removal of the modular classrooms. Estimated costs would be projected at \$74 million, State reimbursement would be fairly high due to the new construction with the net cost estimated to the Town of Mansfield at \$21 million. Mr. Hart asked about the cost of closing of the existing schools, should they be maintained, demolished, etc. Mr. Lawrence reported that this was not factored into the final number.

Option C – completely renovating the elementary schools with some limited additions to them. Limited additions would be the office space, several classrooms to replace the modular classrooms, solar panels, alarm systems, code upgrades, ADA, technology, etc. would be constant. Elementary schools would be completely renovated to include new library media center with a new computer lab addition. Southeast School addition would replace the current modular buildings. Ms. Paterson asked what the life span would be compared to a brand new school. Mr. Lawrence reported that criteria is a minimum 20 year life span. Costs are estimated at \_\_\_\_\_. Estimated costs to the Town of Mansfield would be \$44 million. State reimbursement would be mid-range.

Option D – completely renovate and add on to two of the elementary schools and close one. No choice has been made at this time as to which school would be closed. Middle School changes would be the same as Option C. State reimbursement is in the mid-point range.

Mr. Lawrence pointed out that the State looks at each school separately as far as reimbursement is concerned.

#### **5. Construction Manager Services**

Mr. DiMauro stated that he concurred with the architect's numbers for the best options for the Town of Mansfield.

#### **6. Other**

Mr. Hart thanked Dr. Schimmel for his support on the Committee and along with Committee members wished him luck with his retirement. The next School Building Committee meeting will be on August 13, 2008 at 5:00 p.m. The MMS Fuel Conversion Project will be on August 13, 2008 at 4:00 p.m. A room will be announced at a later date.

#### **7. Adjournment**

Ms. Feathers adjourned the meeting at 6:31 p.m.

Respectfully submitted,

Linda Patenaude  
Capital Projects and Personnel Assistant

TOWN/UNIVERSITY RELATIONS COMMITTEE

Tuesday, June 10, 2008

Audrey Beck Municipal Building

Council Chambers

4:00 pm

Minutes

Present: P. Barry, M. Beal, T. Callahan, B. Clouette, J. Elkins, M. Hart, J. Hintz, R. Hudd, A.J. Pappanikou, E. Paterson, S. Rhodes, W. Simpson

Staff: M. Capriola, G. Padick, A. Hudd, M. Nintean

1. Opportunity for Public to Address the Committee

None

2. May 13, 2008 Meeting Minutes

The minutes of May 13, 2008 were passed unanimously.

3. Mansfield Housing Code

Mr. Nintean conducted a presentation on the Mansfield Housing Code which included highlights of the housing code program, quantitative data (i.e. number of inspections), and an overview of the landlord registry. Mr. Hart commended the efforts of the Department and the success of the program to date. Mr. Hintz discussed some of the ways his office communicates with students about the Mansfield Housing Code. Mayor Paterson commented on the strong successful partnership between the Town and the University (Building Department and Office for Off-Campus Student Services).

4. Campus Community Relations/Spring Weekend

Ms. Elkins and Mayor Paterson provided an update on the Mansfield Community Campus Partnership (MCCP).

5. UConn Compost Facility

Mr. Padick stated that the University is committed to composting and that a committee continues to seek a site for the proposed facility. When a site is selected a public information session will be held and notification to abutters will occur.

6. Mansfield Downtown Partnership (MDP)

Mr. Hart stated that Town Council is having a special meeting on June 12<sup>th</sup> for a Storrs Center update. Mayor Paterson informed the Committee that she and President Hogan co-authored an op-ed piece for the Chronicle in support of the MDP.

7. UCONN Off-Campus Student Services

Mr. Hintz conducted a presentation on his office, the Office for Off-Campus Student Services. Mr. Hintz presented on the mission, services, and outreach efforts conducted by his office. Mr. Hintz introduced Ms. Hudd, whom has been hired to fill a new full-time position in his office; Ms. Hudd will be assisting with office duties and working directly

with students. Mayor Paterson and Mr. Clouette commended the efforts of Mr. Hintz and thanked him for the positive impact he has had on the Mansfield community.

#### 8. Other Business

Mr. Pappanikou asked questions about the potential budget referendum. Mayor Paterson described the verbiage that would be on the ballots and the process for obtaining absentee ballots.

The meeting adjourned at 5:30pm.

Respectfully Submitted,  
Maria Capriola  
Assistant to Town Manager

MANSFIELD ZONING BOARD OF APPEALS – REGULAR MEETING  
MINUTES  
JUNE 11, 2008

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

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

Alternate – Accorsi, Clauson, Gotch

**ROSS LJ&G PROPERTIES LLC (CONTINUANCE) – 7:00 PM**

Singer-Bansal recused herself due to her absence at the start of the hearing.

An opinion was received from town attorney, Attorney Dennis O'Brien, and was reviewed by ZBA members and the applicant prior to the meeting. Copies were made available to the public.

Pellegrine spoke to the zoning enforcement officer in Chaplin, who was not there when the Ross action took place. The reasons for their approval were vague but he said a "town line is not a property line, it's a tax jurisdiction and a town line can be a property line if it is in fact a property line but it does not have to be a property line".

In March of 2006, Attorney Schrager contacted Jana Butts, the then Zoning Agent/Planner for Chaplin and told her that this piece of land constituted a non-conforming lot. The engineers depicted on the subdivision map for Mansfield the location of a house in this Chaplin triangle that was within all setbacks, with the only problem being insufficient size and frontage. Atty. Schrager received a letter from Ms. Butts saying that this was a valid, non-conforming lot and that they would issue a zoning permit. The applicant then decided that it would be a better plan to move the house further back. When they discussed this with Chaplin ZBA, they were informed by them that the town line did not constitute a property line, which is contrary to the position given to them by Mansfield's town planner, Gregory Padick. Atty. Schrager said that he has no doubt that a house can be built in Chaplin on this very small lot and that the septic, well, and driveway can be put on a lot that is not an approved building lot and could be put on the Mansfield side of the lot with proper permits.

Pellegrine noted that the letter states that a dwelling would be permitted "upon the proper approval of a Zoning Permit" and that he may run into problems trying to obtain that.

Accorsi questioned the request of neighbor, Mr. Tom Smith, for deed restrictions to create a natural buffer with existing trees. Atty. Schrager responded that the applicant is willing to place restrictions on the lot so that the house could not be placed near the neighboring lots but he is not willing to keep a natural buffer because he didn't feel it was necessary, plus it would be an issue addressed by Planning & Zoning.

Pellegrine noted a reference in Mr. Lennon's letter to covenants and restrictions placed on the property by the developer, referring to all the Aurora Subdivision lots, placed on Mansfield property only.

Fraenkel asked how this lot was originally created and was told that part of it was split off of lot #2 and was approved by Planning & Zoning in 2006. At that time, the town line changed. Fraenkel asked the applicant to restate his hardship. Atty. Schrager said that their hardship is that there is not enough land in the town of Mansfield and the uniqueness of the situation is that there is adjoining land in Chaplin, owned by the same person.

Atty. Schrager said that they were advised by Mansfield's zoning officer to request a variance. They never requested a zoning permit, therefore they were never denied.

Mr. Robert Lennon, 20 Jackson Lane, spoke to Mr. Demian Sorrentino, Chaplin's current zoning agent, and received a letter stating his opinion of the situation. This letter was submitted to the board. Mr. Lennon pointed out that the applicant accepted the decision of Mansfield's Planning & Zoning in 2006 and agreed at that time that this would not create a building lot or portion thereof.

Pellegrine noted concerns that because a variance was already granted by Chaplin, if Mansfield also grants a variance, that it could be interpreted as approval for 2 separate lots.

Atty. Schrager stated that the parcel, including property from the two towns, has enough frontage and lot area. Pellegrine responded that the call is for the Mansfield property only.

### **BUSINESS MEETING**

Wright made a motion to approve the application of Ross LJ&G Properties, LLC, South Bedlam Rd (west side), for a Variance of Art VIII, Sec A, Schedule of Dimensional Requirements, to construct a single-family house on a lot having 110.57' less than the required frontage and 11,130 sq ft less than required lot area, as shown on submitted plan.

Gotch acted as voting member of the Zoning Board of Appeals for this hearing.

Opposed: Fraenkel, Gotch, Pellegrine, Wright

Katz abstained from voting.

Reasons for denial:

- Hardship appears to be economic
- ZBA members have no right to determine boundary lines
- Applicant should have gone to Planning & Zoning first
- Configuration for approval was created by applicant
- Hardship was self-created

**APPROVAL OF MINUTES FROM MAY 14, 2008**

Wright moved, seconded by Katz to approve the minutes of May 14, 2008 as presented.

All in favor.

**ADJOURNMENT**

Meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Julie Wright  
Secretary

PAGE  
BREAK

# Council OK's guidelines<sup>8/12</sup> for downtown Storrs talks

By ZACHARY JANOWSKI  
Chronicle Staff Writer

**MANSFIELD** — The town council Monday unanimously approved guidelines for negotiations with developers of the \$220 million Storrs Center project.

In addition, the council committed \$650,000 as the local match for a \$2.5 million federal grant for road improvements to Route 195 nearby.

Town officials are hammering out details on the project this summer with the help of financial advisers, parking consultants and real estate attorneys.

Once the town has reviewed studies by master developer Leyland Alliance of Tuxedo, N.Y., the council will consider whether to enter into a development agreement with Leyland.

The Mansfield Downtown Partnership, the town's development agency, already has a development agreement with Leyland.

Once the town makes an agreement with Leyland, the partnership is expected to revise its agreement.

Leyland and partnership officials told the town earlier this summer they need an additional \$3.5 million to fund construction of the first parking garage, considered an essential component of the project's first phase.

Town officials retained experts

to determine how much money, if any, the town could prudently invest in the project.

If there will be one, the development agreement will outline the town's contribution for the parking garage and in other potential areas such as rent subsidies for displaced businesses.

Under the council-approved guidelines for negotiations:

- The town council will meet as a committee of the whole when discussing negotiations with the developer.

- The town manager will serve as "principal negotiator" and will provide updates to the council regarding negotiations and ultimately submit any agreements for council review and approval.

- Any agreement will seek to "create a market-sustainable and financially viable project," protect taxpayer interests, shield the town from risk and "ensure an appropriate return upon the town's investment in terms of fiscal and social benefits."

- Terms of the draft development agreement and business information provided in executive session will remain confidential.

- Approval of any development agreements will take place in public session.

Town Manager Matthew Hart said the guidelines are an important step. "These agreements, if and when we execute them, will have an impact on the town for years," Hart told the council.

The \$2.5 million federal transportation earmark, also known as the Lieberman grant after Sen. Joseph Lieberman, will fund pedestrian improvements to Route 195 near the future site of the Storrs Center project. Town officials plan to use money from a \$2.5 million state Department of Economic and Community Development grant to fund the local contribution.

The partnership awaits three permit approvals — from the state traffic commission, state Department of Environmental Protection and the Army Corps of Engineers — before construction can begin.

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# Opinion

8/16

## Chronicle

Lucy B. Crosbie  
*President*

Kevin Crosbie  
*Publisher*

Charles C. Ryan  
*Editor*

### Editorial

# Towns try to hedge vote on Smith track

Over and over again, town officials decry situations where only a small percentage of a community's voters decide budgets, bonding issues or building projects.

But on Nov. 4, voter turnout for that day's elections could be at an all-time high, buoyed by a hotly contested presidential race.

If there was ever a time to ensure a maximum number of voters take action on a building project — say an \$8.3 million renovation of E. O. Smith High School's track and athletic fields — this is it.

Which is why we're befuddled selectmen from Willington and Ashford have said "no" to a Regional School District 19 referendum on Election Day.

Surely, these elected leaders want to see the most voters voice their say on a major building project that affects taxpayers in all three communities.

Except they don't.

Because these selectmen have voted to say "no," an Election Day ballot question cannot happen, a function of a statute loophole placing control of that day's ballot with the towns and not the regional school district. If D19 wanted to have the vote Wednesday, Nov. 5, selectmen would have had no say.

Ashford and Willington's official justification for their opposition are worries about "uninformed" voters having their say.

The argument, according to Ashford First Selectman Ralph Fletcher, is this is too important a question to be decided on the presidential ballot.

We, however, think it is too important a question not to be on the ballot.

Historically, towns have utilized Election Day as a logical time to vote on various ballot questions. It comes during maximized turnout and saves towns a few thousand dollars because it avoids a separate referendum.

In recent years, Windham, Mansfield and Columbia have approved town charter changes on Election Day — essentially changing their town's form of government.

And in the case of these towns, the charter questions were part of a municipal election ballot already chock full of names running for various boards and commissions.

Aside from the presidential race, this year's ballot will feature a few state and town offices. A ballot question is hardly going to confuse voters.

We find it hard to believe Willington and Ashford officials are really worried about "uninformed" voters.

Certainly, Willington and Ashford leaders want to avoid the appearance of manipulating vote dates because they believe the turnout will affect the results.

We're not sure this is the right time to say "yes" to such an expensive school project.

But we are sure it should be decided by a maximum amount of voters — not the board of selectmen of two towns.

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8/18

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## Opinion

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### Chronicle

Lucy B. Crosbie  
*President*

Kevin Crosbie  
*Publisher*

Charles C. Ryan  
*Editor*

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### Editorial

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# We offer these threads, needles

**Threads to the Mansfield Downtown Partnership** for recently approving eco-friendly building rules as it continues to plan the \$220 million Storrs Center project. Its action basically mandates that Leadership in Energy and Environmental Design standards apply to all aspects of the retail/commercial/housing project. It means the buildings will feature recycling, energy-efficient appliances and so-called "green" heating and cooling systems. Hopefully, these LEED guidelines will help make Storrs Center a "green" center.

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Editor: 8/8

Hi, I'm a former RAC member. I found it interesting when *the Chronicle* published an article on how the deal made by the Riverside Athletic Club and the Mansfield Community Center is causing problems and even verbal fights.

Well as someone put in the middle of all this, I would like to say that as soon as my family and I walk into the MCC you can almost cut the tension with a knife. We are less than cheerfully greeted by the staff at the receptionist desk and brandished with a wristband that practically screams, "Hey all you Mansfield residents, I'm not one of you, but I got in here for free!" Don't get me wrong, there are many very kind staff members at the MCC, but it's the few who aren't so kind that make the difference.

Everyday as we leave the community center not a word is said to us when other families, the ones who aren't wearing wristbands, are given the simple "goodbye," or "have a nice evening." It's not like RAC members asked for their gym to close after one week's notice. For many of us, it's very disappointing.

The deal made by RAC and the MCC is something that the actual members had no say or part in. So my question is, "Why are my family and I being glared at by local residents and ignored by staff as we leave?" I keep hearing how Mansfield residents find it unfair that RAC members get to continue their membership at MCC and then get 50 percent off when they renew their membership.

What I find unfair is that RAC members are being treated indifferently for something they had nothing to do with.

No one has even taken into consideration how RAC members feel about losing our gym with it's cheerful staff and fun upbeat classes. The only thing RAC members are hearing about is how the deal made by RAC and the MCC is negatively affecting the Mansfield community.

I do feel the MCC is a wonderful environment for a family and there are many perks to being a part of it, but I speak for more than my family when I say that we would only like to feel more comfortable at the MCC and less like invaders.

Nicole Swerdlow  
Windham

Editor: 8/8

I am somewhat mystified about the negativity that surrounds the Mansfield Community Center. I view the Center as a resource for residents of the community, not unlike the library, the senior center or the public schools.

I know that some will argue that you can't compare the public schools and the library to the Community Center. Perhaps they are right. But if you believe a growing body of research that states that physical activity is good for both mind and body, the link between exercise and the potential for learning throughout the life cycle is definitely there.

I have lived in Mansfield for a very long time and once our children graduated from high school I felt there was little that the town offered that was of interest to me. When the Community Center opened I felt heartened that at last there was something that was supported by taxes that met my needs. Although I do pay doubly to be a member of the Community Center, once with the annual fee and secondly through taxes, the value of the center for me outweighs the additional cost.

The residents of Mansfield should be proud of the Community Center. The building is attractive and well cared for. It stands in contrast to the crumbling and vacant buildings that seem to be increasing in Mansfield.

The community center is a place where individuals and families congregate, exercise, swim and play. A town is made up the young, old and those in between. We all have needs and interests that change overtime. Isn't it fair to have a balance of community resources that will support the diverse needs of many? Isn't it about time that the critics saw the whole picture?

Priscilla D. Douglas  
Mansfield Center

Editor:

8/14

I think that there is a real need for new consultants for the Mansfield Community Center. When the concept of a community center for Mansfield came up for a vote, I voted for it. With all ages coping with the stresses of life, I believe anything that enables people to maintain good health is a good investment for the community. Since I voted for the community center, I felt I needed to support it by joining when the center was ready for use. I was absolutely delighted to learn that there were two levels of membership available. I am retired and living on a limited income so the reduced cost of the 9 a.m. to 3 p.m. membership was perfect for me.

It also gave me a sense that those who make decisions for the center are aware and providing for the diversity of the community. E.O. Smith High School uses the pool as do all ages from pre-schoolers to the elderly. The building is used for community gatherings such as Know Your Town Fair and Earth Day.

Recently solar panels were installed on the pool roof to both lower energy costs of the center and serve as a model of energy conservation for our whole area. I see this as a magnificent contribution to my community.

I do not understand just what has been happening in Willimantic that involved the health center there, but I felt like with all of the other excellent decisions that have been made about the Mansfield Community Center,

there was a sound reason behind the decision to offer special memberships to the dislocated Willimantic people.

The recommendations of the present financial consultants do not reflect an attitude of concern for a community, and without community support, no organization is going to succeed. It's time for new consultants.

Ellie Lamb  
Mansfield Center

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**Editor:**

8/19  
The Aug. 12 *Chronicle* prints a laundry list of stipulations that Mansfield's Town Council is imposing on Leyland Alliance of Tuxedo, N.Y. The only thing missing is the date of the referendum when Mansfield's voters will decide whether they are interested in investing their taxes in this project.

**Jane Blanshard  
Storrs**

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# Mansfield has likely assisted living developer

By ZACHARY JANOWSKI  
Chronicle Staff Writer

MANSFIELD— Developer and health-care provider Masonicare has had its eyes on opening an assisted and independent living complex in the Storrs area.

An advisory committee recommended the town council name Masonicare the preferred developer and a team of executives from the Wallingford-based company made a presentation to the town council July 28.

Stephen McPherson, president and chief executive officer of Masonicare, said the company got its start when Connecticut Masons sent money to Chicago after the great fire of 1871.

Some of the money was returned with a note of thanks saying not all of it was necessary.

According to McPherson, the Connecticut Masons used the re-

turned money to seed their philanthropic efforts.

McPherson said Masonicare was already looking at expanding into Mansfield before the town began to seek a preferred developer. "It just happened to come together," he said.

McPherson said the company is also looking at other possible locations in eastern Connecticut.

"I think clearly we'd like to be in more communities than we are in now," he explained. "We see the need increasing exponentially throughout the state."

Raymond Washburn, vice president for strategic planning, said the company is currently doing market analysis to determine how many units and what kind the Mansfield community wants.

He also explained how Masonicare provides a continuum of services, from independent senior

living to visiting nurses to assisted living and critical care.

Washburn said Masonicare designs its facilities to have flexibility in order to meet the growing need for senior living.

"The unit itself should change to the individual's need," Washburn said. "The number of people over 65 is going to double by 2030."

According to Washburn, it will take about two years to open the facility after the company completes its market research.

Washburn said the site identified by the town for an assisted living facility, located behind community center on South Eagleville Road, would only have enough space for 58 units.

He said Masonicare will locate at a larger site if the market research shows there is more need.

Council member Bruce Clouette asked Washburn if Masonicare

needed the town to do anything in order to proceed. Washburn said the company is waiting for the results of the marketing study.

A second developer, the Long Hill Co. of Shelton, also applied, but the committee decided to recommend Masonicare to the town council.

Some council members have pushed to interview Long Hill in addition to Masonicare, while other council members have resisted because the advisory committee interviewed both developers before making a recommendation.

Town Manager Matthew Hart will advise the council Monday to recognize Masonicare as the town's preferred developer.

The council will meet at 7:30 p.m. in the council chambers of the Audrey P. Beck Municipal Building.

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# School board volunteers to tweak budget

By ZACHARY JANOWSKI  
Chronicle Staff Writer

MANSFIELD — School officials will voluntarily reduce part of their 2008-2009 budget to make up for anticipated revenue shortfalls and match similar cuts to the town budget.

As early as June, town finance officials reported that revenue estimates in the budget midway through the approval process were too high.

Lower interest rates and poor economic performance will lead to lower interest income, building fees and conveyance taxes.

Superintendent Frederick Baruzzi said he will propose \$155,825 in budget transfers to a contingency fund at the Sept. 11 board

of education meeting.

The council moved \$94,175 into a town contingency fund in July at the recommendation of Town Manager Matthew Hart.

Council members divided the \$250,000 in necessary cuts between the town and education budgets proportionate to their share of the \$43.7 million combined school/town budget.

Rather than cutting the budget outright, town officials chose to move the budgeted funding to contingency line items. The money will remain there unless an emergency need arises.

Baruzzi wrote a letter to Hart showing his plans to comply with the town's request Aug. 7.

"It's part of being part of the

town," said Mansfield Board of Education Chairman Mary Feathers. "Of course we're going to work with the town manager."

Baruzzi could not be reached for comment.

Feathers said the board has not met over the summer to discuss potential cuts, but she expects board members to support the town. "I don't see anything exceptional. Adjustments always need to be made," she explained. "The creative part will come in with how we make those adjustments within the program."

Feathers said the board would "do the best we can within the parameters."

She said the board is "fortunate" budget cuts of this size "should be

fairly seamless for the students."

Although no formal proposals have been made, Feathers said there are some clear opportunities. "We don't anticipate filling the assistant superintendent position right now," she said.

According to Feathers, the board wants to revise the job description for the assistant superintendent position to "best complement" Baruzzi in his new role as superintendent. Baruzzi served as assistant superintendent before replacing now-retired Gordon Schimmel in the top job.

Feathers said leaving the position open will yield "immediate savings. It eases this current need to make adjustments in the budget."

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# Storrs center planners pledge to go green<sup>8/7</sup>

By ZACHARY JANOWSKI  
Chronicle Staff Writer

STORRS — The Mansfield Downtown Partnership approved eco-friendly building rules Tuesday for the proposed \$220 million Storrs Center project.

The partnership's board of directors unanimously approved the guidelines for the planning, design and construction of the buildings in the project.

Partnership Executive Director Cynthia van Zelm said the guidelines were developed over the past year with the help of project master developer Leyland Alliance of Tuxedo, N.Y.

"I think this is a great example of something that can be done as a model for the state and around the country," van Zelm said.

She called the guidelines "a great piece of the project."

"We didn't have to do it. We wanted to do it," van Zelm added.

She said the project is part of a pilot program for Leadership in Energy and Environmental Design Neighborhood Development standards.

LEED standards for green building already exist, but the U.S. Green Building Council plans to expand its standards to certify smart growth in entire developments.

"Sustainability itself means for the long term," said Leyland Alliance Project Manager Matcon Toledano.

Toledano said the project will be sustainable on the small scale, with energy-efficient appliances and recycling, and on the large scale by concentrating people and the places they want to go.

He said the advantages of energy

efficient buildings and appliances can be undone by poor planning.

"If you're driving 30 miles each day, you're using more energy than you're saving to get there," he explained.

Toledano said the guidelines will create the "greatest access to the most number of uses with the least number of car trips."

On the building side, Toledano said the guidelines call for "very efficient and energy-wise building shells" and water-efficient design.

"It's not exciting stuff. It's very detailed and careful," he explained.

Toledano said the guidelines balance "economic concerns with environmental concerns with social concerns."

Van Zelm said the project's sustainability guidelines are "spe-

cific to Mansfield, specific to Storrs Center."

He said tailoring the guidelines allowed for added emphasis on important issues for the community such as water conservation and preventing night sky pollution.

Toledano said sustainability guidelines are usually generalized checklists, not specific to each project.

"That's very unusual. That's going a step beyond," he added.

*The 45-page design guidelines document is available at [www.storrscenter.com](http://www.storrscenter.com).*

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# Town of Willington

BOARD OF SELECTMEN • 40 OLD FARMS ROAD • WILLINGTON, CONNECTICUT 06279 • (860) 487-3100 • FAX (860) 487-3103

[www.willingtonct.org](http://www.willingtonct.org)

August 6, 2008

Item #19

Mr. Francis X. Archambault, Chairman  
Board of Education  
Regional School District #19  
1235 Storrs Road  
Mansfield, CT 06268

Dear Mr. Archambault,

At our regular scheduled meeting of the Board of Selectmen on Monday, August 4, 2008, the board discussed in depth the resolution presented to us in your letter of July 30, 2008. Of primary concern to the board was the combining a bond resolution question with a State and Federal election. The consensus of opinion was that a bonding issue should stand alone at referendum.

Although we are fully aware of the necessity of providing adequate sports facilities at our regional high school it is also our responsibility to insure that a bonding issue be presented cleanly to the taxpayer with the crucial financial impact disseminated. This will assure that those people voting on the bonding proposal will have a clear focus on the issue. This could not be achieved with the bonding issue on a ballot for a Federal and State election as those items would be the primary reason for people coming to the polls and the bonding issue would be secondary.

I have attached a copy of the Board of Selectmen's minutes from our meeting which shows the resolution you requested being presented to the board and the unanimous vote by the board to reject the resolution.

If you have any questions please contact my office.

Sincerely,



Michael L. Eldredge  
First Selectman  
MLE/cln

Cc : Matthew Hart, Mansfield Town Manager  
Bruce Silva, Superintendent, Region #19  
Douglas Gillette, Bond Counsel  
Ralph Fletcher, First Selectman, Ashford

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**TOWN OF MANSFIELD**  
**OFFICE OF THE TOWN MANAGER**



Matthew W. Hart, Town Manager

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

July 31, 2008

Mr. Quentin Kessel  
97 Codfish Falls Road  
Storrs, CT 06268

**Re: Reappointment to Mansfield Conservation Commission**

Dear Mr. Kessel:

I am pleased to reappoint you to the Mansfield Conservation Commission, for a new term to expire on August 31, 2011.

I trust that you find the work of the Commission to be rewarding, and I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your reappointment.

Sincerely,

Matthew W. Hart  
Town Manager

Cc: Town Council  
Mansfield Conservation Commission  
Mary Stanton, Town Clerk

**TOWN OF MANSFIELD**  
**OFFICE OF THE TOWN MANAGER**



Matthew W. Hart, Town Manager

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

July 31, 2008

Mr. John Silander  
30 Silver Falls Lane  
Storrs, CT 06268

**Re: Reappointment to Mansfield Conservation Commission**

Dear Mr. Silander:

I am pleased to reappoint you to the Mansfield Conservation Commission, for a new term to expire on August 31, 2011.

I trust that you find the work of the Commission to be rewarding, and I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your reappointment.

Sincerely,

Matthew W. Hart  
Town Manager

Cc: Town Council  
Mansfield Conservation Commission  
Mary Stanton, Town Clerk

**TOWN OF MANSFIELD**  
**OFFICE OF THE TOWN MANAGER**



Matthew W. Hart, Town Manager

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

July 31, 2008

Mr. Scott Lehmann  
532 Browns Road  
Storrs, CT 06268

**Re: Reappointment to Mansfield Conservation Commission**

Dear Mr. Lehmann:

I am pleased to reappoint you to the Mansfield Conservation Commission, for a new term to expire on August 31, 2011.

I trust that you find the work of the Commission to be rewarding, and I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your reappointment.

Sincerely,

Matthew W. Hart  
Town Manager

Cc: Town Council  
Mansfield Conservation Commission  
Mary Stanton, Town Clerk

**TOWN OF MANSFIELD**  
**OFFICE OF THE TOWN MANAGER**



Matthew W. Hart, Town Manager

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

July 31, 2008

Mr. Frank Trainor  
101 East Road  
Storrs, CT 06268

**Re: Reappointment to Mansfield Conservation Commission**

Dear Mr. Trainor:

I am pleased to reappoint you to the Mansfield Conservation Commission, for a new term to expire on August 31, 2011.

I trust that you find the work of the Commission to be rewarding, and I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your reappointment.

Sincerely,

Matthew W. Hart  
Town Manager

Cc: Town Council  
Mansfield Conservation Commission  
Mary Stanton, Town Clerk

**TOWN OF MANSFIELD  
OFFICE OF THE TOWN MANAGER**



Matthew W. Hart, Town Manager

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

July 31, 2008

Ms. Joan Stevenson  
840 Wormwood Hill Road  
Storrs, CT 06268

**Re: Reappointment to Mansfield Conservation Commission**

Dear Ms. Stevenson:

I am pleased to reappoint you to the Mansfield Conservation Commission, for a new term to expire on August 31, 2011.

I trust that you find the work of the Commission to be rewarding, and I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your reappointment.

Sincerely,

Matthew W. Hart  
Town Manager

Cc: Town Council  
Mansfield Conservation Commission  
Mary Stanton, Town Clerk

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# O'Brien and Johnson

Attorneys at Law

120 Bolivia Street, Willimantic, Connecticut 06226

Tel (860) 423-2860

Fax (860) 423-1533

Attorney Dennis O'Brien  
dennis@OBrienJohnsonLaw.com

Attorney Susan Johnson  
susan@OBrienJohnsonLaw.com

October 15, 2007

Matthew W. Hart  
Town Manager  
Town of Mansfield  
Four South Eagleville Road  
Mansfield, CT 06268

Dear Matt:

You have asked for my opinion whether the three Town Council members who are also members of the Board of Directors of the Mansfield Downtown Partnership have a conflict of interest under the Code of Ethics of the Town of Mansfield whenever a matter pertaining to the Downtown Partnership is presented to the Town Council for review and determination.

As you have recognized and noted in your previous correspondence, the Charter of the Town of Mansfield includes section C304 on "Ethical Standards," as follows:

- A. The Town Council shall adopt an ordinance setting standards of ethical behavior expected from elected and appointed officials and shall establish mechanisms for the enforcement of ethical standards.
- B. Any elected or appointed official who has a direct or indirect personal or financial interest in any decision of any department, board or commission or in any contract or transaction to which the town is a party shall disclose that interest prior to any decision concerned with the issue. Violation of this section with the express or implied knowledge of any person or corporation participating in such contract, transaction or decision shall render the same voidable by the Council or by a court of competent jurisdiction.

As you also know, pursuant to its mandate set forth in Charter section C304A, the Town Council adopted a Code of Ethics in 1995. Section 25-4C(1) of the Code of Ethics of the Town of Mansfield provides that "No employee or official shall participate in the hearing or decision of the body of which he or she is a member upon any matter in which he or she is interested in a personal or financial sense." Regarding "interest in a personal or financial sense, section 25-3 of the Code says that this term has "The same meaning as the courts of this state apply, from time to time to the same phrase as used in sections 8-11 and 8-21, C.G.S."

Matthew W. Hart  
Town Manager  
October 15, 2007

C.G.S. sections 8-11 and 8-21 are practically identical. Section 8-11 provides in pertinent part that "No member of any zoning commission or board and no member of any zoning board of appeals shall participate in the hearing or decision of the board or commission of which he is a member upon any matter in which he is directly or indirectly interested in a personal or financial sense." Section 8-21 says the same thing about planning commission membership.

Per Article VI, section 1 of the By-Laws of the Mansfield Downtown Partnership, Inc., the members of the Board of Directors, including of course those three who are members of the Mansfield Town Council, receive no compensation. It is perfectly clear that none of the dual members have a financial interest in the Downtown Partnership. In Timber Trails Association v. Planning & Zoning Commission of the Town of Sherman, 99 Conn. App. 768, 775, our Appellate Court noted that ". . . A personal interest can take the form of favoritism toward one party or hostility toward the opposing party; it is a personal bias or prejudice which imperils the open-mindedness and sense of fairness which a zoning official in our state is required to possess."

There is no question in this situation of "hostility toward the opposing party." The only issue is whether the three officials may be assumed to have "favoritism toward one party," the Downtown Partnership, because they are unpaid members of its board of directors. Most "favoritism" conflicts of interest in the zoning law context arise because commissioners or board members or their immediate family members live on or own property abutting a subject property in an administrative proceeding. Those situations are a far cry from this one. In fact, barring a dispute between the town and the Downtown Partnership, this situation presents no conflict at all.

The Mansfield Downtown Partnership is for the most part the creation of the University of Connecticut, the Mansfield business community, **and the Town of Mansfield**. Per Article V, Section 4 of the Partnership bylaws, each of these three parent entities was entitled to at least two seats on the original Downtown Partnership Board of Directors. Most important, later, on or about June 1, 2002, the Town Council enacted a resolution "to designate the Mansfield Downtown Partnership, Inc. as **the Town of Mansfield's municipal development agency** for the Storrs Center area and to authorize the Partnership to proceed with the preparation of a municipal development plan. . . ."

This designation of the Mansfield Downtown Partnership, Inc. as the Town of Mansfield's municipal development agency was done by the Town of Mansfield under the authority of C.G.S. section 8-188, which provides in pertinent part that "Any municipality which has a planning commission is authorized, by vote of its legislative body, to designate the economic development commission or the redevelopment agency of such municipality **or a nonprofit development corporation as its development**

Matthew W. Hart  
Town Manager  
October 15, 2007

**agency. . . . Any municipality may . . . . designate a separate economic development commission, redevelopment agency or nonprofit development corporation as its development agency for each development project undertaken by the municipality pursuant to this chapter.”** (emphasis added).

It bears emphasis that Connecticut General Statutes section 8-199 provides that **“Any development agency shall exercise its powers in the name of the municipality, and all bonds issued pursuant to this chapter shall be issued in the name of the municipality and title to land taken or acquired pursuant to a development plan shall be solely in the name of the municipality.”** (Emphasis added). Per Section 8-198-2(a) of the Connecticut State Regulations, the Department of Economic Development is authorized to make grants to towns like Mansfield who have designated a development agency like the Mansfield Downtown Partnership, Inc.

The upshot is that in order to best ensure the success of the very ambitious downtown Storrs project, the Town Council has designated the Downtown Partnership as its **agent** to stand in its shoes and complete this very important project and thus, among many other positive elements, opened the door to the receipt of special state funds to help get the job done. The Downtown Partnership is clearly the **agent** of the Town of Mansfield. For purposes of the Storrs Downtown Project, the Town and the agency are inextricably intertwined. The Town Council members who serve on the Partnership board are there to help allow the Town Council to provide its town wide oversight role. The function of these three dual members on the Partnership board is the very same function they have as members of the Town Council, i.e., to oversee their **agent**, the Downtown Partnership and better ensure a successful result in the best interests of their constituents, the people of the Town of Mansfield.

Per Article II of the Bylaws of the Downtown Partnership, “The objects and purposes of the Partnership. . . are to strengthen and revitalize the Storrs Center. . .” The goals of the three dual members, both as members of the Town Council and as members of the board of directors of the Town Council’s **agency**, the Downtown Partnership, are one and the same: “to strengthen and revitalize the Storrs Center.” In this context, barring a dispute between the town and its agent, there can be no conflict of interest for these three public servants, certainly not as that term is set forth and defined in the Code of Ethics of the Town of Mansfield, as set forth above.

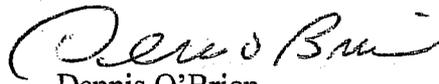
As there is no conflict of interest in this situation, there is no need for the three dual members to withdraw from their active participation in matters before the Town Council when the Downtown Partnership is seeking approval of its proposed actions to complete the Storrs downtown project and “to strengthen and revitalize the Storrs Center

Matthew W. Hart  
Town Manager  
October 15, 2007

...” For all practical purposes, the Town Council and Downtown Partnership are virtually one and the same, principal and agent, in this regard.

I hope this answers your question. Please let me know if you need any more from me on this.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Dennis O'Brien".

Dennis O'Brien  
Attorney at Law

STATE OF CONNECTICUT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

INTERIM APPROVAL

REC'D AUG 07

August 4, 2008

Item #22

Richard A. Miller, Director  
Office of Environmental Policy  
University of Connecticut  
31 LeDoyt Road Unit 3055  
Storrs, CT 06269-3055

RE: Request for Waiver  
University of Connecticut Landfill/Former Chemical Pits  
Consent Order SRD-101

Dear Mr. Miller:

The Remediation Division of the Bureau of Water Protection and Land Reuse (the Department) has reviewed the letter report referenced above, dated May 14, 2008. The letter report was prepared by the University of Connecticut and was submitted in conjunction with Consent Order No. SRD-101, dated June 26, 1998.

As noted in the letter report, the Department's November 22, 2004 approval of the site Closure Plan authorizes post-closure use of the landfill as a parking lot, but prohibits UConn from conducting the post-closure activity until the as-built plans have been reviewed and approved by the Commissioner. The letter report requests permission to waive that prohibition.

**The above referenced request for waiver is hereby approved for an interim period of 120 days from the date of this letter, allowing UConn to immediately use the site as a parking lot.**

In accordance with paragraph B.4.g of Consent Order SRD-101, the next deliverable due from UConn is a certification that the site closure has been completed as approved. That certification is due within fifteen days of completing site closure. Additionally, UConn must submit as-built plans to the Commissioner within ninety days of completion of the site closure.

Nothing in this approval shall affect the Commissioner's authority to institute any proceeding, or take any action to prevent or abate pollution, to recover costs and natural resource damages, and to impose penalties for violations of law. If at any time the Commissioner determines that the approved actions have not fully characterized the extent and degree of pollution or have not successfully abated or prevented pollution, the Commissioner may institute any proceeding, or take any action to require further investigation or further action to prevent or abate pollution. This approval relates only to pollution or contamination identified in the above referenced report.

Richard A. Miller

RE: Request for Waiver

University of Connecticut Landfill/Former Chemical Pits  
Consent Order SRD-101

In addition, nothing in this approval shall relieve any person of his or her obligations under applicable federal, state and local law.

~~If you have any questions pertaining to this matter, please contact Raymond Frigon of my staff at (860) 424-3797.~~

Sincerely,



Betsy Wingfield  
Bureau Chief

Bureau of Water Protection and Land Reuse

PFB:BCW:rlf

c: Raymond Frigon, DEP  
David McKeegan, DEP  
Stephanie Marks, UConn  
Richard Standish, Haley & Aldrich  
Matthew Hart, Town of Mansfield  
Robert Miller, Eastern Highlands Health District

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