



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, March 9, 2009
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

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ROLL CALL	
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OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

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EXECUTIVE SESSION

28. CGS §1-200(2) - Strategy or Negotiations with Respect to Collective Bargaining

ADJOURNMENT

REGULAR MEETING-MANSFIELD TOWN COUNCIL

February 23, 2009

DRAFT

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

I. ROLL CALL

Present: Clouette, Duffy, Haddad, Koehn, Nesbitt, Paulhus, Schaefer (arrived 7:37 p.m.)

Excused: Blair, Paterson

II. APPROVAL OF MINUTES

Ms. Koehn moved and Mr. Paulhus seconded to approve the minutes of the February 9, 2009 Special Meeting as presented. Motion passed with Mr. Clouette abstaining. Mr. Clouette moved and Mr. Nesbitt seconded to approve the minutes of the February 9, 2009 regular meeting as corrected. Motion passed by those present

III. PUBLIC HEARING

1. Acquisition of Mansfield Lions Memorial Park

Deputy Mayor Gregory Haddad called the public hearing to order and asked the Clerk to read the legal notice. Jennifer Kaufman, Parks Coordinator, briefly outlined the location and value of the proposed acquisition. Ms. Kaufman noted that both the Planning and Zoning Commission and the Open Space Preservation Committee have reviewed the parcel and are in support of its purchase.

Keith Johnson, 32 Mulberry Road, spoke in favor of the acquisition commenting that this parcel is an important link in the connection of existing open space and for that reason alone it has intrinsic value.

Sharry Goldman, Brown Road, expressed her gratitude to the Council, the current Town Manager and the past Town Manager who have had the foresight to put us in the position to be able to purchase this property. She also thanked Mansfield Recreation Park, Inc for providing so many residents with such a wonderful experience.

Quentin Kessel, Codfish Falls and Chair of the Conservation Commission, submitted a letter from the Conservation Committee expressing their support of the purchase and noting the generosity of the Lions Club. Statement attached. Personally Mr. Kessel expressed support for the purchase on behalf of his wife Margaret and himself.

Jay Rueckl, 128 South Eagleville Road, speaking in support of the purchase urged the Council to take advantage of this opportunity. Mr. Rueckl noted that the town has a long history of support for forward thinking initiatives that benefit the citizens and make Mansfield a good place to live. Statement attached.

Rudy Favretti, Middle Turnpike and Chair of the Planning and Zoning Commission, commented that this purchase would fulfill several objectives found in the Town's Plan of Conservation and Development, including the linkage of a very valuable tract of open space. Mr. Favretti noted that generations to come would thank us for our foresight.

Scott Lehman, 532 Browns Road, urged the Council to take a larger view noting that what is rational for an individual is not the same as what might be rational for society and what is rational for the present self may not be rational for the future self. He asked the Council to think about the next 10, 50 or 100 years and urged support for the purchase.

Mike Sikoski, Wildwood Road, asked the Council to wait for a couple of years to see if the economy has improved adding that the money could be used for something else. He feels that in 2 years it may be a good investment. Mr. Sikoski also questioned the Council's ability to approve this transaction without first holding a public hearing in accordance with section 406A of the Town Charter. He asked for clarification of exactly what is an appropriation.

Antoinette Webster, representing Mansfield Recreation Park, Inc. was available to answer questions.

Town Council members asked Attorney Webster if the Lions would be willing to delay selling the property if the Town were willing to pay for the insurance.

Deputy Mayor Haddad recessed the meeting until Attorney Webster had an opportunity to talk to those members of the Lions' Board who were present.

After a discussion with those members of the Lions present, Ms. Webster reported that, although the group present could not speak for the entire organization, the goal of Mansfield Recreation Park, Inc. is to divest itself of this asset as the organization would like to have the resulting funds to use for other charitable purposes. Attorney Webster noted that discussions have been underway for two years and urged the Council to approve the sale.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Betty Wassmundt, Old Turnpike Road, reiterated her concern that there is a conflict of interest in having the Finance Director for the Town also be the Finance Director for Region 19. Statement attached.

Harry Birkenruth, Ball Hill Road, stated that he and his wife, Honey, have been residents of Mansfield for 43 years and have always appreciated the quality and forward looking actions of the residents and town officials. Statement attached.

Howard Raphaelson, Timber Drive, stated the residents he has spoken to were not aware of the budget process but would like the town to stay as it is and prefer its current services. Mr. Raphaelson admitted that his sampling

was not very large. He urged the Town Council not to generalize based on a few people who say cut at any cost and to remember that the Council represents over 22,000 residents. Statement attached.

Mike Sikoski, Wildwood Road, urged the Council to look at the proposed purchasing regulations under discussion in the Finance Committee and to consider the danger of having one person in charge of spending. He asked the staff and Council to stop relying on the phrase, "That's the way it has always been done."

V. TOWN MANAGER'S REPORT

Statement attached. Town Manager Matt Hart distributed an article by Roger Kemp titled, Managing Government in Hard Times: Prudent Options to Balance Public Budgets. He asked Council members to review the article prior to the retreat on Saturday.

VI. OLD BUSINESS

2. Acquisition of Mansfield Lions Memorial Park

Mr. Schaefer moved and Ms. Koehn seconded, effective February 23, 2009, to authorize the Town Manager to finalize and to execute the purchase of the 69.9 –acre park known as Mansfield Lions Memorial Park owned by Mansfield Recreation Park, Inc.

Motion passed unanimously.

Mr. Clouette moved and Mr. Paulhus seconded to move Item 6, GASB 45 Presentation by Milliman Inc, as the next order of business.
Motion passed unanimously.

3. Amendments to Special Police Services Ordinance

Mr. Schaefer moved and Mr. Paulhus seconded, to schedule a public hearing at 7:30 PM at the Town Council's regular meeting on March 23, 2009, to solicit public comment regarding the proposed amendments to the Special Police Services Ordinance, Chapter 70 of the Mansfield Code.

The Committee on Community Quality of Life has reviewed the proposed amendments and has endorsed the revisions as presented.

Motion passed unanimously.

4. Community/Campus Relations

Town Manager Matt Hart announced that the report on Spring Weekend, presented by the Student Life Committee, was referred by the Board of Trustees to the Administration for review and implementation.

Mr. Hart also reported that the Committee on Community Quality of Life met recently and discussed the role of the Eastern Highland Health District with regard to off campus housing; the proposed changes to the Special Police Service ordinance; and the septic pumping and water testing provisions of the housing code. The Committee directed staff to come back with a proposed amendment to the housing code for the committee to review at its next meeting. Also the Committee will be acting on its Mansfield 2020 referral.

5. Community Water and Wastewater Issues

The Town Manager spoke to his testimony to the General Assembly regarding allowing the University to receive and treat sewerage from the Town. The testimony was included in the Council packet. Councilor Nesbitt reported the 4 Corner Sewer Study Committee will meet tomorrow and are preparing for the March 10th presentation which will be focused on area property owners.

VII. NEW BUSINESS

6. GASB 45 Presentation by Milliman Inc

Steve May, representing Milliman Inc., reviewed sections of the actuarial report for the Town of Mansfield Other Post-Employment Benefits Program. The report was prepared in compliance with Government Accounting Standard NO. 45 which requires employers to perform periodic actuarial valuations to determine annual accounting cost, and to determine the extent to which these amounts are funded. The principle is to treat future health benefits, as you would pension plans. Mr. May reported the Town is currently putting money aside and has a plan in place. The Boards of Education have yet to start accruing assets to meet this obligation.

In response to a question by the Deputy Mayor, Mr. May noted a number of ways the Town of Mansfield is ahead of many organizations including: the Town already has assets set aside; retirees' contributions to retirees' insurance programs are set at a fixed dollar amount; and the Town has made substantial progress in paying attention to benefit structures including an active wellness program.

7. Comprehensive Annual Financial Report for Fiscal Year 2007-2008

Mr. Schaefer moved, effective February 23, 2009, to accept the Comprehensive Annual Financial Report for Fiscal Year 2007-08, as endorsed by the Finance Committee.

Motion passed with all in favor except Ms. Koehn who abstained.

8. Financial Statements Dated December 31, 2008

Mr. Schafer moved, effective February 23, 2009, to accept the Financial Statements Dated December 31, 2008, as prepared by town staff and endorsed by the Finance Committee.

Mr. Schaefer reported that at the halfway mark of the fiscal year the budget is balanced. Management will continue the cost-saving measures currently in place.

Ms. Koehn questioned how the indirect costs for the Community Center pool are allocated. Ms. Koehn has started to keep track of usage information in order to perform her own analysis based on individual lane use and asked that if there is an existing document that it be provided to her. Comptroller Cherie Trahan stated the allocation used in the budget was based on what was considered a fair representation of member and non-member use of the pool. Any additional information would have to be based on information provided by the Recreation Department and it was her understanding that most of the Council members were satisfied with the information as presented. Ms. Koehn requested an analysis of the usage be done. The Town Manager will ask the Director of Parks and Recreation to do so.

Mr. Schaefer called the question, seconded by Mr. Paulhus the motion passed with all in favor except Duffy and Koehn.

The motion to accept the Financial Statements passed.

9. Classification and Pay Grade for Director of Finance Position

Deputy Mayor Haddad, who is also Chair of the Personnel Committee, reported that the Committee reviewed and endorsed the classification and pay grade. The Committee's recommendations regarding revisions to the position description will be incorporated into the classification.

Ms. Koehn moved and Mr. Clouette seconded to establish the position of Director of Finance in the Town Administrator's Pay Plan at a pay grade of 32, the position was scored at 730 points.

Council members discussed the pros and cons of having one Finance Manager for the three entities, the appropriateness of the classification and the salary, and possible conflicts of interest. Region 19 has been appraised of this proposal. Without objection the Council decided to ask the Town Attorney to provide an opinion on whether there is any conflict of interest in having a single Finance Director.

Motion passed unanimously.

Mr. Clouette moved and Mr. Paulhus seconded that the salary range for the Director of Finance be established as recommended by the Personnel Committee.

Motion passed unanimously.

VIII. DEPARTMENTAL AND COMMITTEE REPORTS

No comments

IX. QUARTERLY REPORTS

Distributed this evening for discussion at a future meeting.

X. REPORTS OF COUNCIL COMMITTEES

Based on the comments of Steve May regarding the Town's position on Post Employment Benefits (Item 6), Deputy Mayor Haddad acknowledged the leadership of Town Manager Matt Hart and previous Town Manager Marty Berliner and also the excellent work of Director of Finance Jeff Smith and Comptroller Cherie Trahan.

XI. REPORTS OF COUNCIL MEMBERS

Leigh Duffy Chair of the Committee on Committees made the following recommendations

Agriculture Committee – Charles Galgowski and Carolyn Stearns
Arts Advisory Committee-Jay Ames, Kim Kaminsky, Joan Prugh, Blanche Serban
Emergency Management – Michael Kurland
Solid Waste Advisory – Andrea Ames, Anne Smith and Jane Knox

Motion to approve passed.

Chair of the Personnel Committee, Gregory Haddad reported the committee would soon start working on the Code of Ethics.
The Finance Committee will continue their work on the Purchasing Regulations.

XII. PETITIONS, REQUEST AND COMMUNICATIONS

10. Bay State Consultants re: CCM Energy Purchasing – Revised Annual Projection- Director of Finance Jeff Smith will inquire as to the energy mix being provided in the CCM Cooperative Energy Program.
11. CCM re: Governor's Proposed Budget for FY 2009-10 and FY 2010
12. Center News, Winter 2009
13. Chronicle, "DOT Reveals Details of Route 44 Construction" – 02-10-09
14. Chronicle, "Ed Board Comes In With Budget Decrease" – 02-13-09

15. Chronicle, "Editorial: We Offer These Threads, Needles" – 02-09-09
16. Chronicle, "Fun in the Winter Sun" – 02-09-09
17. Chronicle, "Trustees Seek Kinder, Gentler Spring Weekend" – 02-11-09
18. J. Courtney re: Update from Rep. Joe Courtney on Education Funding
19. Daily Campus, "Committee Recommends Stricter Spring Weekend" – 02-18-09
20. M. Hart/F. Baruzzi re: A. Rash Resignation from School Building Committee
21. Hartford Courant, "Hurdle Cleared in Plan to House UConn..." – 02-09-09
22. Hartford Courant, "Panel Proposes Toning Down UConn Spring..." – 02-11-09
23. Horizons, "EHHD Presents Cardiovascular Health Promotion Awards" – 2-09
24. J. Jackman re: 2008 Mansfield Town Meeting – Councilor Schaefer stated for the record that the idea that the 2008 Annual Town Meeting for Budget Consideration was overcrowded is clearly false and however well placed these ideas are, they are not just ill advised, but they also create a danger and he thinks people should, in the future, find out the facts and then holler and yell about them and not first yell and holler and then find out the facts.

Ms. Koehn stated that she was the person who asked for clarification based on information she received from a resident. She objected to the last paragraph of the memo, which she said indicated something was wrong with her for asking for clarification. She found it offensive and feels that it is her job as a Council member to bring questions from the public to the Council.

Deputy Mayor Haddad commented that the memo in question allowed Mr. Jackman to address the rumors and to correct any misconceptions that might exist.
25. J. Jackman re: Mansfield Self Storage, LLC
26. Mansfield Downtown Partnership re: Winter Lights Program
27. Mansfield Today, "School Board Approves \$20.8 Million..." – 02-09-09
28. Mansfield Today, "School Board Expected to Vote on ..." – 02-09-09
29. Mansfield Today, "Trustees Adopt New Strategies to Reduce ..." – 02-09-09
30. State of Connecticut Department of Economic and Community Development re: Affordable Housing Land Use Appeals List

31. State of Connecticut Department of Transportation re: 2009 Master Transportation Plan- Public Works Director Lon Hultgren will check to see if any local transportation projects are included in this Plan.

32. Troop C, Tolland CT re: Town of Mansfield Public Works Department

33. Windham Region Council of Governments re: WINCOG FY '08 Audit

XIII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Mike Sikoski, Wildwood Road, stated that committees should receive complete reports and questioned whether or not the Town had been "taken to the cleaners" by Region 19 regarding the payment for a Finance Director. He also requested a definition of appropriation.

Mr. Clouette and Mr. Smith explained that the open space funding is appropriated for that use when the capital project fund is approved at the Annual Town Meeting.

XIII. FUTURE AGENDAS

None

The Council agreed to recess and to go into executive session to discuss pending claims and litigation.

XIV. EXECUTIVE SESSION

Pending Claims and Litigation

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

Also Present: Town Manager Matt Hart, Finance Director Jeffrey Smith, Town Attorney Dennis O'Brien

XV. ADJOURNMENT

Duffy moved and Nesbitt seconded to adjourn the meeting.
Motion passed.

Gregory Haddad, Deputy Mayor

Mary Stanton, Town Clerk

Finance Director Position

Sunday, February 22, 2009 12:03 PM

From: "Elizabeth Wassmundt" <etwno1@sbcglobal.net>

To: TownCouncil@mansfieldct.org

Dear Council Member:

I am disappointed to find that the Personnel Committee would endorse the proposal about the Finance Director position. I understand that your job on the Council is overwhelming and that you are given little time to assimilate what town staff presents to you. I would like you to consider some things and, perhaps, rescind your endorsement.

Have you considered that having **one** person as Finance Director for the Town of Mansfield and, at the same time, as Business Manager for Region 19 is a serious conflict of interest? Region 19 is a totally separate entity from Mansfield; it is owned by three towns and has the interest of three towns. Region 19's Business Manager owes his allegiance to Region 19 and to the interest of Region 19 which is not necessarily what is in the interest of the people of Mansfield. I assure you, I am not the only person in Mansfield who has this concern; there even are more people who do than me, Mike and David. Have you considered: how can one person owe his allegiance to two separate entities? This is my principle concern.

Have you read the Randi Frank report and have you reviewed the Shared Services Agreement? You must do so before you endorse this proposal. Have you reviewed the other contracts which are involved in this proposal? Please read my notes below.

How can you endorse a proposal which says that the Business Manager for Region 19, a totally separate entity from Mansfield and which involves the Towns of Ashford and Willington, will answer to the Mansfield Town Manager? How can you endorse a proposal that involves the Towns of Willington and Ashford?

Have you considered what an enormous task it is to do all three of these jobs along with all the other work that our finance department has taken on? Is it practical to set up such a position?

Here are my notes.

As I read through the information presented to Council about the Finance Director, I find that I have many questions.

The major question I have is: is it a conflict of interest for the Mansfield Finance Director to be the Business Manager for Region 19? I conclude that it is. Take the recent referendum Region 19 conducted about the track replacement and other renovations. I might have voted in favor of that project if I had a Finance Director that I could ask to verify that the information provided about financing the project was likely to be correct. But, I could not ask Jeff Smith; he works directly for Region 19 and owes his allegiance to Region 19. In fact, Mansfield's finance department provided the Public Relations data for Region 19. I was left to do my own research and had to conclude that it was not possible for Region 19 to attain the financing that was presented; with an A-1 bond rating which Bruce Silva said was the rating for Region 19, I could find only a 6.7% rate, not a 6% rate as presented, and lord knows where the 3.5% loan would have come from. Perhaps there was a good explanation but Jeff Smith was committed to present the position of Region 19. Mansfield should have a finance director independent of Region 19 so that there is no conflict of interest. I have heard the argument for this all comprehensive finance director position which is that there is this grand "economy of scale". I submit to you that this theory is fine when you are dealing with **mechanics** such as payment of bills and payroll but that you introduce conflict of interest when you have an **advisory, decision making** position.

As I read through the Town Manager's letter to Council, I see that Mansfield is one of only three towns in Connecticut that share a director of finance position between the town and board of education. Do all the other 166 towns in Connecticut know something that Mansfield does not know? If 166 towns have two positions within their town government, should you expect one person to do both of these jobs as well as being Business Manager for Region 19 as well as doing all the other jobs as defined in the Town Manager's letter.

As I read about all the financial services that Mansfield provides, apart from to the Town and the MBOE, I question that it is practical to

have a finance director do all of that. I question whether Council or the appropriate committee has read the agreements between all of these other entities so that you know just what is expected of our finance director.

How can the Town of Mansfield , in its own right, plan for the new finance director to do this inclusive work for the Town, the MBOE and Region 19? There even is a plan for the amount of money Region 19 will pay. What does Region 19 say about this? What does Region 19 say about the fact that their Business Manager will report to the Town of Mansfield Town Manager ?

I see that Randi Frank was the consultant who provided advice. Has Council or the appropriate committee read the Randi Frank report? My experience in doing research about the housing inspection ordinance and the subsequent establishment of a new department in our town is that Council was given only **select** portions of the Randi Frank report on the housing department; other very informative parts of the report were not given to you. I urge you to read the full report before supporting this proposal. Please note, the full report is not available in this packet.

Thank you.

Betty Wassmundt
54 Old Turnpike Road
Storrs, CT 06268
869-429-8300

Harry Birkenruth
81 Ball Hill Road
Storrs, CT 06268

Mansfield Town Council

February 23, 2009

My wife, Honey, and I have lived in Mansfield on Ball Hill Road for 43 years. We moved here from South Killingly because of Mansfield's superior schools, the proximity to the University of Connecticut, and the forward-thinking of the people and town officials that we met. We have not been disappointed and continue to believe our choice was a very good one.

A few years ago, I retired as CEO of Rogers Corporation and am still working at Rogers part-time. In addition, I am involved with IMCORP, a small, young, rapidly-growing company located here in Mansfield.

Both of these enterprises provide employment to people who live and pay taxes in Mansfield. They are attracted to our town for the same reasons Honey and I came to Mansfield.

Mansfield has been a town with a commitment to the continuing improvement of our quality of life: schools have been properly funded; the Mansfield Downtown Partnership has been created to oversee a planned approach to our future central core that will also grow our tax base; a unique recreational center has been built and maintained; open land has been expanded and a fine level of town services has been provided through a dedicated and professional town management.

Clearly there are tax and spending pressures and prudence is called for but in constructing our town's budget, we should not make cuts or "savings" which will prove unwise in the longer term. In sum, we urge the Town Council to continue its positive approach to Mansfield's future.

To Town Council

2/23/09

I have been talking to townspeople about the budget and what they thought the Council should do. As sometimes happens, I got answers to a different question. One way or another, they indicated little interest in the matter. In general, they wanted the town to stay as it is, and expected the Council to see to that.

They wanted it done as economically as possible but they wanted all the services to which they are accustomed.

I noted that there were 9 speakers tonight talking about the spending of money, including me. 8 of them wanted you to spend money on open space or on current services. One spoke against spending. Neither these people nor the additional ones to whom I spoke represent more than a tiny percentage of the 22,000 people you represent. You need to draw conclusions about voter attitudes from a much broader group than just those who come to meetings. I suggest that many or most of those who don't bother to come are satisfied with the current status, and neither wish nor expect much change from you.

TO: MANSFIELD TOWN COUNCIL

FROM: MANSFIELD CONSERVATION COMMISSION

SUBJECT: PUBLIC HEARING TESTIMONY SUPPORTING THE PURCHASE OF MANSFIELD LIONS
MEMORIAL PARK

DATE: FEBRUARY 23, 2009

The Lions Club has been extraordinarily generous in providing nearly unlimited access to its Mansfield Lions Memorial Park to area residents. Since the 1950s our Boy Scouts have camped there and our athletic teams have played there. The Town has invested heavily in the new athletic fields and they are utilized by area teams on a regular basis.

As time has progressed, it has become logical for the Lions Club to divest itself of this property and for the Town of Mansfield to acquire it. The Lions Club is displaying its generosity, once again, in offering the property to the Town at a very affordable price.

The Mansfield Conservation Commission strongly supports the purchase of this property with the use of Mansfield Open Space funds. We are in complete agreement with the Director of Planning's 2/12/09 letter to the PZC and copied to the CC which lists a number of facts supporting this purchase.

February 18, 2009

Statement to the Town Council:

I am here to speak in favor of the acquisition of Lions Memorial Park.

The town should always be cautious in its actions, and this is especially true given the current economic conditions. But caution can be taken too far. Being cautious doesn't mean doing nothing. It doesn't mean coming to a standstill. It means making careful, deliberate, and smart decisions.

Acquiring Lions Memorial Park would be such a decision. The acquisition of this land would have many benefits. It would preserve open space, in line with the goals of the town's own Plan of Conservation and Development. It would protect the \$2 million investment the town has already made to build the soccer fields and other recreational facilities on this site. And it would ensure that our children will have access to this heavily-used facility in the years to come.

Frankly, unless we think we can get a better price, or unless there are reasons to suppose that we wouldn't want to make this purchase a few years down the road anyway, or unless our intention is to continue to ask a private organization to shoulder the burden of maintaining this facility for our public benefit, it is hard to see why we wouldn't want to acquire this land now. The necessary funds are already in the Open Space fund, and they were put there so that we could act if precisely this sort of opportunity came up. Why put our ability to enjoy and benefit from the Park at risk?

A few weeks ago a town resident spoke of the "Mansfield Premium", the difference in home prices between Mansfield and nearby towns. He attributed the premium to the strength of our schools system, and I think he's right, but I think another factor is also at work. This town has a long history of devising and enacting forward-looking initiatives that benefit its citizens and make Mansfield an attractive place to live. This includes not only support for education, but also other initiatives such as the Discovery Depot, the Senior Center, the Community Center, the Downtown Partnership, and the Open Spaces program.

The economy today is worrisome, but this doesn't mean we should stop thinking about and investing in our future. We just need to be smart, prudent, and forward-thinking in how we do so. Acquiring Lions Memorial park is the smart, prudent, and forward-thinking thing to do.

Sincerely,

Jay Rueckl
128 South Eagleville Road
jay.rueckl@gmail.com

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

Memo

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Town Employees
Date: February 23, 2009
Re: Town Manager's Report

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

Budget and Finance

- *Town Council Finance Retreat* – the Town Council Finance Retreat has been scheduled for this Saturday, February 28, 2009 from 9:00 AM – 12:00 PM in the Council Chambers of the Audrey P. Beck Municipal Building.
- *FY 2009-10 Region 19 Budget* – Superintendent Silva has submitted a proposed budget representing a 1.9% increase in spending overall. However, due to the fact that Mansfield's percentage of the student population is declining, Mansfield's share under the Superintendent's proposed budget would actually decrease by .56% or \$56,573 to \$10,061,132.

Council Requests for Information

- *Assisted Hearing Device in Council Chambers* – at a recent Council meeting, a question was raised concerning whether the Americans with Disabilities Act (ADA) requires the installation of an assisted hearing device in the Council Chambers. I have asked the Director of Building and Housing Inspection to research the issue and to provide us with more information.

Departmental/Division News

- *Parks and Recreation* – The New England Park Association (NEPA) has awarded the Mansfield Parks and Recreation Department a \$1,125 grant from the NEPA Tree Grant Program to establish a native rain garden at River Park. The proposed garden will set an example in the community about the function of rain gardens and the wildlife benefits of native trees and plantings.
- *Emergency Management* – The University of Connecticut has provided a link to the complete Spring Weekend Report that was submitted to the Board of Trustees on Tuesday, February 10, 2009. The report is 323 pages in length. http://boardoftrustees.uconn.edu/pdf/Spring_Weekend_Review.pdf

Member Organizations

- *Mansfield Downtown Partnership* – staff and I recently met with Andy Hill from Walker Parking, the town's parking consultant, to discuss management and operational issues related to the future parking needs for Storrs Center. We had a good discussion, and reviewed topics such as management, operations, enforcement, access control and public relations. I would like to conduct a similar discussion with Council and the Partnership's Board of Directors, and would request a special meeting prior to the Council's regular meeting on March 23, 2009 for that purpose.
- *Windham Region Council of Governments* – as a reminder, I have invited AKRF, the consulting firm that WINCOG has retained to prepare the regional economic development plan, to attend the Council meeting on March 9, 2009, to address questions and to solicit feedback from the Council regarding this regional initiative.

Miscellaneous

- *From the Governor's Office* – Governor M. Jodi Rell has announced that she has signed Executive Order 24, which will reduce the number of state government task forces and commissions. Specifically, Governor Rell's Executive Order will eliminate the Governor's Committee on Physical Fitness, the Advisory Commission on American and Francophone Cultural Affairs, the Governor's Competitiveness Council, the Governor's Small Business Advisory Council, the Governor's Identity Theft Advisory Board, and the Governor's Early Childhood Research and Policy Council.
- *In the Media* – on March 6, 2009, I will be a guest on Mark Paquette's *Town Talk* cable access program. The topic of discussion will be the Council/Manager form of government and the role of the Town Manager.
- *President's Climate Action Task Force* – as you may recall, I am a member of President Hogan's climate action task force and will attend its next meeting on February 27, 2009.

Upcoming Events

- *Mansfield Downtown Partnership Monthly Open House* – The Mansfield Downtown Partnership will be holding its monthly open house on March 5, 2009 from 5:30PM – 6:30PM at the Partnership Office.

Upcoming Meetings

- Mansfield Advisory Committee on the Needs of Persons with Disabilities, February 24, 2009, 2:30PM, Conference Room B, Audrey P. Beck Municipal Building
- Four Corners Sewer Study Advisory Committee, February 24, 2009, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Regional School District 19 Board of Education Finance Committee Meeting, February 24, 2009, 7:00PM, Library Media Center, E. O. Smith High School
- Mansfield Downtown Partnership Finance and Administration Committee, February 26, 2009, 3:00PM, Mansfield Downtown Partnership Office
- Ethics Board, February 26, 2009, 4:30PM, Conference Room C, Audrey P. Beck Municipal Building
- Town Council Finance Retreat, February 28, 2009, 9:00AM, Council Chambers, Audrey P. Beck Municipal Building
- Inland/Wetland Commission/Planning and Zoning Commission, March 2, 2009, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Communications Advisory Committee, March 2, 2009, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Downtown Partnership Board of Directors, March 3, 2009, 4:00PM, Mansfield Downtown Partnership Office
- Mansfield Advocates for Children, March 4, 2009, 6:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Agriculture Committee, March 4, 2009, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Windham Region Council of Governments, March 6, 2009, 8:30AM, WINCOG Office, 700 Main Street, Willimantic
- Mansfield Community/Campus Partnership, March 6, 2009, 3:00PM, Mansfield Community Center
- Town Council, March 9, 2009, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building

SPECIAL MEETING-MANSFIELD TOWN COUNCIL
WORK SESSION
February 28, 2009

Deputy Mayor Gregory Haddad called the special meeting of the Mansfield Town Council to order at 9:00 am. in Council Chambers of the Audrey P. Beck Building

I. CALL TO ORDER

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

Town Manager Matt Hart welcomed Council members to the work session stating that the purpose of the session was to provide a financial overview of the Town in preparation for the upcoming budget deliberations.

II. REVENUES

The Town Manager's budget is based on the numbers provided in the Governor's budget, which are subject to change. The legislature may not approve a budget until the summer or even the fall. Comptroller Cherie Trahan reviewed the projected revenues noting that she has used a conservative approach to expected revenues.

III. GENERAL FUND "WORKING BUDGET"

Town Manager Matt Hart provided budget summaries for three possible scenarios showing the estimated mill rate and the amount of cuts necessary to attain each of them. The Town Manager's budget will be presented on March 23rd.

IV. CNR/CAPITAL IMPROVEMENT PROGRAM/DEBT SERVICE

Recent substantial reductions in the Pequot/Mohegan Funds require the Town to find additional viable ways to support the funding necessary for these uses. Comptroller Cherie Trahan reviewed both the expected revenues and expenses of the Capital and Nonrecurring Reserve Fund Budget.

V. POLICY ISSUES

1. Regionalization

Council members discussed the pros and cons of regionalization and agreed on the following: the Town should look for opportunities for regionalization with other towns who have similar expectations; in any area of regionalization accountability, transparency and public participation are of the utmost importance; and the areas of economic

development, police, animal control, accounting and information technology may be good places to start.

Deputy Mayor Gregory Haddad will keep the Council updated on any legislation, regarding regionalization, under consideration by the state legislature.

2. Sustainability

Finance Director Jeff Smith updated the Council on the efforts undertaken by the Town to conserve energy use and minimize our carbon footprint.

Mr. Smith will report back to the Council regarding the energy project at the Middle School as soon as the options are available.

3. Balancing the Budget

Town Manager Matt Hart requested Council members review the article by Roger Kemp, Managing Government in Hard Times: Prudent Options to Balance Public Budgets, which describes some ways to approach the budget. The Manager will provide service impact statements with his budget.

4. Other

Communication

Council members agreed that communication is also an important policy issue. Staff will investigate what services and or opportunities Charter is mandated to provide and will look at possible regional opportunities to provide better production equipment.

VI. SUPPLEMENTAL INFORMATION

The distributed material was provided to give Council members a demographic and financial picture of Mansfield.

The Council agreed by consensus to recess and to go into executive session to discuss Strategy or Negotiations with Respect to Collective Bargaining as provided for in CGS§1-200(2).

VII. EXECUTIVE SESSION

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

Also Included: Town Manager Matt Hart, Assistant to the Town Manager Maria Capriola, Director of Finance Jeff Smith and Comptroller/Treasurer Cherie Trahan.

Issue: Strategy or Negotiations with Respect to Collective Bargaining

VIII. ADJOURNMENT

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

Motion to adjourn passed unanimously.

Deputy Mayor Gregory Haddad

Mary Stanton, Town Clerk

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to the Town Manager
Date: March 9, 2009
Re: Proclamation in Honor of Girl Scout Week

Subject Matter/Background

The Girl Scouts are celebrating their 97th Anniversary this spring and have asked for Mansfield to participate by writing a proclamation and presenting it to Girl Scouts in our community.

Recommendation

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

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

Move, effective March 9, 2009, to authorize Deputy Mayor Gregory Haddad to issue the attached Proclamation in Honor of Girl Scout Week.

Attachments

- 1) Proclamation in Honor of Girl Scout Week



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

WHEREAS, March 12, 2009, marks the 97th anniversary of Girl Scouts of the USA, founded by Juliette Gordon Low in 1912 in Savannah, Georgia; and,

WHEREAS, throughout its distinguished history, Girl Scouting has inspired millions of girls and women with courage, confidence, and character to make the world a better place; and,

WHEREAS, through the Girl Scout Leadership Experience girls develop the skills and lessons that will serve them throughout their lives so that they may contribute to their communities; and,

WHEREAS, Girl Scouting takes an active role in increasing girls' awareness of the opportunities in math, science, sports, technology, and many fields of interest that can expand their horizons; and,

WHEREAS, more than three million current Girl Scout members nationwide will be celebrating this American tradition, and welcome girls from every background to join;

NOW, THEREFORE, BE IT RESOLVED, that I, Gregory Haddad, Deputy Mayor of Mansfield, Connecticut, on behalf of the Town Council and the citizens of Mansfield do hereby applaud the commitment Girl Scouting has made to support the leadership development of America's girls and proudly proclaim the week of March 8, 2009 as Girl Scout Week.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 9th day of March in the year 2009.

Gregory Haddad
Deputy Mayor, Town of Mansfield



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *M.H.*
CC: Maria Capriola, Assistant to the Town Manager
Date: March 9, 2009
Re: WINCOG Regional Economic Development Program

Subject Matter/Background

AKRF, the firm retained by the Windham Region Council of Governments to prepare the regional economic development plan, will make a brief presentation at Monday's meeting to brief the Council regarding the status of the project, and to solicit your input regarding economic development issues in Mansfield and the region.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to the Town Manager; Jeffrey Smith, Director of Finance; Cherie Trahan Controller/Treasurer
Date: March 9, 2009
Re: WPCA, FY 2008/09 UConn Sewer Budget

Subject Matter/Background

Attached is a proposed 2008/09 budget for the UConn water/sewer users. This budget is based on actual water/sewer billings from New England Water Utility Services (NEWUS) for the period July 1, 2008 to January 13, 2009, as adjusted.

The Finance Committee will meet on March 9th to review the proposed sewer budget and related explanatory material.

Financial Impact

The proposed budget does not anticipate an increase in revenue and will result in an estimated operating income of \$187. Based on this budget, we estimate that retained earnings will increase from \$355,456 at July 1, 2008 to \$355,643 at June 30, 2009.

Recommendation

If the Finance Committee wishes to recommend that the Town Council acting as the Water Pollution Control Authority (WPCA) approve the budget as proposed, the following motion would be in order:

Move, effective March 9, 2009, to adopt the FY 2008/09 UConn Sewer Budget, as prepared by town staff and endorsed by the Finance Committee.

Attachments

- 1) UConn Water/Sewer Enterprise Fund Estimated Budgets
- 2) Comparison of Proposed Water/Sewer Billing by Customer 08/09 vs. Actual 07/08

TOWN OF MANSFIELD
UCONN WATER/SEWER ENTERPRISE FUND ESTIMATED BUDGETS

	<u>2007/2008</u> <u>Actual*</u>	<u>2008/09</u> <u>Proposed</u>
OPERATING REVENUES:		
Water/Sewer Charges	<u>\$124,510</u>	<u>\$124,510</u>
Total Operating Revenues*	124,510	124,510
OPERATING EXPENSES:		
Water/Sewer Billings	111,210	100,480
Purchased Services & Supplies ^{(1) (2)}	5,187	14,280
Depreciation	<u>9,563</u>	<u>9,563</u>
Total Operating Expenses*	<u>125,960</u>	<u>124,323</u>
Operating Income/(Deficit)	(1,450)	187
Retained Earnings, July 1	<u>356,906</u>	<u>355,456</u>
Retained Earnings, June 30	<u>\$355,456</u>	<u>\$355,643</u>

⁽¹⁾Primarily electricity for sewer pumps

⁽²⁾ Includes (6) new meters in 08/09

* Agrees with Exhibit H of 2007/08 CAFR

UCONN WATER/SEWER FUND
 COMPARISON OF PROPOSED WATER/SEWER BILLING
 BY CUSTOMER 08/09 VERSUS ACTUAL 07/08

	07/08 Actual	08/09 Proposed	Increase (Decrease)	%
Wrights A - Sewer Only	\$5,640	\$4,581	(\$1,059)	-18.8%
Wrights B - Sewer Only	1,520	1,850	330	21.7%
Holinko - Sewer Only	16,060	16,905	845	5.3%
Senior Center - Water and Sewer	<u>3,120</u>	<u>2,568</u>	(552)	-17.7%
Total Town of Mansfield	26,340	25,904	(436)	-1.7%
Wrights A - Water Only	5,400	4,526	(874)	-16.2%
Wrights B - Water Only	1,500	1,981	481	32.1%
Holinko - Water Only	<u>15,340</u>	<u>17,176</u>	1,836	12.0%
Total Mansfield Housing Authority	22,240	23,683	1,443	6.5%
Mansfield Retirement Comm. (Juniper Hill) Water and Sewer	27,430	25,342	(2,088)	-7.6%
Mansfield Retirement Co-op (Glen Ridge) Water and Sewer	17,310	20,736	3,426	19.8%
Center for Rehabilitation and Nursing Water and Sewer	<u>31,190</u>	<u>28,845</u>	(2,345)	-7.5%
	<u>\$124,510</u>	<u>\$124,510</u>	\$0	0.0%

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to the Town Manager; Jeffrey Smith, Director of Finance; Cherie Trahan Controller/Treasurer
Date: March 9, 2009
Re: WPCA, FY 2008/09 Windham Sewer Budget

Subject Matter/Background

Attached please find the proposed Willimantic Sewer Budget for 2008/09. The Town pays the Town of Windham for the sewer service for those Mansfield residents connected to the Willimantic system. The Town bills the users a fee that is appropriate to fund the budget.

The Finance Committee will meet on March 9th to review the proposed sewer budget and related explanatory material.

Financial Impact

The proposed budget anticipates no increase in revenue and will result in an estimated operating loss of (\$87,835). Based on this budget, we estimate that retained earnings will decrease from \$658,168 at July 1, 2008 to \$570,333 at June 30, 2009.

Recommendation

If the Finance Committee wishes to recommend that the Town Council acting as the Water Pollution Control Authority (WPCA) approve the budget as proposed, the following motion would be in order:

Move, effective March 9, 2009, to adopt the FY 2008/09 Windham Sewer Budget, as prepared by town staff and endorsed by the Finance Committee.

Attachments

- 1) Proposed Willimantic Sewer Budget

TOWN OF MANSFIELD
WILLIMANTIC SEWER ENTERPRISE FUND ESTIMATED BUDGET

	<u>2007/08</u> <u>Actual*</u>	<u>2008/09</u> <u>Proposed</u>
OPERATING REVENUES:		
Sewer Charges	\$160,000	\$160,000
Other Revenues	<u>657</u>	<u>1,000</u>
Total Operating Revenues*	<u>160,657</u>	<u>161,000</u>
OPERATING EXPENSES:		
Sewer Billings	65,956	78,923
Purchased Services & Supplies	** 138,537	155,639
Depreciation	<u>14,273</u>	<u>14,273</u>
Total Operating Expenses*	<u>218,766</u>	<u>248,835</u>
Operating Income	(58,109)	(87,835)
Retained Earnings/(Deficit), July 1	<u>716,277</u>	<u>658,168</u>
Retained Earnings/(Deficit), June 30	<u>\$658,168</u>	<u>\$570,333</u>

* Agrees with Exhibit H of 2007/08 CAFR

** Legal Services were \$130,344

Sewer Billing Expense Estimate

Unadjusted July-December 2008	43,427	1st 2 Qtrs Windham Water/Sewer Bills + accrual
Est Jan-June 2009 (PY 14.04 M/GALS at \$2,528.24)	<u>35,496</u>	07/08 less 1st 2 QTRS 08/09 (30.26-16.22)
	78,923	

Purchased Services & Supplies Estimate

Actual through Jan. 31, 2009	105,639	\$81,922 Legal fees paid thru Jan. 2009
Estimated Legal Fees Feb-June 2009	40,000	
Miscellaneous	<u>10,000</u>	
	155,639	



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to the Town Manager
Date: March 9, 2009
Re: Preliminary Regionalization Study Committee

Subject Matter/Background

At a Region 19 Board of Education budget meeting earlier this year, a representative from the Connecticut Department of Education discussed the options available to conduct a study to determine the feasibility of a regional K-12 school district. There are two primary options available: a formal study process governed by State Statute and an informal process utilizing an ad hoc regionalization study committee. Following the presentation, the board and representatives from member town discussed the two options, and concluded that the informal process using a preliminary study committee was a better approach to this complex issue.

Region 19 will facilitate the work of the ad hoc study committee, and would like to know whether the Council wishes to appoint any municipal representatives to the committee. (Mansfield Board of Education Chair Mary Feathers and Superintendent Fred Baruzzi have already agreed to serve.)

Interestingly, *Mansfield 2020: A Unified Vision* (our strategic plan) does support the concept of studying the feasibility of a regional K-12 school system. The purpose of the preliminary study committee would be to examine the issue in a comprehensive and objective manner, to solicit input from various stakeholders and to provide recommendations for our policymakers.

Attachments

1) B. Silva re: Preliminary Regionalization Study Committee

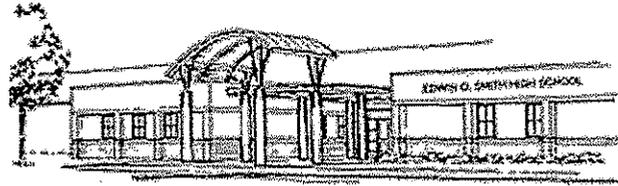
Matthew W. Hart

From: Lynda Breault [LBREault@EOSmith.org]
Sent: Friday, February 27, 2009 1:06 PM
To: dharding@willingtonct.org; Fred A. Baruzzi; jplongo@ashfordct.org
Cc: Matthew W. Hart; rfletcher@ashfordct.org; mikeeldridge@willingtonct.org; Francis Archambault; Elizabeth Paterson
Subject: preliminary regionalization study committee

REGIONAL SCHOOL DISTRICT #19

Office of the Superintendent

1235 Storrs Road
Storrs, Connecticut 06268
860-429-1862 bsilva@eosmith.org



TO: Fred Baruzzi, Mansfield Superintendent
Dave Harding, Willington Superintendent
Jim Long, Ashford Superintendent

FROM: Bruce W. Silva

SUBJECT: Preliminary Regionalization Study Committee

DATE: February 27, 2009

It is my intention, based on my conversations with Mike Eldridge, Ralph Fletcher and Matthew Hart, to proceed with an informal Adhoc 'regionalization study' committee. I would like to convene a meeting in March and want to make sure that everyone who has expressed interest has an opportunity to serve on this committee.

Can you please discuss your district's representation on the Adhoc committee with your respective board chairs? It would be helpful for me to have the names and contact information of those individuals who wish to serve as soon as possible. I have enclosed a list of the individuals from each town who have already volunteered.

Please don't hesitate to call me if you have any questions.

BWS

c: F. Archambault
M. Eldridge
R. Fletcher
M. Hart

Committee Membership (Draft)

Ashford

James Longo
Cathryn Silversmith
Lauren Olson
Carl Pfalzgraf
Sue Supina

jplongo@ashfordct.org
boardoffinance@ashfordtownhall.org
lolsibo9@man.com

Mansfield

Fred Baruzzi
Mary Feathers

baruzzifa@mansfieldct.org
feathersma@mansfieldct.org

Wilmington

Dave Harding
Chopeta Lyons
Mark Makuch
Kathy Blessing
Mark Palmer

dharding@wilmingtonct.org
cealyon@aol.com
markmakuch@wilmingtonct.org
kathbless@hotmail.com
mpalmer@wilmingtonct.org

Region 19

Francis Archambault
Bruce Silva

francis.archambault@uconn.org
bsilva@eosmith.org

Wincog

Mark Paquette

director@wincog.org

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to the Town Manager; Curt Vincente, Director of Parks and Recreation; Jay O'Keefe, Assistant Director of Parks & Recreation
Date: March 9, 2009
Re: Parks and Recreation Co-sponsorship Policy Revision

Subject Matter/Background

The Town Council reviewed the Town's Co-Sponsorship Policy draft revisions last year. A number of suggested changes as a result of that meeting were reviewed by the Recreation Advisory Committee (RAC). RAC incorporated the Town Council suggestions where possible and hereby submits the attached policy revision for consideration. The proposed policy as revised was then forwarded to the Town Attorney for review.

This policy was first created to formalize cooperative arrangements between the Parks and Recreation Department and local, independently run youth sports organizations and groups. It is recognized that volunteers from these organizations provide a valuable service to the community that could not otherwise be provided without significant resources and support from the Town. There is high participation in youth sports locally and around the country and it is important that standards are set to properly serve our youth. The Parks and Recreation Department serves as a local chapter of the National Youth Sports Coaches Association (a division of the National Alliance for Youth Sports) and the Director also serves as the Chair of the Connecticut Recreation and Parks Association Youth Sports Committee. The proposed revisions to this policy seek to clarify current practices with our local youth sports organizations and update current standards in the Parks and Recreation field such as coach's certification and background checks.

The Recreation Advisory Committee (RAC), with support of staff, has reviewed annual applications from the youth sports organizations. RAC has discussed the proposed revisions to the policy over the last year and a half and recommends that the policy revisions as modified be approved.

Financial Impact

The Parks and Recreation Department provides general oversight to ensure that the policy is followed and coordinates field use while the Public Works Department provides field maintenance. These in-kind services are essential for the youth sport organizations to be able to provide valuable recreational services to the community,

independently of the Town. These complimentary efforts provide important health, exercise and recreational outlets for hundreds of Mansfield youth on an annual basis.

Legal Review

The draft policy was reviewed by the Town Attorney.

Recommendation

The Recreation Advisory Committee reviewed proposed policy revisions following Town Council review last year and incorporated suggested changes where possible. RAC respectfully recommends approval of the Co-Sponsorship Policy by the Town Council.

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

Move, effective March 9, 2009 to adopt the Co-Sponsorship Policy dated February 13, 2009, as endorsed by the Recreation Advisory Committee.

Attachments

- 1) Co-Sponsorship Policy as revised (**bold and underlined** = updated additions since last Town Council review; strikeouts to be removed)

DRAFT

TOWN OF MANSFIELD Department of Parks and Recreation

CO-SPONSORSHIP POLICY

Adopted January 10, 1983

Revised January 24, 1994

Proposed Revisions February 13, 2009

Section 1: Establishment. The Mansfield Parks and Recreation Department and the Recreation Advisory Committee encourage and support the formation, continuance, and growth of all recreation programs through the Department's Co-sponsorship Policy.

Section 2: Definitions: As used in this agreement the following words or phrases shall have the meaning ascribed to them in this section.

Co-sponsorship is a cooperative arrangement between the Parks and Recreation Department and a local group or organization in providing recreational programs and activities which meet a community need.

Self-Sufficient shall refer to a group or organization that is able to address its own needs without external assistance from the Mansfield Parks and Recreation Department, including but not limited to advertising, equipment, facilities, and staff.

Section 3: Eligibility and Application Process for Co-sponsorship Status. The Parks and Recreation Department and the Recreation Advisory Committee will co-sponsor an organization able to demonstrate evidence of its structure, responsibility and need for co-sponsorship by submitting:

- (a) a written statement showing community need for the organization's services. Similar services must not be available from other established non-profit organizations/agencies within the service area.
- (b) a brief written history of the organization.
- (c) a statement of purpose, goals, and objectives.
- (d) a constitution and by-laws, including:
 1. provisions for election of officers, and list of names and addresses of a board **of directors or governing body including at least one resident of the Town of Mansfield.**
 2. the scope of authority of the board **of directors or governing**

body.

3. a complaint processing policy with detailed procedures including the way in which formal complaints will be handled, and a commitment that responses are to be promptly made in writing.
4. for Youth Sports: a coach selection procedure.

- (e) a plan to evaluate activities of the organization.
- (f) a plan of accountability for both Town and organization inventory of equipment and disposing of such equipment upon dissolution of the organization and/or termination of the co-sponsorship agreement.
- (g) a copy of insurance coverage.

Section 4: Obligations of Co-sponsorship Status. The co-sponsored group or organization must operate in accordance with the following conditions:

- (a) Provide its own liability and/or accident insurance with the Town of Mansfield named on the policy as additional insured, and file certificates of such insurance with the Town Manager's Office; co-sponsored groups and their participants are not covered by Town liability and/or accident insurance.
- (b) Hold a minimum of three board or governing body meetings each year, and submit minutes from each meeting to the Mansfield Parks and Recreation Department, **within two weeks of board approval.** These meetings must be open to Mansfield Parks and Recreation Department personnel and/or any Recreation Advisory Committee members. Notice of such meetings must be provided to the Department two weeks in advance, accompanied by an agenda.
- (c) Submit yearly budgets and financial reports to the Mansfield Parks and Recreation Department, ~~subject to Department discretion.~~
- (d) Have an organization representative meet with ~~the Director of Parks and Recreation~~ **a Parks and Recreation Department appointed liaison** at least once ~~three times~~ each year to review programs that are to be offered within an reasonable amount of time before they are initiated. **Notify the Mansfield Parks and Recreation Department of any major changes to take place in the group/organization or its program before initiation.**

- (e) Submit a complete **participant** membership list with names, addresses and phone numbers of participants and parents of minors, on an annual basis.
- (f) Offer programs and activities under co-sponsorship in which a majority of the participants are Mansfield residents. Furthermore, Mansfield residents shall be given priority at time of registration. In a season in which the majority of participants are not Mansfield residents, the Parks and Recreation Department will review future programming seasons with the organization to possibly modify the co-sponsorship (i.e. charge for facility usage, feasibility of continued co-sponsorship status, withdrawal of co-sponsorship status).
- (g) Provide scholarships or fee waivers to participants, whenever possible, consistent with the Town of Mansfield Fee Waiver Ordinance.
- (h) Provide programs and activities to participants of all income levels and be open to anyone wishing to participate regardless of disabilities or skill level.
- (i) Provide opportunities for recreation level play with an expectation of equal participation/playing time, skill development and enjoyment as the primary program format. A "travel, select or premier" type of program may only be offered if a recreation level of participation is the main emphasis within the organization.
- (j) Ensure and demonstrate to the Department that all members of the Board of Directors, administrators, teachers, coaches, and instructors associated with athletics maintain National Youth Sports Coaches Association (NYSCA) certification or a Town approved equivalent.
- (k) Screen administrators, teachers, coaches, and instructors by the following means: 1) job description; 2) job application; 3) verbal or written interview; and 4) complete and pass an annual background screening by Southeast Security Consultants, Inc. (SSCI) or a Town approved equivalent. Criteria for satisfying the annual background check will be measured by the results from SSCI in relation to the Town of Mansfield Volunteer Coaches Background Check Policy.
- (l) Ensure that only screened administrators, teachers, coaches, and instructors are in charge of leading program participants. If a parent helper is to assist the group, at a minimum, a screened and approved volunteer must supervise the lesson, practice and/or game.
- (m) Provide an opportunity for a formal participant evaluation (i.e. handout evaluation forms at the last two sessions) including the satisfaction of participants with the program content, knowledge and capabilities of teachers/coaches/instructors, effectiveness of administrators, and

overall enjoyment of the program.

- (n) The co-sponsored group or organization must abide by all rules, regulations, and standards set forth by the Mansfield Parks and Recreation Department, the Town of Mansfield, and the Board of Education. As a local chapter of the NYSCA (a division of the National Alliance for Youth Sports, NAYS), the Parks and Recreation Department follows the National Standards for Youth Sports as published by NAYS.

Section 5: Annual Review. An organization representative must meet with the Recreation Advisory Committee at least once annually to review the organization's program, past fiscal year's budget and proposed coming fiscal year's budget, and plans for the next fiscal year. The organization must submit in writing, two weeks prior to this meeting, any changes in the organization's purposes, goals and objectives, officers, program administration and personnel, or fee structure, if any, for enclosure in the Recreation Advisory Committee's agenda package.

Section 6: Co-sponsorship Agreement. It shall be the policy of the Mansfield Parks and Recreation Department and the Recreation Advisory Committee to accept an organization under the Co-sponsorship Agreement, attached hereto, if it is deemed that such an organization is in need of assistance for continuation and growth as determined through a detailed review of items in Sections 3, 4, and 5 of this policy. Under the Co-sponsorship Agreement, the co-sponsored organization may be eligible for the following support and services upon conforming to the specified stipulations:

- (a) Scheduling services such as planning coordinating facility use and providing facilities (~~rooms, gyms, and/or outdoor fields~~ or concessions) when available. Notification of such matters must be made to the Director of Recreation Department of Parks and Recreation, preferably one month in advance or as soon as possible to assure accommodation. Co-sponsored groups are responsible for their own detailed scheduling needs for practices and games, but must coordinate general facility use with the Department.
- (b) For Youth Sports: A clinician for providing NYSCA coaches training and/ or administrators training a minimum of once per year for each sport group. Membership fee not included.
- (c) Possible loan of Department equipment. Request must be made to the Department as soon as possible.
- (d) Co-sponsored groups/organizations are invited to submit program information for additional advertising support for publication in the Department's program brochure. ~~Information must be submitted one month~~

~~prior to the publication date.~~

Section 7: Withdrawal of Co-sponsorship Status. The Mansfield Parks and Recreation Department and the Recreation Advisory Committee reserve the right to withdraw approval for co-sponsorship with adequate notice, contingent upon any or all of the following stipulations:

- (a) If the conditions of the Co-sponsorship Agreement including the general regulations are not substantially met.
- (b) If the rules, regulations, and standards of the Mansfield Parks and Recreation Department are violated.
- (c) If, in the determination of the **Department and** Recreation Advisory Committee, the co-sponsored group is self-sufficient and no longer needs the services of the Department.
- (d) In any other situation, as determined by the **Department and** Recreation Advisory Committee, in which the Co-sponsorship agreement is no longer in the best interest of the Town of Mansfield.
- (e) **Other: Unethical, immoral or other misbehavior by any one or more of the co-sponsored organization representatives may warrant a review of such concerns by the Department and Recreation Advisory Committee. The review may result in withdrawal of the co-sponsorship. Decisions may be appealed as set forth in Section 8.**

Section 8: Appeals. Any group or organization shall have the right to appeal a decision of the **Department and** Recreation Advisory Committee that resulted in a denial or withdrawal of co-sponsorship status. Appeals shall be heard by a **board of review appointed by the Town Manager**. An appeal shall be filed with the Office of the Town **Manager** Council within thirty (30) days of the time the decision was issued and the organization was informed. The aggrieved group or organization and the **Department and** Recreation Advisory Committee shall have a chance to present material in support of their position. The board of review shall make a determination through a majority vote whether to uphold or overturn the decision of the Department and Recreation Advisory Committee. The decision of the **Department and** Recreation Advisory Committee shall stand while the appeal is being considered.

Forms for application for Co-sponsorship are available to groups and organizations at the Mansfield Parks and Recreation Department, 10 South Eagleville Road, Mansfield, Connecticut 06268.

MANSFIELD PARKS AND RECREATION DEPARTMENT

Application for Organization Co-sponsorship
and Co-Sponsorship Agreement

ORGANIZATION: _____

CONTACT
PERSON: _____ TITLE: _____

ADDRESS: _____

DAY PHONE: _____ EVENING PHONE: _____

SIGNATURE: _____ DATE: _____

This is a: _____ New Application _____ Renewal Application

Instructions/Special Conditions:

- 1) All information required by the Co-sponsorship Policy must be submitted with this application.
- 2) All approvals for assistance desired will only be valid if all requests for assistance and the information regarding that request are submitted to the Department within the time frame specified in the Co-sponsorship Policy. It is the responsibility of the organization to confirm deadline dates for request of services.
- 3) Please attach and check-off the following items:
 - () - Statement of Community Need - CSP Section 3a
 - () - Organization History - CSP Section 3b
 - () - Statement of Purpose, Goals and Objectives - CSP Section 3c
 - () - Organizations Constitution and By-Laws - CSP Section 3d
 - () - List of Current Officers and Board of Directors - CSP Section 3d
 - () - Plan of Evaluation - CSP Section 3e
 - () - Plan of Accountability for Equipment - CSP Section 3f
 - () - Copy of Insurance Coverage - CSP Section 3g
 - () - Copy of Proposed Budget - CSP Section 4c
 - () - Participant membership list - CSP Section 4e
 - () - List of Certified Coaches/Volunteers - CSP Section 4j.

Other Comments: _____

PAGE
BREAK

Memo

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Sara-Ann Chaine, Audrey Conrad
Date: February 23, 2009
Re: Quarterly Status Report: October – December 2008

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

Major Projects and Initiatives

- 1) Assisted/Independent living project– Masonicare has completed an independent market analysis and has determined that this area can support a facility with approximately 200 units of combined independent/assisted living. They have also identified a potential parcel of land to build this facility on, and are in the final stages of negotiating an option to purchase this property. Representatives of Masonicare recently met with the Directors of Human Services and Parks & Recreation to discuss a potential partnership with the Community Center.
- 2) Communications and information technology – A community member has graciously been volunteering to record the Town Council meetings using borrowed equipment from Charter Communications. Staff is broadcasting these meetings on Channel 13, our government access channel. In the past month, we have switched over from VHS to recording and broadcasting on DVD to enhance the quality and ability to archive. Staff has also started an initiative to upgrade the website to improve citizen and staff usability.

- 3) Community/campus relations – some of the most important items are as follows:
 - a. Committee on Community Quality of Life – the new committee is now meeting on a regular basis and has focused its initial effort on becoming more familiar with key enforcement programs currently in place before moving on to set goals and objectives. For example, the committee has met with staff from building and housing inspection, planning and zoning, and the health district to learn more about the enforcement of regulations and ordinances within those departments. The committee has also reviewed and endorsed the proposed amendments to the special police services ordinance, and is presently in the process of reviewing proposed revisions to the septic pumping and water testing provisions of the housing code. In addition, the committee is working on its Mansfield 2020 (strategic plan) referral, and will use that process to develop goals and objectives.
 - b. Mansfield Community-Campus Partnership – the MCCP continues to meet throughout the academic year to discuss substance abuse, quality of life and related issues.
 - c. Spring Weekend Report – staff has presented a complete report to the Town Council and the community.
 - d. UConn Board of Trustee Review of Spring Weekend – the board of trustees has received a report from its student life committee, and has referred the recommendations to the university administration. I have provided Council with a copy of the executive summary of the student life committee's report, and it is evident that the committee endorsed several of the recommendations that the Mansfield committee had presented. Later this week I will be attending a meeting at the university to discuss the report and its key recommendations in more detail.
- 4) Community water and wastewater issues – Gregory Padick and I continue to participate as members of the UConn Water and Wastewater Policy Advisory Committee.
- 5) Energy conservation and sustainability – key items are as follows:
 - a. Mansfield Community Center cogeneration plant – the co-generation unit at the MCC is up and running in an extended test mode. The unit should save the town about \$40,000 a year in energy costs.
 - b. School bus diesel retrofit project (funded via a \$250,000 grant from the EPA) – of the twenty school buses slated for retrofits, seventeen buses have had diesel particulate filters installed. The retrofit for the remaining three buses should be complete by mid-March.
 - c. Staff sustainability committee – the committee continues to focus on means to reduce energy usage and implement clean energy. Superintendent Fred Baruzzi and I have issued a formal energy conservation policy developed by members of the staff committee. In addition, I anticipate that the staff committee will be involved in assisting the new sustainability advisory committee with its work.
- 6) Mansfield Community Center – the management team continues to oversee and review operations of the center. As of February 1, 2009, memberships total 2,046. (There are 4,401 members in total). We have also recently transferred responsibility for custodial duties to the Department of Facilities Management to realize additional cost efficiencies

and have made some recent staffing adjustments to mitigate any deficit for the current year.

- 7) Mansfield Downtown Partnership and Storrs Center Project – working with the Town of Mansfield, the Partnership solicited and received 13 responses to a Request for Qualifications for engineering services for Storrs Road. These responses are currently being reviewed. Leasing has begun in earnest for Phase 1A of the project which borders Storrs Road (Route 195) and Dog Lane. Signs regarding leasing opportunities were also put up in front of the former UConn Publications building and at the intersection of Storrs Road and S. Eagleville Road (Route 275).
- 8) Strategic plan – as requested by Town Council, staff has referred components of *Mansfield 2020: A Unified Vision* to various advisory committees for review and comment. Those committees have been asked to respond by April 1, 2009. Following the Council's review of the input provided by the advisory committees, I would recommend that you vote to formally accept and endorse the plan's vision and vision points. *Mansfield 2020* should prove to be a useful guide for policy development for the Town Council and the organization as a whole.

Capital Projects

- 1) Four Corners Sewer Project – the Four Corners Sewer Study Advisory Committee has met several times this winter and is planning to conduct a meeting for project area stakeholders on March 24th. A PowerPoint presentation is being prepared that will address both the reasons for the project and questions that people may have about it.
- 2) Four schools renovation project/school building committee – following the November 2008 presentation to the Town Council and Mansfield Board of Education, the school building committee has focused its review upon the consolidated elementary school option. Staff and the committee are currently in the process of reviewing one or more potential locations for a site, and Superintendent Baruzzi plans to coordinate tours to visit consolidated elementary schools of a comparable size. I wish do to emphasize, however, that the committee has not decided that a consolidated school is the only viable option for Mansfield and will continue to examine the other three primary options as well. Because this review will take some time, the committee has determined that a spring 2009 referendum is not feasible and is working to present a proposal to the Town Council and Board of Education for the November 2010 election.
- 3) Hunting Lodge Road bikeway – construction will resume as the weather breaks this spring.
- 4) Middle School Fuel Conversion project – the Middle School heating project will be awarded this week. It will be reduced in scope in order to come in under budget. The Town has asked the state for more funding in order to complete the entire scope of the project.

- 5) Senior center facility use study – Mr. Lawrence has submitted a proposal for approximately \$60,000 to prepare architectural and engineering plans for renovations to the Senior Center. Staff has determined that this is cost prohibitive at this time, and representatives of the Mansfield Senior Center concur with this decision. Staff is now exploring the possibility of submitting an application to the Small Cities Community Block Grant program to replace the roof of the Senior Center. Currently repairs are being made to the roof on an “as needed” basis.

Employee Benefits, Human Resources and Labor Relations

- 1) Employee wellness program – EHHD continues to administer the wellness program for Town-MBOE-Region 19 employees. Be Well continues to utilize data about our employee population to develop site specific programming, administer the health risk assessment (HRA) assessment tool for staff, and research and partner with local providers to provide wellness resources at the local level. Be Well and the Town Manager’s Office held an employee health, wellness and benefits fair on October 30th, which kicked-off the open enrollment period for employees. Over 160 employees attended, many of whom took advantage of obtaining flu shots, bone density scans, benefits information, etc. Be Well has re-introduced the popular 10k a day walking challenge and recently completed the “Maintain Don’t Gain” challenge around the holidays.
- 2) Employee benefits –Staff worked with our employee benefits consultant, Milliman, to complete the mandated GASB 45 actuarial study regarding post employment benefits liabilities. Staff is also working with Milliman on health insurance renewal options and developing options for plan design possibilities in the future. Staff is working to improve the administration of 403b plans for the Mansfield Board of Education and Regional School District #19 pursuant to recent IRS changes regarding these plans.
- 3) Labor negotiations. We are currently conducting “pre-negotiations” meetings with CSEA (professional/technical union, public works union) and IAFF (fire union). All three union contracts expire June 30, 2009.
- 4) Personnel rules & policies– the town’s personnel rules, which provide the conditions of employment for nonunion personnel, need to be updated; draft revisions to the personnel rules are currently underway. Any revisions to the personnel rules must be approved by the Town Council. Revisions to the anti-harassment policy are underway.
- 5) Recruiting – We recently appointed Amanda Barry to the position of Member Services Coordinator with the Parks and Recreation Department. Recruitment activities have been minimal as we have been leaving vacancies open when possible to achieve salary savings.
- 6) Miscellaneous training – Staff has recently provided and/or coordinated the following training: defensive driving refresher training (Public Works), CPR training. Staff will be conducting training sessions on the FOI policy.

FISCAL YEAR 2008/09

Employees Hired

<u>Appointment Date</u>	<u>Position</u>	<u>Applications</u>	<u>Tested</u>	<u>Name</u>
9-22-08	Fire Captain**	4	3	Uri Lavitt
9-24-08	Assessor's Office Intern - PT	2	2	Sabina Burdoev
10-15-08	Firefighter/EMT - PT	13	6	Eric Ramsay and Ed Crandall
12-8-08	Member Services Coordinator		6	Amanda Barry
2-16-09	Laborer**	2	1	Jeffrey Beausoleil

**Internal hire or promotion

PT - part-time

Finance

- 1) Budget – due to declining interest revenues, we have implemented in concert with the Mansfield Public Schools a plan to reduce spending for the current year by \$400,000. The Mansfield Board of Education has approved the proposed FY 2009/10 budget submitted by Superintendent Baruzzi in the amount of \$20,830,570, which represents a decrease of .48% below the current year. Also, at Region 19 Superintendent Silva has submitted a proposed budget representing a 1.9% increase in spending overall. However, due to the fact that Mansfield's percentage of the student population is declining, Mansfield's share in the Superintendent Silva's proposed budget would actually decrease by .56% or \$56,573 to \$10,061,132. I am working on my proposed budget, which I will present to the Council in late March.

Grant Administration

- 1) Small Cities – the town submitted an application to DECD on behalf of Juniper Hill fire safety improvements to its cottages; the grant application has been awarded in the amount of \$500,000. Grant documents have been executed, the bid process has occurred, and construction on the project is underway. Construction is anticipated to be complete in April 2009.

The Town is exploring the possibility of using program income funds to make accessibility improvements to a family changing room at the Community Center. The Town is also exploring the feasibility of applying for a small cities grant during the 2009 competitive process for funds to pay for alterations to the Senior Center. Staff attended a Small Cities grant application seminar February 19, 2009.

2) The following table is a summary of grant applications submitted since January 2008:

Date on Council Agenda	Lead Department	Grant	Funding Agency	Status	Grant Award
1/28/08	Discovery Depot	Child Daycare Services	CT Department of Social Services	Awarded	\$319,199
1/28/08	Parks & Recreation	Greenways Small Grant	CT Department of Environmental Protection	Not Awarded	—
3/10/08	Human Services	Senior Services Grant	CT Department of Social Services	Awarded	\$5,000
4/14/08	Town Clerk	Historic Documents Preservation Grant	CT State Libraries	Awarded	\$7,000
6/23/08	Human Services	Youth Services Bureau Grant & Youth Services Enhancement Grant	CT Department of Education	Awarded	\$16,341 & \$5,000
7/28/08	Emergency Management	Emergency Management Performance Grant	CT Department of Emergency Management and Homeland Security	Awarded	\$7,500
8/11/08	Public Works	Transportation Grant for Storrs Rd Improvements	Federal DOT	In Process	
10/14/08	Discovery Depot	Child & Adult Food Care Grant	CT Department of Education	In Process	
10/14/08	Public Works	Alternative Fuel Vehicle Grant	CT Department of Public Transportation	Awarded	\$6,200
Total Grant Funds Awarded YTD 2008:					\$366,240

Land Management and Open Space Acquisition

1) The Town Council has recently authorized the acquisition of the Dorwart property and the Moss Sanctuary, and is currently reviewing a proposal to purchase the 69-acre Mansfield Recreation Park from the Mansfield Lions club.

Risk Management

1) The Safety and Wellness Committee continues to meet on a quarterly basis. The Committee continues its safety site inspections, summary claims review (LAP and Worker's Compensation), and serves as a resource to the employee wellness program. The most recent quarterly meeting was held in January. The safety subcommittee is now working with Library staff to update their evacuation plan.

Animal Control Activity Report

REPORT PERIOD

2008 / 2009

PERFORMANCE DATA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	This FY to date	Last FY to date
Complaints investigated:														
phone calls	212	223	196	162	171	171							1135	1171
road calls	25	30	21	18	14	24							132	105
dog calls	92	123	90	71	77	64							517	571
cat calls	76	71	74	68	75	74							438	412
wildlife calls	17	7	7	4	4	5							44	34
Notices to license issued	10	18	8	14	4	3							57	87
Warnings to license issued	4	374	69	8	4	5							464	291
General warnings issued	3	8	4	2	0	3							20	20
Infractions issued	1	0	0	2	1	0							4	14
Notices to neuter issued	0	10	3	0	0	0							13	7
Dog bite quarantines	2	1	1	3	2	1							10	6
Dog strict confinement	0	0	0	0	0	1							1	0
Cat bite quarantines	0	1	0	0	0	0							1	2
Cat strict confinement	0	0	0	0	0	0							0	0
Dogs on hand at start of month	5	2	5	4	6	2							24	32
Cats on hand at start of month	11	30	24	16	18	8							107	79
Impoundments	39	27	27	28	18	22							161	158
Dispositions:														
Owner redeemed	8	6	13	6	9	7							49	34
Sold as pets-dogs	3	3	2	3	2	3							16	37
Sold as pets-cats	10	18	18	14	18	12							90	96
Sold as pets-other	0	0	0	0	0	0							0	0
Total destroyed	2	3	3	1	3	2							14	12
Road kills taken for incineration	1	0	1	0	1	1							4	4
Euthanized as sick/unplaceable	1	3	2	1	2	1							10	8
Total dispositions	23	30	35	24	32	24							168	179
Dogs on hand at end of month	2	5	4	6	2	2							21	31
Cats on hand at end of month	30	24	16	18	8	6							102	59
Total fees collected	\$984	\$1,259	\$ 1,373	\$ 924	1,048	513							\$6,101	\$ 7,241

-51-

Scotland dogs FY 07/08 to date
Hampton dogs FY 07/08 to date

7
0

Total 7

TOWN OF MANSFIELD
DEPARTMENT OF BUILDING AND HOUSING INSPECTION



Michael E. Nintean, CBO MCP, Director

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

Quarterly Report, Building

October 1, 2008- December 31, 2008

A) Activity:

- The department continued to issue permits for building activities. A total of 222 permits were issued in the second quarter. During the second quarter of last fiscal year 209 permits were issued. This indicates a 6% increase in the number of permits issued compared to the same quarter last fiscal year. Issued permit fees this quarter totaled \$56,676.50 compared to \$53,345.00 for the same period last fiscal year, which indicates a 6% increase. (Please see attached report for detailed information.)
- The department continued to inspect projects at various stages of construction. A total of 610 inspections were conducted during 377 site visits. This reflects a decrease of 5% for inspections and an increase of 34% for site visits from the same quarter last year. These numbers reflect the inspections of the Building Official and Assistant Building Officials. (Please see enclosed reports for detailed information.)
- The department currently has 406 open permits. This represents a 3% decrease from the same quarter last year.
- The department issued 195 certificates of occupancy or approval for various types of completed projects. This reflects a 48 % increase from the same quarter last year.
- We processed 54 follow-up letters for dormant open permits and as a result revoked 2 permits. This represents a 2% and 300% decrease respectively from the same quarter last year. Most of the remainder of dormant permits were closed. The permits not closed or revoked have had additional time added until expiration pursuant to the Building code.
- All inspectors continued to attend educational training.
- Continued to implement administrative changes required as a result of staffing cuts.
- Implemented building permit and related fee increases

B) Plans For Next Quarter

- Continue normal building department permitting and inspection activities.
- Review electronic software with staff and IT department to streamline data processing
- Attend required training seminars.
- Monitor status of proposed changes in Building code expected to be adopted in early 2009.
- Continue to monitor compliance with the Town's FOG ordinance.

C) Open Projects:

- There are 19 single-family homes presently under construction. This is a 32% decrease from the second quarter last year. The condominiums at Freedom Green currently have 17 units under construction. This is a 13% increase from the same quarter last year. Residential remodeling activity remains steady including many solid fuel appliance installations. We currently have 3 projects of various types in the plan review stage. This includes no single-family dwelling or condominium units. The replacement of the Gibbs gasoline station and convenience store is pending. The Community Center Co-gen project will be completed shortly. A permit for an addition to the motor cycle shop at 213 Stafford Road will be issued in January.

D) Other Issues:

- None at this time



**TOWN OF MANSFIELD
BUILDING PERMITS ISSUED
2ND QUARTER - 08-09**

PERIOD: 2nd QUARTER (October - December 2008) TOTAL PERMITS ISSUED: 222 TOTAL FINES ISSUED: 1

OVERALL TOTALS FOR 2ND QUARTER																
TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTAL FOR 2ND QUARTER		
	Oct	Nov	Dec	Totals	October	November	December	October	November	December	October	November	December	Value	Permit Fee	Ed Fee
RESIDENTIAL PERMITS:	93	58	43	194	\$ 1,873,602.00	\$ 735,525.00	\$198,649.00	\$22,957.00	\$ 9,332.00	\$ 2,800.00	\$ 343.98	\$128.16	\$ 38.34	\$2,766,776.00	\$ 34,501.00	\$509.04
COMMERCIAL PERMITS:	5	11	12	28	\$ 55,541.74	\$1,263,290.00	\$516,388.00	\$ 378.00	\$13,697.00	\$ 7,512.50	\$ 10.44	\$215.88	\$ 86.94	\$1,835,219.74	\$ 21,587.50	\$313.26
TOTALS:	98	69	55	222	\$ 1,929,143.74	\$ 1,998,815.00	\$ 715,037.00	\$ 23,335.00	\$ 23,029.00	\$ 10,312.50	\$ 354.42	\$ 344.04	\$125.28	\$ 4,601,995.74	\$ 56,088.50	\$ 822.30

TYPE	# OF FINES ISSUED				FINE AMOUNT ASSESSED		
	Oct	Nov	Dec	Totals	October	November	December
RESIDENTIAL PERMITS:	0	0	0	0	\$ -	\$ -	\$ -
COMMERCIAL PERMITS:	0	0	1	1	\$ -	\$ -	\$ 250.00
TOTALS:	0	0	1	1	\$ -	\$ -	\$ 250.00

RESIDENTIAL & COMMERCIAL BREAKDOWN																
TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTALS FOR 2ND QUARTER		
	Oct	Nov	Dec	Totals	October	November	December	October	November	December	October	November	December	Value	Permit Fee	Ed Fee
Building	45	27	25	97	\$ 1,718,140.74	\$ 1,532,990.00	\$ 512,106.00	\$ 20,470.00	\$ 20,499.50	\$ 7,293.50	\$ 311.94	\$ 265.02	\$ 93.78	\$ 3,763,236.74	\$ 48,263.00	\$ 670.74
Electrical	12	10	6	28	\$ 25,297.00	\$ 12,545.00	\$ 5,425.00	\$ 348.00	\$ 255.00	\$ 129.00	\$ 5.22	\$ 2.88	\$ 1.44	\$ 43,267.00	\$ 732.00	\$ 9.54
HVAC	10	21	11	42	\$ 28,570.00	\$ 394,439.00	\$ 53,206.00	\$ 396.00	\$ 1,502.50	\$ 762.50	\$ 5.94	\$ 72.36	\$ 10.44	\$ 476,215.00	\$ 2,661.00	\$ 88.74
Plumbing	4	2	4	10	\$ 6,750.00	\$ 2,600.00	\$ 800.00	\$ 84.00	\$ 50.00	\$ 50.00	\$ 1.26	\$ 0.54	\$ 0.36	\$ 10,150.00	\$ 184.00	\$ 2.16
Solid Fuel App	21	8	5	34	\$ 66,939.00	\$ 19,241.00	\$ 9,300.00	\$ 888.00	\$ 278.00	\$ 162.50	\$ 13.32	\$ 3.96	\$ 1.98	\$ 95,480.00	\$ 1,328.50	\$ 19.26
Pool	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition	0	0	2	2	\$ -	\$ -	\$ 39,400.00	\$ -	\$ -	\$ 512.50	\$ -	\$ -	\$ -	\$ 39,400.00	\$ 512.50	\$ -
Change of Use	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sign	2	0	1	3	\$ 3,185.00	\$ -	\$ 300.00	\$ 56.00	\$ -	\$ 25.00	\$ 0.72	\$ -	\$ 0.18	\$ 3,485.00	\$ 81.00	\$ 0.90
Inspection Only	1	0	0	1	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ -
Solar PV	3	1	1	5	\$ 88,262.00	\$ 37,000.00	\$ 94,500.00	\$ 1,068.00	\$ 444.00	\$ 1,377.50	\$ 16.02	\$ 6.66	\$ 17.10	\$ 219,762.00	\$ 2,889.50	\$ 39.78
POG	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PERMITS:	98	69	55	222	\$ 1,937,143.74	\$ 1,998,815.00	\$ 715,037.00	\$ 23,335.00	\$ 23,029.00	\$ 10,312.50	\$ 354.42	\$ 351.42	\$ 125.28	\$ 4,650,995.74	\$ 56,676.50	\$ 831.12

RESIDENTIAL PERMIT BREAKDOWN

TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTALS FOR 2ND QUARTER		
	Oct	Nov	Dec	Total	October	November	December	October	November	December	October	November	December	Value	Permit Fee	Ed Fee
SFD	5	2	0	7	\$ 1,317,421.00	\$ 467,694.00	\$ -	\$ 15,828.00	\$ 5,737.50	\$ -	\$ 237.42	\$ 84.42	\$ -	\$ 1,785,115.00	\$ 21,565.50	\$ 321.84
Condominium	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Addition	1	0	2	3	\$ 14,000.00	\$ -	\$ 15,550.00	\$ 168.00	\$ -	\$ 212.50	\$ 2.52	\$ -	\$ 3.06	\$ 29,550.00	\$ 380.50	\$ 5.58
Alteration	10	5	7	22	\$ 97,075.00	\$ 21,296.00	\$ 37,456.00	\$ 1,200.00	\$ 287.00	\$ 512.50	\$ 18.00	\$ 4.14	\$ 7.02	\$ 155,827.00	\$ 1,999.50	\$ 29.16
Roof	17	7	8	32	\$ 148,288.00	\$ 61,200.00	\$ 55,200.00	\$ 1,848.00	\$ 752.50	\$ 725.00	\$ 27.72	\$ 11.16	\$ 10.44	\$ 264,688.00	\$ 3,325.50	\$ 49.32
Deck	4	1	1	6	\$ 23,400.00	\$ 800.00	\$ 25,000.00	\$ 300.00	\$ 25.00	\$ 312.50	\$ 4.50	\$ 0.18	\$ 4.50	\$ 49,200.00	\$ 637.50	\$ 9.18
OWF	0	1	0	1	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 125.00	\$ -	\$ -	\$ 1.80	\$ -	\$ 10,000.00	\$ 125.00	\$ 1.80
Shed	1	3	1	5	\$ 400.00	\$ 4,500.00	\$ 4,000.00	\$ 12.00	\$ 74.50	\$ 50.00	\$ 0.18	\$ 0.90	\$ 0.72	\$ 8,900.00	\$ 136.50	\$ 1.80
Solid Fuel App	21	8	5	34	\$ 66,939.00	\$ 19,241.00	\$ 9,300.00	\$ 888.00	\$ 278.00	\$ 162.50	\$ 13.32	\$ 3.96	\$ 1.98	\$ 95,480.00	\$ 1,328.50	\$ 19.26
Siding	3	1	0	4	\$ 57,200.00	\$ 3,500.00	\$ -	\$ 696.00	\$ 48.00	\$ -	\$ 10.44	\$ 0.72	\$ -	\$ 60,700.00	\$ 744.00	\$ 11.16
Electrical	12	9	5	26	\$ 25,297.00	\$ 8,045.00	\$ 4,325.00	\$ 348.00	\$ 185.00	\$ 100.00	\$ 5.22	\$ 1.98	\$ 1.08	\$ 37,667.00	\$ 633.00	\$ 8.28
HVAC	10	16	10	36	\$ 28,570.00	\$ 58,649.00	\$ 47,018.00	\$ 396.00	\$ 833.50	\$ 675.00	\$ 5.94	\$ 11.70	\$ 9.18	\$ 134,237.00	\$ 1,904.50	\$ 26.82
Plumbing	4	2	4	10	\$ 6,750.00	\$ 2,600.00	\$ 800.00	\$ 84.00	\$ 50.00	\$ 50.00	\$ 1.26	\$ 0.54	\$ 0.36	\$ 10,150.00	\$ 184.00	\$ 2.16
Pool	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inspection Only	1	0	0	1	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ -
Solar PV	3	1	0	4	\$ 88,262.00	\$ 37,000.00	\$ -	\$ 1,068.00	\$ 444.00	\$ -	\$ 16.02	\$ 6.66	\$ -	\$ 125,262.00	\$ 1,512.00	\$ 22.68
Manufactured Home	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Garage	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Foundation Only	1	1	0	2	\$ 8,000.00	\$ 7,000.00	\$ -	\$ 96.00	\$ 84.00	\$ -	\$ 1.44	\$ 1.26	\$ -	\$ 15,000.00	\$ 180.00	\$ 2.70
Other	0	1	0	1	\$ -	\$ 34,000.00	\$ -	\$ -	\$ 408.00	\$ -	\$ -	\$ 6.12	\$ -	\$ 34,000.00	\$ 408.00	\$ 6.12
Total Residential:	93	58	43	194	\$ 1,873,602.00	\$ 735,525.00	\$ 198,649.00	\$ 22,957.00	\$ 9,332.00	\$ 2,800.00	\$ 343.98	\$ 128.16	\$ 38.34	\$ 2,766,776.00	\$ 34,501.00	\$ 509.04

COMMERCIAL PERMIT BREAKDOWN

TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTALS FOR 2ND QUARTER		
	Oct	Nov	Dec	Total	October	November	December	October	November	December	October	November	December	Value	Permit Fee	Ed Fee
New	0	1	0	1	\$ -	\$ 600,000.00	\$ -	\$ -	\$ 8,400.00	\$ -	\$ -	\$ 96.00	\$ -	\$ 600,000.00	\$ 8,400.00	\$ 96.00
Addition	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alteration	2	4	5	11	\$ 47,056.74	\$ 323,000.00	\$ 367,000.00	\$ 238.00	\$ 4,558.00	\$ 5,365.00	\$ 8.64	\$ 58.32	\$ 66.60	\$ 737,056.74	\$ 10,161.00	\$ 133.56
Roof	1	0	1	2	\$ 5,300.00	\$ -	\$ 7,900.00	\$ 84.00	\$ -	\$ 116.00	\$ 1.08	\$ -	\$ 1.44	\$ 13,200.00	\$ 200.00	\$ 2.52
Deck	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OWF	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shed	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solid Fuel App	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Siding	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electrical	0	1	1	2	\$ -	\$ 4,500.00	\$ 1,100.00	\$ -	\$ 70.00	\$ 29.00	\$ -	\$ 0.90	\$ 0.36	\$ 5,600.00	\$ 99.00	\$ 1.26
HVAC	0	5	1	6	\$ -	\$ 335,790.00	\$ 6,188.00	\$ -	\$ 669.00	\$ 87.50	\$ -	\$ 60.66	\$ 1.26	\$ 341,978.00	\$ 756.50	\$ 61.92
Plumbing	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sign	2	0	1	3	\$ 3,185.00	\$ -	\$ 300.00	\$ 56.00	\$ -	\$ 25.00	\$ 0.72	\$ -	\$ 0.18	\$ 3,485.00	\$ 81.00	\$ 0.90
Demolition	0	0	2	2	\$ -	\$ -	\$ 39,400.00	\$ -	\$ -	\$ 512.50	\$ -	\$ -	\$ -	\$ 39,400.00	\$ 512.50	\$ -
Other i.e. Fire	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Change Of Use	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solar PV	0	0	1	1	\$ -	\$ -	\$ 94,500.00	\$ -	\$ -	\$ 1,377.50	\$ -	\$ -	\$ 17.10	\$ 94,500.00	\$ 1,377.50	\$ 17.10
FOG	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Commercial:	5	11	12	28	\$ 55,541.74	\$ 1,263,290.00	\$ 516,388.00	\$ 378.00	\$ 13,697.00	\$ 7,512.50	\$ 10.44	\$ 215.88	\$ 86.94	\$ 1,835,219.74	\$ 21,587.50	\$ 313.26

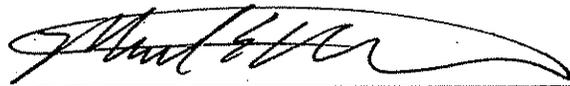
Monthly Inspection Report

October 2008

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	60	75	344	98
Electrical Inspections	53	39	247	65
Plumbing Inspections	21	23	146	49
Heating Inspections	31	42	137	35
Miscellaneous	10	12	40	8
Total Inspections	175	191	914	255
Final Inspections	40	63	226	

Note: Totals with (4) inspectors

Submitted By: _____



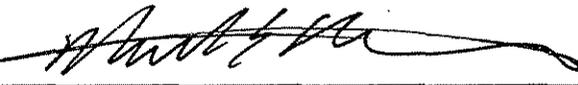
Michael E. Nintean

Monthly Inspection Report

November 2008

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	75	97	441	90
Electrical Inspections	39	56	303	57
Plumbing Inspections	23	31	177	47
Heating Inspections	42	32	169	27
Miscellaneous	12	7	47	7
Total Inspections	191	223	1137	228
Final Inspections	63	72	298	

Note: Totals with (4) inspectors

Submitted By: 

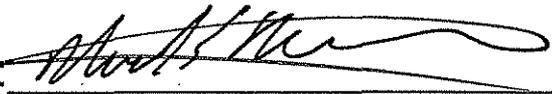
Michael E. Nintean

Monthly Inspection Report

December 2008

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	97	74	515	53
Electrical Inspections	56	50	353	48
Plumbing Inspections	31	34	211	19
Heating Inspections	32	33	202	27
Miscellaneous	7	5	52	11
Total Inspections	223	196	1333	158
Final Inspections	72	60	358	

Note: Totals with (4) inspectors

Submitted By: 

Michael E. Nintean

TOWN OF MANSFIELD
DEPARTMENT OF BUILDING AND HOUSING INSPECTION



Michael E. Nintean, CBO MCP, Director

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

Quarterly Report, Housing
October 1, 2008- December 31, 2008

A) Activity:

- The certificate fees for this quarter totaled \$38,250.00 this figure represents a 65% increase from the same quarter last year. (Please see attached report for detailed information)
- Landlord registration fees collected totaled \$225.00 this is the same amount as received in the second quarter last year The department received no change of address notices this quarter. Most property owners required to register have done so. The new registries are usually the result of property sales or zone patrols. (Please see attached report for detailed information.)
- The department inspected units within the overlay zone. A total of 387 inspections were conducted. This represents a 57% increase from the same quarter last year. These inspections resulted in 153 certificates being issued and 111 violation orders. This represents an increase of 34% and a decrease of 5% respectively. The violation orders resulted in 8 waivers pending correction being issued. This represents a 650% decrease in waivers. This decrease was expected and is the result of better housing stock and knowledge of landlords as a result of the educational effect of the first complete inspection cycle. (Please see enclosed reports for detailed information.)
- The department began to track various sub-categories for statistical analysis. This is the second quarter this information is available so there is not enough data available for comparison at this time. The reports are attached for review and comparison will begin when data is available. The department observed 317 individual code violations of which 167 were considered life safety issues and 143 were general code violations. (The remaining 7 were not categorized or the result of book keeping error.)
- The department responded to 10 complaints during this quarter. This represents a 100% decrease from the same quarter last year. The department referred 6 matters to other Town departments for possible action, which represents a 33% decrease from the same quarter last year.

- The Implementation Schedule database is being monitored regularly and updated as needed.
- The Landlord registry is up to date and will be maintained.
- Blight patrols are ongoing to enforce the Town's Litter ordinance and have been adjusted to address areas of greater concern. The department issued 10 courtesy door hangers, 4 warnings and 2 \$90 citations as a result of these patrols.

B) Plans for Next Quarter:

- Maintain the database for the Implementation Schedule and the Landlord Registry.
- Periodically mail notices to landlords in advance of their required certificate inspections.
- Maintain the list of exempt properties within the overlay zone and periodically verify the status of those properties.
- Continually review the code and program, maintain a list of possible concerns and present to Town Manager's office for review and changes as needed. This will be done in concert with the Committee on Quality of Life issues.
- Continue blight patrols
- Continue to serve on the MCCP committee
- Serve on the state task force to review possible implementation of a state-wide housing code
- Maintain tracking spread sheet for specifics related to inspections including, types of violations and structures in which they occur
- Continue to work with administrative assistant to implement an "Access" database to incorporate and streamline building and housing data entry and storage

C) Other Issues:

- My staff and I continue to provide excellent customer service and it is my goal to see this continues into the future. The department is currently working near capacity and if we have a protracted court case or are required to institute any new program under the Quality of Life initiative we will need to address additional staff time. When building activity increases we will also have a hard time keeping up with the associated workload. It remains my hope that the recent cuts, though necessary, be considered as temporary and that the full time administrative aid be reinstated when the Town's financial outlook improves.



**TOWN OF MANSFIELD
HOUSING FEES RECEIVED
2ND QUARTER - 08-09**

PERIOD: 2nd QUARTER (October - December 2008)

TOTALS FOR 2ND QUARTER								
	Oct	Nov	Dec	Totals	October	November	December	2ND QTR TOTALS
TOTALS:	109	102	55	266	\$ 15,850.00	\$ 14,925.00	\$ 7,880.00	\$ 38,655.00
	# OF FEES ASSESSED				FEE			
TYPE	Oct	Nov	Dec	Totals	October	November	December	TOTALS
Blight	0	0	2	2	\$ -	\$ -	\$ 180.00	\$ 180.00
Certificate Violations	0	0	0	0	\$ -	\$ -	\$ -	\$ -
Change of Address	0	0	0	0	\$ -	\$ -	\$ -	\$ -
Landlord Registration	4	3	2	9	\$ 100.00	\$ 75.00	\$ 50.00	\$ 225.00
Non Pay Filing Fee	0	0	0	0	\$ -	\$ -	\$ -	\$ -
TOTALS:	4	3	4	11	\$ 100.00	\$ 75.00	\$ 230.00	\$ 405.00
	# ISSUED				FEE			TOTALS
TYPE	Oct	Nov	Dec	Totals	October	November	December	2ND QTR TOTALS
Certificate Fee	105	99	51	255	\$ 15,750.00	\$ 14,850.00	\$ 7,650.00	\$ 38,250.00
Code Books	0	0	0	0	\$ -	\$ -	\$ -	\$ -
TOTALS:	105	99	51	255	\$ 15,750.00	\$ 14,850.00	\$ 7,650.00	\$ 38,250.00

HOUSING INSPECTION REPORT
MONTH OF OCTOBER, 2008

<u>Street #</u>	<u>Property Address</u>	<u>Complex</u>	<u>Type</u>	<u>Inspections</u>	<u>Violations</u>	<u>Certificate(s)</u>	<u>Waiver(s)</u>	<u>Complaints</u>	<u>Referrals</u>	<u>Penalty Notice</u>	<u>\$\$ Accrued</u>	<u>State Prosecutor</u>
373B	Browns Road		Two Family	1	0							
7A	Carriage House Road	Carriage House Apts	Apartment	1	1							
7B	Carriage House Road	Carriage House Apts	Apartment	1	1							
7C	Carriage House Road	Carriage House Apts	Apartment	1	1							
7D	Carriage House Road	Carriage House Apts	Apartment	1	0							
8A	Carriage House Road	Carriage House Apts	Apartment	1	0							
8B	Carriage House Road	Carriage House Apts	Apartment	1	0							
8C	Carriage House Road	Carriage House Apts	Apartment	1	0							
8D	Carriage House Road	Carriage House Apts	Apartment	1	0							
77	Separatist Road		Single Family	1	1				Code Patrol			
1814	Stoms Road		Single Family	1	0				Code Patrol P/V New Rental Found			
16 Unit A	Carriage House Road	Carriage House Apts	Apartment	1	0							
16 Unit B	Carriage House Road	Carriage House Apts	Apartment	1	0							
16 Unit C	Carriage House Road	Carriage House Apts	Apartment	1	0							
16 Unit D	Carriage House Road	Carriage House Apts	Apartment	1	0							
97	Hunting Lodge Road;		Single Family	1	0							
109	Hunting Lodge Road;		Single Family	1	0							
77	Separatist Road		Single Family	1	0				Code Patrol Reinspection			
240	Hunting Lodge Road		Two Family	2	2							
18	Stonemill Road		Single Family	1	0							
12	Club House Circle, Unit A	Clubhouse Apartments	Apartment	1	1			1				
12 Unit A	Carriage House Road	Carriage House Apts	Apartment	1	0							
12 Unit B	Carriage House Road	Carriage House Apts	Apartment	1	0							
12 Unit C	Carriage House Road	Carriage House Apts	Apartment	1	0							
12 Unit D	Carriage House Road	Carriage House Apts	Apartment	1	0							
11 Unit B	Carriage House Road	Carriage House Apts	Apartment	1	0							
11 Unit C	Carriage House Road	Carriage House Apts	Apartment	1	0							
11 Unit D	Carriage House Road	Carriage House Apts	Apartment	1	0							
A 1	Penner Place	Celeron Square Apts	Apartment	1	1							
B 1	Penner Place	Celeron Square Apts	Apartment	1	0							
C 1	Penner Place	Celeron Square Apts	Apartment	1	0							
D 1	Penner Place	Celeron Square Apts	Apartment	1	1				D/H Issued			
E 1	Penner Place	Celeron Square Apts	Apartment	1	0							
F 1	Penner Place	Celeron Square Apts	Apartment	1	0							
G 1	Penner Place	Celeron Square Apts	Apartment	1	0							
H 1	Penner Place	Celeron Square Apts	Apartment	1	0							
373	Browns Road Unit A		Two Family	1	0	1						
18 Unit B	Carriage House Road	Carriage House Apts	Apartment	1	0							
18 Unit D	Carriage House Road	Carriage House Apts	Apartment	1	0							
5 Unit A	Carriage House Road	Carriage House Apts	Apartment	1	0							
13 Unit A	Carriage House Road	Carriage House Apts	Apartment	1	0							
13 Unit B	Carriage House Road	Carriage House Apts	Apartment	1	1							
13 Unit C	Carriage House Road	Carriage House Apts	Apartment	1	1							
13 Unit D	Carriage House Road	Carriage House Apts	Apartment	1	0							
233	Hunting Lodge Road		Single Family	1	0							
34	Hunting Lodge Road		Single Family	1	0							
233	Hanks Hill Rd		Single Family	1	0	1						
31	Lynwood Rd		Single Family	1	0			1	Referral from neighbor			
233	Hunting Lodge Road		Single Family	1	1							
4 Unit B	Carriage House Road	Carriage House Apts	Apartment	1	0							
14 Unit A	Carriage House Road	Carriage House Apts	Apartment	1	1							
14 Unit B	Carriage House Road	Carriage House Apts	Apartment	1	0							
14 Unit C	Carriage House Road	Carriage House Apts	Apartment	1	1							
14 Unit D	Carriage House Road	Carriage House Apts	Apartment	1	0							
15 Unit A	Carriage House Road	Carriage House Apts	Apartment	1	1							
15 Unit B	Carriage House Road	Carriage House Apts	Apartment	1	1							
15 Unit C	Carriage House Road	Carriage House Apts	Apartment	1	1							
15 Unit D	Carriage House Road	Carriage House Apts	Apartment	1	1							
A 2	Wetzel Way	Celeron Square Apts	Apartment	1	1							
B 2	Wetzel Way	Celeron Square Apts	Apartment	1	1							
C 2	Wetzel Way	Celeron Square Apts	Apartment	1	0							
D 2	Wetzel Way	Celeron Square Apts	Apartment	1	0							
E 2	Wetzel Way	Celeron Square Apts	Apartment	1	0							
F 2	Wetzel Way	Celeron Square Apts	Apartment	1	0							

HOUSING INSPECTION REPORT
MONTH OF OCTOBER, 2008

G 2 Wetzel Way	Celeron Square Apts	Apartment	1	0	
H 2 Wetzel Way	Celeron Square Apts	Apartment	1	0	
A 3 Wetzel Way	Celeron Square Apts	Apartment	1	0	
B 3 Wetzel Way	Celeron Square Apts	Apartment	1	0	
C 3 Wetzel Way	Celeron Square Apts	Apartment	1	0	
D 3 Wetzel Way	Celeron Square Apts	Apartment	1	1	
E 3 Wetzel Way	Celeron Square Apts	Apartment	1	1	
F 3 Wetzel Way	Celeron Square Apts	Apartment	1	0	
G 3 Wetzel Way	Celeron Square Apts	Apartment	1	1	
H 3 Wetzel Way	Celeron Square Apts	Apartment	1	0	
131 Hunting Lodge Road		Single Family	1	1	
17 Unit A Carriage House Road	Carriage House Apts	Apartment	1	0	
17 Unit B Carriage House Road	Carriage House Apts	Apartment	1	1	
17 Unit C Carriage House Road	Carriage House Apts	Apartment	1	0	
17 Unit D Carriage House Road	Carriage House Apts	Apartment	1	0	
118 Courtyard Lane		Condo		1	
13 Unit D Carriage House Road	Carriage House Apts	Apartment	1	0	1
287 Gurleyville Road		Single Family	1	0	Complex corrected
20 Carriage House Road	Carriage House Apts	Apartment	1	0	
18 Foster Drive	Colonial Apartments	Apartment	1	0	1
19 Foster Drive	Colonial Apartments	Apartment	1	0	1
20 Foster Drive	Colonial Apartments	Apartment	1	0	1
21 Foster Drive	Colonial Apartments	Apartment	1	0	1
22 Foster Drive	Colonial Apartments	Apartment	1	0	1
23 Foster Drive	Colonial Apartments	Apartment	1	0	1
25 Foster Drive	Colonial Apartments	Apartment	1	0	1
18 Unit A Carriage House Road	Carriage House Apts	Apartment		1	
18 Unit B Carriage House Road	Carriage House Apts	Apartment		1	
18 Unit C Carriage House Road	Carriage House Apts	Apartment		1	
18 Unit D Carriage House Road	Carriage House Apts	Apartment		1	
12 Unit A Carriage House Road	Carriage House Apts	Apartment		1	
12 Unit B Carriage House Road	Carriage House Apts	Apartment		1	
12 Unit C Carriage House Road	Carriage House Apts	Apartment		1	
12 Unit D Carriage House Road	Carriage House Apts	Apartment		1	
8 Unit A Carriage House Road	Carriage House Apts	Apartment		1	
8 Unit B Carriage House Road	Carriage House Apts	Apartment		1	
8 Unit C Carriage House Road	Carriage House Apts	Apartment		1	
8 Unit D Carriage House Road	Carriage House Apts	Apartment		1	
7 Unit D Carriage House Road	Carriage House Apts	Apartment		1	
18 Stonemill Road		Single Family		1	
7 Unit A Carriage House Road	Carriage House Apts	Apartment	1		
7 Unit B Carriage House Road	Carriage House Apts	Apartment	1		
7 Unit C Carriage House Road	Carriage House Apts	Apartment	1		
A 4 Wetzel Way	Celeron Square Apts	Apartment	1		
B 4 Wetzel Way	Celeron Square Apts	Apartment	1		
C 4 Wetzel Way	Celeron Square Apts	Apartment	1		
D 4 Wetzel Way	Celeron Square Apts	Apartment	1		
E 4 Wetzel Way	Celeron Square Apts	Apartment	1		
F 4 Wetzel Way	Celeron Square Apts	Apartment	1		
G 4 Wetzel Way	Celeron Square Apts	Apartment	1		
H 4 Wetzel Way	Celeron Square Apts	Apartment	1		
34 Hunting Lodge Road		Single Family		1	
19 Unit C Carriage House Road	Carriage House Apts	Apartment	1		
19 Unit D Carriage House Road	Carriage House Apts	Apartment	1		
18 Flaherty Road		Two Family	2	2	
Unit 29 264 MT Hope Road	Woods Edge	Apartment			1
240 A Hunting Lodge Road		Single Family			1
A 5 Wetzel Way	Celeron Square Apts	Apartment	1	0	
B 5 Wetzel Way	Celeron Square Apts	Apartment	1	1	
C 5 Wetzel Way	Celeron Square Apts	Apartment	1	1	
D 5 Wetzel Way	Celeron Square Apts	Apartment	1	1	
E 5 Wetzel Way	Celeron Square Apts	Apartment	1	0	
F 5 Wetzel Way	Celeron Square Apts	Apartment	1	0	
G 5 Wetzel Way	Celeron Square Apts	Apartment	1	0	

HOUSING INSPECTION REPORT
MONTH OF OCTOBER, 2008

H 5 Wetzel Way	Celeron Square Apts	Apartment	1	0
22 Foster Drive 190 B	Colonial Apartments	Apartment	1	1
A 1 Coogan Crescent	Celeron Square Apts	Apartment	1	0
B 1 Coogan Crescent	Celeron Square Apts	Apartment	1	0
C 1 Coogan Crescent	Celeron Square Apts	Apartment	1	0
D 1 Coogan Crescent	Celeron Square Apts	Apartment	1	0
E 1 Coogan Crescent	Celeron Square Apts	Apartment	1	0
F 1 Coogan Crescent	Celeron Square Apts	Apartment	1	0
G 1 Coogan Crescent	Celeron Square Apts	Apartment	1	0
H 1 Coogan Crescent	Celeron Square Apts	Apartment	1	0
A 2 Coogan Crescent	Celeron Square Apts	Apartment	1	1
B 2 Coogan Crescent	Celeron Square Apts	Apartment	1	1
C 2 Coogan Crescent	Celeron Square Apts	Apartment	1	0
D 2 Coogan Crescent	Celeron Square Apts	Apartment	1	1
E 2 Coogan Crescent	Celeron Square Apts	Apartment	1	1
F 2 Coogan Crescent	Celeron Square Apts	Apartment	1	0
G 2 Coogan Crescent	Celeron Square Apts	Apartment	1	0
H 2 Coogan Crescent	Celeron Square Apts	Apartment	1	0
895 Warrenville Road	Units A,B,C,D	Apartment	4	0
22 Foster Drive 190 B	Colonial Apartments	Apartment	1	
A 2 Carriage House Road	Carriage House Apts	Apartment		1
B 2 Carriage House Road	Carriage House Apts	Apartment		1
C 2 Carriage House Road	Carriage House Apts	Apartment		1
D 2 Carriage House Road	Carriage House Apts	Apartment		1
A 3 Carriage House Road	Carriage House Apts	Apartment		1
C 3 Carriage House Road	Carriage House Apts	Apartment		1
D 3 Carriage House Road	Carriage House Apts	Apartment		1
388 Stafford Road		SFD		1
373 B Browns Road		2FD		1
C 11 Carriage House Road	Carriage House Apts	Apartment		1
D 11 Carriage House Road	Carriage House Apts	Apartment		1
A 5 Carriage House Road	Carriage House Apts	Apartment		1
A 13 Carriage House Road	Carriage House Apts	Apartment		1
D 13 Carriage House Road	Carriage House Apts	Apartment		1
B 3 Carriage House Road	Carriage House Apts	Apartment		1
B 1 Penner Place	Celeron Square Apts	Apartment		1
C 1 Penner Place	Celeron Square Apts	Apartment		1
E 1 Penner Place	Celeron Square Apts	Apartment		1
F 1 Penner Place	Celeron Square Apts	Apartment		1
G 1 Penner Place	Celeron Square Apts	Apartment		1
H 1 Penner Place	Celeron Square Apts	Apartment		1
B 4 Carriage House Road	Carriage House Apts	Apartment		1
B 14 Carriage House Road	Carriage House Apts	Apartment		1
D 14 Carriage House Road	Carriage House Apts	Apartment		1
C 2 Wetzel Way	Celeron Square Apts	Apartment		1
D 2 Wetzel Way	Celeron Square Apts	Apartment		1
E 2 Wetzel Way	Celeron Square Apts	Apartment		1
F 2 Wetzel Way	Celeron Square Apts	Apartment		1
H 2 Wetzel Way	Celeron Square Apts	Apartment		1
B 3 Wetzel Way	Celeron Square Apts	Apartment		1
20 Carriage House Road	Carriage House Apts	Apartment		1
A 17 Carriage House Road	Carriage House Apts	Apartment		1
C 17 Carriage House Road	Carriage House Apts	Apartment		1
D 17 Carriage House Road	Carriage House Apts	Apartment		1
A 3 Wetzel Way	Carriage House Apts	Apartment		1
C 3 Wetzel Way	Carriage House Apts	Apartment		1
F 3 Wetzel Way	Carriage House Apts	Apartment		1
H 3 Wetzel Way	Carriage House Apts	Apartment		1
287 Gurleyville Road		SFD		1
H 4 Wetzel Way	Celeron Square Apts	Apartment		1
D 4 Wetzel Way	Celeron Square Apts	Apartment		1
E 4 Wetzel Way	Celeron Square Apts	Apartment		1
F 4 Wetzel Way	Celeron Square Apts	Apartment		1
C 19 Carriage House Road	Carriage House Apts	Apartment		1
D 19 Carriage House Road	Carriage House Apts	Apartment		1

HOUSING INSPECTION REPORT
MONTH OF November, 2008

Street #	Property Address	Complex	Type	Inspections	Violations	Certificate(s)	Waiver(s)	Complaints	Referrals	Penalty Notice	\$\$ Accrued	State Prosecutor
131	Hunting Lodge Rd		Single Family				1					
233	Hunting Lodge Rd		Single Family				1					
240 B	Hunting Lodge Rd		Two Family	1								
1632	Stors Road		Single Family	1	1				B/P			
1775	Stors Road		Single Family	1	1				B/P			
233	Hunting Lodge Rd		Single Family	1	1				B/P			
A	2 Stallman Street	Celeron Square Apts	Apartment	1	0							
B	2 Stallman Street	Celeron Square Apts	Apartment	1	0							
C	2 Stallman Street	Celeron Square Apts	Apartment	1	0							
D	2 Stallman Street	Celeron Square Apts	Apartment	1	0							
E	2 Stallman Street	Celeron Square Apts	Apartment	1	0							
F	2 Stallman Street	Celeron Square Apts	Apartment	1	0							
G	2 Stallman Street	Celeron Square Apts	Apartment	1	0							
H	2 Stallman Street	Celeron Square Apts	Apartment	1	0							
A	3 Stallman Street	Celeron Square Apts	Apartment	1	1							
B	3 Stallman Street	Celeron Square Apts	Apartment	1	1							
C	3 Stallman Street	Celeron Square Apts	Apartment	1	1							
D	3 Stallman Street	Celeron Square Apts	Apartment	1	1							
E	3 Stallman Street	Celeron Square Apts	Apartment	1	0							
F	3 Stallman Street	Celeron Square Apts	Apartment	1	0							
G	3 Stallman Street	Celeron Square Apts	Apartment	1	0							
H	3 Stallman Street	Celeron Square Apts	Apartment	1	0							
A	1 Penner Place	Celeron Square Apts	Apartment	1	0							
D	1 Penner Place	Celeron Square Apts	Apartment	1	0							
895 A	Warrenville Road		Apartment				1					
895 B	Warrenville Road		Apartment				1					
895 C	Warrenville Road		Apartment				1					
895 D	Warrenville Road		Apartment				1					
A	1 Perregeux Place	Celeron Square Apts	Apartment	1	1							
B	1 Perregeux Place	Celeron Square Apts	Apartment	1	0							
C	1 Perregeux Place	Celeron Square Apts	Apartment	1	0							
D	1 Perregeux Place	Celeron Square Apts	Apartment	1	0							
E	1 Perregeux Place	Celeron Square Apts	Apartment	1	1							
F	1 Perregeux Place	Celeron Square Apts	Apartment	1	1							
G	1 Perregeux Place	Celeron Square Apts	Apartment	1	0							
H	1 Perregeux Place	Celeron Square Apts	Apartment	1	0							
A	2 Wetzel Way	Celeron Square Apts	Apartment	1	0							
B	2 Wetzel Way	Celeron Square Apts	Apartment	1	0							
19 C&D	Carriage House Road		Apartment				2					
A	2 Perregeux Place	Celeron Square Apts	Apartment	1	1							
B	2 Perregeux Place	Celeron Square Apts	Apartment	1	0							
C	2 Perregeux Place	Celeron Square Apts	Apartment	1	1							
D	2 Perregeux Place	Celeron Square Apts	Apartment	1	0							
E	2 Perregeux Place	Celeron Square Apts	Apartment	1	0							
F	2 Perregeux Place	Celeron Square Apts	Apartment	1	0							
G	2 Perregeux Place	Celeron Square Apts	Apartment	1	1							
H	2 Perregeux Place	Celeron Square Apts	Apartment	1	0							
A	3 Perregeux Place	Celeron Square Apts	Apartment	1	0							
B	3 Perregeux Place	Celeron Square Apts	Apartment	1	0							
C	3 Perregeux Place	Celeron Square Apts	Apartment	1	1							
D	3 Perregeux Place	Celeron Square Apts	Apartment	1	0							
E	3 Perregeux Place	Celeron Square Apts	Apartment	1	1							
F	3 Perregeux Place	Celeron Square Apts	Apartment	1	0							
G	3 Perregeux Place	Celeron Square Apts	Apartment	1	1							
H	3 Perregeux Place	Celeron Square Apts	Apartment	1	1							
97	Hunting Lodge Rd		SFD	1	0							
108	Hunting Lodge Rd		SFD	1	1							
27	Hunting Lodge Rd		SFD	1	1				B/P			
D	3 Wetzel Way	Celeron Square Apts	Apartment	1	0							
E	3 Wetzel Way	Celeron Square Apts	Apartment	1	0							
G	3 Wetzel Way	Celeron Square Apts	Apartment	1	0							
A	1 Marie Peters	Celeron Square Apts	Apartment	1	0							
B	1 Marie Peters	Celeron Square Apts	Apartment	1	0							
C	1 Marie Peters	Celeron Square Apts	Apartment	1	0							
D	1 Marie Peters	Celeron Square Apts	Apartment	1	0							
E	1 Marie Peters	Celeron Square Apts	Apartment	1	0							
F	1 Marie Peters	Celeron Square Apts	Apartment	1	0							
G	1 Marie Peters	Celeron Square Apts	Apartment	1	1							
H	1 Marie Peters	Celeron Square Apts	Apartment	1	1							
A	2 Marie Peters	Celeron Square Apts	Apartment	1	0							

HOUSING INSPECTION REPORT
MONTH OF November, 2008

B	2 Marie Peters	Celeron Square Apts	Apartment	1	1					
C	2 Marie Peters	Celeron Square Apts	Apartment	1	1					
D	2 Marie Peters	Celeron Square Apts	Apartment	1	1					
E	2 Marie Peters	Celeron Square Apts	Apartment	1	0					
F	2 Marie Peters	Celeron Square Apts	Apartment	1	0					
G	2 Marie Peters	Celeron Square Apts	Apartment	1	0					
H	2 Marie Peters	Celeron Square Apts	Apartment	1	0					
A	4 Wetzel Way	Celeron Square Apts	Apartment	1	0					
B	4 Wetzel Way	Celeron Square Apts	Apartment	1	0					
C	4 Wetzel Way	Celeron Square Apts	Apartment	1	0					
G	4 Wetzel Way	Celeron Square Apts	Apartment	1	0					
A	3 Marie Peters	Celeron Square Apts	Apartment	1	1					
B	3 Marie Peters	Celeron Square Apts	Apartment	1	0					
C	3 Marie Peters	Celeron Square Apts	Apartment	1	0					
D	3 Marie Peters	Celeron Square Apts	Apartment	1	1					
E	3 Marie Peters	Celeron Square Apts	Apartment	1	0					
F	3 Marie Peters	Celeron Square Apts	Apartment	1	0					
G	3 Marie Peters	Celeron Square Apts	Apartment	1	1					
H	3 Marie Peters	Celeron Square Apts	Apartment	1	1					
A	4 Marie Peters	Celeron Square Apts	Apartment	1	0					
B	4 Marie Peters	Celeron Square Apts	Apartment	1	1					
C	4 Marie Peters	Celeron Square Apts	Apartment	1	1					
D	4 Marie Peters	Celeron Square Apts	Apartment	1	0					
E	4 Marie Peters	Celeron Square Apts	Apartment	1	0					
F	4 Marie Peters	Celeron Square Apts	Apartment	1	1					
G	4 Marie Peters	Celeron Square Apts	Apartment	1	0					
H	4 Marie Peters	Celeron Square Apts	Apartment	1	1					
240 B	Hunting Lodge Rd		TFD			1				
1069	Storrs Road		SFD	1	1			1		
11	Flaherty Rd		Apartment	1						
23	Hunting Lodge Rd		Apartment	1	0					
B, C, D	5 Wetzel Way	Celeron Square Apts	Apartment	3	0					
A	3 Penner Place	Celeron Square Apts	Apartment	1	0					
B	3 Penner Place	Celeron Square Apts	Apartment	1	1					
C	3 Penner Place	Celeron Square Apts	Apartment	1	1					
D	3 Penner Place	Celeron Square Apts	Apartment	1	1					
E	3 Penner Place	Celeron Square Apts	Apartment	1	1					
F	3 Penner Place	Celeron Square Apts	Apartment	1	0					
G	3 Penner Place	Celeron Square Apts	Apartment	1	0					
H	3 Penner Place	Celeron Square Apts	Apartment	1	0					
A,B,D,E	2 Coogan Crescent	Celeron Square Apts	Apartment	4	0					
7	Worwood Hill Rd		SFD	1	1					
65	Moulton Rd		SFD	1	0					
143	Courtyard Lane		Condo	1	0					
105	Hunting Lodge Road		SFD	1						
844	Stafford Rd		SFD	1	1			1		Assst/BCF
844	Stafford Rd		SFD	1	0			1		
A	2 Perregaux Place	Celeron Square Apts	Apartment	1						
C	2 Perregaux Place	Celeron Square Apts	Apartment	1						
G	2 Perregaux Place	Celeron Square Apts	Apartment	1						
A	1 Perregaux Place	Celeron Square Apts	Apartment	1						
E	1 Perregaux Place	Celeron Square Apts	Apartment	1						
F	1 Perregaux Place	Celeron Square Apts	Apartment	1						
C	3 Perregaux Place	Celeron Square Apts	Apartment	1						
E	3 Perregaux Place	Celeron Square Apts	Apartment	1						
G	3 Perregaux Place	Celeron Square Apts	Apartment	1						
H	3 Perregaux Place	Celeron Square Apts	Apartment	1						
19	Hillside Circle		SFD	1						
134	Hunting Lodge Rd		SFD	1	1					B/P
109	Hunting Lodge Rd		SFD	1	1					B/P
97	Hunting Lodge Rd		SFD	1	1					B/P
10C	Cornell	Renwood	Apartment	1				1		Complaint appointment
TOTALS				129	42	7	2	4		\$0.00

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NOTES

- (1) all certification, complaint and rental status site reviews plus related reinspections are included in total
 (2) violations based on site location visit and do not reflect total of individual violation items found

HOUSING INSPECTION REPORT
MONTH OF November, 2008

	<u>Blight / Litter Ticket System</u>		
	<u>Door Hanger</u>	<u>Notice</u>	<u>Citation</u>
TOTALS	7	0	0

Derek A. Debus

HOUSING INSPECTION REPORT
MONTH OF December, 2008

<u>Street #</u>	<u>Property Address</u>	<u>Complex</u>	<u>Type</u>	<u>Inspections</u>	<u>Violations</u>	<u>Forward to</u>	<u>Waiver(s)</u>	<u>Complaints</u>	<u>Referrals</u>	<u>Penalty Notice</u>	<u>\$\$ Accrued</u>	<u>State Prosecutor</u>
78	Warrenville Rd		SFD	1	1							
G, H	1 Marie Peters	Celeron Square Apts	Apartment	2	0							
B, C, D	2 Marie Peters	Celeron Square Apts	Apartment	3	0							
32	Chaffeeville		TFD	1					PV			
A, D, G, H	3 Marie Peters	Celeron Square Apts	Apartment	4	0							
A, B, C, D	3 Stallman Street	Celeron Square Apts	Apartment	4	0							
	12D Carriage House Road	Carriage House Apts	Apartment	1	1							
	97 Hunting Lodge Rd		SFD	1	1				B/P			
	65 Lymwood Dr		SFD	1	N/A				B/P			
	1632 Stors Rd		SFD	1	1				P/V			
	1637 Stors Rd		SFD	1	1				B/P			
	1639 Stors Rd		SFD	1	1				B/P			
	32A Chaffeeville		TFD	1	1	1			Zoning, Assessor			
	32B Chaffeeville		TFD	1	1	1			Zoning, Assessor			
	97 Hunting Lodge Rd		SFD	1					Blight Reinspection			
	1632 Stors Rd		SFD	1	0				Blight Reinspection			
	12D Carriage House Road		SFD	1	0				Blight Reinspection			
	233 Hunting Lodge Rd		SFD	1	1				B/P			
	18 A-B Flaherty Rd		TFD				2					
	1099 Stors Rd		SFD	1	1			1				
	27 Hunting Lodge Rd		SFD	1	1				B/P Citation issued 1201			
	233 Hunting Lodge Rd		SFD	1	0				Blight Re Inspection			
B	3 Penner Place		Apartment	1	0							
C	3 Penner Place		Apartment	1	0							
D	3 Penner Place		Apartment	1	0							
E	3 Penner Place		Apartment	1	0							
B	4 Marie Peters		Apartment	1	0							
C	4 Marie Peters		Apartment	1	0							
F	4 Marie Peters		Apartment	1	0							
H	4 Marie Peters		Apartment	1	0							
97	Hunting Lodge Rd		SFD		0				Paid 12/17/08	1/1/2009		
100	Hunting Lodge Rd		SFD		0				Paid 12/17/08	1/1/2009		
16C	Cornell	Renwood	Apartment	1	0			1	Complaint unfounded			
284	Mt Hope Road Unit 9	Woods Edge	Apartment	1	1			1	Landlord responded			
520	Middle Turnpike		SFD	1	0							
54	Cedar Swamp Rd		SFD	1	0							
200	Birch Road		SFD	1	1							
1637	Stors Road		SFD	1	1							
1639	Stors Road		SFD	1	1							
7	Wormwood Hill Road		SFD	1	0							
44	Birch Road		SFD	1	1							
15	Baxter Road		TFD	1	1							
44	Birch Road		SFD	1	0							
2B	Yale Road		Apartment	1				1				
TOTALS				<u>50</u>	<u>17</u>	<u>2</u>	<u>2</u>	<u>4</u>			<u>\$0.00</u>	

NOTES

(1) all certification, complaint and rental status site reviews plus related re inspections are included in total
(2) violations based on site location visit and do not reflect total of individual violation items found

Blight / Litter Ticket System

	<u>Door Hander</u>	<u>Notice</u>	<u>Citation</u>
TOTALS	2	4	1

Derek A. Debus

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HOUSING INSPECTION REPORT
MONTH OF October, 2008

<u>Street #</u>	<u>Property Address</u>	<u>Complex</u>	<u>Type</u>	<u>Inspections</u>	<u>Violations</u>	<u>Certificate(s)</u>	<u>Waiver(s)</u>	<u>Complaints</u>	<u>Referrals</u>	<u>Penalty Notice</u>	<u>\$\$ Accrued</u>	<u>State Prosecutor</u>
19A	Carriage House Road	Carriage House	Apt	1	1		1					
19B	Carriage House Road	Carriage House	Apt	1	0	1						
19C	Carriage House Road	Carriage House	Apt	1	1							
19D	Carriage House Road	Carriage House	Apt	1	1							
295	Mulberry Road		SFD	1	0	1						
6B	Carriage House Road	Carriage House	Apt	1	0	1						
6C	Carriage House Road	Carriage House	Apt	1	0	1						
6D	Carriage House Road	Carriage House	Apt	1	0	1						
2A	Penner Place	Celeron	Apt	1	1							
2B	Penner Place	Celeron	Apt	1	1							
2C	Penner Place	Celeron	Apt	1	0	1						
2D	Penner Place	Celeron	Apt	1	0	1						
2E	Penner Place	Celeron	Apt	1	0	1						
2F	Penner Place	Celeron	Apt	1	0	1						
2G	Penner Place	Celeron	Apt	1	1							
2H	Penner Place	Celeron	Apt	1	0	1						
105	Hunting Lodge Road		SFD	1	1							
6A	Carriage House Road	Carriage House	Apt		0	1						
5C	Carriage House Road	Carriage House	Apt	1	0	1						
5D	Carriage House Road	Carriage House	Apt	1	0	1						
156	Hunting Lodge Road		SFD	1	1		1					
11A	Carriage House Road	Carriage House	Apt	1	0							
11B	Carriage House Road	Carriage House	Apt	1	0							
13B	Carriage House Road	Carriage House	Apt	1	0							
13C	Carriage House Road	Carriage House	Apt	1	0							
18A	Carriage House Road	Carriage House	Apt		0	1						
18C	Carriage House Road	Carriage House	Apt		0	1						
14A	Carriage House Road	Carriage House	Apt	1	0							
14C	Carriage House Road	Carriage House	Apt	1	0							
270	South Eagleville Road		SFD	1	0				From Police - free of blight			
19A	Carriage House Road	Carriage House	Apt	1	1							
15A	Carriage House Road	Carriage House	Apt	1	0							
15B	Carriage House Road	Carriage House	Apt	1	0							
15C	Carriage House Road	Carriage House	Apt	1	0							
15D	Carriage House Road	Carriage House	Apt	1	0							
17B	Carriage House Road	Carriage House	Apt	1	0							
19A	Carriage House Road	Carriage House	Apt	1	0							
1A	Stallman Road	Celeron	Apt	1	0							
1B	Stallman Road	Celeron	Apt	1	0							
1C	Stallman Road	Celeron	Apt	1	1							
1D	Stallman Road	Celeron	Apt	1	0							
1E	Stallman Road	Celeron	Apt	1	0							
1F	Stallman Road	Celeron	Apt	1	1							
1G	Stallman Road	Celeron	Apt	1	1							
1H	Stallman Road	Celeron	Apt	1	1							
1A	Wetzel Way	Celeron	Apt	1	0							
1B	Wetzel Way	Celeron	Apt	1	0							
1C	Wetzel Way	Celeron	Apt	1	0							
1D	Wetzel Way	Celeron	Apt	1	0							
1E	Wetzel Way	Celeron	Apt	1	0							
1F	Wetzel Way	Celeron	Apt	1	0							
1G	Wetzel Way	Celeron	Apt	1	0							
1H	Wetzel Way	Celeron	Apt	1	0							
8B	Carriage House Road	Carriage House	Apt			1						
18B	Carriage House Road	Carriage House	Apt			1						
18D	Carriage House Road	Carriage House	Apt			1						
				50	13	18	2	0			\$0.00	

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NOTES
(1) all certification, complaint and rental status site reviews plus related reinspections are included in total
(2) violations based on site location visit and do not reflect total of individual violation items found

Brad Freeman

<u>Blight / Litter Ticket System</u>			
	<u>Door Hanger</u>	<u>Notice</u>	<u>Citation</u>
TOTALS	0	0	0

HOUSING INSPECTION REPORT
MONTH OF NOVEMBER, 2008

<u>Street #</u>	<u>Property Address</u>	<u>Complex</u>	<u>Type</u>	<u>Inspections</u>	<u>Violations</u>	<u>Certificate(s)</u>	<u>Waiver(s)</u>	<u>Complaints</u>	<u>Referrals</u>	<u>Penalty Notice</u>	<u>\$\$ Accrued</u>	<u>State Prosecutor</u>
2A	Penner Place	Celeron	Apt	1	0							
2B	Penner Place	Celeron	Apt	1	0							
2G	Penner Place	Celeron	Apt	1	0							
17	Foster Drive	Colonial	Apt	1	0							
19	Foster Drive	Colonial	Apt	1	0							
20	Foster Drive	Colonial	Apt	1	0							
21	Foster Drive	Colonial	Apt	1	0							
22	Foster Drive	Colonial	Apt	1	0							
23	Foster Drive	Colonial	Apt	1	0							
24	Foster Drive	Colonial	Apt	1	0							
25	Foster Drive	Colonial	Apt	1	0							
26	Foster Drive	Colonial	Apt	1	0							
1C	Stallman Street	Celeron	Apt	1	0							
1F	Stallman Street	Celeron	Apt	1	0							
1G	Stallman Street	Celeron	Apt	1	0							
1H	Stallman Street	Celeron	Apt	1	0							
11	Flaherty Road		Apt	1	1				to Health,Zoning,Assessor,Human Services			
4A	Poplar Drive	College Park	Condo	1	0							
105	Hunting Lodge Road		SFD	1	0		1					
156	Hunting Lodge Road		SFD	1	0							
105	Hunting Lodge Road		SFD	1	1				to Zoning, off-campus student housing			
1728	Stafford Road		SFD	1	0							
1559	Stafford Road		Apt						to Zoning, possible illegal Apt			
TOTALS				21	2	0	1	0			\$0.00	

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NOTES
(1) all certification, complaint and rental status site reviews plus related reinspections are included in total
(2) violations based on site location visit and do not reflect total of individual violation items found

<u>Blight / Litter Ticket System</u>			
	<u>Door Hanger</u>	<u>Notice</u>	<u>Citation</u>
TOTALS			1

Brad Freeman

HOUSING INSPECTION REPORT
MONTH OF DECEMBER, 2008

<u>Street #</u>	<u>Property Address</u>	<u>Complex</u>	<u>Type</u>	<u>Inspections</u>	<u>Violations</u>	<u>Certificate(s)</u>	<u>Waiver(s)</u>	<u>Complaints</u>	<u>Referrals</u>	<u>Penalty Notice</u>	<u>\$\$ Accrued</u>	<u>State Prosecutor</u>
3A	Poplar Drive	College Park	Condo	1	1			1				
105	Hunting Lodge Road		SFD	1	0							
1521	Storrs Road		SFD	1	0							
3A	Poplar Drive	College Park	Condo	1	1					1	\$400	
TOTALS				4	2	0	0	1			\$400.00	

NOTES

(1) all certification, complaint and rental status site reviews plus related re-inspections are included in total
(2) violations based on site location visit and do not reflect total of individual violation items found

Blight / Litter Ticket System

	<u>Door Hanger</u>	<u>Notice</u>	<u>Citation</u>
TOTALS			

Brad Freeman

HOUSING CODE VIOLATION TRACKING SYSTEM
- Derek A. Debus, Housing Code Enforcement Officer -

Street #	Location of Property	Complex	Single Family	Two-Family	Three-Family	Multi-Family	Apartment	Condo	Orig. Insp. Date	390 - General I.D. Structure	400 - Light Ventilation	500 - Plumbing, Water, Septic	600 - Mechanical, Electrical	700 - Fire Safety, Egress	800 - Other	Total Violations at Inspection	Life Safety	General Health, Safety, Welfare	Certificate Inspection	Complaint Inspection	Blight Patrol	Re-insp to Abatement
373 Browns Road - Unit B				1					10/1/08													1
7 Unit A	Carriage House Road	Carriage House Apts					1		10/1/08	5		1				6	3	3	1			
7 Unit B	Carriage House Road	Carriage House Apts					1		10/1/08	5			2			7	6	1	1			
7 Unit C	Carriage House Road	Carriage House Apts					1		10/1/08													
7 Unit D	Carriage House Road	Carriage House Apts					1		10/1/08							0						1
8 Unit A	Carriage House Road	Carriage House Apts					1		10/2/08													1
8 Unit B	Carriage House Road	Carriage House Apts					1		10/2/08													1
8 Unit C	Carriage House Road	Carriage House Apts					1		10/2/08													1
8 Unit D	Carriage House Road	Carriage House Apts					1		10/2/08													1
16 Unit A	Carriage House Road	Carriage House Apts					1		10/6/08													1
16 Unit B	Carriage House Road	Carriage House Apts					1		10/6/08													1
16 Unit C	Carriage House Road	Carriage House Apts					1		10/6/08													1
16 Unit D	Carriage House Road	Carriage House Apts					1		10/6/08													1
97 Hunting Lodge Road			1						10/6/08													1
77 Separatist Road									10/6/08													1
240 Hunting Lodge Road				1					10/7/08				1	2		3	3					1
12 Club House Circle, Unit A		Clubhouse Apartments					1		10/7/08	1		1				2	1	1				1
12 Unit A	Carriage House Road	Carriage House Apts					1		10/8/08													1
12 Unit B	Carriage House Road	Carriage House Apts					1		10/8/08													1
12 Unit C	Carriage House Road	Carriage House Apts					1		10/8/08													1
12 Unit D	Carriage House Road	Carriage House Apts					1		10/8/08													1
11 Unit B	Carriage House Road	Carriage House Apts					1		10/8/08					1		1	1					1
11 Unit C	Carriage House Road	Carriage House Apts					1		10/8/08													1
A 1 Penner Place		Celeron Square Apts					1		10/8/08	1				1		2	2					1
B 1 Penner Place		Celeron Square Apts					1		10/8/08													1
D 1 Penner Place		Celeron Square Apts					1		10/8/08	2						2	2					1
E 1 Penner Place		Celeron Square Apts					1		10/8/08													1
F 1 Penner Place		Celeron Square Apts					1		10/8/08													1
G 1 Penner Place		Celeron Square Apts					1		10/8/08													1
H 1 Penner Place		Celeron Square Apts					1		10/8/08													1
18 Unit B	Carriage House Road	Carriage House Apts					1		10/9/08													1
18 Unit D	Carriage House Road	Carriage House Apts					1		10/9/08													1
5 Unit A	Carriage House Road	Carriage House Apts					1		10/9/08													1
13 Unit A	Carriage House Road	Carriage House Apts					1		10/9/08													1
13 Unit B	Carriage House Road	Carriage House Apts					1		10/9/08				2			2	2					1
13 Unit C	Carriage House Road	Carriage House Apts					1		10/9/08													1
13 Unit D	Carriage House Road	Carriage House Apts					1		10/9/08													1
233 Hunting Lodge Road			1						10/10/08													1
34 Hunting Lodge Road			1						10/10/08													1
31 Lynwood Rd			1						10/10/08													1
233 Hunting Lodge Road			1						10/15/08					1		1	1			1		1
4 Unit B	Carriage House Road	Carriage House Apts					1		10/15/08													1

HOUSING CODE VIOLATION TRACKING SYSTEM
- Derek A. Debus, Housing Code Enforcement Officer -

14 Unit A Carriage House Road	Carriage House Apts	1	10/15/08	2		4	2		8		3	5	1
14 Unit B Carriage House Road	Carriage House Apts	1	10/15/08										1
14 Unit C Carriage House Road	Carriage House Apts	1	10/15/08	4		1			5		2	3	1
14 Unit D Carriage House Road	Carriage House Apts	1	10/15/08										1
15 Unit A Carriage House Road	Carriage House Apts	1	10/15/08				1			2	1	1	1
15 Unit B Carriage House Road	Carriage House Apts	1	10/15/08	1		1	1		3		2	1	1
15 Unit C Carriage House Road	Carriage House Apts	1	10/15/08	9		1			10		5	5	1
15 Unit D Carriage House Road	Carriage House Apts	1	10/15/08	3		2			5		2	3	1
A 2 Wetzel Way	Celeron Square Apts	1	10/16/08	1					1			1	1
B 2 Wetzel Way	Celeron Square Apts	1	10/16/08	2					2		2		1
C 2 Wetzel Way	Celeron Square Apts	1	10/16/08										1
D 2 Wetzel Way	Celeron Square Apts	1	10/16/08										1
E 2 Wetzel Way	Celeron Square Apts	1	10/16/08										1
F 2 Wetzel Way	Celeron Square Apts	1	10/16/08										1
G 2 Wetzel Way	Celeron Square Apts	1	10/16/08										1
H 2 Wetzel Way	Celeron Square Apts	1	10/16/08										1
A 3 Wetzel Way	Celeron Square Apts	1	10/16/08										1
B 3 Wetzel Way	Celeron Square Apts	1	10/16/08										1
C 3 Wetzel Way	Celeron Square Apts	1	10/16/08										1
D 3 Wetzel Way	Celeron Square Apts	1	10/16/08					1		1			1
E 3 Wetzel Way	Celeron Square Apts	1	10/16/08					1		1	1		1
F 3 Wetzel Way	Celeron Square Apts	1	10/16/08										1
G 3 Wetzel Way	Celeron Square Apts	1	10/16/08	1			1	1	3				1
H 3 Wetzel Way	Celeron Square Apts	1	10/16/08										1
131 Hunting Lodge Road		1	10/17/08										1
17 Unit A Carriage House Road	Carriage House Apts	1	10/17/08										1
17 Unit B Carriage House Road	Carriage House Apts	1	10/17/08	3		1			4		1	3	1
17 Unit C Carriage House Road	Carriage House Apts	1	10/17/08										1
17 Unit D Carriage House Road	Carriage House Apts	1	10/17/08										1
13 Unit D Carriage House Road	Carriage House Apts	1	10/19/08						0				1
287 Gurfayville Road		1	10/20/08						0				1
20 Carriage House Road	Carriage House Apts	1	10/20/08						0				1
18 Foster Drive	Colonial Apartments	1	10/20/08									1	1
19 Foster Drive	Colonial Apartments	1	10/20/08									1	1
20 Foster Drive	Colonial Apartments	1	10/20/08									1	1
21 Foster Drive	Colonial Apartments	1	10/20/08									1	1
22 Foster Drive	Colonial Apartments	1	10/20/08									1	1
23 Foster Drive	Colonial Apartments	1	10/20/08									1	1
25 Foster Drive	Colonial Apartments	1	10/20/08									1	1
7 Unit A Carriage House Road	Carriage House Apts	1	10/21/08				1			1			1
7 Unit B Carriage House Road	Carriage House Apts	1	10/21/08										1
7 Unit C Carriage House Road	Carriage House Apts	1	10/21/08										1
A 4 Wetzel Way	Celeron Square Apts	1	10/21/08				1			1			1
B 4 Wetzel Way	Celeron Square Apts	1	10/21/08									1	1
C 4 Wetzel Way	Celeron Square Apts	1	10/21/08	1		1		1	2		1	1	1
D 4 Wetzel Way	Celeron Square Apts	1	10/21/08										1
E 4 Wetzel Way	Celeron Square Apts	1	10/21/08										1
F 4 Wetzel Way	Celeron Square Apts	1	10/21/08										1
G 4 Wetzel Way	Celeron Square Apts	1	10/21/08	1					1			1	1
H 4 Wetzel Way	Celeron Square Apts	1	10/21/08										1
19 Unit C Carriage House Road	Carriage House Apts	1	10/22/08										1

HOUSING CODE VIOLATION TRACKING SYSTEM
- Derek A. Debus, Housing Code Enforcement Officer -

Street #	Location of Property	Complex	Single Family	Two-Family	Three-Family	Multi-Family	Apartment	Condo	Orig. Insp. Date	300 -	500 -	600 -	700 -	800 -	Total Violations at Inspection	General Health, Safety, Welfare	Certificate Inspection	Complaint Inspection	Blight Patrol	Re-Inspection
										General Structure	Plumbing Water, Septic	400 - Light Ventilation	500 - Fire Safety Egress							
240 B	Hunting Lodge Road			1					11/3/08						0					1
233	Hunting Lodge Road		1						11/3/08						0			1		
1832	Storns Road		1						11/3/08						0			1		

A	2 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
B	2 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
C	2 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
D	2 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
E	2 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
F	2 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
G	2 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
A	3 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
B	3 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
C	3 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
D	3 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
E	3 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
F	3 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
G	3 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
H	3 Stallman Street	Celeron Square Apts					1		11/3/08						0					1
A	1 Penner Place	Celeron Square Apts					1		11/4/08						0					1
D	1 Penner Place	Celeron Square Apts					1		11/4/08						0					1
A	1 Perreault Place	Celeron Square Apts					1		11/4/08						0					1
B	1 Perreault Place	Celeron Square Apts					1		11/4/08						0					1
C	1 Perreault Place	Celeron Square Apts					1		11/4/08						0					1
D	1 Perreault Place	Celeron Square Apts					1		11/4/08						0					1
E	1 Perreault Place	Celeron Square Apts					1		11/4/08						0					1
F	1 Perreault Place	Celeron Square Apts					1		11/4/08						0					1
G	1 Perreault Place	Celeron Square Apts					1		11/4/08						0					1
H	1 Perreault Place	Celeron Square Apts					1		11/4/08						0					1
A	2 Wetzel Way	Celeron Square Apts					1		11/4/08						0					1
B	2 Wetzel Way	Celeron Square Apts					1		11/4/08						0					1
A	2 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
B	2 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
C	2 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
D	2 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
E	2 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
F	2 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
G	2 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
H	2 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
A	3 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
B	3 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
C	3 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
D	3 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
E	3 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
F	3 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
G	3 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
H	3 Perreault Place	Celeron Square Apts					1		11/5/08						0					1
97	Hunting Lodge Rd								11/7/08						0					1
109	Hunting Lodge Rd								11/7/08						0					1
27	Hunting Lodge Rd								11/10/08						0					1
D	3 Wetzel Way	Celeron Square Apts					1		11/10/08						0					1
E	3 Wetzel Way	Celeron Square Apts					1		11/10/08						0					1
G	3 Wetzel Way	Celeron Square Apts					1		11/10/08						0					1

HOUSING CODE VIOLATION TRACKING SYSTEM
- Derek A. Debus, Housing Code Enforcement Officer -

A	1 Marie Peters	Celeron Square Apts	1	11/10/08					0				1
B	1 Marie Peters	Celeron Square Apts	1	11/10/08					0				1
C	1 Marie Peters	Celeron Square Apts	1	11/10/08					0				1
D	1 Marie Peters	Celeron Square Apts	1	11/10/08					0				1
E	1 Marie Peters	Celeron Square Apts	1	11/10/08					0				1
F	1 Marie Peters	Celeron Square Apts	1	11/10/08					1	1			1
G	1 Marie Peters	Celeron Square Apts	1	11/10/08					0				1
H	1 Marie Peters	Celeron Square Apts	1	11/10/08	3	3			6	3	3		1
A	2 Marie Peters	Celeron Square Apts	1	11/12/08					0				1
B	2 Marie Peters	Celeron Square Apts	1	11/12/08	2				2	2			1
C	2 Marie Peters	Celeron Square Apts	1	11/12/08	2				2	2			1
D	2 Marie Peters	Celeron Square Apts	1	11/12/08	2	1		1	4	2	2		1
E	2 Marie Peters	Celeron Square Apts	1	11/12/08					0				1
F	2 Marie Peters	Celeron Square Apts	1	11/12/08					0				1
G	2 Marie Peters	Celeron Square Apts	1	11/12/08					0				1
H	2 Marie Peters	Celeron Square Apts	1	11/12/08					0				1
A	4 Wetzel Way	Celeron Square Apts	1	11/12/08					0				1
B	4 Wetzel Way	Celeron Square Apts	1	11/12/08					0				1
C	4 Wetzel Way	Celeron Square Apts	1	11/12/08					0				1
G	4 Wetzel Way	Celeron Square Apts	1	11/12/08					0				1
A	3 Marie Peters	Celeron Square Apts	1	11/13/08				1	1	1			1
B	3 Marie Peters	Celeron Square Apts	1	11/13/08					0				1
C	3 Marie Peters	Celeron Square Apts	1	11/13/08	1				1		1		1
D	3 Marie Peters	Celeron Square Apts	1	11/13/08					0				1
E	3 Marie Peters	Celeron Square Apts	1	11/13/08					0				1
F	3 Marie Peters	Celeron Square Apts	1	11/13/08					0				1
G	3 Marie Peters	Celeron Square Apts	1	11/13/08				1	1	1			1
H	3 Marie Peters	Celeron Square Apts	1	11/13/08				1	2	1	1		1
A	4 Marie Peters	Celeron Square Apts	1	11/13/08					0				1
B	4 Marie Peters	Celeron Square Apts	1	11/13/08				1	1	1			1
C	4 Marie Peters	Celeron Square Apts	1	11/13/08	4			2	6	4	2		1
D	4 Marie Peters	Celeron Square Apts	1	11/13/08					0				1
E	4 Marie Peters	Celeron Square Apts	1	11/13/08					0				1
F	4 Marie Peters	Celeron Square Apts	1	11/13/08				1	3	1	2		1
G	4 Marie Peters	Celeron Square Apts	1	11/13/08				1	0				1
H	4 Marie Peters	Celeron Square Apts	1	11/13/08	2			1	3	1	2		1
1059	Stors Road		1	11/14/08	5			1	6	6	0		1
23	Hunting Lodge Rd		1	11/17/08					0				1
B,C,D	5 Wetzel Way	Celeron Square Apts	3	11/17/08					0				3
A	3 Penner Place	Celeron Square Apts	1	11/17/08					0				1
B	3 Penner Place	Celeron Square Apts	1	11/17/08					1	1			1
C	3 Penner Place	Celeron Square Apts	1	11/17/08	3				3	1	2		1
D	3 Penner Place	Celeron Square Apts	1	11/17/08	2			1	3	3	0		1
E	3 Penner Place	Celeron Square Apts	1	11/17/08	3				3	1	2		1
F	3 Penner Place	Celeron Square Apts	1	11/17/08					0				1
G	3 Penner Place	Celeron Square Apts	1	11/17/08					0				1
H	3 Penner Place	Celeron Square Apts	1	11/17/08					0				1
A,B,D,E	2 Coogan Crescent	Celeron Square Apts	4	11/18/08					0				4
7	Worwood Hill Rd		1	11/19/08				1	1		1		1
65	Moulton Rd		1	11/20/08					0				1
103	Hunting Lodge Rd		1	11/20/08					0				1
143	Courtyard Lane		1	11/21/08					0				1
844	Stefford Rd		1	11/21/08				1	1	1			1
844	Stefford Rd		1	11/21/08					0				1
A	2 Perreault Place	Celeron Square Apts	1	11/25/08									1
C	2 Perreault Place	Celeron Square Apts	1	11/25/08									1

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HOUSING CODE VIOLATION TRACKING SYSTEM
- Derek A. Debus, Housing Code Enforcement Officer -

G	2 Perreault Place	Celeron Square Apts	1	11/25/08																	
A	1 Perreault Place	Celeron Square Apts	1	11/25/08																	
E	1 Perreault Place	Celeron Square Apts	1	11/25/08																	
F	1 Perreault Place	Celeron Square Apts	1	11/25/08																	
C	3 Perreault Place	Celeron Square Apts	1	11/26/08																	
E	3 Perreault Place	Celeron Square Apts	1	11/26/08																	
G	3 Perreault Place	Celeron Square Apts	1	11/26/08																	
H	3 Perreault Place	Celeron Square Apts	1	11/26/08																	
19	Hillside Circle		1	11/26/08																	
134	Hunting Lodge Rd		1	11/26/08				1	1				1						1		
109	Hunting Lodge Rd		1	11/26/08				1	1				1						1		
97	Hunting Lodge Rd		1	11/26/08				1	1				1						1		
TOTALS			16	1	0	0	109	0	50	0	17	6	8	2	85	49	35	105	6	4	21

HOUSING CODE VIOLATION TRACKING SYSTEM
- Derek A. Debus, Housing Code Enforcement Officer -

Street #	Location of Property	Complex	Single Family	Two- Family	Three- Family	Multi- Family	Apartment	Condo	Orig. Insp. Date	300 - General		500 - Plumbing		800 - Mechanical		700 - Fire Safety		800 - Other	Total Violations at Inspection	General Health		Certificate Inspection	Complaint Inspection	Blight Patrol	Re-Insp to Abatement
										Structure	Ventilation	Water Septic	Electrical	Safety Egress	Life Safety	Safety Welfare									
76	Warrenville Rd		1						12/1/08	3		2	1	2					8	4	4	1			
G, H	1 Marie Peters	Celeron Square Apts					2		12/2/08										0			2			2
B,C,D	2 Marie Peters	Celeron Square Apts					3		12/2/08										0			3			3
32	Chaffeeville			1					12/2/08										N/A						
A,D,G,H	3 Marie Peters	Celeron Square Apts					4		12/4/08										0			4			4
A,B,C,D	3 Stallmen Street	Celeron Square Apts					4		12/4/08										0			4			4
12D	Carriage House Road	Carriage House Apts					1		12/4/08										1					1	
97	Hunting Lodge Rd		1						12/4/08										1					1	
65	Lynwood Dr		1						12/5/08										N/A						
1632	Storrs Rd		1						12/5/08										1					1	
1637	Storrs Rd		1						12/5/08										1					1	
1639	Storrs Rd		1						12/5/08										1					1	
32A	Chaffeeville			1					12/8/08		2	1	3					6			5	1	1		
32B	Chaffeeville			1					12/8/08	1	2			2				5		3	2	1			
97	Hunting Lodge Rd		1						12/9/08									0						1	1
1632	Storrs Rd		1						12/9/08									0						1	1
12D	Carriage House Road						1		12/9/08									0						1	1
233	Hunting Lodge Rd		1						12/10/08									1						1	
1069	Storrs Rd		1						12/11/08	3						1		4		2	2		1		1
27	Hunting Lodge Rd		1						12/11/08									1						1	
233	Hunting Lodge Rd		1						12/15/08									0						1	1
B	3 Penner Place	Celeron Square Apts					1		12/15/08									0						1	1
C	3 Penner Place	Celeron Square Apts					1		12/15/08									0						1	1
D	3 Penner Place	Celeron Square Apts					1		12/15/08									0						1	1
E	3 Penner Place	Celeron Square Apts					1		12/15/08									0						1	1
B	4 Marie Peters	Celeron Square Apts					1		12/15/08									0						1	1
C	4 Marie Peters	Celeron Square Apts					1		12/15/08									0						1	1
F	4 Marie Peters	Celeron Square Apts					1		12/15/08									0						1	1
H	4 Marie Peters	Celeron Square Apts					1		12/15/08									0						1	1
16C	Cornell	Renwood					1		12/16/08									0						1	1
264	Mt Hope Road Unit 9	Woods Edge					1		12/16/08									1					1	1	1
520	Middle Tumpike		1						12/22/08									0					1		
64	Cedar Swamp Rd		1						12/22/08									0					1		
209	Birch Road		1						12/23/08			1						1					1		
1637	Storrs Road		1						12/23/08			1						1					1		
1639	Storrs Road		1						12/23/08			1						1					1		
7	Wormwood Hill Road		1						12/24/08									0					1		1
44	Birch Road		1						12/24/08				1	2				3		3			1		
15	Baxter Road			1					12/29/08	2		2						5		4	1		1		
2B	Yale Road						1		12/29/08															1	
TOTALS			19	4	0	0	26	0		9	0	11	3	11	0			42	21	19	23	4	11	23	

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HOUSING CODE VIOLATION TRACKING SYSTEM
 - Brad Freeman, Code Enforcement Officer -

Street #	Location of Property	Complex	Single Family	Two-Family	Three-Family	Multi-Family	Apartment	Condo	Orig. Insp. Date	300 -	500 -	600 -	700 -	800 -	Total Violations at Inspection	General			Certificate Inspection	Complaint Inspection	Blight Patrol	Re-Insp to Abatement
										General I.D. Structure	400 - Light Ventilation	Plumbing, Water, Sewer	Mechanical Electrical			Fire Safety Egress	900 - Other	Life Safety				
2A	Penner Place	Celeron					1		11/4/08						0	0	0					1
2B	Penner Place	Celeron					1		11/4/08						0	0	0					1
2G	Penner Place	Celeron					1		11/4/08						0	0	0					1
17	Foster Drive	Colonial						1	11/5/08						0	0	0					1
19	Foster Drive	Colonial					1		11/5/08						0	0	0					1
20	Foster Drive	Colonial					1		11/5/08						0	0	0					1
21	Foster Drive	Colonial					1		11/5/08						0	0	0					1
22	Foster Drive	Colonial					1		11/5/08						0	0	0					1
23	Foster Drive	Colonial					1		11/5/08						0	0	0					1
24	Foster Drive	Colonial					1		11/5/08						0	0	0					1
25	Foster Drive	Colonial					1		11/5/08						0	0	0					1
26	Foster Drive	Colonial					1		11/5/08						0	0	0					1
	Shiloh Street	Celeron					1		11/4/08						0	0	0					1
	Shiloh Street	Celeron					1		11/4/08						0	0	0					1
	Shiloh Street	Celeron					1		11/4/08						0	0	0					1
	Shiloh Street	Celeron					1		11/4/08						0	0	0					1
11	Flebery Road						1		11/13/08	4	1		10	3	18	16	2	1				1
2A	Poplar Drive	College Park						1	11/14/08						0	0	0					1
155	Shiloh Street						1		11/18/08						0	0	0					1
208	Shiloh Street						1		11/20/08	1		1	1		3	2	1					1
228	Shiloh Street						1		11/20/08						0	0	0					1
TOTALS										4	0	0	0	11	1	21	18	2	1	0	1	19

HOUSING CODE VIOLATION TRACKING SYSTEM
 - Brad Freeman, Code Enforcement Officer -

Street#	Location of Property	Complex	Single Family	Two- Family	Three- Family	Multi- Family	Apartment	Condo	Ordn. Insp. Data	300 -	400 -	500 -	600 -	700 -	800 -	Total Violations at Inspection	Life Safety	General	Certificate Inspection	Complaint Inspection	Blight Patrol	Re-Insps to Abatement	
										General I.D. Structure	Light Ventilation	Plumbing, Water, Septic	Mechanical, Electrical	Fire Safety, Egress				Health, Safety, Welfare					
3A	Poplar Drive	Collage Park	1					1	12/10/08	11		1	3			15	1	14		1			
1521	Storms Road		1						12/16/08							0	0	0					
105	Hunting Lodge Road								12/16/08							0	0	0					1
TOTALS			2	0	0	0	0	1		11	0	1	3	0	0	15	1	14	1	1	0	1	



William D. Hammon, Facilities Management Director

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

Quarterly Report

October 1, 2008 ~ December 31, 2008

A. Completed Activities:

1. Received building permit for co-gen at MCC and started installation
2. Received bids for MMS heating system, need to re-bid
3. Continue to evaluate possible sites for a large grammar school
4. Repaired boiler at Goodwin School
5. Energy use at all town buildings is now available on the maintenance web page
6. The garbage dumpsters at Southeast School have been relocated
7. The area outside the MMS library is now drained
8. The state mandated asbestos inspection for schools has been completed
9. The town hall custodian now has dependable transportation
10. Went through safety training for school ropes courses
11. Installed a playscape at Goodwin School
12. Repaired floor in assessors office
13. Completed gasoline tank installation on the town's portable emergency generator
14. Completed app. 235 work orders

Plans for Next Quarter:

1. Complete installation of co-gen at MCC
2. Draft an energy policy
3. Replace refrigerators through out the town for energy savings
4. Integrate the maintenance employees at MCC into our operation
5. Replace all malfunctioning heating controls if possible in all buildings
6. Install washer and dryer at shop for cost savings
7. Investigate doing more inspections ourselves instead of hiring contractors
8. Sign a contract with Energy New England for a rebate program
9. Get some of our staff trained for Allerton heat controls
10. Award contract for heating system at MMS

INTER

OFFICE

MEMO

TOWN OF MANSFIELD, FINANCE DEPARTMENT

To: Matthew W. Hart, Town Manager
From: Jeffrey H. Smith, Director of Finance
Subject: Second Quarter Narrative Report (December 31, 2008)
Date: February 9, 2009

I. ACCOUNTING, FINANCIAL REPORTING & BUDGETING

1. Accomplishments
 - a. Completed all quarterly payroll tax reports for the third quarter of calendar year 2008
 - b. Prepared internal and external quarterly reports, including the Quarterly Financial reports for the Town and Region 19
 - c. Completed quarterly financial reporting for the EHHD's Bioterrorism & multiple other health grants and MDP's STEAP/DECD grants, including payment requests
 - d. Prepared the remaining schedules and tables for the 2007/08 Comprehensive Annual Financial Report for the Town, Region 19 and Eastern Highlands Health District, including the Management Discussion and Analysis and transmittal letters. Submitted the CAFR's to the Gov. Finance Officers' Assoc. Certificate for Excellence in Financial Reporting Program.
 - e. Completed the annual audit with Kostin, Ruffkess & Co.
 - f. Began personal services budgeting for FY 2009/10 for the Town, Region, Board and EHHD
 - g. Prepared the Position Control and salary budget transfers for the Town, Region and Board for FY 2008/09
 - h. Calculated yearend payroll adjustments for auto usage and for taxable Group Term Life Insurance

- i. Began preparation of the 2009/10 budget, including initial projections for the budget workshops for the Town and Region
 - j. Finalized the transition of Capital Projects back to the Finance Department
 - k. Continued work with the Town Managers' office and the Board Personnel Assistants to prepare for the new federally mandated requirements for the Boards' 403(b) plans. Began set up of Plan with Ease and made initial contact with plan providers.
2. Outstanding Problems:
None at this time
3. Plans for the next quarter:
- a. Issue all internal and external quarterly reports
 - b. Prepare all quarterly payroll tax reports
 - c. Prepare quarterly financial reports for EHHD Bioterrorism & multiple other health grants and for MDP's STEAP grant, including payment requests as necessary
 - d. Implement changes outlined in the responses to the audit management comments.
 - e. Finalize personal services budgets for 2009/10 for the Town
 - f. Continue the 2009/10 budget preparation, including carefully monitoring the current year budget
 - g. Cost out various service reduction options in light of the projected decrease in revenues for 2009/10
 - h. Prepare the 2008 W-2's and 1099's
 - i. Prepare the annual water/sewer budgets
 - j. Prepare Capital Projects funding adjustments and closeouts for 2008/09.
 - k. Begin to establish a purchasing card program for the Board of Education

II. ASSESSOR'S OFFICE

1. 2008/2009 Second Quarter Accomplishments

- a. Completed the review and processing of all property transfers for the period covering October 1 – December 31, 2008. There were 101 documents reviewed.
 - b. Completed all sales analysis for the same time period. There were 46 sales, which were catalogued for use by the public.
 - c. Completed field inspections for new construction permits for the 2008 Grand List. Inspections for all other permits taken out prior to October 1, 2008 were conducted by the Property Appraiser. All resultant changes in value will be reflected in the 2008 Grand List.
 - d. Completed processing of the 2007 Supplemental Motor Vehicle Grand List in December.
2. 2008/2009 Third Quarter Plans
- a. Will continue to process all property transfers and legal changes to the records.
 - b. The 2008 Grand Lists (Real, Personal Property, Motor Vehicle) will be completed.
 - c. The Board of Assessment Appeals will hold their meetings in March 2009 and the Assessor's office will process any changes resulting from said hearings.
 - d. Systematic inspections, including those of recent sales, will continue in full swing in preparation for the 2009 town-wide Revaluation.
3. Problems.

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

III. REVENUE COLLECTORS OFFICE

1. Accomplishments:

Parking Tickets

- a. Kept current with Town ticket appeals, payments, correspondence and entry of new tickets.
- b. Began project of looking up all tickets outstanding since 2004 on the DMV for name and address information. With our efforts to collect outstanding tickets since 2004,

almost doubled our ticket collections for the year. The budgeted revenue is \$4,500 and collected \$8,755 by 12/31/08. We will send follow up bills on uncollected tickets in the 1st quarter of 2009.

Refuse/Miscellaneous/Sewer Bills

- c. Billed and collected refuse accounts for the October 2008 quarterly refuse bills.
- d. Entered and balanced monthly revenues. Processed 79 billings for the Eastern Highland Health District, Data Processing, Rental Properties, Public Works, Sinking Fund, Preston, Copier Fees, Administrative Services, Small Cities Loans, Special Education accounts, cell phone usage, Police Traffic Control and Animal Control. Total of all billings for the quarter were \$738,826. Total outstanding revenues as of December 31, 2008 are \$314,580.
- e. Billed and collected the self-pay retiree medical life insurance monthly. Cancelled some accounts that remain uncollected over a long period of time.
- f. Billed and collected on Sewer accounts for the March 2008 to August 2008.
- g. Sent delinquent reminder notices and shut off notices for delinquent refuse accounts. Shut offs executed on accounts still unpaid for last quarter.
- h. Placed 7 new refuse liens. No releases were processed.

Taxes

- i. Continued collections on the 2007 Grand List.
- j. Sent bill for the supplemental motor vehicle list in early to allow residents time to send in their payments by the February 2, 2009 deadline. This has allowed for supplemental payments to come in earlier than normal. By December 31st, 55% of the budget for this item was collected.
- k. Collections on the 2007 Grand List through December 31st were \$14,322,429 or 63% of the budgeted collections. This office processed 2,963 payments this quarter on all accounts, including prior years. Prior Years collections, including interest through December 31st totaled \$299,772 or 89% of budgeted collections for this category.
- l. Processed certificate of corrections, 23 refunds and printed monthly balancing reports for these activities. \$30,853 of taxes has been removed due to proof provided during the collections process this quarter on 198 accounts.
- m. Continued to work on returned pieces of mail received.
- n. Continued to request foreclosure action from attorneys on properties from 2005 Grand List or before. Letters to go out in January 2009.
- o. Working on sending our next list to ANRG, our collection agency. New file to be sent in January 2009.
- p. Refunds are still very behind. As requests come in, refunds are issued. Follow up otherwise has fallen to level less desirable. We hope to pick back up on this in the next quarter.
- q. Released 20 tax liens on accounts paid off during this quarter.

General office

r. Reconciled to the General Ledger bi-weekly. We are in balance with the Finance office on all revenue and expense budget lines at this time.

2. Outstanding Problems:

a. None at this time.

3. Plans for the Next Quarter:

Parking Tickets

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

Refuse/Miscellaneous/Sewer Bills

- c. Bill and collect single family refuse accounts for the January 2009 quarter. Process the multi family billings based on the number of cubic yard containers used.
- d. Enter and Balance monthly revenues. Process miscellaneous billing requests when received. Process cell phone bills – work to transition cell phone billing to payroll deduction.
- e. Process and collect the self-pay retiree medical and life insurance billings monthly.
- f. Send delinquent reminders, shut off and lien notices for unpaid refuse accounts.
- g. Process liens on unpaid refuse accounts and sewer accounts.
- h. Begin to clean up the refuse accounts that are old and uncollected.
- i. Review old miscellaneous receivables and ask owners of revenue to determine write-off potential.

Taxes

- j. Process all payments, certificate of corrections, refunds and print daily and monthly balancing reports for these activities.
- k. Release liens as necessary for accounts collected in full.
- l. Submit list as suggested by management regarding delinquent accounts at risk of foreclosure to attorney to begin process. Submit letters to mobile home park owners regarding delinquency status of homes in their park.

- m. Continue to assess delinquency status, bankruptcy status, familiarize special arrangements, and build relations with taxpayers and fellow tax collectors.
- n. Complete suspense account request to go to Council.
- o. Send new list to collection agency to begin collection action.
- p. Send DMV restricted registrations listing.
- q. Work on returned mail pieces to turn back around for notification to taxpayers. Approximately 300 mail pieces still to look up and resend.

General office

- a. Perform record retention duties on many classes of records.



Town of Mansfield Fire and Emergency Services

To: Matthew Hart, Town Manger
From: David J. Dagon, Fire Chief
Date: February 17, 2009
Subject: Quarterly Report – 2nd Quarter '08 – '09

Fire and Emergency Services Management

- EMS Duty Crew program
The department has staffed a second ambulance with Duty Crew members on most weekend evenings since UConn move-in weekend. The first formal program presentation of the new ambulance qualification program took place in November. The program will prepare members to qualify to staff the ambulance as either an attendant or driver.
- The department continues to assess its response procedures and assignments of apparatus.
- Two new policies are in development. The first addresses firefighter safety while operating at roadway incidents and the other is a policy that addresses how department apparatus respond to calls for service. Both policies are designed to provide a greater degree of safety during operations.
- Two Part Time career firefighters were hired to fill recent vacancies. Training will commence for the new part timers along with the new members of the department voted into the Mansfield Firefighters Association in September and October.

Training

- EMS In-Service
EMS in-service training programs are provided by Windham Community Memorial Hospital (WCMH). All training sessions are required for career personnel and members that participate in the EMS Duty Crew program. The sessions address issues or topics that occur in the course of providing EMS to the community.

- A new Entry-level/New member training program was presented to members voted into the Mansfield Firefighters Association during the September and October meetings. The program provides new members with the training necessary to enable them to respond to calls for service. It was developed to free up training time throughout the rest of the year for regular and veteran members of the department.
- Three new Full Time career firefighters, Brian Gagnon, Matthew Lyons, and Justin Risley graduated from Connecticut Fire Academy's Recruit Firefighter Training Program. The fourteen (14) week Recruit Firefighter Training Program is a primary and basic learning experience that forms the foundation upon which a firefighter builds his or her career.
- The department conducted ladder training to refresh members' skills on carrying, placing, raising, and extending. Roof ventilation techniques were also practiced.
- An SCBA Maze training class was conducted in November for the new part timers and members. This intensive training class is designed to maintain the skills a firefighter needs to enter a structure fire. Firefighters are expected to enter a "building" and conduct a search for occupants as they navigate through a maze of rooms filled with smoke, as they would in a residential structure

Fire Prevention

- The department delivered fire and life safety education programs to the Elementary and Middle Schools as well as several private schools and Daycare groups. This is an ambitious schedule of training that takes place mainly during the month of October and into November and reaches hundreds of school children. The support school staff and members of the fire department is critical to the program's success.

FEMA Grant

- The department was notified that its application to the Assistance to Firefighters Grant for the 2008 grant cycle was not accepted. The department had requested Tone and Voice Pagers; equipment used to alert firefighters to calls for service.

Equipment Testing/Maintenance

- Apparatus preventive maintenance and service tests are completed, follow-up maintenance for several repair/replacement issues identified during the preventive maintenance remain to be addressed.
- Testing of all department hose was conducted during October. 18,705 feet of various sizes of hose were tested to insure its integrity during fireground operations
- Hydraulic tools, power units, and systems were tested and maintained

- During the Winter months the department takes its Marine units Out of Service (OOS) for annual maintenance. Marine 107 is now receiving annual maintenance.

Water Supply

- The department's effort to inventory water sources that may be used during an emergency incident has resumed, the inventory project has been reassigned.

The Fire Department participated in the following Special Events

- Fire Prevention – Fire and Life Safety education
- EMS coverage of TriTown Youth Football games
- EMS coverage of E.O. Smith High School football home games
- E.O. Smith Post Secondary Opportunity Fair

Meetings/Training/Workshops attended:

- State Commission on Fire Prevention and Control
- Mansfield Firefighters Association
- Mansfield Fire Department Officer meetings
- WCMH EMS in-services
- Tolland County Mutual Aid Fire Service
- Connecticut Fire Chiefs Association
- Department of Emergency Management Homeland Security (DEMHS), Region 4
- Fire Marshal in-service training programs



Town of Mansfield

To: Matt Hart, Town Manager

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

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

Date: Monday, February 16, 2009

Re: Quarterly Report: October 1, through December 31, 2008

I. Accomplishments.

1. Worked with staff and the area apartment complex owners/agents to review the communities experience with the fall move-in and fall semester off campus weekends.
2. Presented the Public Safety 2008 Spring Weekend Report to the Town Council.
3. Worked with staff from DPW and Connecticut Water to review the costs and maintenance of public fire hydrants in the UConn area.
4. Worked with staff from the Human Services Department to develop procedures and identify needs of "at risk" residents.
5. Participated in and attended the Student Life Committee public hearings in regard to UConn Spring Weekend.
6. Continued to work with the IT Department to transition the responsibility of managing and supporting "wired voice communications" (traditional telephones, facsimile machines, and building paging services) to the IT Department.
7. Continued to serve on the Department of Emergency Management and Homeland Security Region IV Emergency Planning Steering Committee.
8. Installed the interoperable UHF radio system for the Public Works Department and general government equipment that was purchased with the 2006 and 2007 Homeland Security Grants.
9. Continued to provide assistance to the Eastern Highlands Health District with planning for the Post Event Mass Vaccination Clinic (Small Pox), SARS and Bio-Terrorism.

Fire Marshal/Emergency Management/Voice Communications
Quarterly Report: October 1, through December 31, 2008

10. Continued to provide a Field Training Program for newly certified Deputy Fire Marshals.
11. Continued to work with the State Fire Marshal's Fire Prevention Code Advisory Committee.
12. Continued to work with property owners who have underground tanks that are affected by the Underground Storage Tank Ordinance.
13. Continued to work with the fire service, police, health department, and schools to review terrorism threats, mitigation, and response plans.
14. Continued to serve as the Chair of the WINCOG Emergency Management Committee.
15. Staff presented the Mansfield Fire Prevention and Life Safety Program to the schools, day care centers and community based groups.
16. Attended several Safety and Wellness Committee meetings.
17. Attended several meetings with DEMHS (Department of Emergency Management and Homeland Security) in regard to the development of an all hazards Regional Emergency Operations Plan.
18. Continued to assist users with the Fire Service Management Software.
19. Staff attended the following in-service training program: CFSCG Part III Series and Part IV: New Construction and/or Renovation of Manufacturing Occupancies; NFIRS Coding Issues and Problem Solving; Motor Fuel Dispensing Facilities; 2003 International Existing Building Code; NFPA 921: Digital Fire Scene Photography; CBOA/CFMA Educational Conference - Implications of the NFPA Fire Prevention Code & Code Official Teamwork; Managing Large-Scale Construction Projects and, ICS-400: Advanced ICS Command and General Staff—Complex Incidents.
20. Attended several Campus/Community Partnership meetings.
21. Continued to serve on an Emergency Procedures for municipal buildings subcommittee of the Health and Safety Committee.
22. Attended several Mansfield Fire Department Officers meetings, Mansfield Fire Association meetings, and Training programs.

II. Outstanding Problems.

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

III. Exception Report.

1. None.

IV. Plans for the Next Quarter.

1. Place a high priority on new construction inspections.
2. Implement the "e-PCR" (Electronic Patient Care Report) reporting system for the department.
3. Continue to monitor the computerized Fire Department Records Management System

V. Staff Changes.

1. None.

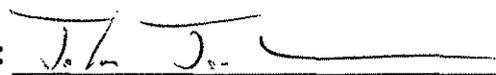
VI. Statistical Reports.

1. Fire Marshal Reports (Attached).
2. Issued 9 Open Burning Permits.
3. No new underground storage tanks were registered.

MONTHLY REPORT

DEPARTMENT: FIRE MARSHAL
 REPORT PERIOD ENDING: OCTOBER 2008

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	52	88	47	295	295
FIRE INVESTIGATIONS & EMERGENCY CALLS	5	2	8	12	19
FIRE HAZARD COMPLAINTS	6	4	2	13	14
ABATEMENT ORDER ISSUED	2	1	3	6	6
DAY CARE SCHOOL INSPECTION	1	2	1	8	8
SCHOOL INSPECTION	6	0	6	13	12
LIQUOR CONTROL COMMISSION INSPECTION	3	4	3	9	9
ISSUE BLASTING PERMITS	0	0	1	1	2
PUBLIC HEALTH HOSPITAL INSPECTION	0	0	0	1	1
MEETINGS ATTENDED IN TOWN	6	7	8	27	27
SCHOOL ATTENDED NIGHTS	3	3	2	6	10
PLAN REVIEW	3	8	4	46	25

SUBMITTED BY: 

MONTHLY REPORT

DEPARTMENT: FIRE MARSHAL

REPORT PERIOD ENDING: NOVEMBER 2008

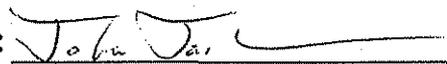
PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	81	52	78	376	373
FIRE INVESTIGATIONS & EMERGENCY CALLS	3	5	2	15	21
FIRE HAZARD COMPLAINTS	1	6	6	14	20
ABATEMENT ORDER ISSUED	1	2	4	7	10
DAY CARE SCHOOL INSPECTION	2	1	0	10	8
SCHOOL INSPECTION	1	6	0	14	12
LIQUOR CONTROL COMMISSION INSPECTION	4	3	4	13	13
ISSUE BLASTING PERMITS	1	0	0	2	2
PUBLIC HEALTH HOSPITAL INSPECTION	1	0	0	2	1
MEETINGS ATTENDED IN TOWN	4	6	6	31	33
SCHOOL ATTENDED NIGHTS	2	3	3	8	13
PLAN REVIEW	6	3	12	52	37

SUBMITTED BY: John Jas

MONTHLY REPORT

DEPARTMENT: FIRE MARSHAL
 REPORT PERIOD ENDING: DECEMBER 2008

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	84	81	89	460	462
FIRE INVESTIGATIONS & EMERGENCY CALLS	4	3	1	19	22
FIRE HAZARD COMPLAINTS	2	1	2	16	22
ABATEMENT ORDER ISSUED	4	1	0	11	10
DAY CARE SCHOOL INSPECTION	0	2	0	10	8
SCHOOL INSPECTION	0	1	0	14	12
LIQUOR CONTROL COMMISSION INSPECTION	2	4	2	15	15
ISSUE BLASTING PERMITS	0	1	0	2	2
PUBLIC HEALTH HOSPITAL INSPECTION	1	1	2	3	3
MEETINGS ATTENDED IN TOWN	5	4	4	36	37
SCHOOL ATTENDED NIGHTS	3	2	4	11	17
PLAN REVIEW	7	6	7	59	44

SUBMITTED BY: 

**TOWN OF MANSFIELD
DEPARTMENT OF HUMAN SERVICES**

To: Matthew Hart, Town Manager
From: Kevin Grunwald, Director
Re: Department of Human Services; Quarterly report- 10/01/08-12/31/08
Date: February 17, 2009

I. ADMINISTRATIVE AND ADULT SERVICES

A. During this quarter the Director of Human Services was involved in the following activities:

- Continued involvement with the DMHAS Strategic Prevention Framework-State Improvement Grant (SPF-SIG), including significant work on the development of an interactive website, aimed at creating a virtual community for parents.
- Continued participation in the Leadership Work Group for the State Department of Education and the William Caspar Graustein Memorial Fund's Local Capacity Building grant to develop a community plan for young children in Mansfield.
- Continued involvement in the Community Campus Partnership, including participation in a presentation to the UConn Student Affairs organization.
- Attended the Northeast Utilities' Annual Social Agency Forum.
- Attended the Annual Conference of the Connecticut Housing Coalition.
- Participated in a two-day training of trainers' event and became certified as a "TIPS" (Training for Intervention Procedures) trainer for alcohol servers.
- Represented the Town of Mansfield as a member of the Safety Net Sub-Committee of the Willimantic 10 Year Plan to End Homelessness.
- Served as a member of the steering committee for the Nonprofit Alliance of Northeast CT (NANC).
- Attended the annual Veteran's Day celebration at the Senior Center.
- Participated in the CT Youth Services' Regional Legislative breakfast.
- Coordinated participation of town employees in volunteering at the Windham No-Freeze shelter.
- Met with representatives of the Mansfield Housing Authority and the University of CT to explore affordable housing options.
- Represented the Mayor at a healthcare "listening forum" hosted by the Center for Medicare Advocacy.

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

- Brief or longer-term counseling and/or referral services were provided to 125 unduplicated clients, through 417 contacts.
- Financial assistance was provided to 12 individuals through 37 contacts.
- Crisis response services were provided to 1 individual.
- 4 residents received tax assistance from the Elderly and Disabled Homeowner's and Renter's programs through 18 contacts.
- Over \$800 was raised through the efforts of the Salvation Army Bell Ringing at the Eastbrook Mall.
- Department of Human Services staff worked collaboratively to provide holiday assistance to 74 individuals through the following efforts:
 - At Thanksgiving 18 families were sponsored by the Storrs Congregational Church and another 8 families were sponsored by private donors.
 - Forty-four families (73 adults and 79 children) received gifts and food at Christmas.
 - Food baskets were provided to 22 families at Christmas from Storrs Congregational Church and the Eastern CT Sportsman's Club.
 - 15 poinsettias were provided to Meals-On-Wheels recipients.
 - Gifts were given to 21 residents of Mansfield Center for Nursing and Rehabilitation.
 - Over \$1100 was raised through holiday donations.
 - The Mansfield Holiday Fund distributed more than \$12,000 to 26 adults and 47 children referred by this Department.
 - 34 sponsors provided holiday assistance, including a number of municipal departments and employees.

B. Other Activities

- The Adult Services' Social Worker attended the following training sessions:
 - Community resources for Alzheimer's Caregivers.
 - Social Agency Forum
 - Services for the blind and print-impaired.
 - NAMI Conference: Working Towards Employment
 - 2008 Carlson Forum: Elderly Tax Credit Programs
 - Medicaid and Medicare Conference

II. SENIOR SERVICES

A. Senior Center:

- There were 5229 visits to the Senior Center by 958 unduplicated members.
- A total of 2083 meals were served at the Center. An additional 963 meals were delivered through the Meals on Wheels program.

B. Highlights:

- The Senior Services Coordinator attended the CT Triad Advisory Meeting on October 15.
- The Senior Services Coordinator attended an Energy Assistance Training in Cromwell on October 30.
- The Senior Services Coordinator and the Senior Services Social Worker attended a Choices training.
- The Department of Social Services Rx Van visited in November and December. 18 seniors visited the van.
- The Access Agency assisted 2 people with energy assistance applications.
- Our sixth annual Veteran's Day Program was held on November 11 with a full house of 121 in attendance. The meal was made possible by donations from Mansfield Self and RV Storage, Angellino's Restaurant, and an individual donor.
- Effective November, TVCCA allowed the Center to offer a subsidized food option on Saturdays.
- The Center once again accepted donations for the Town of Mansfield's Food Pantry and collected two large boxes of mittens, gloves and scarves from the "Mitten Tree".
- The Department and a volunteer distributed stuffed animals to residents at Mansfield Center for Nursing and Rehabilitation who do not have family visits during the Holiday. Poinsettia plants were also given to meals on wheels recipients.

Health Presentations:

- "Balance and Fall Prevention" by UCONN's Jeffrey Kinsella-Shaw, Ph.D., PT on October 3.
- Auditory Training Health Talk by UCONN's Dr. Cienkowski on October 22.
- Nutrition Talk on Antioxidants on October 29 by UCONN Allied Health Students.
- Fluid Intake on November 14 by UCONN Allied Health Students.
- Open Forum on Hearing Aids by Dr. Cienkowski on December 10.

Intergenerational Programs:

- Generations Connect, a program through the Community Outreach division of UCONN, has been interacting with our seniors during our Saturday programming.
- Mansfield Middle School Students assist serving meals.
- A UCONN undergraduate intern facilitates a brain aerobics class, visits homebound seniors and has been delivering meals-on-wheels on Fridays.
- A community member coordinated a group of church volunteers to rake leaves and clean gutters for our seniors during the Fall.
- A UCONN Volunteer has been volunteering her time on Fridays with the congregate meals. She also assisted with processing Medicare Part D questions.
- A graduate UCONN student has been volunteering her time once a week in the kitchen.
- Two nutritional health presentations were offered by UCONN Allied Health students.
- Senior high school students participating in a HDFS college level course have been visiting Thursday afternoons. They join with seniors at lunch and also participate in either the Osteoporosis or Jewelry class.
- The Mansfield Middle School chorus performed for the birthday lunch in December.
- UCONN PT students provided health assessments and UCONN students in the Hearing Clinic provided free hearing screenings.

Special Programs:

- The Mansfield Senior Center Association held their annual Holiday Bazaar on November 8 raising over \$1700 for the Association.
- Birthday lunches: October 1 with entertainment by the "Sparkettes"; November 5 with Paul Recker and December 3 with the Mansfield Middle School Chamber Choir.
- The special program committee programs were Oktoberfest on October 15 with "Anita and Bob" with 70 in attendance; Thanksgiving Day Holiday Program on November 19 with 105 in attendance and Holiday Dinner on December 17 with 115 in attendance (entertainment by the MSC chorus and Sparkettes).
- We held a special program on December 2 with Entertainer, Sandy Robinson.
- Bill Dougal's, "Crooner's Corner", entertained on January 2 for a New Year's Celebration.

Presentations:

- "Money Matters: Budgeting for Electrical Needs" – October 10 by Lorenzo Marshall a Public Affairs Specialist from Northeast Utilities.
- CT Clean Energy Rebate and Leasing Program on Oct. 29 by Bill Colorus from the CT Clean Energy Fund
- "The Financial Crisis of October 2008) on November 3 by Richard Norgaard, a UCONN retiree who specialized in investments.
- Operation Fuel presentation on December 10.
- The Access Agency offered to assist with processing energy applications.

Classes:

- An all day quilting retreat was held on November 17.
- The AARP Safe Driving Course was held on December 10 & 12.
- Laddie Sacharko, our T'ai Chi instructor, has modified his classes to accommodate to a more increasingly frail population. He introduced chair T'ai Chi on Saturdays and a new Chinese Yoga class.
- A new drawing class began November 12 in place of the Watercolors class by the same instructor. The instructor's expertise is drawing.
- Mike Palmer, Computer Lab co-chair, offered private computer instruction during November with great success.

C. Health and Wellness Activities:

- 66 clients received services through 252 contacts.
- Ongoing support groups are offered for Alzheimer's Caregivers, Low Vision, Stroke and Cancer.
- 365 seniors participated in the annual flu shot clinic.
- The VNA East provided services to seniors through 50 visits to the nurse.
- Podiatry services were provided to 50 individuals.
- 12 seniors participated in skin cancer screenings.
- 25 seniors received blood pressure screenings.
- 10 seniors received reflexology services through 22 contacts.
- Hearing Screening October 14 & 28: 20 participants.
- Balance Screening for October and November: 16 participants.
- Women over 55 Cholesterol Screening: 13 participants.
- Fitness Evaluation November 6: 16 participants.

III. Youth Service Bureau

A. Programs and Activities:

- Crisis Intervention at South East School: The father of two students died suddenly in an accident. Staff helped by providing support to the school staff. Also participated in class discussion with the children's classmates, and reached out to the family.
- Inter-generational program: Mary Lee Geary's kindergarten class from Goodwin School and students from our Big Friend's program participated in the inter-generational program. The program had over 70 participants.
- Preparation for bereavement program: Coordinated with professional volunteers and representatives of the health, mental health and education field, to prepare for the next session of the bereavement program.
 - Contacted numerous family members in the community, who have recently experienced loss of loved ones, to discuss and encourage their participation in the bereavement group.
 - Continued enhancing YSB knowledge base in the area of loss and grief by meeting with professionals in the field of death and dying.
- Collaboration with school psychologist: Continued regularly meetings with the school psychologists from the various elementary and middle schools. This is a new initiative that has proved to be very helpful to the clients of YSB programs.
- YSB awareness for parents: Co-facilitated the MMS special education dinner and created awareness among parents about the services provided by YSB. Parents expressed interest in our programs, which would help their children's development, such as enhanced leadership qualities, socialization skills and their sense of self.
- Mediation: Coordinated a mediation session with a professional mediator from Rockville Family Court to assist a family in transition.
- Volunteer recruitment: Continued to recruit students from area schools and universities as well as community members for volunteer positions in our programs.
- Coordination of students and volunteers: Coordinate the numerous students and volunteers who are a part of ongoing programs. At this time the staff at YSB provides supervision and clinical observation to the students.
- Liaison with professionals:
 - Continued liaison with the numerous clinical professionals in our community who are involved with clients of YSB.

- Coordinate with UConn Department of Psychological Services with regard to the many families who have sought services through YSB and are working in conjunction with YSB and UConn.
- Planning and coordinating meetings with peers who will be recruited for the program "Peers are Wonderful Support" that will be held in March.
- Coordinated with Andy Bloom, M.S. R.D. Coordinator of Health Education Program, who presented to the parents of the YBS parents' group.
- Legislative Breakfast: Coordinated and hosted the Annual CYSA Eastern Region Legislative Breakfast. Six legislators and coordinators of Youth Services Bureau from 12 surrounding towns attended as did the mayor, the town manager and chairperson of the Advisory Board. The purpose of this forum was to discuss the present financial climate and its potential impact on services.
- Appreciation night for mentors: Coordinated the end of the semester appreciation night dinner for the UConn mentors clients. The evening ended with special guest appearances from the UConn basketball team, who spoke to the children about the importance of education and team work. The mayor was present to thank everyone for their commitment to the Mansfield community.
- Multi-family group: Multi-family group continues to be a successful intervention for families. Our consulting psychiatrist is in attendance at all of these meetings and provides collaborative assessment and treatment.
- Collaboration with specialists:
 - YSB and the school psychologist from Goodwin met with the Director of Admissions at Natchaug Hospital to discuss their various day treatment programs for children and what the admission requirements.
 - Collaborated with school guidance counselors to help new families transition to YSB for ongoing services.
 - Collaborated with the Tolland YSB Holiday Program called "Fill a Cruiser", which collects holiday gifts for children. Helped organize the gift giving distribution center.
- Clinical assessment track: Due to the present economic climate, YBS is attempting to be more proactive by creating a clinical assessment track that will best suit the needs of the community.
- Grandparents raising Grandchildren: Continue to facilitate the Grandparents raising Grandchildren Group and helped coordinated the holiday gift giving for many of the families.

- Hats and gloves distribution: To help keep families warm this winter, YSB collected and distributed hats and gloves from the South East School Giving Tree. Many families were served.
- Annual Holiday Program: worked collaboratively with other staff of the Human Service Department to identify recipients and coordinate distribution of food and gifts. 23 clients of the YSB received holiday assistance.

B. Other YSB Highlights:

- 275 clients were seen for a total of 1549 sessions.
- 54 Youth participated in the "Big Friends" mentoring program.
- 49 clients received services through the COPE program.
- 14 clients attended parent groups.
- 26 clients received psychiatric consultations.
- 130 clients participated in the youth employment program.

C. Mansfield Advocates for Children:

- Coordinated the Infant/Toddler ad hoc team meetings.
- Continue to coordinate volunteers around the production and distribution of the Mansfield Family Information Packet and update of that tool.
- Continue to work with the MAC Parents group to prepare presentation of the 1-on-1 parent interview results to MAC.
- Attended a media event at Child Labs for Read Across America and read to children in the school readiness classroom at Mansfield Discovery Depot as part of this initiative.

D. School Readiness Program

- Meet regularly with Mansfield Public School Special Services Director regarding CAN meetings, redesigning the meetings to make them most effective for all participants.
- Meet with CAN members monthly. This school year we are working with teachers and special services staff at Vinton School.
- Continue recruitment to keep all school readiness spaces filled by working with the CAN group for ideas of better ways to use the school connection for this purpose
- Continue quarterly monitoring visits in the classrooms and with Center Directors on school readiness updates and to check on quality components of the grant, policy discussions and slot allotment.
- Attend Coordinators bi-monthly meetings at the State Department of Education and bi-monthly regional meetings at EASTCONN.

- Regularly meet with parents interested in enrolling their child in the School Readiness program.
- Collaborated with Human Services staff for the Mansfield Holiday Giving program.
- Presented an update of MAC projects on the Willimantic Chamber of Commerce's weekly radio program (WILI radio).

E. Discovery 2008 Grant

- Attended Capacity Building Workshops and coordinated efforts between members, local leaders and the public.
- Coordinate the MAC Parent Committee.
- Coordinate the Infant/Toddler Ad Hoc Committee.
- Attended the annual Stone Soup conference.

F. Local Capacity Building Grant –Blueprint for Mansfield's Children

- Staffed efforts to establish a Leadership Work Group for the Local Capacity Building Grant
- Continue to recruit members to the Leadership Work Group for the capacity building project.
- Set up original informational meeting for this project
- Coordinate efforts of each of the small group committees
- Participate in regular conference calls to plan each Leadership Work Group meeting with consultant and co-chairs
- Participated on peer conference call on financing local capacity building plan
- Coordinate work of the LWG with the school staff

G. National League of Cities

- Participated in a conference call on their new initiative called "Mayors for Kids"

HUMAN SERVICES' DEPARTMENT: QUARTERLY REPORT
October 1-December 31, 2008

Service Type	Unduplicated Clients/Participants	Families (If applicable)	Total Contacts/Sessions
Counseling, Case Management and Referral	466	138	2218
Financial Assistance	12	7	37
Holiday Assistance	74	92	175
Crisis Management	1		1
COPE Groups	49		588
Youth Work Employment	130		
Tax Preparation Assistance			
Tax Assistance	4		18
Senior Center Attendees	958		5229
Senior Center Meals	89- Windham Hosp. 1994 - TVCCA 963- Meals On Wheels		
Wellness Visits	66	7	252
Psychiatric Consultations	26		132

Trends/Concerns:

- Increasing number of residents seeking financial assistance as the depressed economy and the cost of living is putting a strain on family resources. There has been a significant increase in calls for financial assistance for rent, food, clothing and utilities.
- Significant increase in donors and recipients for the holiday giving program.
- Fewer people receiving flu vaccinations. This trend was noticed by VNA East throughout their clinics. They felt it was due to many additional options being available: shots were available by primary physicians, local pharmacies and walk-in clinics.
- Negotiated a new agreement with VNA East for wellness services. As of January 1, VNA East will collect the donations and the Town will no longer be paying an hourly rate for VNA East staff time.
- Despite attempts to offer more programs on Saturdays at the Senior Center, attendance is still fairly low.



Department of Information Technology

To: Matthew Hart, Town Manger
From: Jaime Russell, Director of Information Technology
Date: February 13, 2009
Subject: Quarterly Report – October 1st to December 30th, 2008

The Department of Information Technology completed a successful second quarter.

- The Information Technology Department collaborated with the Mansfield Maintenance Department to win \$87,374 in competitive school security grant funds from the State of Connecticut Department of Emergency Management and Homeland Security. These funds will be used to implement security technologies to enhance student safety.
- The QNotify system continues to expand and now includes forty-four (44) different e-mail distribution lists. In the coming quarter we will add Southeast Elementary School and Vinton Elementary, which will bring another sizeable increase in subscribers. The system allows citizens to receive automatic e-mails where the citizen selects which topics to receive and the citizen can increase or decrease her/his topic subscriptions at anytime.
- The Information Technology Department collaborated with the Mansfield school nurses to implement programming upgrades to the Health Master software. The software ensures confidentiality of information and reliable collection of data in the four Mansfield school buildings.
- Information Technology budgets for fiscal year 2009 – 2010 were prepared for the Town of Mansfield, the Mansfield Board of Education, and the Regional School District #19 Board of Education. In each case, the budgets were designed to limit costs.
- The I.T. Department continued to provide Information Technology support to all Town and School departments. Requests included software and hardware troubleshooting, new installations, and direct support of users' questions and needs. The information provided on the Town and School websites continues to expand and the I.T. Department regularly posted new items and updates on both the external website and our internal intranet site.

MANSFIELD PUBLIC LIBRARY
QUARTERLY REPORT: OCTOBER NOVEMBER DECEMBER 2008

I. Summary of Major Activities and/or Highlights

- Completed conversion to the new server.
- Researched and completed FY 2009 Budget proposal.
- Completed annual report for the State Library of Connecticut by established deadline.

II. Review of Quarterly Operations

A. Administrative

Boards

- Mansfield Library Advisory Board: meeting schedule for next calendar year, highlights of State Library Annual Report, fundraising trends in public libraries, ICMA grant idea (12/2).
- Friends of Mansfield Library: Discussed widening the parameters of where Friends' donations can be spent and combining a children's toy/puppet fundraiser with a mini-sale of children's books (11/12).

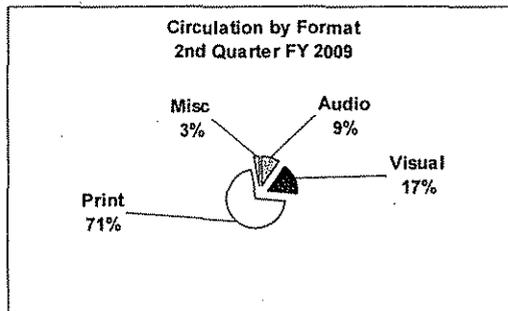
Productivity

- Created signs to encourage parents to clean up the toys in the Children's preschool area, to reduce the amount of time the Library Pages spend each evening cleaning up puzzles, puppets, and other realia.

Personnel

B. Circulation

- 20% of all circulation was to non-residents.
- During this quarter, children's picture books circulated the most of any category (1,808), followed by adult DVD's and videos (1,800), and then adult nonfiction books (1,673).



C. Collection

Adult Services

- Used library system software to analyze nonfiction visual items: the number of check outs, last used dates, etc. Updated this collection and discarded materials as necessary.
- Analyzed and conducted collection maintenance activities Adult Non-Fiction collection 640G - 641.563; continued collection maintenance activities in adult fiction up to "H".

Children's Services

- Analyzed and conducted collection maintenance activities from the beginning of the children's nonfiction collection through the 400's, children's paperbacks, and realia.

Teen Services

- Restocked teen paperbacks with purchases from N.E. Mobile Booksellers (Nov. 17).
- Shifted Teen fiction and graphics collections to accommodate more items in a limited shelving area.
- Created three thematic book displays in teen section: Magic (Oct.) Just Good Books (Oct), paperbacks (Oct/Nov), realistic humor (Nov), Fantasy and Magic (Dec).
- Analyzed and conducted collection maintenance activities: Teen paperback fiction.

D. Cooperative Services and Activities

- Scheduled, assisted with publicity efforts, and co-sponsored programs in cooperation with community organizations: Garden Gate Club, Association of American University Women,
- Resumed outreach visits to Mansfield preschool centers. During the school year, Librarians provide story times and deposit collections to children who cannot visit the public library. There is not sufficient staff to provide this emergent literacy service during the summer months.

- Judy Stoughton provided a program for Cub Scouts "Libraries Past and Present", participated in the Children's Book Fair at UConn as a reader, and provided a puppet storytelling program at the Stafford Library.
- Judy Stoughton and Emily Tinnel provided an orientation to the public library for ninety third grade children from Goodwin and Southeast Elementary Schools.
- Emily Tinnel conducted a presentation about public library services in Mansfield in a Title 1 Night at Southeast School, and participated in an evening of Parent Teacher Conference at Mansfield Middle School to talk with parents about the importance of reading and libraries.

E. Information Services

- Developed two help screen casts to our web site: "How Do I..." check my account and find an online magazine article from Consumer Reports.
- Coordinated and facilitated problem resolution of local area network speed with the replacement of a router and line checks by AT & T staff. Bibliomation's Tom Sweda provided great support to get AT & T technicians to do their job.
- Cleaned out and reorganized the computer closet in the Buchanan Auditorium to facilitate the national election voting process. Items were stored in the closet, allowing for an easier setup for voting.
- Produced October, November and December newsletters; articles included were Everything You Want to Know About Advanced Directives, Wowbrary, Market Volatility Workshop, Buchanan Auditorium Quilt Reception, Changes are Coming in Downloadable Audio, Websites of Interest and Ready, Get-Set, Organize!
- Implemented software updates on the nine public computers.
- Redesigned screen menus three public computers and added Microsoft Office software.
- Updated Community Organization information, both on the Library web site and on the hard copy files within the Library reference area.

F. Programs

Target Age	Attendance	Programs/Visits	Expenditures
0-2 years	460	7	\$ -
3-5 years	535	18	\$ -
6-13 years	56	2	\$ -
Adults	274	21	\$ 714.88
All ages	1,178	15	\$ 1,120.00
Teens	41	3	\$ 64.00
Total:	2,544	66	\$ 1,898.88

Adult Services

- Planned and presented three programs at both Juniper Hill and Mansfield Center for Nursing and Rehabilitation:
 - * Armchair travelogue to Michigan, with discussion after the film.
 - * Armchair travelogue to Italy, including historical sites.
 - * Armchair travelogue to Iceland and Greenland.
- Updated deposit collections of library materials at Juniper Hill, Mansfield Center for Nursing, and the Mansfield Senior Center.
- Planned and provided a Reception to honor the new quilts hung in the Buchanan Auditorium and the volunteer quilters. Not only do the quilts liven up the Auditorium visually, they also improve the acoustics.

Children's Services

- Illusionist Dan Bowen performed his Halloween show on October 18 for an overwhelming number of people. Too many for the room, but fortunately mostly the right age group and well behaved.
- Art in the Afternoon, our series of craft programs during December vacation was a great success with total attendance of 163 (including 25 people in a big snowstorm).

Teen Services

G. Staff Development/Participation in Professional Meetings

- **Meetings/Workshops:**
 - * Bailey: Community Services Cooperation and Joint Programming (12/15).
 - * Beausoleil: Safety and Wellness (10/23)

- * Beausoleil and McMullan: Bibliomation Cataloguing and Acquisitions (10/30).
- * Frank: Bibliomation User Council Meeting (10/28), Network Services Meeting (10/29), Recorded Books to discuss new downloadable platform and other new offerings (10/24), Record Retention Schedule (11/24), and CPR training (12/15).
- * Knoecklein: Bibliomation Inter Library Loans (10/7), Circulation (11/18)
- * Stoughton: Mansfield Advocates for Children - Planning and the Communications Committee for Planning (10/1, 10/31, 11/7, 11/20,

III. Outstanding Issues/Major Issues

- A. Develop and schedule usability testing of the library's web site.

IV. Plans for Next Quarter

- **Adult Services and Programs:**
 - * Continue collection maintenance activities in the adult non-fiction and fiction collections.
 - * Plan and prepare a film program for Women's History Month.
 - * Complete the modification of all public access computers to decrease energy usage.
 - * Host and attend Bibliomation User Council Meeting March 10, 2009.
 - * Reformat and shift three computers.
 - * Prepare and implement major upgrade to the integrated library system in February.
- **Children's Services and Programs:**
 - * Plan February and April vacation programs.
 - * Plan and coordinate the Preschool Info and Fun Fair.
 - * Begin planning Summer Reading Program activities.
 - * Continue collection maintenance activities in children's nonfiction.
- **Teen Services and Programs:** *(Please note our "Teen Services" Librarian is shared with the three elementary schools during the school year, so Teen services at the public library significantly decline with her absence three days per week.)*
 - * Analyze circulation statistics to determine interest in Teen audiobooks.
 - * Prepare and present a cake decorating workshop in February.
 - * From the last quarter:
 - * Research and finalize collaborative efforts with community businesses to provide a gaming event.
 - * Enhance our Teen web pages to include widgets to make interactive teen reviews.

IV. Statistical Work Measurements

	2nd Qtr 2008-09	2nd Qtr 2007-08	% Change	This FY to Date	Last FY to Date	% Change
Hours of Service	690	690	n/a	1,406	1,399	n/a
# of Programs Provided	111	117	-5%	177	176	1%
Total Program Attendance	2,565	2,452	5%	5,109	4,805	6%
Questions Answered	3,134	1,392	125%	7,420	3,140	136%
Collection Size: Total	88,179	87,989	0%	88,179	87,989	0%
Print	74,847	74,966	0%	74,847	74,966	0%
Audio	6,079	5,440	12%	6,079	5,440	12%
Visual	4,542	4,395	3%	4,542	4,395	3%
Misc	2,711	3,188	-15%	2,711	3,188	-15%
Number of Library Cardholders	10,217	12,965	-21%	10,217	12,965	-21%
People Counter	21,541	22,054	-2%	47,294	47,772	-1%
Volunteer Hours	187	162	15%	422	409	3%
Total Circulation	60,943	56,667	8%	128,717	121,289	6%
Items Circulated In-House	2,709	1,688	60%	5,553	4,102	35%
Loans to Non-Residents	12,240	13,554	-10%	26,946	28,486	-5%
Inter-Library Loans	3,413	2,451	39%	7,072	4,552	55%
from other libraries	2,195	1,705	29%	4,368	3,137	39%
to other libraries	1,218	746	63%	2,704	1,415	91%



Mansfield
Community
Center

**Town of Mansfield
Parks and Recreation
Department**



Curt A. Vincente, Director

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

TO: Matthew Hart, Town Manager
FROM: Curt Vincente, Director of Parks & Recreation *W*
DATE: February 17, 2009
SUBJECT: Quarterly Report (October - December 2008)

ACCOMPLISHMENTS

Administration

MARKETING

1. Supervised marketing consultant, reviewed and approved marketing production pieces, implemented marketing plan.
2. Oversaw development, design, preparation, printing and distribution of the Winter 2009 program brochure.
3. Implemented elements of the member retention program.
4. Oversaw weekly marketing meetings.
5. Developed, prepared, printed, and distributed the Fall Community Center member newsletter.
6. Continued a monthly review of member attrition to accurately track how many members end their memberships each month and for what reasons.
7. Prepared the winter member recruitment program for implementation in January. The program included small space print ads, internal promotion and holiday specials.
8. Provided regular tours of the facility and updated the tour and member benefits packet.
9. Assisted with Community Center and department wide marketing; including seasonal brochure preparation, special events, and region wide distribution of brochures and "take ones" to local businesses.

MEMBERSHIP

10. Sent renewal correspondence at the beginning of each month to those whose membership will be expiring. A separate correspondence is also sent to auto renewal members.
11. Continued to mail post cards to 3 month memberships within the first 30 days to encourage them to upgrade.
12. Developed and mailed Winter 2009 program brochure postcard to those not living in Storrs/Mansfield, Ashford, Willington, Coventry and Tolland to let them know we would no longer be mailing the brochure to them. Additionally, emailed members who do not live in Storrs/Mansfield, Ashford, Willington, Coventry and Tolland a copy of the program brochure.
13. Developed, compiled and organized articles, information and photographs for Winter 2009 member newsletter.
14. Continued to utilize tour tracking and follow-up systems.
15. Continued to offer new promotion with incentive for 3 month members to purchase annual memberships. Tracked promotion each month and followed up with those who did not take advantage.
16. Continued usage of marketing materials including posters in the Eastbrook Mall and advertisements in the Parent Planner magazine and on the Mansfield HTNP website.
17. Generated monthly low usage reports and contacted those who have used the MCC 5 or fewer times since they purchased a membership.
18. Generated monthly membership reports at the beginning of each month and continually updated member retention trend chart.
19. Hired and trained new Member Services Coordinator.
20. Generated monthly new membership reports, and contacted all new members within a month of joining to welcome them to the facility.
21. Maintained promotions notebook.
22. Developed, organized and mailed holiday promotion information to all current members. Included Home for the Holidays and 12 Days of Fitness offers. Monitored promotion results and worked to convert trials into full memberships.
23. Worked with marketing consultant and graphic designer on revisions to the facility general brochure and rental brochure.
24. Updated and maintained membership management action plan.

25. Assisted with facility membership transfers for former RAC members to become full members of the MCC. This included two mailings and phone calls.
26. Developed 3-Step program to promote personal training. Created promotional and training materials.
27. Coordinated 27 birthday parties in addition to 15 Town Department facility reservations.
28. Continued to monitor member feedback response system and posted comment card questions and answers.
29. Worked on development of new Community Center website.
30. Developed and implemented new membership contract and fees.
31. Produced monthly membership reports.
32. Updated membership management action plan.
33. Corresponded with low usage members and those who have not renewed via mail, email, or phone calls.
34. Billing letters sent to automatic renewal members.
35. Member Services Coordinator attended the following:
 - a. Monthly receptionist meetings.
 - b. Bi-weekly programming meetings
 - c. Weekly staff meetings
 - d. Membership management meetings
 - e. Meetings with marketing consultant

PERSONNEL & TRAINING

36. Conducted weekly staff meetings to review department communications, management issues, facility supervision and over-all operations.
37. Supervised 2 full time maintainers, 2 full-time Receptionists, 1 full-time Aquatics Director, 1 interim Health and Fitness Specialist, 1 full-time Recreation Supervisor, 1 full-time Member Services Coordinator, 4 part-time custodians, 5 part-time Reception staff, 3 part-time weekend supervisors, 1 part-time Parks Coordinator, 1 part-time Special Needs Activity Coordinator, 1 part-time office assistant, and 34 volunteers.
38. Completed and maintained work schedules for full and part-time maintenance, custodial, and programming staff.
39. Completed annual evaluations for assigned full and part-time staff.
40. Addressed part time personnel issues, including verbal and written discipline.

41. Oversaw hiring and training procedures, including documentation tracking for parks and recreation part-time employees.
42. Completed general orientation and bloodborne pathogen workplace training for 22 new part time employees.
43. Coordinated and processed full-time staff vacation requests.
44. Conducted monthly maintainers meetings.
45. Conducted bi-weekly programming staff meetings.
46. Conducted individual monthly supervision meetings with Aquatics Director, Interim Health and Fitness Specialist, Recreation Supervisor, Evening/Weekend Facility Supervisors, Maintainers, and Custodians.
47. Conducted weekly management staff meetings with Director, Assistant Director, and Administrative Services Manager to review operations, resolve issues, develop priorities, and assign tasks.
48. Implemented and conducted background checks on 32 youth basketball coaches.
49. Conducted bi-monthly meetings with full-time reception staff.
50. Conducted monthly meetings with part-time reception staff.
51. Processed and maintained all employment paperwork and payroll for approximately 75 part-time employees.
52. Maintained files of department wide advertisement, screening, interviewing, hiring and training of part-time and seasonal employees.
53. Indirectly supervised department wide programs and events.
54. Coordinated Manager On Duty (MOD) scheduling and training.
55. Updated and lead multiple mandatory training sessions for volunteer coaches.

FINANCIAL MANAGEMENT

56. Collected and deposited over \$392,568 worth of daily deposits (checks, cash and credit cards)
57. Sold and renewed 709 Community Center memberships in this quarter and maintained and managed over 2,009 total memberships.
58. Processed and managed all purchase orders, payment vouchers and credit card transactions for the Parks and Recreation Department and Community Center operating budgets.

59. Managed and maintained petty cash account for the Community Center and Parks and Recreation Department staff.
60. Managed and maintained approximately 800 auto debit accounts through credit cards, checking and savings accounts and payroll deductions.
61. Managed and maintained over 100 fee waiver accounts.
62. Monitored facility attendance and tracked revenues and expenditures.
63. Initiated department budget planning and preparations for next fiscal year.
64. Monitored and managed revenues and expenditures for assigned program and facility activities.
65. Supervised and managed department purchase cards.

MISCELLANEOUS

66. Coordinated, planned and supervised priority maintenance projects for ongoing Community Center operations.
67. Provided daily supervision of the Community Center.
68. Oversaw the fifth anniversary celebration for the Community Center.
69. Coordinated the fourth reception for Community Center Charter Members and presented an update on facility operations.
70. Prepared and distributed an annual report on the Community Center at the end of the fifth year of operation, October 31, 2008.
71. Responded to security system calls in late evening and early morning hours.
72. Developed and maintained comprehensive gym schedule, including posting on web-site.
73. Served as Manager on Duty for extend hours beyond normal work schedule.
74. Provided tours, registration information and responses to questions from potential community center members.
75. Coordinated and directed maintenance staff in routine and non-routine tasks, repairs and upgrades; including coordinating with independent contractors and town staff.
76. Planned, implemented and supervised youth travel and recreation division basketball program.
77. Served as a major link to customer service issues, including direct contacts with patrons, full time and part-time staff.
78. Received, prioritized and responded to a significant amount of phone calls, emails and walk-in

questions regarding numerous Parks and Recreation services. A high percentage of time was associated with the Community Center operation.

79. Registered and managed facility rentals for Community Center.
80. Met regularly with the Town Manager, Controller and Director of Finance to review Community Center operations.
81. Processed numerous membership cancellations, changes, and transfers.
82. Served as Co-Chair of the Connecticut Recreation and Parks Association Certification Board.
83. Served as the Connecticut Recreation and Parks Association's Eastern Region Hershey Track and Field Meet Director.
84. Prepared and distributed committee packets for assigned Town committees.
85. Hosted and guest lectured for an ECSU facilities class on December 9.
86. Hosted Town-wide Health Fair for town employees on October 10.
87. Hosted presidential election on November 4.
88. Administrative staff attended the following meetings above and beyond normal operational meetings:
 - Arts Advisory Committee.....Oct. 7, Nov. 11, Dec. 2
 - Connecticut Recreation & Parks Assoc. Seminar and State Conference... Nov. 12, 24, 25
 - Connecticut Recreation & Parks Assoc. Committee..... Oct., 29, Nov. 12
 - Mansfield Advisory Committee for the Physically Disabled.....Oct. 28
 - National Recreation & Parks Assoc. Conference.....Oct. 14-18
 - Town Council.....Nov. 6, Dec. 8

Aquatics

1. Recruited, hired, and trained all aquatic fall semester staff.
2. Continued part time weekly update newsletter as a means of communicating with part time staff.
3. Implemented remaining fall programs and classes.
4. Scheduled Family Fun Nights back to weekends for the fall months.
5. Conducted a total of 52 aquatic classes enrolling 383 participants in all programs.
6. Planned aquatic programs and classes for 2009 winter brochure.
7. Conducted CPR classes and general orientation training for all Mansfield Community Center Staff.

8. Distributed program evaluations for all aquatic activities and classes to obtain feedback, monitor progress, and identify any need for program changes.
9. Added E.O. Smith to the weekly schedule for both the girls and boys swim season and hosted several home meets.
10. Aquatic Director continues to serve on the Connecticut Recreation and Parks Association Executive Board.
11. Aquatic Director served as Registration Chair for the Connecticut Recreation and Parks Association State Conference and Trade show attended CRPA Annual State Conference in November 2008.
12. Created detailed individual program budget sheets and completed FY 09/10 budget accounting for both expenses and revenue.
13. Created a budget book for the aquatic department with individual program sheets for each program and detailed record sheets to track expenses and payroll.
14. Mansfield Youth Swim Club enrolled highest number to date with 40 participants for the 2008 fall season.
15. Aquatic Director/Aquatic Coordinator Attended the Following:
 - Weekly staff meetings
 - Supervisor Meetings
 - Weekly program team meetings
 - CRPA State Aquatic Section Meetings/Executive Board Meetings

Fitness

1. Oversaw general operations of the Fitness Center and all fitness programs and staff during the vacancy of the Health and Fitness Director position.
2. Fitness staff includes; 9 part-time fitness assistants, 20 part-time fitness instructors and 7 contracted Personal Trainers.
3. Worked with Member Services Coordinator and Interim Health and Fitness Specialist to develop program to increase personal training revenue.
4. Worked with Interim Fitness Specialist to schedule Fitness Assistants, covering 112 hours per week in the fitness area.
5. Coordinated and supervised a total of 100 different fitness classes meeting 7 days throughout the week.
6. Began planning for winter fitness programs.

Recreation & Adult Education

1. Special Events Held

- Sept. 13—Park dedication and kayak trial at River Park—57 participants
- September 20-21—Father/Daughter Overnight Backpacking trip-15 participants
- Oct. 4—Parents' Night Out—23 Participants
- Oct. 14—Recreation Rescue—56 participants
- Oct. 25--Halloween party and Trick a Trunk—400 participants
- Nov. 10—Recreation Rescue—38 participants
- Dec. 6—Parents' Night Out—7 participants
- Dec. 21—Nutcracker Performance 95 participants (650 tickets sold)

2. Coordinator and Supervisor started the after school program with 20 children

3. Staff coordinated the following trips with the Ashford, Coventry, & Tolland Recreation Departments:

- Sept. 20, Annual Bourne Scallop Festival-13 participants
- Nov. 15—Radio City Music Hall Christmas Spectacular—15 participants
- Dec. 6—Day in New York City-13 participants

4. Coordinator conducted Recreation Rescue Days during the non-holiday school days off on Oct. 14 and Nov. 10.

5. Recreation coordinator organized the annual Halloween Party on Oct. 25

6. Supervisor and Recreation Coordinator and Department staff developed a variety of Winter programs and distributed the Winter Brochure.

7. Supervisor and department staff organized and produced the Nutcracker Performance on Dec. 21 (two performances)

8. Staff developed, planned, organized, and supervised a comprehensive community and Adult Education program.

9. Staff conducted registration, held coaches meetings, and organized a comprehensive youth basketball program.

10. Supervisor and Coordinator attended conferences in Baltimore and Mohegan Sun

Parks

1. Attended and prepared minutes for Open Space Acquisition meeting.

2. Prepared packets for and attended Parks Advisory Committee meetings.

3. Prepared packets for Agriculture Committee.

4. Coordinated Friends of Mansfield Parks monthly educational programming.
5. Coordinated and staffed Natural Areas Volunteer work days in various parks.
6. Continued working with the Alternative Incarceration Center to do work in parks.
7. Attended the CT Invasive Species Forum.
8. Presented at the Forestry Forum.
9. Completed Land Use Leadership Alliance Training.
10. Continued oversight of the Recreational Trails Grant to make improvements at River Park.
11. Coordinated Town Involvement with Walktober.
12. Coordinated Wildlife Habitat Improvement Programs for Schoolhouse Brook Park, Mt Hope Park, Eagleville Preserve, and Old Spring Hill Field.
13. Managed Agricultural Leases on Town Properties.
14. Coordinated Community Garden Program improvements and solicited input from gardeners on how to improve the program.
15. Coordinated park management efforts with Public Works.
16. Continued the revision of Mansfield's Policy on Planning, Acquisition, and Management of Town-owned Land.
17. Provided staff support for numerous Open Space and Agricultural Preservation Projects.
18. Oversaw and coordinated ongoing construction work for the Southeast Park Restroom/Concession/Storage building project.
19. Oversaw and coordinated ongoing construction work for the Skate Park project.

OUTSTANDING PROBLEMS/UNFORSEEN EVENTS

None

EXCEPTION REPORT

None

PLANS FOR NEXT MONTH/QUARTER

1. Oversee Community Center facility operations
2. Supervise and evaluate Winter programs.

**Mansfield Parks & Recreation
Part Time Staff List
Winter, 2009**

AQUATICS:

Adil, Doug
Borrelli, Nicole
Collins, Caitlin
DeMorais, Kim
Doppstadt, Sarah
Dutta, Russell
Harding, Leigh
Hodgins, Craig
Hodgins, Melissa
Hoyle, Sarah
Kegler, Chris
Kelly, Ben
LoTurco, Will
Mello, Kaitlyn
Moss, Kait
Morrow, Kirsten
Nollet, Ben
Nollet, Zac
Petry, Jack
Powell, Kelly
Pritchardthorpe,
James
Rei, Philip
Rosa, Hailey
Claus, Nora
Cuyler, Janella
Matz, Kat
Rosa, Lauren
Smith, Chris

YOUTH, ADULT & CHILDCARE:

JoAnne Roy
Laura Hettinger
Joanne Roy
Paula Poh
Laurel LaPorte-Grimes

Sue Harrington
Margaret Thomas
Brian Hollingworth
Ethel Collignon-Courtin
Kelly Madenjian
Oswaldo Tirano
Sandra Burbage
Arlene Albert
Andrew Ewalt
Heather Ricker-Gilbert
Alison Adams
Katie Barchi
Ariel Blair
Duncan Campbell
Allison Dion
Nikole Farrell
Rachael Gore
Alyssa Gimenez
Megan Mooers
Stephanie Paparsenos
Krita Speed
Rachel Ziko
Kim Blair
Stacey Blair
Heather Kleinman
Jennifer Gross
Alicia Berry
Mallory Hepple
Johanna Berry

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

Nikole Farrell
Anna Campiformio
Erica Morse
Jennifer Gross
Johanna DeBari
Lindsay Trudeau
Lindsay Hepple
Mallory Hepple

Morgan Siniscalco
Patrick Walker-Ayala
Robert Farrell
Erich Latinscics
Heather Kleinman
Rob Gagnon
Heather Kleinman
Jennifer Gross
Jed Lane
Emma Lane
Ellen Gage
Caitlyn Metsack

**BASKETBALL REFEREES & K-2
INSTRUCTORS**

Travis Biechele
Francisco Bravo
Mike Casey
Brian DaSilva
Molly Desjarlais
Marc Gauthier
Chris Gross
Ron Lake
Alex Milvae
Ryan Ouimette
Robert Smith
Patrick Stone
Joel Yeshman
Stacie Zielinski

RECEPTIONISTS/OFFICE HELP:

Janet Avery
Lauren Evanovich
Rachel Wawzyniecki
Greg LeBlanc
Janet Stephens
Nikole Farrell
Ethan Avery
Jordan Gardiner

FITNESS:

Assistants:

Kyle Chmielecki
Jason Bush
Kevin Kochis
Conor Hackett
Lee Traygis
Jessica Tracy

Lanham Marks-Hamilton

Instructors:

Paul Bushey
Sharon Coriaty (contracted)
Todd Friedland
Therese John
Ron Manizza
Eileen Melody
Jen Polsky
Margherita Shaw (contracted)
Nanette Tummers (contracted)
Jodi Farno
George Hoffman (contracted)
Dorinda Miller
Kathy O'connor
Pat Suprenant
Patty Vinsonhaler
Jenny Orndorff
Larkin Petardi
Anne Crone
Carol Becker (contracted)
Kelly Madenijan (contracted)

Personal Trainers:

Gerry Kleinman
Lynn Mardon
Julie Dutton
Jessica Tracy
Jodi Farno

CUSTODIANS:

Kim Blair
Stacey Blair
Fred Service
Victoria Brooks

MANAGER ON DUTY:

Seth Mastocola
Katherine Matz
Erin Gaucher
Amber Mathis

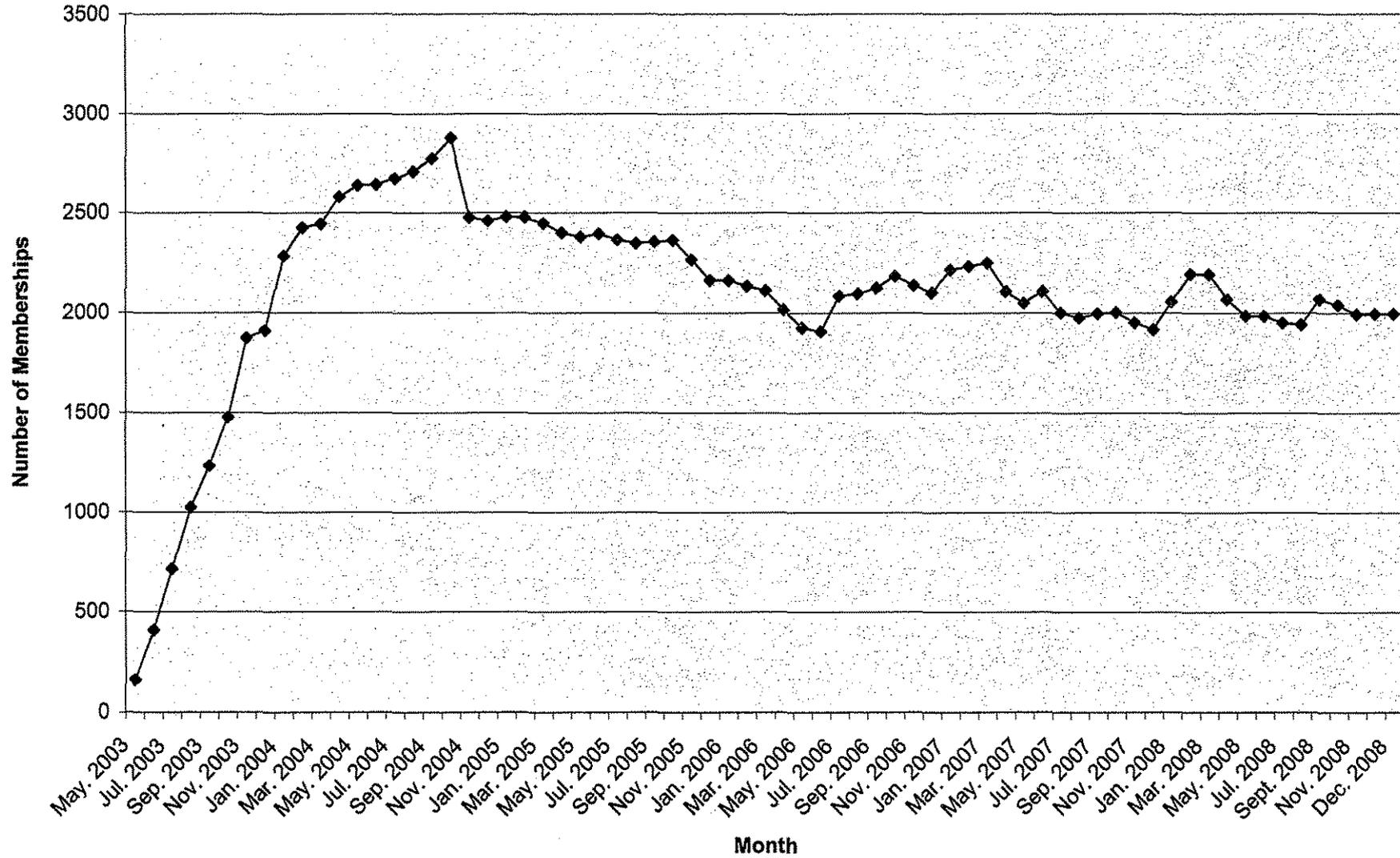
**SPECIAL NEEDS ACTIVITIES
COORDINATOR:**

Adrienne Levine

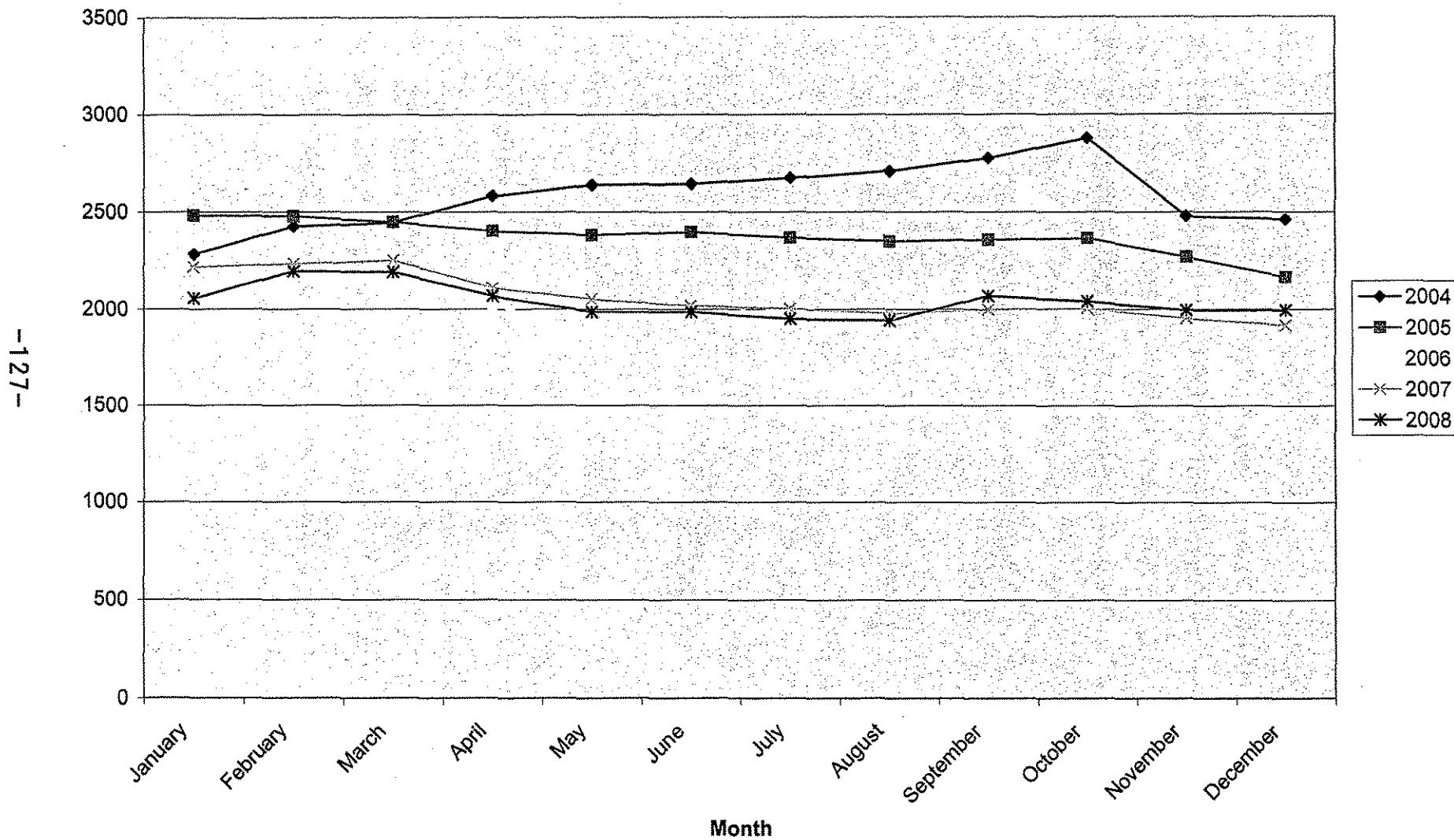
MANSFIELD PARKS and RECREATION DEPT.
Statistical Report
Fall Programs 2008
SUMMARY SHEET

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Adult Programs	12,185.08	424.80	6,781.39	186%	244	26
Youth Programs - General	24,108.26	9,477.24	12,881.67	261%	256	46
Vacation Camps	3,530.00	801.90	2,338.38	185%	94	2
Nutcracker	15,621.00	399.00	9,405.08	170%	745	2
Swim Lessons Public	23,470.00	2,115.50	6,950.00	368%	383	52
Swim Lessons Private	2,275.00	0.00	840.00	271%	56	56
Fitness	32,106.00	1,026.90	15,518.00	214%	788	77
Drop-in	650.00	0.00	0.00	#DIV/0!	21	n/a
Fitness Flex	3,375.00	0.00	0.00	#DIV/0!	15	n/a
Pers.Training/Massage Ther.	12,693.00	0.00	8,169.00	155%	225	225
Child Care	4,996.50	0.00	9,090.54	55%	1,272	n/a
Trips	3,859.00	0.00	2,911.00	133%	39	3
Special Events	6,728.00	67.50	1,404.23	484%	400	3
TOTAL	145,596.84	14,312.84	76,289.29	210%	4,538	492
Notes:						
1) Community Center Child Care enrolled numbers are equivalent to hours purchased						
2) Community Center Membership Fee Waivers for this quarter - \$3,112.15						

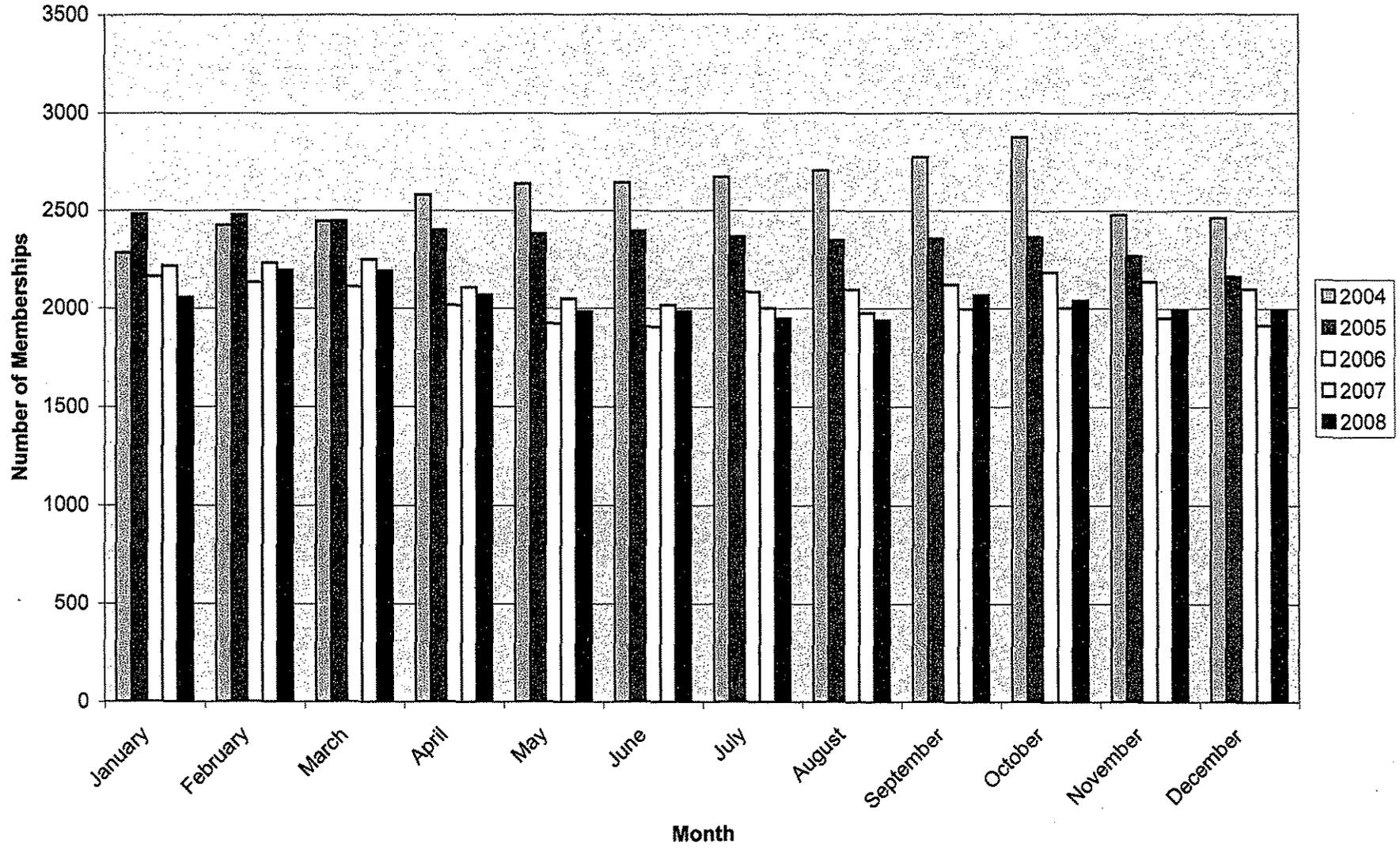
Mansfield Community Center Membership Trends May 2003-Current Total Memberships



Yearly Comparison of Total Memberships



Total Memberships



Mansfield Community Center

October 2008 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Wednesday, October 01, 2008	592	112	16		23	48	791	
Thursday, October 02, 2008	492	93	20		18	54	677	
Friday, October 03, 2008	504	64	20		33	142	763	Family Fun Night
Saturday, October 04, 2008	351	99			42	38	530	3rd - EOS Swim Meet
Sunday, October 05, 2008	281	10		16	32	1	340	
Monday, October 06, 2008	563	122	10		19	63	777	
Tuesday, October 07, 2008	493	99	8		10	29	639	
Wednesday, October 08, 2008	581	114	18		27	53	793	
Thursday, October 09, 2008	479	96	10		18	60	663	
Friday, October 10, 2008	478	64			19	52	613	
Saturday, October 11, 2008	272	40		14	22	1	349	
Sunday, October 12, 2008	221	10		30	24	1	286	
Monday, October 13, 2008	490	78			44	34	646	Columbus Day
Tuesday, October 14, 2008	512	99			25	29	665	
Wednesday, October 15, 2008	515	113	26		24	54	732	
Thursday, October 16, 2008	491	96			20	54	661	
Friday, October 17, 2008	454	64	18		28	29	593	Free Mansfield Day
Saturday, October 18, 2008	366	86		15	39	18	524	
Sunday, October 19, 2008	274	10		15	23		322	
Monday, October 20, 2008	544	131	10		31	65	781	
Tuesday, October 21, 2008	567	106	15		15	24	727	
Wednesday, October 22, 2008	581	114	116		10	54	875	
Thursday, October 23, 2008	493	90	25		16	20	644	
Friday, October 24, 2008	456	64			20	138	678	EOS Swim Meet
Saturday, October 25, 2008	365	86		10	23	503	987	Trick-a-Trunk
Sunday, October 26, 2008	255	14		20	18	2	309	
Monday, October 27, 2008	571	117	20		24	20	752	Member Appreciation
Tuesday, October 28, 2008	551	100			14	50	715	Member Appreciation
Wednesday, October 29, 2008	604	105	6		37	65	817	Member Appreciation
Thursday, October 30, 2008	501	100			6	38	645	Employee Health Fair
Friday, October 31, 2008	413	67			8	19	507	Member Appreciation
MONTHLY TOTAL	14,310	2,563	338	120	712	1,758	19,801	

14,496 2,640 126 214 1,804 1,593 20,873 2007 COMPARISON

Mansfield Community Center

November 2008 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Saturday, November 01, 2008	356	55		20	14	30	475	Special Needs Social Group
Sunday, November 02, 2008	300	8		28	11	13	360	
Monday, November 03, 2008	617	73	10		13	15	728	
Tuesday, November 04, 2008	461	71	10		10	5,617	6,169	Elections in Gym
Wednesday, November 05, 2008	561	64			8	17	650	
Thursday, November 06, 2008	530	64			7	7	608	
Friday, November 07, 2008	570	67			25	37	699	Family Fun Night
Saturday, November 08, 2008	408	50		20	20	5	503	
Sunday, November 09, 2008	270	13			9	9	301	
Monday, November 10, 2008	624	67	22		11	50	774	
Tuesday, November 11, 2008	578	68			39	29	714	
Wednesday, November 12, 2008	603	70	35		8	20	736	
Thursday, November 13, 2008	562	68	35		6	8	679	Goodwin School Visit
Friday, November 14, 2008	527	34			13	29	603	
Saturday, November 15, 2008	442	48		15	23	23	551	
Sunday, November 16, 2008	376	28			35	27	466	
Monday, November 17, 2008	651	73			20	28	772	
Tuesday, November 18, 2008	601	74			15	8	698	
Wednesday, November 19, 2008	646	41	8		24	31	750	Charter Mbr. Reception
Thursday, November 20, 2008	536	60			5	13	614	
Friday, November 21, 2008	555	12			12	51	630	Teen Center Concert
Saturday, November 22, 2008	452	52		35	40	53	632	Family Fun Night
Sunday, November 23, 2008	417	13			30	16	476	22- S.N. Social Group
Monday, November 24, 2008	582	63			14	12	671	
Tuesday, November 25, 2008	547	137			20	55	759	Free Mansfield Day
Wednesday, November 26, 2008	503	22			35	35	595	
Thursday, November 27, 2008	0	0	0	0	0	0	0	Thanksgiving - Closed
Friday, November 28, 2008	453	15			61	128	657	
Saturday, November 29, 2008	372	38			45	57	512	
Sunday, November 30, 2008	435	0		11	49	27	522	
MONTHLY TOTAL	14,535	1,448	120	129	622	6,450	23,304	

Mansfield Community Center

December 2008 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Monday, December 01, 2008	572	57			57	35	721	
Tuesday, December 02, 2008	563	51	28		11	62	715	
Wednesday, December 03, 2008	578	38	10		18	39	683	
Thursday, December 04, 2008	533	85	53	8	5	81	765	
Friday, December 05, 2008	480	10	38		41	36	605	Family Fun Night
Saturday, December 06, 2008	339	75		35	11	27	487	
Sunday, December 07, 2008	333	6		50	27	15	431	
Monday, December 08, 2008	642	52			15	44	753	
Tuesday, December 09, 2008	570	80			5	103	758	
Wednesday, December 10, 2008	573	48			25	54	700	
Thursday, December 11, 2008	469	79			10	71	629	
Friday, December 12, 2008	476	11			13	43	543	
Saturday, December 13, 2008	423	77		26	13	46	585	S. N. Social Group
Sunday, December 14, 2008	359	6		40	17	45	467	13- Free Mansfield Day
Monday, December 15, 2008	580	43	30		16	64	733	
Tuesday, December 16, 2008	554	54			16	81	705	
Wednesday, December 17, 2008	484	50	22		7	40	603	
Thursday, December 18, 2008	466	72			13	51	602	
Friday, December 19, 2008	289	12			3	10	314	
Saturday, December 20, 2008	234	43		20	18	66	381	Family Fun Night
Sunday, December 21, 2008	158			15	11	13	197	20 - SN Social Group
Monday, December 22, 2008	402	12			23	56	493	
Tuesday, December 23, 2008	425	11			34	63	533	
Wednesday, December 24, 2008	373	5			18	36	432	Open 530am - 5pm
Thursday, December 25, 2008	0	0	0	0	0	0	0	Closed
Friday, December 26, 2008	461	5			41	65	572	
Saturday, December 27, 2008	463				49	57	569	
Sunday, December 28, 2008	413				35	29	477	
Monday, December 29, 2008	603				44	151	798	
Tuesday, December 30, 2008	559		25		35	96	715	
Wednesday, December 31, 2008	258				15	28	301	Open 530am - 5pm
MONTHLY TOTAL	13,632	982	206	194	646	1,607	17,267	

12,943 1,865 231 310 808 1,849 18,026 2007 COMPARISON

3. Develop budget for fiscal year 2009-10
4. Supervise Youth Basketball Program
5. Develop Spring programs and produce program brochure.
6. Coordinate on-going and upcoming Capital Improvement Projects

STAFF CHANGES

Winter staff lists (see attachments)

STATISTICAL REPORT

See attachments:

1. Summary Program Statistical Report
2. Community Center Membership Trends Chart
3. Community Center Yearly Membership Comparisons (2)
4. Community Center Facility Usage Reports

QUARTERLY REPORT – DIRECTOR OF PLANNING

October 1 - December 31, 2008

Accomplishments

- Assisted the PZC with its review of pending applications and other land use issues. During this quarter, the Director of Planning helped the PZC review two (2) special permit applications, two (2) subdivisions involving seven (7) lots, four (4) Town Council referrals and nine (9) modification or bonding issues.
- During this quarter, the PZC approved an expansion of the Motorcycle Consultant repair/sales business on Stafford Road, a six (6) lot subdivision on Storrs Road, a one (1) lot subdivision on Crane Hill Road, a computer arcade on Middle Turnpike and a karate school on Stafford Road. A single family to two family conversion application on Storrs Road was denied.
- During this quarter, the Director of Planning coordinated the Town's review of the CL&P Interstate Reliability Project and proposed transmission lines in Mansfield and initiated an Environmental Review Team study of the proposed Ponde Place student housing project on Hunting Lodge Road. The ERT study is expected to be completed by the end of January.
- During this quarter, the Director of Planning attended a four day training program conducted by the Land Use Leadership Alliance and participated in an ongoing Natchaug River Basin study.
- During this quarter, considerable time was spent working on various UConn oriented projects and issues including water and wastewater issues, a planned composting facility and a Willimantic River wellfield impact study. The Director of Planning also assisted with Mansfield's Open Space Acquisition and Management programs, the Town's ongoing Four Corners Sewer study, Storrs Center parking garage and fiscal impact issues and strategic planning and assisted living initiatives.

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

Exceptions – No new budgetary exceptions arose during this period.

Plans for Next Quarter Include:

- Assisting the PZC, IWA, Town Council and Conservation Commission with their review of the pending applications and other land use projects including the CL&P Interstate Reliability Project, Verizon's proposed telecommunication tower in southern Mansfield and UConn's planned extension of North Hillside Road.
- Coordinating and assisting the PZC and IWA with zoning (map) and regulation amendments including the potential implementation of recommendations contained in Mansfield's Plan of Conservation and Development. A comprehensive update of Mansfield's Inland Wetland Regulations is expected to be completed during this quarter.
- Assisting the Town Manager and other town officials with various ongoing town projects and consultant studies, particularly, the strategic planning initiative; student housing and housing code issues; assisted living/age restricted housing issues; Storrs Center phasing, parking and infrastructure issues and various elements of Mansfield's Open Space Acquisition and Management program.
- Assisting Town officials with the review of affordable housing issues and water supply and sewer system issues, including UConn's ongoing Willimantic River wellfield study and the Town's Four Corners Sewer Advisory Committee study.

Staff Changes – None

Statistical Report – During this period, the Director of Planning attended nineteen (19) meetings with Town boards and committees.

TOWN OF Mansfield

MEMO

2/25/09

To: Matt Hart, Town Manager
From: Lon Hultgren, Director of Public Works 
Re: DPW Quarterly Report: Oct, Nov & Dec, 2008

I. Accomplishments

A. Administrative

1. Continued coordination of EPA clean diesel grant for the school buses; sent out pre-installation surveys and tabulated the results; observed bus idling and the installation of particulate engine filters.
2. Responded to trash collection complaints and worked to resolve them; rode on collection routes to gather information on larger can use and service level changes to simplify the system and account for the larger cans that are now available.
3. Rebid multi-family collection contract for refuse and recyclables.
4. Sponsored a home energy efficiency seminar for residents; arranged for continuing workshops on organic land care and arranged for a program to showcase the CT Solar Leasing program for homeowners (to be held March 19th)
5. Researched status of plastic bag bans in CT
6. Met with UConn representatives to scope a small, regional biodiesel facility at the Depot Campus with participation by UConn, Mansfield and Tolland; submitted said project for stimulus funding.
7. Continued work on the Windham wastewater treatment plant upgrade dispute.
8. Continued work on the four corners sewerage study – began work with the Council's appointed advisory committee; set up reference materials on the project.
9. Continued support of MDP/Storrs Center efforts – grant coordination; consultant selection; scope of service drafting
10. Ground waste wood at the solid waste area
11. Assisted with the review and coordination of the MMS natural gas project
12. Coordinated efforts to add additional Mansfield stops on the WRTD bus line
13. Prepared and submitted Department's capital budget requests (2009-2014)
14. Issued RFQ for a water conservation study for the Town-owned section of the UConn water system.
15. Prepared specifications and bid for a replacement plow-truck; ordered a replacement riding mower, replacement sweeper and pickup truck from the state bids.
16. Completed the canvass of fronted residents along the Eastern section of Conantville Road (all but 2 favored the installation of speed humps); coordinated the installation of 3 new humps.
17. Made presentation to the American Public Works Association on the Town's Automated Vehicle Location (AVL) system.

B. Operations

1. Replaced guideposts, mowed roadsides and trimmed brush at intersections
2. Picked up leaves along gravel roads; graded these roads

3. Cleaned culverts, waterways and catch basins; repaired culvert on Ravine Road; installed underdrain at the Mansfield Middle School.
4. Repaired storm damage to road edges after 12/15 heavy rains, including damage to Bassetts Bridge Road due to reservoir operations.
5. Screened, transported and stockpiled sand for winter use; screened 2 inch stone
6. Plow and sanded roads, parking lots and bikeway walkways; applied sand and salt
7. Repaired mailboxes damaged by plowing operations
8. Repaired and installed Town road signs
9. Removed hazard and downed trees from Town roadsides; hauled away the wood
10. Patched pot holes, responded to resident requests for service
11. Began repairs to the sand spreader rack at the Town garage
12. Continued construction of the Hunting Lodge Road walkway/bikeway
13. Completed site work around the skate board park
14. Repaired walkway along Route 195 near Hanks Hill Road
15. Maintained Town trails and bike routes; mowed open space areas
16. Picked up leaves at Town and School buildings
17. Placed sandboxes in usual locations for winter
18. Placed voting signs out for November election
19. Mowed turf areas; weeded flower beds; striped and maintained school and Town athletic fields
20. Picked up donated bus shelter from Windham Hospital
21. Removed trash from Town fields and recreation areas
22. Closed Bicentennial pond for the season
23. Serviced and cleaned Town vehicles and equipment

C. Engineering

1. Staffed PZC, IWA, TAC and the Traffic Authority; administered and issued road permits.
2. Sampled ground and surface waters at the Town's solid waste area.
3. Staked ongoing construction at the Hunting Lodge walkway project; inspected construction; assisted with easement descriptions and closings
4. Prepared sewer billing calculations from water usage data for the southerly sewer system
5. Rated Town roads and remeasured unimproved road lengths for state DOT
6. Prepared several preliminary assessments for the 4 corners sewer project; made preliminary water line layout and cost estimate
7. Investigated discharge complaint on Eagleville brook and referred to DEP
8. Completed deed transfer on Hillside Circle for reconfigured intersection.
9. Prepared draft deed to join Middle School and former Gifford properties on Spring Hill Road
10. Assisted with new water meter installations and system improvements for Juniper Hill area
11. Continued design and grant assistance for the Storrs Center project
12. Coordinated GIS version improvements, parcel updates and the creation of new shapefiles; coordinated work with UConn.
13. Monitored progress on Laurel Lane and Stone Mill Road bridge replacement projects; reviewed progress on the Gurleyville Road bridge railing project.
14. Obtained traffic data on selected Town roads.
15. Received community sewer system maintenance reports

16. Negotiated additional (previously removed) funds for construction of the Route 44 bikeway; received and processed supplemental grant agreement.
17. Assisted in design review for the MMS natural gas project
18. Inspected and inventoried bike route signs

II. Outstanding Problems and Events

- A. Our crews working on the construction of the Hunting Lodge Road walkway hit a shallow gas service line, which had to be repaired by CNG. In addition to losing a half-day's work, the repairs cost about \$500.
- B. All permissions were obtained for the Hunting Lodge Road bikeway – the final easement from Polo Run (Carriage House) was obtained by condemnation; however, we have been working with them on landscaping along the path and expect that they will not be contesting the compensation amount given for the easement.
- C. Town Aid funds for 2009-10 have been reduced by 25% (approximately \$50,000). This will likely mean a temporary halt to our road striping program which costs \$30-\$40,000 and has been funded by Town Aid funds. In addition, the Town buys its road salt using Town Aid funds and the cost of salt was up over 40% this year (\$90.90 per ton). How the state could decide to reduce this grant while maintaining that they are “flat funding” municipal grants is beyond me.
- D. As of this writing, 17 of the school busses used to transport the Town's and Region's students have been retrofitted with clean-diesel particulate filters. Only a few more remain to be installed.
- E. Recycling markets have tanked in the economic downturn. Up through November we were getting \$8,000 to \$10,000 per month in paper and cardboard revenues. In December this was only \$2,000 and not much is expected for the remainder of fiscal 08-09.
- F. The 3 new speed humps on Conantville Road, installed by a new contractor, are a little too abrupt. We will be working with this contractor to smooth them out this spring.
- G. The joint Mansfield/UConn biodiesel facility proposal, if built, would be able to supply the Town with enough biodiesel to allow the Town to use it for 10% of all its diesel and heating oil at no increase in cost. This is particularly outstanding as the proposed plant will use waste vegetable oils (not grown plant material), so it will be energy from a true waste source. At this point we have expressed an interest in being a (small) equity partner in this facility which could involve a capital fund project of up to \$50,000 spread over several years.
- H. We continue to be unable to find parts for the Town's tub grinder. While we did have a contractor come in to grind the wood waste that had accumulated at the solid waste area, this cost nearly \$10,000 and we will not be able to do this frequently. We are continuing to try to find parts for the tub grinder.
- I. The Stone Mill Road bridge project was delayed by archeological data that required a higher-level of study and scrutiny. It has been cleared by the state in this regard. It has now been found to be in the vicinity of an endangered species, so some additional study to evaluate this is now underway. The design should be completed in 2009 such that the construction can begin late in 2009 or early 2010. The Laurel Lane bridge is requiring a remapping of the 100 year floodway in the vicinity of the bridge. This work is also proceeding. We plan to begin the Stone Mill Road bridge construction before the Laurel Lane bridge work, and are thus more concerned about keeping the design moving for it rather than the Laurel Lane.

- J. The Gurleyville Road bridge railing project design is currently hung-up while the attachment of the new railing to the edge of the old bridge is studied in detail by the DOT. Because federal safety fund are funding this project they have to be met. However, it is difficult for the attachment to meet federal crash standards as they are based on actual crash data. Whether or not we have to crash one of our vehicles into the new railing after it is attached to the old bridge has yet to be determined (!).
- K. We submitted several projects for federal stimulus funds. We are hopeful that at least one of them will be funded either through the WinCOG allotment (completion of the Birch Road bikeway, the Woods Road drainage project or the Dodd Road bridge) or the Governor's clean-energy initiatives (biodiesel facility).

III. Plans for Next Quarter

- A. Resume construction on the Hunting Lodge Road walkway/bikeway
- B. Resume final site work around the 4th Lions Club soccer field
- C. Assist four-corners advisory committee with presentations to property owners and others regarding sewer and water installations for the area
- D. Finalize and submit the proposed 09-10 DPW operating budget
- E. Complete Windham WWTP arbitration
- F. Continue coordination of design work for Route 195 modifications in Storrs Center – hire consultant and fast-track design work so that the design can be completed in 2009.
- G. Prepare grounds equipment for spring use.

IV. Reports (attached)

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

cc: M. Kiefer, Supt of PW
G. Meitzler, Asst Town Engr
T. Veillette, Project Engr
V. Walton, Solid Waste Coord
E. Ohlund, Clerk of the Works
S. Fitzgibbons, Engr Intern
L. Patenaude, PW Specialist
File

Attach: 2

DPW 4th Quarter 2008 Work Summary by Activity (Oct, Nov, Dec 2008)							
Work Code	Work Type	Labor Hrs	Labor \$	Equip Hrs	Equip \$	Matl \$	Total \$
01	PATCHING	23.0	\$497	11.0	\$169	\$60	\$726
03	PAVING	26.0	\$572	42.0	\$623		\$1,195
08	CATCHBASIN CLEANING	82.5	\$1,886	79.5	\$1,285		\$3,170
09	PATCH DIRT ROADS	38.0	\$888	32.0	\$820	\$1,875	\$3,583
10	GRADE DIRT ROADS	32.0	\$782	32.0	\$945	\$280	\$2,007
12	SHOULDER WORK	211.5	\$4,751	257.5	\$3,968	\$753	\$9,471
13	SIGN WORK	71.0	\$1,595	21.0	\$237	\$364	\$2,195
15	WATERWAYS CK & CLEAR	470.8	\$10,976	376.0	\$6,340	\$755	\$18,071
16	ROAD KILL	5.0	\$108	9.0	\$263		\$371
18	TRAFFIC CONTROL	336.0	\$5,333	229.0	\$3,333		\$8,667
19	TREE REMOVAL	70.0	\$1,790	53.5	\$1,028	\$251	\$3,070
20	TREE TRIMMING	29.0	\$628	25.0	\$371		\$999
21	TREE TRIMMING& CHIPPING	16.0	\$368	8.0	\$128		\$496
22	CURBING INSTALL	34.0	\$762	50.0	\$549		\$1,310
23	ROADSIDE MOWING	7.0	\$168	7.0	\$49		\$216
24	GUIDE POSTS	3.0	\$70	3.0	\$41		\$111
25	GUARD RAIL	2.0	\$40				\$40
26	PLOWING ROADS	281.5	\$8,318	316.8	\$8,299	\$7,866	\$24,483
27	PLOWING PARKING LOTS	72.3	\$2,486	63.3	\$716		\$3,202
28	LOADING SAND \ SALT	103.5	\$3,146	32.0	\$800		\$3,946
29	SANDING	763.8	\$20,710	698.5	\$16,809	\$9,522	\$47,040
30	PLOW/CLEAR WALKWAYS	193.5	\$6,199	194.3	\$4,231		\$10,430
34	PLACE/ RE SAND/SALT BOXES	18.0	\$392	10.0	\$146		\$538
35	FILL SAND/SALT BOXES	23.8	\$521	16.0	\$220	\$173	\$914
36	SCREEN SAND	202.0	\$4,797	332.0	\$3,341	\$34,420	\$42,558
38	SCREEN GRAVEL	41.0	\$970	64.0	\$437	\$13,950	\$15,357
41	MAILBOX REPAIRS/REPLACE	12.0	\$270				\$270
45	PAINT/ STRAIN	17.0	\$382				\$382
46	TEST PITS/ MISC ASSIGN.	54.0	\$1,308	50.0	\$590		\$1,898
47	MISC. MATERIAL HAULING	1,563.0	\$34,960	1503.0	\$44,492	\$26,532	\$105,985
50	CLEAN YARD MISC.	9.0	\$201	5.0	\$98		\$299
51	PREP PLOWS & TRUCKS	149.0	\$3,959	17.5	\$423		\$4,382
52	LAWN REPAIRS, PLOW DAMAGE	32.0	\$693	24.0	\$525		\$1,218
57	FIELD CONST. GRADING	16.0	\$400				\$400
	subtotals, roads >>>>>	5,008.0	\$120,925	4,561.8	\$101,276	\$96,801	\$319,002
159	SPECIAL GRNDS PROJ	305.0	\$7,413	236.0	\$5,625	\$4,565	\$17,603
160	TRIM BRUSH/CLEANUP	40.0	\$827	40.0	\$954		\$1,781
202	BUILDING CLEANUP	2.0	\$45				\$45
203	BUILDING REPAIRS	34.0	\$764				\$764
204	CARPENTRY SHOP	172.0	\$3,867				\$3,867
205	MOWING	312.5	\$5,456	432.5	\$2,147		\$7,603
209	FENCE/GATE WORK	40.0	\$903	8.0	\$128		\$1,031
212	INSTALL/ REMOVE EQUIP	76.0	\$1,759	29.0	\$259		\$2,018
213	REPAIR REC EQUIP	24.0	\$564	16.0	\$143		\$706
214	PAINT FIELD LINES	189.0	\$4,411	216.0	\$963	\$1,435	\$6,809
215	BASEBALL FIELD PREP	72.0	\$1,571	80.0	\$641	\$13	\$2,225
219	TRASH RUNS	147.0	\$3,152	75.5	\$719		\$3,871
221	MOVE VOTING MACH/SIGNS	25.5	\$607	6.0	\$54		\$661
224	TURF REPAIRS	24.0	\$564	24.0	\$289		\$853
225	LEAF PICKUP	300.0	\$6,954	228.0	\$4,193		\$11,148

227	PLAYSCAPES	12.0	\$270				\$270
230	TENNIS COURT REPAIR	9.0	\$222				\$222
	subtotals, grounds >>>>>	1,784.0	\$39,348	1,391.0	\$16,115	\$6,013	\$61,475
311	SERVICE/REPAIR EQ.	1,245.0	\$31,379	24.0	\$361		\$31,740
312	TRANSPORT EQ.	2.0	\$47				\$47
315	CLEAN SHOP	43.0	\$967				\$967
316	PARTS RUN	38.8	\$909	12.0	\$73		\$982
317	WASH EQUIPMENT	7.0	\$150	4.0	\$127		\$277
318	PUMP STATION	13.0	\$308				\$308
	subtotals, equipment >>>>>	1,348.8	\$33,761	40.0	\$560	\$0	\$34,321
410	CASHIER/ GARAGE IN	258.0	\$6,125	4.0	\$100		\$6,225
412	LOADING MATERIAL	8.0	\$196				\$196
413	T.V./COMP PREP.	48.0	\$1,095				\$1,095
414	REFRIG. PREP	28.0	\$685				\$685
415	CARD BOARD	57.0	\$1,395	48.0	\$1,200		\$2,595
416	CLEAN SWAP SHOP	55.0	\$1,252				\$1,252
417	CLEAN RECYCLING BLG.	38.0	\$886				\$886
418	COMPACT RUBBISH	83.5	\$1,911				\$1,911
419	CHIP BRUSH	65.0	\$1,578	40.0	\$1,000		\$2,578
420	BALLAST/ CAP WORK	39.0	\$954				\$954
422	MISC GROUNDS REPAIR	34.0	\$784				\$784
423	LEAF COMPOSTING	4.0	\$98				\$98
432	COMPACT BULKY	77.0	\$1,876	58.0	\$1,450		\$3,326
433	BATTERIES	100.0	\$2,296				\$2,296
	subtotals, solid waste/recycling >>>	894.5	\$21,132	150.0	\$3,750	\$0	\$24,882
XXX	ADMIN WORK \ PAPERWORK	447.8	\$11,633				\$11,633
ZZZ	TIME NOT WORKED	1,953.0	\$44,469				\$44,469
	Grand totals for Quarter >>>>>	11,436.0	\$271,268	6,142.8	\$121,701	\$102,813	\$495,782

Service Request Activity: October, November, December 2008				
Service Request Type	Closed	In Progress	Open	Total
Drainage- water on/off Town road; culverts, basins	7	1	1	9
Sweeping, dumping, rubbish or dead animals on road	7	0	0	7
Trees, tree limbs, etc.	4	0	0	4
Road repair - patching, paving, etc.	3	0	0	3
Snow plow damage, mailbox damage, other snow items	2	1	0	3
zOther public works related request	3	0	0	3
Gravel road maintenance	1	0	0	1
Signs, guideposts or guardrail problems	1	0	0	1
				31

QUARTERLY REPORT – TOWN CLERK’S OFFICE
October, November, December 2008

Summary of Major Activities

- Work continued on the 2008-2009 Historic Preservation Grant with the removal and organization of record material currently stored in the basement. Work continued on the Community Development Action Plan files, the capital project files and the Small Cities grant files. An organizational system has been developed for each set of records.
- Distributed 675 Presidential Absentee ballots to Mansfield voters living all over the world. Issued 176 Presidential ballots on Election Day to residents who were not registered to vote. Prepared legal notices for all elections and verified election results with the Head Moderator. Swore in and issued certifications to all newly elected/appointed Justices of the Peace
- Implemented the new DEP electronic licensing system for all sport licensing. Staff attended training sessions and the system became effective December 1st. Paper licenses are no longer available.
- Worked with the Assistant Town Manager to develop a Freedom of Information Policy
- Audited the Mansfield Code Book to insure all previously passed ordinances and amendments have been incorporated into the code.
- Reviewed and established a system for the maintenance of confidential birth records.
- Distributed the requirements for the filing of meeting schedules to all boards and commissions. Worked with boards and commissions to schedule meetings in the Town Calendar.
- Conveyance Tax for this period was \$19,951.24. The number of instruments filed was 492. There was 1 foreclosure in this quarter.
- Dog licenses sold totaled 80.
- Sport licenses sold – 23 hunting licenses, 23 fishing licenses, 24 combination licenses, 1 junior hunting license, 1 non-resident hunting license, 6 non-resident fishing licenses, 37 pheasant tags, 11 migratory bird stamp and 8 HIP permits.
- Marriage licenses issued were 13. On November 12, 2008 we issued the first marriage certificate for a same sex couple. There were 11 births and 31 deaths recorded in Mansfield.

Plans for the Next Quarter

- Prepare ballots, publish legal notices and issue absentee ballots for Region 19 referendum on taxes.
- As money becomes available our office should implement the scanning capability of our POS system. More and more towns in the state are able to offer citizens the ability to review land record documents on line. As of yet on line access is not required and printed copies are still will be mandated for the foreseeable future, but we should be looking forward.
- Complete all end of year reports and record retention disposal schedules.
- Continue work on the Records Management Project.

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
January 22, 2009
8:00 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms Hall, Assistant Treasurer; Ms Christison-Lagay Commissioner; and Ms Fields, Executive Director.

The meeting was called to order at 8:12 a.m. by the Chairperson.

MINUTES

A motion was made by Ms Christison-Lagay and seconded by Ms Hall to accept the minutes of the December 18, 2008, Regular Meeting. Motion approved unanimously.

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Ms Christison-Lagay and seconded by Ms Hall to accept the December 2008 Bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Eddy and seconded by Ms Christison-Lagay to accept the November 2008 Financial Reports. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Ms Hall and seconded by Mr. Simonsen to accept the November 2008 Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Mr Eddy reported that due to continued complaints of barking dogs that the Board consider limiting the pets that are allowed with a note from a doctor stating that is necessary for the psychological health of the tenant. A motion was made by Ms Christison-Lagay and seconded by Mr. Simonsen to amend the Wright's Village Lease as follows: "No Pets are allowed with the exception of cats, birds or fish only with a note from a doctor stating that the pet is required for the psychological health of the tenant. The dogs that are here as of this date will be grandfathered in and allowed to remain with current tenant.

UNFINISHED BUSINESS

Outside Lighting at Wright's Village

Con Serv, Inc. is working on a price for the timers. Conduit will need to be installed to place the eyes outside the utility closets.

Solar Panels for Lighting

Sunlight Solar submitted the application to the Connecticut Clean Energy Fund on December 24, 2008. They will continue to monitor it and follow-up with us as they receive any information.

Policy Review

The Board began its review of all management policies. The review process will continue until completed.

A motion was made by Mr. Eddy and seconded by Ms Hall to approve the Vehicle Use Policy. Motion approved unanimously.

NEW BUSINESS

None

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:30 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson

Approved Minutes

Town of Mansfield

Communications Advisory Committee (CAC)

December 15, 2008 Regular Meeting

Audrey Beck Building Conference Room C

Members Present: Aline Booth, Joyce Crepeau, Leila Fecho (7:10), Patrick McGlamery, and Toni Moran

Members Absent: Bill Powers, Richard Pellegrine

Staff Members: Jaime Russell, Matt Hart and Fred Baruzzi (7:15)

Call to order 7:03

No Public present

Approval of Minutes motion made by Joyce Crepeau seconded by Patrick McGlamery approved by all.

Guest, Matt Hart, was invited to discuss the Budget and review the last years work by the committee. Proposed budget is presented to the council on, March 23, 2009 and must be adopted by the council by May 1, 2009. The town meeting is the second Tuesday in May. Key issues; what are the resources going to look like for the coming year and will it meet the strategic plan for the town of Mansfield be able to be held accountable with the present economy. Matt handed out two documents from Windsor, CT; *Budget in Brief* and *Citizen's Guide to the Windsor Town Budget* (see link to these attachments at the end of these minutes). The suggestion is to let a staff member make the two handed out documents designed for Mansfield. The committee supports the town using both documents that Matt Hart presented to the committee and a discussion arose on how to distribute said documents.

Guest, Fred Baruzzi, was invited to discuss the four school renovation project along with the referendum for the four school renovation project. The school building project committee is made up of town employees and citizens of Mansfield. How does the MBOE (Mansfield Board of Education) want to interact with the CAC. The decisions are to be made by the chair of the building committee, which is Mary Feathers and or Betsy Patterson. We need to communicate to the building committee that we are willing to help communicate to the public about they issues.

Bill Powers is resigning but we have not received a letter as of yet and his term was to be up on March of 2009.

Adjourn at 8:55 motion made by Aline Booth and seconded by Patrick McGlamery.

Submitted by Joyce Crepeau

ATTACHMENTS:

Attachment 1: Town of Windsor's Citizen's Guide to the Windsor Town Budget:

<http://www.townofwindsorct.com/pages/departments/administrativeservices/finance/documents/CitizenBudgetGuide.pdf>

Attachment 2: Town of Windsor's Budget in Brief:

http://www.townofwindsorct.com/departments/administrativeservices/finance/budgetinfo/2008/FY08_budget_brief.pdf

Approved Minutes

TOWN OF MANSFIELD COMMUNICATIONS ADVISORY COMMITTEE

Monday, January 26, 2009
Audrey Beck Municipal Building

Members Present: Leila Fecho, Patrick McGlamery, Toni Moran

Elected Officials and Staff Present: Jaime Russell

Absent: Aline Booth , Joyce Crepeau, Richard Pellegrine, Bill Powers

- I. **Meeting Called to order** at 7:15p by chairperson Moran
- II. **Approval of Minutes** – Without a quorum, minutes to be approved at next meeting.
- III. **Public Comment** – Resident and volunteer Ric Hossack joined us to share his experience on videotaping the Council meetings. He would like to tape other meetings and is willing to help other volunteers understand the process so that we can tape more meetings. The process of taping meetings seems to increase accountability of those participating.

To cover when he is not available, Mr. Hossack has identified an alternate to tape the meetings. He will look for more volunteers. Our committee should also recommend the committee on committees list the opportunity and be aware of the need to find additional volunteers to fill this position if we are to continue to recommend the meetings be taped. We could also explore engaging the volunteer time of high school students as some other towns have done successfully. (note: if Bruce Silva willing to encourage it, we would still likely have to borrow the equipment from the cable station as the HS equipment is regional and not for the exclusive use of Mansfield)

Mr. Hossack noted the sound quality is still the biggest hurdle, solved mostly by asking speakers to speak directly into the microphones provided. Mr. Hossack employed our committee to NOT follow Coventry in purchasing a (costly) mutli-camera system. The transitioning between cameras is nice, and although the sound is better, the fixed cameras do not provide much flexibility and not a good solution for our meeting format. Mr. Hossack shared his emphatic request to avoid recommending the investment in the salary for a full-time communications manager like Windsor has.

Mr. Hossack noted the meetings are sparsely attended; most people don't have time or energy after work to go to meetings. If the meetings are available via the cable network and as copies, maybe more people will be willing to participate in the process, albeit they are not in attendance at the meetings. The meetings are now taped directly to DVD. Copies can be obtained at the Town Offices. Note Freedom of Information cost per request is now \$0.50. The cost of a CD is nominal. For those residents with DISH TV this could be a viable solution. Maybe even consider a 'subscription' service...?

Old Business -

No discussion

IV. New Business

Region 19 Referendum regarding athletic field upgrades at EOS – Chairperson Moran noted that she was unable to find pertinent information regarding the justification of the investment on the web. Leila Fecho noted that her household received a notice in the mail regarding the referendum with some details about the benefits and costs of the proposal. No other members present recalled receiving the mailing. Members are requested to bring any additional info to the next meeting.

NEXT MEETING: February 2 in Conference Room B.

V. Reports – no additional reports

VI. Communications –

Jaime Russell distributed a letter from the Commission on Aging to our committee noting some of the concerns with the audio on the Council meeting broadcasts as well as their thanks for the effort that goes into the process. Chairperson Moran will forward a copy of the letter our committee recently sent to the Town Council which addresses most of the points raised by the Commission on Aging.

Atty Steve Baacon requested our committee members be added to the Mansfield Downtown Partnership direct distribution list. Committee members present are happy to get the information.

VII. Adjournment – meeting adjourned at 8:03p.

Respectfully Submitted, 2/2/08
Leila Fecho, Secretary pro tem

Approved Minutes

**TOWN OF MANSFIELD
COMMUNICATIONS ADVISORY COMMITTEE**

Monday, February 2, 2009
Audrey Beck Municipal Building

Members Present: Leila Fecho, Patrick McGlamery, Toni Moran

Elected Officials and Staff Present: (Jaime Russell expected at 7:45)

Absent: Aline Booth , Joyce Crepeau, Richard Pellegrine, Bill Powers

- I. **Meeting NOT Called to order** as no quorum present by 7:30 p.m.
- II. **Approval of Minutes** – Without a quorum, minutes to be approved at next meeting.
- III. **Public Comment** – No public in attendance.
- IV. **Old Business** -
No discussion
- V. **New Business**
NEXT MEETING: February 23 in Conference Room B.
- VI. **Reports** – no additional reports
- VII. **Communications** –
None
- VIII. **Adjournment** –

Respectfully Submitted, 2/19/08
Leila Fecho, Secretary pro tem



**TOWN OF MANSFIELD
COMMUNITY QUALITY OF LIFE COMMITTEE**

Thursday, January 22, 2009

7:00 P.M.

**Mansfield Public Library
Buchanan Auditorium**

Approved Meeting Minutes

Members present: Helen Koehn (chair), Michael Beal, Joseph Briody, Bruce Clouette, Jane Fried, Denise Keane, David Morse, Stephen Rhodes, Dana White

Staff: Matthew Hart, Curt Hirsch, John Jackman, Sgt. James Kodzis, Michael Nintean, Gregory Padick

1. The meeting was called to order at 7:02 p.m..
2. B. Clouette was appointed recording secretary.
3. J. Fried moved approval of the December 11, 2008 Minutes, seconded by M. Biel. H. Koehn called for greater detail in the minutes. D. Morse passed out a page of additions (attached) and moved that the additions be added to the minutes, seconded by D. Keane. S. Rhodes recommended a change in wording in the first paragraph: "University's need for student housing" to "University student community." Accepted as a friendly amendment. J. Fried recommended that the minutes record the major actions and events of the meeting, but not attempt to record dialogue. D. Keane suggested the minutes should include the fact that there was public comment. B. Clouette spoke against accepting the minutes as amended. The approval of the minutes failed.

J. Fried moved, seconded by B. Clouette, that the minutes should be re-edited and circulated to the membership prior to the next meeting. Passed.
4. **Opportunity for Public to Address the Committee:** No comments
5. **Chairperson's Report**
H. Koehn reported that she had developed the agenda for the meeting in consultation with Matt Hart, and asked Matt to provide a report.

M. Hart noted his communications with the University's Student Life Committee of the Board of Trustees and said he would email the committee with the date of the next meeting.

6. Presentation re: Zoning Enforcement and Off-campus Housing

G. Padick, C. Hirsch, and M. Nintean gave a presentation on the zoning aspects of neighborhood quality of life, especially as relates to the present definition of "family" as including no more than four unrelated persons. Key points about zoning regulations:

- Zoning is only one of several approaches to quality of life issues.
- Zoning changes involve a highly structured process that includes public hearings and actions by the Planning and Zoning Commission.
- Zoning changes always exempt pre-existing "non-conforming" use; the exemption applies to the property itself not the owner (in response to a question from H. Koehn).
- Most of Mansfield is a RAR-90 zone for single-family houses; that zone also allows for efficiency units and (for houses > 20 years old), two additional units provided that the owner lives in one. Multi-family housing is by special permit. The Plan of Conservation and Development recognizes the need for multi-family housing in the vicinity of the University where there is appropriate infrastructure, but there is no explicit multi-family zone on the zoning map (in response to a question by S. Rhodes)
- One point of view is that more multi-family housing would decrease the pressure for conversion of single family homes to student apartments.
- The current definition of family in the regulations needs to be considered for revision, as it is antiquated. In consultations with Dwight Merriam, land-use legal expert, it was learned that there is little case law to guide such a definition. S. Rhodes questioned whether the definition of "family" was so problematic that it would be better to concentrate on strategies other than zoning. J. Fried urged that attention be paid to other aspects, such as parking. G. Padick, in a response to a question from H. Koehn, urged that a single definition of family be used in both zoning regulations and town ordinances.
- M. Nintean reported that in a survey of other towns (10 responses), there appeared to be little success using zoning changes to address quality of life issues,
- G. Padick stressed that any changes, such as a special permit for housing of unrelated individuals, would have to be very clear and predictable, not subjective in any way, so as to hold up in court against a challenge based on arbitrariness.
- G. Padick reported on the "Ponde Place" proposal for 600+ bed apartment complex. The University has approved sewer and fire-protection water for the complex subject to a number of conditions, including town approvals. An Environmental Review Team is studying the impacts of the project, has

completed the field visit, and will be reporting shortly. Application for town approval will be coming this Spring. J. Fried asked if approval of such projects was coordinated with the University's enrollment projections; answer was no. B. Clouette asked if any market considerations could enter into the zoning approval process; answer was no.

C. Hirsch passed out a list of "Locations of Special Interest" related to possible zoning enforcement issues. He made the following points in regard to zoning enforcement

- Many solutions devised by other municipalities are not necessarily applicable to our situation due to our rural setting, state statute, etc.
- Zoning investigations are triggered by housing inspections as well as by complaints.
- The Zoning Agent proceeds by observing the number of cars at multiple times, particularly early morning, in deciding whether there is evidence of a violation of the number of occupants regulation. Other types of evidence are virtually impossible to obtain.
- Violations heard in court rarely result in anything beyond an admonishment from the judge.
- In response to an inquiry by J. Briody, C. Hirsch reported that there had been issued about 80 notices of violation in the last 5 years, with about 40 resulting in a citation. In response to a question by B. Clouette, C. Hirsch stated that the fine for a violation was not calculated on a per day basis but for each citation. Then the process of notice of violation/citation starts over. One landlord has received (and paid) 7 citations, at \$150 each. J. Fried commented that zoning and zoning enforcement did not seem to be a fruitful avenue to change. H. Koehn suggested a parking regulation that would compile a list of names and vehicle registrations.

M. Ninteanu then commented on the Housing Code/Landlord registry:

- The definition of "family" is important because it triggers several aspects of regulating housing.
- The Housing Code could specify the type, location, and number of parking places.
- A system of parking passes for residents and visitors, in connection with a tenant registry, could be instituted. The program could recover all or a part of its costs through fees.

7. **Amendment to Special Police Services Ordinance**

J. Jackman distributed a proposed amendment to town ordinances that would allow the town to recover costs for police and emergency services if called to a particular address more than once for a single event. The revision is not intended to cover the case of multiple calls over a period of time but does not preclude another revision to address that issue. The proposed revisions would also be distributed to the next meeting of the town council. B. Clouette asked that the revision be discussed at the next meeting of the committee and recommendations forwarded to the council for its consideration.

→ **Approval of Minutes**

B. Clouette asked if the chair would waive the requirement of Motion to Reconsider and accept a motion regarding the approval of the minutes. H. Koehn agreed. B. Clouette moved, seconded by J. Fried, 1) that the minutes of December 11, 2008 be accepted as prepared, 2) that the additions proposed by D. Morse be appended as a formal part of the record, titled "Comments on the Minutes of December 11, 2008," and 3) that subsequent minutes also include such comments on the minutes as members may choose to share as part of the record. D. Keane asked that the motion be amended to include the addition of Public Comments, which was accepted as a friendly amendment. Motion passed.

8. Communications

- a) M. Hart re: Lynwood/Farmstead Road
- b) Proposed Changes to the Housing Code Sewer and Water Provisions
- c) SAITSA National News "City Unveils New Bylaws to Curb Noise, Overcrowding" – 12-03-08
- d) University Area Neighborhood Task Force Report to West Chester Borough Council

9. Preparations for Next Meeting/Next Steps

M. Hart suggested next hearing from law enforcement and the University's off-campus housing office. D. Keane suggested adding the Health District to a future agenda. J. Fried urged that presentations be shorter and more succinct and that written materials be distributed ahead of time. H. Koehn suggested that the format of the minutes be discussed at a future meeting.

10. Opportunity for Public to Address the Committee

Henry Krisch urged the committee to consider the issues raised in the first communication.

11. Adjournment

The meeting adjourned at 9:25.

**MANSFIELD DOWNTOWN PARTNERSHIP
MEMBERSHIP DEVELOPMENT COMMITTEE MEETING
Mansfield Downtown Partnership Offices
January 12, 2009
8 AM**

MINUTES

Present: Betsy Treiber (Chair), Alexinia Baldwin, Dolan Evanovich

Staff: Cynthia van Zelm

1. Call to Order

Betsy Treiber called the meeting to order at 8:01 am.

2. Comments on Minutes

The minutes for October 20, 2008 and November 17, 2008 were accepted as presented.

3. Update on Memberships

Ms. Treiber reported that there were 182 paid memberships received from the renewals sent out in December for a total of \$10,220. There have been 8 new memberships since July 1, 2008.

The Committee agreed to send out a 2nd renewal letter before making individual calls. Ms. Treiber suggested that the 2nd renewal letter include the New Year's message from Board President Philip Lodewick and LeylandAlliance President Steve Maun that had gone out to the e-mail membership and interested parties list.

Mr. Evanovich suggested again that Ms. van Zelm reach out to both Tom Callahan and John Saddlemire with respect to membership in their departments.

Ms. Treiber said that the Board was looking at bringing a UConn student on to the Board. Mr. Evanovich thought it was a good idea and would be great to get a sophomore who will be around for awhile.

Ms. van Zelm noted that she had been invited by UConn Provost Nicholls to speak about Storrs Center at the next Council of Deans meeting. Mr. Evanovich thought it was good to keep working through this venue to present information to the Deans and their departments about membership.

4. Update on Outreach and Discussion of Further Outreach

Ms. Treiber will talk to former Board member Dianne Doyle regarding when the Windham Theater Guild fair is at which time Partnership membership and Storrs Center information could be made available.

Alexinia Baldwin said it is important to ask people for donations as well. Ms. van Zelm said the renewal letters do refer to donations but even if people do not become members, it would be great if even a donation was given.

5. Adjourn

The meeting adjourned at 8:35 am.

The Committee agreed to meet on February 23 at 8 am.

Minutes taken by Cynthia van Zelm.

**Town of Mansfield
Personnel Committee
December 3, 2008
Audrey Beck Municipal Building, Conference Room C**

Members Present: Deputy Mayor Gregg Haddad, Councilor Helen Koehn
Staff Present: Assistant to Town Manager Maria Capriola, Town Manager Matt Hart

I. CALL TO ORDER

The meeting came to order at 5:12p.m.

II. MINUTES

The minutes of November 12, 2008 were passed unanimously with one correction.

III. TOWN MANAGER'S GOALS/EVALUATION PROCESS

By consensus, the Committee moved the Town Manager's goals/evaluation process to agenda item #3, and the Registrars compensation to agenda item #4. Mr. Hart prepared and distributed a revised handout for his goals per recommendations at the November 12, 2008 Personnel Committee meeting. The goals document now links strategic plan vision points and action items to his goals where applicable. Ms. Koehn offered a few suggestions such as having the government goals stand alone, adding the Mansfield Housing Authority project to "Housing" and the Natchaug River Basin project to "Regionalism." The Committee discussed potential changes to the format of quarterly reports to reflect/link/provide updates to the Town Manager's goals and strategic plan. The Town Manager will provide his revised goals document to the Council as a whole at their regularly scheduled December 8, 2008 meeting.

IV. REGISTRAR COMENSATION

The Committee discussed various options for compensation for Registrars and Deputy Registrars for their upcoming 2009-2010 term. Options regarding annual stipends and hourly pay rates were discussed. The Committee endorsed a 2% increase to the Registrars and Deputy Registrars current hourly rate of pay for their 2009-2010 term. The recommendation will be brought to the Council as a whole at an upcoming regularly scheduled meeting.

V. OTHER

The Committee reviewed research provided by the Town Clerk regarding reconsideration of motions. The Committee concurred that no further action is needed.

The Committee discussed the Mansfield Board of Education Administrators collective bargaining agreement for July 1, 2009 - June 30, 2010.

VI. ADJOURNMENT

The meeting concluded at 6:35 p.m.

Respectfully Submitted,
Maria E. Capriola
Assistant to Town Manager

Sara-Ann Chainé

From: webmaster@mansfieldct.org
Sent: Friday, February 20, 2009 11:06 AM
To: Sara-Ann Chainé
Subject: 2-2-09 PZC Approved Minutes

MINUTES

MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Monday, February 2, 2009

Council Chambers, Audrey P. Beck Municipal Building

Members present: R. Favretti (Chairman), B. Gardner, J. Goodwin, R. Hall, K. Holt, P. Kochenburger,

P. Plante, B. Pociask, B. Ryan

Alternates present: G. Lewis

Alternates absent: M. Beal, L. Lombard

Staff present: G. Padick, Director of Planning

Chairman Favretti called the meeting to order at 7:40 p.m. Alternate Lewis was appointed to act if needed.

Minutes:

1/20/09- Gardner MOVED, Plante seconded, to approve the 1/20/09 minutes as written. MOTION PASSED with all in favor except Hall who disqualified himself.

Zoning Agent's Report:

Item A - C were noted.

D. Bonding of site Improvements, Healey Property, 476 Storrs Road, File #819

Holt MOVED, Hall seconded, that the Planning & Zoning Commission authorize the PZC Chairman with staff assistance to execute a bond agreement with Michael Healey, and to accept a cash bond in the amount of \$7,000 for the completion of required site work at 476 Storrs Road. Said bond agreement shall specify that all required site work shall be completed by June 1, 2009. Upon receipt of the bond and execution of a bond agreement, the Zoning Agent is authorized to issue a Certificate of Compliance for the subject development. MOTION PASSED UNANIMOUSLY.

Renewal of Land Uses/Potential Zoning Violations: Hall Property, Old Mansfield Hollow Road

Chairman Favretti asked Zoning Agent Curt Hirsch to give an overview. Hirsch referenced his 1/15/09 memo and noted that he and Hall met to discuss the memo. Hall stated that by May 1st he hopes to have removed, from his property, all of the storage and non-registered vehicles (except three antique pieces of equipment). Hirsch stated that he and Hall have not resolved the issue regarding contractor use of the property, and noted that he has found no evidence establishing a business on the property by Hall's parents. Hall stated that he plans to keep all registered vehicles, about three or four pieces of equipment. Hall asked that the PZC inform him of what is an acceptable number of registered vehicles.

Althea Stadler, Mansfield Hollow Road, expressed concern that the vehicle removal was supposed to be done last year. She wanted to know what guarantee there is that it will happen now. Robert McCarthy, Mansfield Hollow Road, questioned if any new vehicles or equipment will be allowed on the site once it is cleaned up.

Holt asked Hirsch what category does antique farm equipment fall under in the Zoning Regulations.

Chairman Favretti explained that there will be no Commission discussion this evening but asked that members collect their thoughts for discussion at the next meeting and be prepared to give Hirsch direction.

Old Business:

1. 3-Lot Subdivision Application, Bassetts Bridge & South Bedlam Rds, Mansfield Hollow Estates.

File # 1278 (M.A.D. 2/24/09)

Gardner MOVED, Hall seconded, to approve with conditions the subdivision application (File #1278), of the Estate of Shirley Popeleski, for three lots, on property owned by the applicant, located on Bassetts Bridge and South Bedlam Roads, in an RAR-90 zone, as submitted to the Commission and shown on plans dated July 1, 2008 as revised to January 5, 2009.

This approval is granted because the application, as hereby approved, is considered to be in compliance with the Mansfield Subdivision Regulations. Approval is granted with the following conditions:

1. Final plans shall be signed and sealed by the responsible surveyor, engineer, and soil scientist.
2. Pursuant to subdivision regulations, particularly Sections 7.5 and 7.6, this action specifically approves the depicted Building Area and Development Area Envelopes and sideline setback waivers for Lots 1 and 2. Unless the Commission specifically authorizes revisions, the approved envelopes shall serve as the setback lines for all future structures and site improvements, pursuant to Article VIII of the Zoning Regulations. This condition shall be specifically Noticed on the Land Records and the deeds for the subject lots.
3. The final plans shall be revised to incorporate the following revisions:
 - A. Note 3 on Sheet 1 shall be revised to delete the clause "except where noted".
 - B. On Sheet 2 the erosion and sediment control notes shall be revised to update the estimated start of construction and to change the frequency of inspections to daily.

C. The Development Area Envelope on Lot 2 shall be revised near the southwestern corner to exclude a low lying area defined by a stone wall. The stone wall shall be used as the DAE.

D. On all three lots, the Development Area Envelopes along the Bassetts Bridge Road street line shall be moved at least 25 feet from the street line except for the driveway areas for Lots 2 and 3.

E. On Sheet 1, a note shall be added to specify that no structures shall be located on septic system and reserve areas.

4. The approved plans include notes regarding stone wall and tree preservation. Pursuant to Section 7.7, no existing stone walls shall be altered except for site work depicted on the approved plans. No stones from existing walls shall be removed from the site. Furthermore, a number of specimen trees have been identified to be saved. No Zoning Permits shall be issued on individual lots until a protective barrier has been placed around the specimen trees identified to be saved and has been found acceptable to the Zoning Agent. In conjunction with the filing of final maps, notice of this condition shall be filed on the Land Records and referenced in the deeds of the subject lots.
5. Due to the size of the subject subdivision and distance from existing survey control points, this approval waives (pursuant to Section 6.5.4.b) the requirement that the survey be tied to the Connecticut Plane Coordinate System.
6. The Commission, for good cause, shall have the right to declare this approval null and void if the following deadlines are not met (unless a ninety (90) or one hundred and eighty (180) day filing extension has been granted):

A. All final maps, including submittal in digital format, a right-of-way deed for land along Bassetts Bridge and South Bedlam Roads, the depicted drainage easement on Lot 3 and a Notice on the Land Records to address conditions 2 and 4 (with any associated mortgage releases) shall be submitted to the Planning Office no later than fifteen days after the appeal period provided for in Section 8-8 of the State Statutes, or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant;

B. All monumentation with Surveyor's Certificate, shall be completed or bonded pursuant to the Commission's approval action and Section 14 of the Subdivision Regulations no later than fifteen days after the appeal period provided for in Section 8-8 of the State Statutes, or, in the case of an appeal, no later than fifteen days, of any judgment in favor of the applicant.

MOTION PASSED UNANIMOUSLY.

2. Application, 4-Lot Subdivision, Hanks Hill & Farrell Rds., Clark Estates Subdivision, File #1280

Holt MOVED, Gardner seconded, to table this item and schedule a Public Hearing for March 2, 2009 for the subdivision application, because the subdivision is on a scenic road. MOTION PASSED UNANIMOUSLY.

3. Draft Environmental Impact Statement, North Hillside Road Ext.

Hall MOVED, Holt seconded, that the Planning and Zoning Commission authorize Chairman Favretti to co-endorse, with Mayor Paterson, Town comments on the December 2008 Environmental Impact Statement. It is understood that the comments will be consistent with the 2/2/09 draft letter prepared by the Director of Planning. If the draft letter is not supported by the

Town Council, Chairman Favretti is authorized to submit an independent letter about North Hillside Road Extension. MOTION PASSED UNANIMOUSLY.

4. Potential Re-Zoning of the "Industrial Park" zone on Pleasant Valley Road and Mansfield Avenue.

Item tabled awaiting staff meeting with primary property owners.

New Business:

None.

Reports of Officers and Committees:

Favretti noted the next Regulatory Review Committee meeting is set for 2/10/09 at 1 p.m.

Communications and Bills:

Items noted.

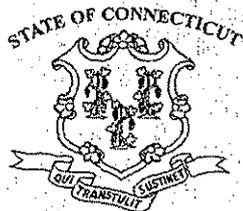
Adjournment:

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

Respectfully submitted,

Katherine K. Holt, Secretary

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General Assembly

January Session, 2009

Raised Bill No. 1033

LCO No. 3531

*03531 _____ PD *

Referred to Committee on Planning and Development

Introduced by:
(PD)

AN ACT ESTABLISHING A TAX CREDIT FOR GREEN BUILDINGS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1 Section 1. (NEW) (Effective July 1, 2009, and applicable to income years
2 commencing on or after January 1, 2012) (a) As used in this section:

3 (1) "Allowable costs" means the amounts chargeable to a capital
4 account, including, but not limited to: (A) Construction or
5 rehabilitation costs; (B) commissioning costs; (C) interest paid during
6 the construction or rehabilitation period; (D) legal, architectural,
7 engineering and other professional fees allocable to construction or
8 rehabilitation, including energy modeling; (E) closing costs for
9 construction or mortgage loans; (F) recording taxes and filing fees for
10 construction or rehabilitation; (G) site costs, such as temporary electric
11 wiring, scaffolding, demolition costs and fencing and security facilities;
12 and (H) costs of carpeting, partitions, walls and wall coverings,
13 ceilings, lighting, plumbing, electrical wiring, mechanical, heating,
14 cooling and ventilation but "allowable costs" does not include the
15 purchase of land, any remediation costs or the cost of telephone
16 systems or computers;

17 (2) "Brownfield" shall have the same meaning as in subsection (g) of
18 section 32-9cc of the general statutes;

19 (3) "Eligible project" means a real estate development project located
20 in the state that is designed to meet or exceed the applicable LEED
21 Green Building Rating System gold certification and located within
22 one-quarter of a mile walking distance of publicly available bus transit
23 service or within one-half of a mile walking distance of adequate rail,
24 light rail, streetcar or ferry transit service; provided if a single project
25 comprises more than one building, "eligible project" means only that
26 building or buildings within such project that is designed to meet or
27 exceed the applicable LEED Green Building Rating System gold
28 certification and located within one-quarter of a mile walking distance
29 of publicly available bus transit service or within one-half of a mile
30 walking distance of adequate rail, light rail, streetcar or ferry transit
31 service;

32 (4) "Energy Star" means the voluntary labeling program
33 administered by the United States Environmental Protection Agency
34 designed to identify and promote energy-efficient products,
35 equipment and buildings;

36 (5) "Enterprise zone" means an area in a municipality designated by
37 the Commissioner of Economic and Community Development as an
38 enterprise zone in accordance with the provisions of section 32-70 of
39 the general statutes;

40 (6) "LEED Accredited Professional Program" means the professional
41 accreditation program for architects, engineers and other building
42 professionals as administered by the United States Green Building
43 Council;

44 (7) "LEED Green Building Rating System" means the Leadership in
45 Energy and Environmental Design green building rating system
46 developed by the United States Green Building Council as of the date
47 that the project is registered with the United States Green Building

48 Council;

49 (8) "Mixed-use development" means a development of one or more
50 buildings that includes residential use and no more than seventy-five
51 per cent of interior square footage with one or more of the following
52 uses: (A) Commercial space; (B) office space; (C) retail space; or (D)
53 any other nonresidential use that the Office of Policy and Management
54 has determined does not pose a public health threat or nuisance to
55 nearby residential areas;

56 (9) "Secretary" means the Secretary of the Office of Policy and
57 Management; and

58 (10) "Site improvements" means any construction work on, or
59 improvement to, streets, roads, parking facilities, sidewalks, drainage
60 structures and utilities.

61 (b) For income years commencing on and after January 1, 2012,
62 there shall be allowed a credit for all taxpayers against any tax due
63 under the provisions of chapter 207, 208, 209, 210, 212 or 229 of the
64 general statutes for the construction or renovation of an eligible project
65 that meets the requirements of subsection (c) of this section, and, in the
66 case of a newly constructed building, for which a certificate of
67 occupancy has been issued not earlier than January 1, 2010. The
68 amount of the credit shall not exceed twenty-five million dollars in the
69 aggregate for the duration of the program.

70 (c) (1) To be eligible for a tax credit under this section any project
71 shall: (A) Not require a sewer extension of more than one-eighth of a
72 mile, (B) not have energy use exceeding the energy use permitted by
73 the state energy code by (i) seventy per cent for new construction, or
74 (ii) eighty per cent for renovation of a building, and (C) use equipment
75 and appliances that meet Energy Star standards, if applicable,
76 including, but not limited to, refrigerators, dishwashers and washing
77 machines.

78 (2) The credit shall be equivalent to a base credit as follows: (A) for
79 new construction or major renovation of a building but not other site
80 improvements certified by the LEED Green Building Rating System, (i)
81 eight per cent of allowable costs for a gold rating, and (ii) ten and one-
82 half per cent of allowable costs for a platinum rating, (B) for core and
83 shell or commercial interior projects, (i) five per cent of allowable costs
84 for a gold rating, and (ii) seven per cent of allowable costs for a
85 platinum rating, (C) for a mixed-use development, one-half of one per
86 cent of allowable costs, and (D) for development in a brownfield or
87 enterprise zone, one-half of one per cent of allowable costs.

88 (d) (1) The Secretary of the Office of Policy and Management shall
89 issue an initial credit certificate if the secretary determines that the
90 applicant is likely, within a reasonable time, to place in service
91 property which would warrant the allowance of a credit under this
92 section. Such certificate shall state: (A) The first taxable year for which
93 the credit may be claimed, (B) the maximum amount of credit
94 allowable, and (C) an expiration date by which such property must be
95 placed in service, which expiration date may be extended at the
96 discretion of the secretary. Such certificate shall reserve the credit
97 allowable for the applicant named in the application until the
98 expiration date. The reservation of the tax credit may be extended at
99 the discretion of the secretary.

100 (2) No initial credit certificates in the aggregate for more than
101 twenty-five million dollars shall be issued by the secretary.

102 (3) For each income year for which a taxpayer claims a credit under
103 this section, the taxpayer shall obtain an eligibility certificate from an
104 architect or professional engineer licensed to practice in this state and
105 accredited through the LEED Accredited Professional Program. Such
106 certificate shall consist of a certification, under the seal of such
107 architect or engineer, that the building, base building or tenant space
108 with respect to which the credit is claimed, meets or exceeds the
109 applicable LEED Green Building Rating System gold certification in

110 effect at the time such certification is made. Such certification shall set
111 forth the specific findings upon which the certification is based and
112 shall state that the architect or engineer is accredited through the LEED
113 Accredited Professional Program.

114 (4) To obtain the credit, the taxpayer shall file the initial credit
115 certificate described in subdivision (1) of subsection (d) of this section,
116 the eligibility certificate described in subdivision (2) of said subsection
117 (d) and an application to claim the credit with the Commissioner of the
118 Department of Revenue Services. The applicant shall send a copy of all
119 such documents to the secretary.

120 (e) (1) A taxpayer may claim not more than a total of twenty-five per
121 cent of allowable costs in any income year, and any percentage of tax
122 credit that the taxpayer would otherwise be entitled to in accordance
123 with subsection (c) of this section may be carried forward for a period
124 of not more than five years.

125 (2) Any credit allowed pursuant to this section may be sold,
126 assigned or otherwise transferred to one or more taxpayers. If an
127 applicant sells, assigns or otherwise transfers such credit, the
128 transferor and transferee shall jointly submit written notification of
129 such transfer to the Commissioner of Revenue Services not later than
130 thirty days after such transfer. The notification shall include any
131 information required by said commissioner. Failure to comply with
132 this subdivision shall result in a disallowance of such credit until there
133 is full compliance by the transferor and transferee.

134 (f) Notwithstanding any provision of the general statutes, any
135 subsequent successor in interest to the property that is eligible for a
136 credit in accordance with subsection (c) of this section may claim such
137 credit if the deed transferring the property assigns the subsequent
138 successor such right, unless the deed specifies that the seller shall
139 retain the right to claim such credit. Any subsequent tenant of a
140 building for which a credit was granted to a taxpayer pursuant to this
141 section may claim the credit for the period after the termination of the

142 previous tenancy that such credit would have been allowable to the
 143 previous tenant.

144 Sec. 2. (NEW) (*Effective July 1, 2009*) Not later than January 1, 2011,
 145 the Secretary of the Office of Policy and Management, in consultation
 146 with the Commissioner of Revenue Services, shall adopt regulations, in
 147 accordance with the provisions of chapter 54 of the general statutes, as
 148 necessary to implement the provisions of section 1 of this act.

149 Sec. 3. (*Effective July 1, 2009*) On or before July 1, 2013, the Secretary
 150 of the Office of Policy and Management, in consultation with the
 151 Commissioner of the Department of Revenue Services, shall prepare
 152 and submit to the Governor and the joint standing committees of the
 153 General Assembly having cognizance of matters relating to planning
 154 and development and to finance, revenue and bonding, a written
 155 report containing (1) the number of taxpayers applying for the credits
 156 provided in section 1 of this act; (2) the amount of such credits granted;
 157 (3) the geographical distribution of such credits granted; and (4) any
 158 other information deemed appropriate. A preliminary draft of the
 159 report shall be submitted on or before July 1, 2012, to the Governor and
 160 the joint standing committees of the General Assembly having
 161 cognizance of matters relating to planning and development and to
 162 finance, revenue and bonding. Such reports shall be submitted in
 163 accordance with the provisions of section 11-4a of the general statutes.

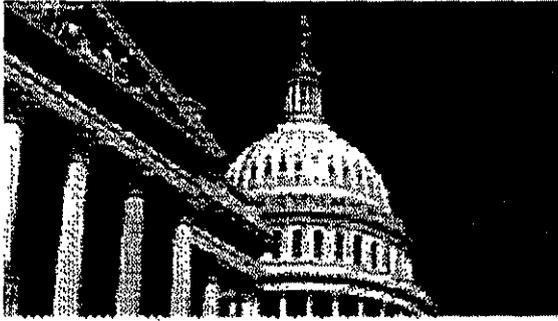
This act shall take effect as follows and shall amend the following sections:		
Section 1	<i>July 1, 2009, and applicable to income years commencing on or after January 1, 2012</i>	New section
Sec. 2	<i>July 1, 2009</i>	New section
Sec. 3	<i>July 1, 2009</i>	New section

Statement of Purpose:

To establish a tax credit for projects that meet or exceed LEED Green Building Rating System Certification.

[Proposed deletions are enclosed in brackets. Proposed additions are indicated by underline, except that when the entire text of a bill or resolution or a section of a bill or resolution is new, it is not underlined.]

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FEDERAL ISSUES BULLETIN



THE VOICE OF LOCAL GOVERNMENT

CONNECTICUT CONFERENCE OF MUNICIPALITIES

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

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

February 20, 2009, No. 09-05

FEDERAL STIMULUS PACKAGE SUMMARY

Selected Programs of Concern to Towns and Cities

Please see CCM's website, www.ccm-ct.org, for school district-by-district numbers referred to in this bulletin. An electronic version has been emailed to you.

The following is the first in a series of bulletins on the federal stimulus package passed by Congress and signed into law by President Barack H. Obama. The information for this bulletin was provided principally by Sen. Joseph I. Lieberman, Rep. John B. Larson and the National League of Cities (NLC).

Connecticut is to receive approximately \$3 billion in funding through the federal stimulus package passed by Congress on February 13, 2009, and signed into law by President Obama on February 17. The American Recovery and Reinvestment Bill of 2009 is an attempt to jumpstart the economy. Overall, it contains \$787 billion in targeted investments and tax cuts.

Below are Connecticut funding allocations for selected programs of concern to towns and cities. Also, enclosed is a (school) district-by-district listing of education (Title 1 and special education) funds:

CONNECTICUT

<u>Programs</u>	<u>Funding</u>
Road and bridge construction	\$378.3 million
Transit projects	\$163 million
Individuals with Disabilities Education Act (special education)	\$132 million
Title 1 (K-12 education)	\$97.2 million

This bulletin has been sent to all CCM-member mayors, first selectmen, and town/city managers.

<u>Programs</u>	<u>Funding</u>
State fiscal stabilization fund (layoffs prevention)	\$545 million
Medicaid fund	\$1.3 billion
Clean water	\$47.9 million
First responders	\$31.4 million
Community Services Block Grant	\$12 million
Public housing capital fund	\$28.7 million
Education technology	\$4.5 million
HOME Investment Partnership Program	\$20 million
Homelessness prevention	\$17 million
Head Start	\$4.6 million
Vocational rehabilitation	\$3.4 million
Emergency food & shelter	\$1.1 million
Dislocated workers	\$13 million
Youth employment	\$11 million

CCM will let you know about disbursement and other details as soon as they are available.

Connecticut: Highway & Bridge Allocations

The American Recovery and Reinvestment Act allocates infrastructure funds to states. States must obligate at least half of the highway/bridge funding within 120 days of the bill becoming law (May 17). Governor M. Jodi Rell has established a working group to "determine the final, prioritized list" for "shovel ready" projects. The group consists of state agencies, state legislators, business leaders and municipal organizations: CCM (Jim Finley, CCM's Executive Director and CEO is CCM's representative) and the Connecticut Council of Small Towns (CT COST). The first meeting will be held on February 26.

The Governor has noted that over 2,000 shovel ready projects have been submitted to her office, totaling \$10 billion.

CCM will provide you with information from that meeting, and will keep you apprised of the working group's efforts.

#

If you have any questions, please contact Ron Thomas (rthomas@ccm-ct.org), Jim Finley (jfinley@ccm-ct.org), or Gian-Carl Casa (gcasa@ccm-ct.org) at (203) 498-3000.

Number 09-21



Legislative Update



THE VOICE OF LOCAL GOVERNMENT

PLEASE DELIVER IMMEDIATELY TO ALL CCM-MEMBER MAYORS, FIRST SELECTMEN, AND TOWN/CITY MANAGERS

"Deficit Mitigation Plan" Passes:

CCM Lobbying Leads To Restoration of Special Education Funding, Saves Some Local Bridge Dollars

Responding to CCM lobbying efforts, the House Democratic caucus rejected a proposal that would have cut \$8 million in Special Education reimbursement for this fiscal year, deleting the proposal from the "deficit mitigation" package that passed the General Assembly yesterday.

The legislature also modified a proposal by Governor Rell that would have completely eliminated \$35 million in funds for the Local Bridge Program. It restored \$7 million for the program. Despite CCM lobbying efforts, however, the General Assembly did eliminate \$28 million from the program.

CCM will continue to work hard to have the State enact legislation to issue bonds to cover the funds that had already been committed to local projects, but was cut by last night's action.

The Special Education cut had been proposed by Democratic caucus leaders as part of its response to the Governor's call for a mitigation package. However, several members of the Democratic rank and file, led by Rep. Deb Heinrich (D-Madison) fought the cut and leadership agreed to restore it. Sen. Jonathan Harris (D-West Hartford) had been prepared to lead a similar fight in the Senate majority caucus, but that became unnecessary once the House stripped the provision.

It was clear that municipal officials had contacted their delegations on this issue -- and it made a significant difference. It is a good example of how important it is for local officials to underscore CCM's lobbying efforts at the capitol.

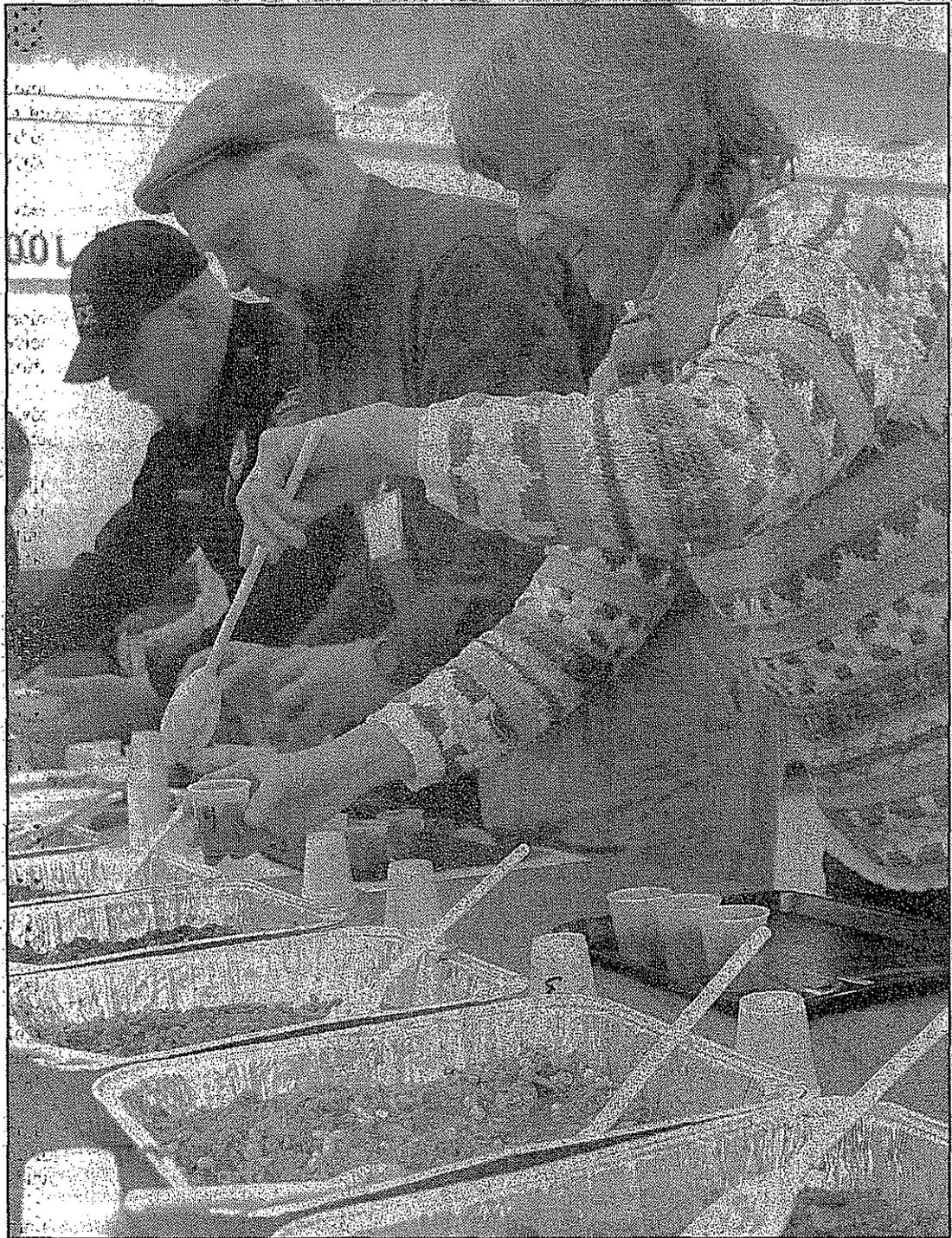
The fight to save at least some of the funds in the Local Bridge Program was led in the majority caucus by Rep. Tony Guerrero (D-Rocky Hill), chairman of the Transportation Committee. House Republican Leader Larry Cafero also pressed for restoration of the funding, and the protection of the \$7 million represented a cooperative effort between the two House caucuses.

** ** *

For more information, please contact Jim Finley, Gian-Carl Casa or Ron Thomas of CCM. For information specifically on the Local Bridge Program, please contact CCM's Donna Hamzy.

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2 the Chronicle, Willimantic, Conn., Friday, February 27, 2009



Roxanne Pandolfi

Digging in to the hot stuff

Virginia Walton, right, public works department recycling coordinator, spoons some chilli into a cup along with Bill Hammon, director of maintenance, center, and Wayne Turner, a Mansfield police officer, who digs in to the samples of chilli available as Mansfield Town hall held its 26th annual Chili Cookoff Thursday at high noon. First place went to Amanda Barry, services coordinator at Mansfield Community Center.

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Opinion

Feb. 16, 2009

Chronicle

Lucy B. Crosbie
President

Kevin Crosbie
Publisher

Charles C. Ryan
Editor

Editorial

We offer these threads, needles

Threads to organizers of the Willimantic Chocolate Festival — which turned downtown into a chocolate paradise of Valentine's Day weekend festivities — and the Mansfield Winter Fun Day festivities Feb. 8. Both events showed that fun for the family can be had, despite the economy and the sometimes dour nature of New England winters. That said, it's time to think spring.

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Editor:

2/18

The family of Dave Bradley would like to thank the detectives and officers of Troop C, the state Office of the Chief Medical Examiner, and the municipal employees of the Town of Mansfield for their compassionate response to Dave's death on Feb. 6.

This has been a difficult time for us all. Detective Mark Devine and his associates showed enormous respect and courtesy. The Mansfield work crew and town police who responded to the call for assistance gave generously of their time and showed what true community is all about. I am honored to live in a town where people like these care so much.

Thank you all.

Leslie E. Rollins
Storrs

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Editor: 3/5

Many thanks to the Town of Mansfield. I am glad to see that they have their priorities straight.

We have just spent about \$750,000 on the purchase of open space. Money that in this economic climate could have been used elsewhere.

When the labor unions come to negotiate, the town can tell them we have no money, but we got all this property, you want some of that? The next time the community center says

"we need new equipment" we should ask the supplier, will you take some land in trade? The next time they deliver oil to the middle school ask the oil supplier if they'll take some land as payment.

Next time town management wants raises, offer them a park instead.

This won't happen, the unions will get their wages in dollars, the community center will pay cash for their equipment and the oil supplier will get cash for his oil and management will get their raises.

Then it all comes down to the taxpayer to cough it up. And they will see to it we do. The council complains about the reduction in PILOT (Payment In Lieu of Taxes) funds from the state (the state owns a lot of property in town), at least we get something for their property (although it would be nice to get more). We get nothing but costs for the property the town owns and we lose tax dollars on it.

The most recent purchase was the 69-acre Lions Club fields, this was only a \$80,000 expenditure. This would have been a smart acquisition, had we not just purchased other properties last month for \$450,000, one of which is going to need a quarter million dollar repair. The town hopes to get most of that repair money from grants.

So as I see it, Mansfield hopes that the state and federal government has their priorities straight also, and that they don't wake up and say, "Hey, Mansfield can buy all this open space, build this nice community center, build all these nice walkway/bikeways, have the best schools, spend more than a million dollars just thinking about a downtown, they have all these nicely compensated employees. Damn, let them fix their own damn budget."

Mansfield residents need to keep a close eye on things.

Your children and grandchildren will have enough to worry about paying off the federal and state governments debts. Let's not create a municipal debt for them too. E-mail your town council members towncouncil@mansfieldct.org and town manager (hartmw@mansfieldct.org) and let them know what you can and can not live without in Mansfield. Or, what you can live with less of. You can reach them from the towns web site www.mansfieldct.org or the web site www.savemansfieldct.org.

Mike Sikoski
Storrs

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Mansfield grand list barely grows

By CAITLIN M. DINEEN 2/24
Chronicle Staff Writer

MANSFIELD — Although town officials were hoping for at least a 1-percent increase in the 2008 grand list, the actual 0.50-percent increase is still appreciated by Mansfield's tax assessor.

"You hope there's growth each year," said Irene LaPointe, the town's tax assessor.

As of Oct. 1, 2008, the town's grand list of taxable property totaled \$926,394,123, slightly more than the 2007 grand list of \$921,775,314.

With the town's current mill rate of 25.24, the increase in the 2008 grand list would result in an additional \$116,578.74 in revenue for the town.

LaPointe said there is not as much building going on in Mansfield, which is one reason why there was only a slight increase in the overall grand list last year.

A town's grand list is all of the town's taxable property, including personal property, motor vehicles and real estate.

In 2007, a total 17,256 accounts were assessed, including motor vehicles, personal property and real estate. There were 17,301 accounts assessed in 2008.

In 2007, 11,408 motor vehicles were assessed while in 2008 there were 11,439 assessed.

Despite having more accounts assessed, motor vehicle assessments were down 3.03 percent this year compared to last.

LaPointe said motor vehicles and personal property were assessed lower this year because residents are not buying new items or upgrading to newer cars.

"I expected it to be low because of the plummet-
(Grand list, Page 4)

Grand list barely grows in Mansfield

(Continued from Page 1)
ing values of SUVs (sport utility vehicles)," she said.

The number of personal property accounts assessed in 2008 only decreased by three, dropping from 745 in 2007 to 742 in 2008.

Even this small decrease resulted in a 3.05-percent decrease in value.

Personal property was assessed at \$33,708,300 in 2008 and \$34,769,289 in 2007.

Real estate was the only type of property assessed to increase in 2008. In 2008, real estate was assessed at \$825,634,260 while it was assessed at \$817,855,890 in 2007.

There was an increase in the number of accounts assessed. There were 5,120 assessed in 2008 and 5,103 in 2007.

Town Manager Matthew Hart and Mansfield Finance Director Jeffrey Smith could not be reached for comment this morning.

Next year, Mansfield will have a revaluation of all its taxable property.

Mansfield's top 10 taxpayers and their assessed amounts are:

- Connecticut Light & Power, public utility, \$11,361,398.
- Mansfield-Eastbrook Development Corp. LLC, East Brook Mall, \$7,000,000.
- ING US Students No. 8 LLC, apartments, \$6,525,960.
- Celeron Square Associates, apartments, \$6,496,280.

- Glen Ridge Cooperative Inc., housing co-op, \$5,960,850.

- New Samaritan Corp., nursing home, \$5,332,180.

- Colonial BT LLC, apartments, \$5,141,430.

- ING US Students No. 1 LLC, apartments, \$4,960,340.

- Carriage Polo Run LLC, apartments, \$3,956,470.

- Hayes-Kaufman Mansfield Association, shopping plaza, \$3,713,920.

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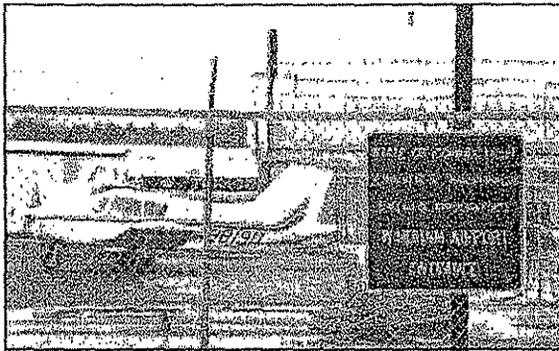
Town officials prepare for loss in PILOT funds

By CAITLIN M. DINEEN
Chronicle Staff Writer



Al Malpa photos

Area town officials are trying to cope with the amount of Payment In Lieu of Taxes funds they expect to lose next fiscal year. Two properties in Windham that allow the town to receive PILOT funds are Eastern Connecticut State University, above, and Windham Airport, below.



Following Gov. M. Jodi Rell's budget address earlier this month, town officials across the state have been frantically trying to cope with the amount of Payment in Lieu of Taxes (PILOT) funds they expect to lose next fiscal year.

PILOT funds are awarded to municipalities for nontaxable property, including state-owned facilities such as prisons, courts, universities and hospitals.

These funds are calculated to make up for some of the taxes the town would collect on the property.

Columbia, Coventry, Lebanon, Mansfield and Windham officials are among others trying to figure out how to combat the expected loss of revenue.

Combining the loss of PILOT funds with other cuts made by the governor will make preparing fiscal year 2010 budgets a difficult process, according to local officials.

Mansfield and Windham are two towns in the area receiving the biggest cuts in PILOT funding.

Windham is poised to lose 7.32-percent of its regular PILOT funds — or \$224,859.

Windham's new town controller, Thomas Pesce, said the town receives funding for Eastern Connecticut State University, Windham Community Memorial Hospital, Windham Airport and other properties around town.

Towns prepare for loss in PILOT funds

(Continued from Page 1)

Pesce said planning next year's budget is going to be difficult for the town when you combine the loss of PILOT funds and the salary increases in many of the town's contracted services.

Currently, Windham receives \$3.07 million in PILOT funding.

"It's extraordinarily difficult," said Pesce. "Unfortunately, most things don't go down (in cost)."

To accommodate for the decrease in funding, Pesce said selectmen will be looking across the board to see where cuts can and cannot be made.

"It's going to be a very, very challenging budget process this year," he said. "We're looking at every department."

Mansfield is also taking a significant hit financially, losing 8.98 percent — or \$754,267 — in funding.

The town currently receives PILOT funds of \$8.3 million from the state.

According to Town Manager Matthew Hart, Mansfield receives funding for the University of Connecticut and the Bergin Correctional Institution, located on Route 44.

"It is a significant challenge," said Hart.

Hart said towns losing PILOT funding is a step in the wrong direction, because they are already losing revenue by having state-owned property in the first place.

"There's a misconception that PILOT funds are a gift to towns and cities," he said.

According to Hart, Mansfield is the town it is because of the university. However, with a university in town, there are "some very real impacts."

Hart said the town provides substantial public safety services for the university and its students, especially on nights known for

PAYMENT IN LIEU OF TAXES (PILOT FUNDS)				
STATE-OWNED PROPERTY				
	Fiscal year 2008-09	Fiscal year 2009-10	Fiscal year 2010-11	Change
Andover	\$30,711	\$26,454	\$26,454	-\$4,257
Ashford	\$7,001	\$6,107	\$6,107	-\$894
Chaplin	\$85,008	\$73,026	\$73,026	-\$11,982
Columbia	\$10,061	\$8,708	\$8,708	-\$1,353
Coventry	\$59,494	\$49,094	\$49,094	-\$10,400
Eastford	\$10,091	\$7,168	\$7,168	-\$2,923
Franklin	\$18,690	\$15,509	\$15,509	-\$3,181
Hampton	\$43,108	\$35,270	\$35,270	-\$7,838
Hebron	\$16,474	\$14,077	\$14,077	-\$2,397
Lebanon	\$42,930	\$35,992	\$35,992	-\$6,938
Mansfield	\$8,396,689	\$7,642,422	\$7,642,422	-\$754,267
Scotland	\$24,066	\$20,696	\$20,696	-\$3,370
Willington	\$48,073	\$41,348	\$41,348	-\$6,725
Windham	\$3,072,712	\$2,847,853	\$2,847,853	-\$224,859

Source: state of Connecticut

we would be getting if those buildings belonged to a private entity," said Hart, adding 100-percent tax reimbursement is warranted.

PILOT funds, however, only provide a 77 percent reimbursement or less.

Although Columbia, Coventry and Lebanon are losing less funding, officials from all three towns said a loss in any revenue still impacts them.

Columbia Town Administrator Jonathan Luiz said the board of selectmen will deal with the cuts in PILOT funds when they look to create next year's budget.

The town is set to lose \$1,353 in PILOT funds.

"Every loss of revenue hurts," he said. "We will add it to the list of revenue that we will not be receiving next year."

Echoing Luiz's sentiments, Coventry Town Manager John

the state will make next year's budget more challenging.

"PILOT is not a big issue for us in the realm of things," said Elsesser.

Although Coventry will lose \$10,400 in PILOT funding, Elsesser said town officials are more concerned about cuts in town aid road grant funding.

He said PILOT funds were such a small percentage of the town's total revenue that this specific cut in funding was not a big deal for the town.

"In terms of other loses, that's not the big one for us," he said.

Lebanon First Selectman Joyce Okonuk said Lebanon is fortunate because it is not losing as much funding as other towns in the area, specifically Mansfield and Windham.

Set to lose \$6,938, she said Lebanon currently receives PILOT

"We're lucky," she said. "We receive a modest amount of PILOT funds anyways."

Despite the modest amount received, any cut from those funds received still hurts, she said.

Although Okonuk said she understood state resources would be shrinking she said she was not pleased with how towns are losing funds for state-owned property.

"I just don't think it's fair," she said, adding towns are not allowed to tax state-owned property and that is why PILOT funds were established.

Okonuk said Lebanon is specifically losing revenue with the number of not-for-profit group homes located in town.

With eight homes — none of which can be taxed — all revenues lost will have a severe impact on the town, she said.

"Any loss of revenue is going to

Frequently Asked Questions about Storrs Center

2/5/09

Website Version

1. What is the status of Storrs Center and when will construction get underway?

Prerequisites to the start of construction include:

- acquisition of remaining permit for Storrs Road improvements from the CT State Traffic Commission,
- acquisition of commitments for parking for Phase 1A, and,
- financing commitments.

In order to best address the remaining public funding issues, the Town, working with the Partnership, the University, and LeylandAlliance, conducted its own cost/benefit analysis and financial analysis. Leyland's consultant HR&A conducted an updated economic benefits study that was reviewed by the Town's consultant, the Economics Research Associates (ERA). ERA also evaluated Leyland's financial projections and provided other development services. The Town is working with Walker Associates to evaluate the projected parking revenues and costs of the parking garages. Negotiations are on-going regarding the public components of Storrs Center including potential funding, operations, and maintenance. Outside of an agreement to share relocation costs with the master developer, no commitments have been made by the Town at this time; all proposed agreements will be subject to thorough and deliberative negotiations, and final approval by the Town Council. The conclusion of negotiations is expected in mid-2009.

Some pre-leasing of retail space will occur through the business solicitation process. Residential leasing will be done after construction commences for that phase. Some level of pre-sales of condominiums may be in place but, this is not a requirement of financing.

Local site zoning approvals were obtained in mid 2007. In the fall of 2008, the CT Department of Environmental Protection approved a permit for the storm water master plan, and the US Army Corps of Engineers approved a federal wetlands license for Storrs Center. The remaining permit needed is from the State Traffic Commission for improvements to Storrs Road. The application to the State Traffic Commission is currently under technical review by the Commission.

The final project schedule will be based upon completion of these major thresholds. If they are achieved in 2009, the commencement of site work and building preparation for Phase 1A could start in late 2009 or early 2010.

2. What will be the first phase of construction?

The current plan is to start development of buildings on the North side of Dog Lane. The first construction phase will be called Phase 1A and will include the realignment of Dog Lane with Bolton Road, the start of the first Town Square building and the start of Building DL2. Building DL2 is a new design that reconfigures and incorporates what was formerly referred to as Building DL1 into a more efficient structure. The first buildings to be constructed in Phase 1A will be TS1 (Town Square 1) and Building DL2.

The space program for Phase 1A includes approximately 114 rental apartments and approximately 25,000 to 30,000 square feet of retail, restaurant and commercial spaces, to be located primarily on the ground floors of TS1 and DL2.

For specific reference to the site plan, please see the Draft Concept Plan located on the Partnership home page at www.mansfieldct.org.

3. What is the current overall budget estimate for construction?

Based upon the current overall project program and scope of work, the preliminary construction budget is approximately \$220 million. This budget includes \$28.5 million for two parking garages and improvements to Storrs Road. Garage #1 is estimated at approximately \$10.5 million, Garage #2 at approximately \$10 to 12 million, and Storrs Road improvements at approximately \$6 million.

Final construction numbers will not be developed until the program is finalized and until building designs are completed, approved, and submitted to contractors, which will take place in stages over the course of the multi-year project.

4. How is the project being financed?

Approximately, 85 percent of project costs for construction will be financed from private equity and debt sources, amounting to at least \$188 million of the overall budget.

Of the remainder, state and federal sources have already committed close to \$18 million for public components of the project. The State has committed a total of \$13.5 million and the federal government a total of \$4.3 million for planning, Storrs Road, the parking garage, and project infrastructure. The Town has committed the match for one of the Storrs Road grants in the amount of \$293,200.

Approximately, \$10 to 12 million is needed for Garage 2, as the parking garage is currently configured. The Mansfield Downtown Partnership, the Town, the University of Connecticut, and master developer LeylandAlliance will continue to evaluate potential sources for this funding.

5. How much has been committed to Storrs Center by the Town, UConn, and master developer LeylandAlliance thus far?

With respect to planning and operations, the Town and the University of Connecticut have each invested over \$500,000 over a 7 year period. The Town and UConn have committed \$125,000 each in operational funding for the Partnership in FY08/09, the same as in FY07/08. As noted above, the Town is committed to the \$293,200 local match required for the federal Transportation Enhancement Grant of \$1,172,000 for Storrs Road improvements. The Town has committed \$280,000 for relocation expenses. The Town and master developer LeylandAlliance have agreed in principle to share the cost of relocation, but this agreement needs to be codified within any development agreement. To date, the Town and developer LeylandAlliance have each spent \$30,210 for the two relocation claims submitted. *For specifics, see Appendix 2 in the June 12, 2008 letter from the Partnership to the Town Council.* UConn's relocation costs include the renovation of Lakeside Apartments to accommodate University Communications, the Nayden Health Clinic and the future relocation of the School of Fine Arts' uses on the east side of Storrs Road. The University's project related costs include investments in water and sewer infrastructure as well.

LeylandAlliance has invested over \$5 million in the planning and pre-development process for Storrs Center to date.

6. Summarize the potential tax revenue expectations for the project.

New property tax revenue for the Town of Mansfield of over \$2 million per year was projected at full build-out after accounting for the cost of services to businesses and residents of the project to be provided by the Town and the school system.

With the project more defined in terms of program, costs and revenue generation, in the fall of 2008, additional analysis was done by Leyland's consultant HR&A, which essentially confirmed the earlier analysis stating that at full build-out there would yield an additional estimated net fiscal tax benefit of \$2.6 million annually. The fiscal analysis looked at each phase of the project with respect to net revenue projections. HR&A's work was reviewed by the Town's financial consultant Economic Research Associates (ERA) which concurred with the HR&A analysis. It should be pointed out that, as the investment scope for the project increases, so will the potential for positive tax impact.

The HR&A Fiscal Impact Analysis for Storrs Center, Mansfield (October 28, 2008) and ERA's corresponding memorandum (November 11, 2008) can be found on the Town's website under the Partnership page at www.mansfieldct.org.

7. I am for Storrs Center but don't want my taxes raised. Why should my taxes be raised to make this happen?

Storrs Center will not cause taxes to rise. Instead, Storrs Center will create a large new tax base for the Town. Any potential public funding provided by the Town will be offset by the taxes received from Storrs Center.

8. Now that there is a downturn in the economy, will the project really happen?

The economic downturn is serious and will impact all real estate projects. Fortunately, Connecticut and the Northeast have not been as affected as have other areas, such as Florida, California and Nevada. The downturn in the economy will certainly have some impact on strategies for financing of the project, absorption rates, and the potential speed of development. However, even if the project pace is slowed down by the economic downturn, there is no reason that it will not go forward. The project has been conceived to respond to the needs posed by Mansfield and the University of Connecticut. Both the need for the project and the local market remain strong. Interest in the project on the part of potential residents and businesses continues to grow.

Importantly, Storrs Center has always been planned in manageable phases so that each phase can be pursued as market conditions dictate. Even in the current economic environment, there is great interest from the financial community in Storrs Center. It is seen as one of the leading projects in the state, if not the nation. The high profile, recognition, and acknowledged focus on smart growth in a University town give Storrs Center a major advantage as compared to more conventional real estate projects.

9. Are any banks committed to financing Storrs Center?

Discussions are underway with a Connecticut financial institution.

10. What is the status of relocation?

Currently, businesses in the University-owned property at 1254 Storrs Road, 10 Dog Lane (formerly known as "Phil's" building), and 4 Dog Lane (Storrs Automotive), the University of Connecticut Design Center, Print Shop, Nayden Health Clinic, and former Publications building will be affected by the construction of Storrs Center. Relocation negotiations are underway with the tenants of 13 Dog Lane. The Partnership, as the project oversight agency for the Town, is responsible for providing relocation benefits to the businesses that will be displaced. The Town and LeylandAlliance have agreed to split the cost of relocation. The University is covering the costs of relocation of University uses. Its Nayden Health Clinic (Fleet Bank building) and Communications have already been relocated. The Partnership retained Philip Michalowski of Harrall-Michalowski and Associates to work directly with the businesses to discuss their individual concerns and space needs. Mr. Michalowski provided information to the businesses about their relocation rights and apprised them of available business space in the area. Businesses that are interested in being in the new project have the opportunity to do so under the same process as other applicants.

In response to concerns from affected business owners, LeylandAlliance, the Town, and the University worked with them to address issues related to relocation. One of the alternatives that was developed was to look toward the construction of a permanent retail building (Dog Lane-1) in a preliminary phase of the project that would allow for the relocation of some existing businesses before the first phase of Storrs Center development activities begin. The University agreed to make a parcel of land available to the project for this purpose. Zoning for this building was approved in July 2006, and \$500,000 is available in a state grant for infrastructure for the building. After much analysis, it was determined that a stand-alone building was not going to be cost effective and would result in rental rates that were not feasible for many of the tenants. The current plan is to integrate this building with other buildings to be built on the north side of Dog Lane which will allow for costs to be spread across several buildings, thus making the costs to tenants more affordable. The goal continues to be to create affordable accommodations for several of the downtown businesses in close proximity to the new project so they can remain a part of the community.

11. How large is the project?

Storrs Center will be developed on approximately 17 acres of a 47.7-acre site. Exclusive of the Post Office and a small existing structure, most of the rest of the site will remain as open space and will be designated as a conservation area.

The project program includes:

- up to 800 units of rental and for-sale housing
- up to 200,000 square feet of retail and restaurant space
- up to 50,000 square feet of office space
- up to 25,000 square feet of civic space

We are currently estimating approximately 700 residential units, 160,000 square feet of retail and restaurant space, 30,000 square feet of office space, 5,000 square feet of civic uses and several outdoor civic spaces. As the project moves forward through the various phases, adjustments will be made to the program in response to what is learned from previous phases and evolving market needs.

12. How tall are the buildings going to be?

The Storrs Center Special Design District established guidelines for four main areas of the project - Town Square, Market Square, Village Street, and Residential areas. The building height minimums and maximums are as follows:

Town Square - Two story minimum and five and one-half maximum
Market Square - Two story minimum and five and one-half maximum
Village Street - Two story minimum and five and one-half maximum
Residential - Two to three and a half story residential buildings; multi-family buildings from two and half to four and a half stories; one eight story maximum multi-family building on the easterly side of the site.

For more specifics on the Special Design District regulations click on the Downtown Partnership logo at www.mansfieldct.org, and then go to Applications and Approvals. Also, a current concept map of Storrs Center is on the Partnership home page.

13. What are the plans for sustainability at Storrs Center? Is Storrs Center following LEED guidelines?

From the very beginning, the planning of Storrs Center has been based on principles of environmental stewardship and a long term approach to sustainable development. Working with the Partnership's Planning and Design Committee, LeylandAlliance has established guidelines for sustainability in the planning and construction of the project. The implementation of the guidelines will also be monitored by the Committee. The sustainability guidelines were approved by the Partnership Board of Directors at its August 2008 Board meeting. The sustainability guidelines are based on the principles of responsible growth and sustainable development practices, including preservation of open space and critical ecosystems. With respect to the larger issues of master planning and land use, goals include conservation and land use efficiency, creating a compact, livable, and connected community, and constructing a sustainable public realm that will provide a lasting sense of place and civic identity. Particular consideration has been given to the protection of ecosystems in the surrounding wetland and woodland areas, resulting in a concentrated plan that simultaneously creates a walkable environment with less dependence on cars.

The project plan, as approved, has already taken major steps towards the goal of sustainable development. The single most significant aspect of the project in this regard is the codified objective of creating a mixed-use town center on a limited footprint on previously developed land within walking distance of the University of Connecticut and the major civic institutions of the Town of Mansfield. The greatest impact in terms of energy reduction and the effort to fight global warming that can be achieved in the project results from the planning and programming that have already been achieved and approved.

In addition, with respect to individual buildings, the guidelines include standards for addressing site issues, water use and management, energy conservation, indoor environmental quality, and material use. By addressing these issues in conjunction with larger planning issues, Storrs Center begins to provide a solution to the issues of resource depletion. Storrs Center will serve as a model for responsible growth and sustainable development practices throughout Connecticut and the rest of the country. While the guidelines are similar in many components to the standards for the Leadership in Energy and Environmental Design*-Neighborhood Development (LEED-ND) pilot program, in which the project is enrolled, they also take the additional step of creating a tailor-made program that is adapted to the particular environment in Mansfield and which can be easily followed by the various participants in phased development of the project. Key regional concerns have been identified including water conservation and protection of water resources. These

are issues of particular significance in the Mansfield area and are addressed in detail in the sustainability guidelines.

With respect to the protection of water resources and storm water management, one of the more obvious problems with existing conditions on the site relates to the poor storm water management practices in the large asphalted area behind the shops on Storrs Road and the US Post Office. Many of these areas have been draining directly into the surrounding wetlands for many years. The drainage of dirt, pollutants, and sedimentation from these large parking areas into the wetland areas has had a significant detrimental impact on the surrounding ecology.

The construction of Storrs Center will dramatically improve the management of storm water and the conditions in the surrounding wetland environments. All storm water run-off within the project area will be captured and filtered before being carefully released over time into the surrounding environment in a manner that emulates a more natural process. The Post Office parking lot will be reconstructed at the perimeters to curtail the ongoing impact to the wetlands. Best management practices, filter systems, and bio-swales will be used to capture storm water and clean it up before re-introducing clean water into the environment where it is most needed to sustain the ecology of the wetland areas and the nearby vernal pool and to replenish groundwater resources.

With respect to water conservation in the buildings, the entire project will be following a LEED standard for water use that calls for an overall reduction in water usage below current EPA standards. Specifically, the guidelines mandate the use of strategies that in aggregate use 20% less water than the water use baseline standard calculated for the building and associated uses under the Energy Policy Act of 1992 and subsequent rulings by the Department of Energy, requirements of the Energy Policy Act of 2005, and the plumbing code requirements as stated in the 2006 editions of the Uniform Plumbing Code or International Plumbing Code as to fixture performance. Strategies that can be used to achieve these goals include waterless urinals in common areas and maintenance areas of public, commercial and corporate buildings; low-flow urinals; low-flow aerators at lavatory, kitchen and janitorial sinks; spring-loaded lavatories; lavatories with motion sensors; low-flow aerators at showerheads; low-flush toilets; and dual-flush toilets. All appliances supplied by the builder or developer must meet Energy Star standards, which call for a reduced water usage level. Under Energy Star standards, clothes washers use about 1/2 the water of a standard unit and dishwashers use about 1/3 less water.

Other key areas of water conservation relate to the landscape. The guidelines call for the prohibition of plant species listed as invasive or noxious weed species and the utilization for at least half of the planted area of indigenous or adapted plants which can survive on the natural rainfall cycle. Where irrigation is needed to

establish plants or maintain key public spaces, the guidelines call for micro-irrigation systems that utilize 50% or less water than a regular irrigation system, based on a mid-summer baseline case, which will require the use of sensors and timers to reduce waste. In addition, or alternatively, irrigation can be provided from rain water that has been collected in an approved type of cistern or rain water collector. The primary goal, however, in consideration of the larger goal of returning clean water to the environment, is to limit the necessary use of irrigation by using plants that are adapted to the local environment.

The Partnership and LeylandAlliance have worked for several years on the development of sustainability and green building standards to guide Storrs Center from its initial planning through the construction of the buildings. In keeping with their company's focus on sustainable practices, LeylandAlliance has worked with leading experts in the fields of ecology, wetlands management, and green building practices. Their efforts in dealing with the specific nature of this site and a plan for storm water management were led by Dr. Michael Klemens, himself a native of Mansfield and a recognized leader in the ecology and biodiversity of Connecticut's landscape. Michael Klein, an expert in the field of Connecticut wetlands and storm water management also played a key role in the development of best management practices and the innovative storm water management system associated with Storrs Center. In developing the sustainability guidelines for Storrs Center, Leyland Alliance worked with Steven Winters Associates, with whom they associate with regularly on all of their projects to develop strategies for green building. Mr. Winters was former Chairman of the U. S. Green Building Council (USBC) and played a key role in the development of the LEED standards.

The project has also entered into a LEED for Neighborhood Development (LEED-ND) pilot program. The USGBC LEED-ND pilot program has been developed to address needs of projects like Storrs Center where entire neighborhoods will be developed. However, with the expertise of Leyland, the Partnership and Mansfield citizenry, the sustainability guidelines that have already been developed closely parallel the new program and "lead the way" with respect to local and regional applicability of sustainable guidelines. The guidelines will continue to be modified and improved as the project proceeds. As a result, Storrs Center will begin to offer some solutions as to how issues such as water use can be better addressed in the future.

**LEED is a third-party certification program for the design, construction and operation of high performance green buildings. LEED promotes a whole-building approach to sustainability by recognizing performance in five key areas of human and environmental health: sustainable site development, water savings, energy efficiency, materials selection, and indoor environmental quality. The program was developed by the US Green Building Council.*

***The Partnership's sustainability guidelines are located on its website at www.mansfieldct.org.*

14. What is the provision for green and open space?

Open space will be achieved through a combination of conservation area and public (town and market) squares. Of the 47.7 acres, just over 17 acres will be developed for Storrs Center. Most of the remainder of the site will be maintained as a conservation area which includes a protected vernal pool. Included in the development footprint of 17.7 acres will be a town square (0.53 acres) and a market place square (0.21 acres).

15. What is the status of the wetlands?

The wetlands within the project area will be protected and enhanced by the development with the exception of .29 acres of degraded wetlands within the building area. The Mansfield Inland Wetlands Agency approved a permit to fill these wetlands in October 2007. The Connecticut Department of Environmental Protection subsequently approved the storm water management plan for Storrs Center and, in conjunction, on November 4, 2008, the US Army Corps of Engineers issued their approval for Storrs Center including the final authorization to fill the .29 wetlands.

16. Who will be responsible for the upkeep of parks and public spaces?

The Town of Mansfield will be responsible for upkeep of dedicated public spaces, such as the Town and Market Squares and the dedicated public streets. The conservation area will be protected and maintained under the terms of a conservation easement.

17. What is the assurance that the project is developed as planned?

The Mansfield Downtown Partnership is the Town of Mansfield's duly authorized municipal agent to implement the Storrs Center Municipal Development Plan. With the Municipal Development Plan as a guide, new zoning was approved in June 2007 by the Mansfield Planning and Zoning Commission. The zoning documents provide a detailed regulatory framework under which the project will be developed.

18. What is the planned source of water for the development?

The University of Connecticut and LeylandAlliance have negotiated definitive agreements to extend University water and sewer services to the project on the same fee basis offered to other non-university users such as the Town of Mansfield.

In June 2007, a master plan of the University's water and wastewater systems was completed. The assessment, performed by Milone and MacBroom, was jointly commissioned by the University and the Town of Mansfield. The consultants concluded that supply was adequate to meet the system's existing customers and committed future uses, including 169,000 gallons per day for Storrs Center at full buildout. With respect to management of the water system, since 2005, the Connecticut Water Company has been managing UConn's water supply systems, including the area where Storrs Center will be built.

The University has worked carefully with the Connecticut Departments of Public Health and Environmental Protection on area water supply planning and management issues. Consistent with June 2008 correspondence from these Departments, the University continues efforts to use water more efficiently through conservation and management, develop reclaimed water capability to match non-potable uses with a non-potable supply, monitor adequacy of supply to meet demands for its existing uses and commitments such as Storrs Center, and identify additional sources of supply required for the long term.

As a result of the University's on-going operational, renovation and conservation improvements, average daily consumption has fallen by 220,000 gallons per day (15%) from 2005-2008. Average daily peak month consumption (September) fell by 354,000 gallons (18 percent) during the same period. These improvements in system performance occurred during a time of continuing growing enrollment and employment at the University and off-campus.

The University is completing a study to evaluate the potential impact of its withdrawals on aquatic habitat in the vicinity of its Willimantic River wellfields. (A comparable study was completed for its Fenton River wellfields in 2006). Both studies inform the University's wellfield management and drought response initiatives for responding to temporary restrictions on withdrawals that may occur during periods of low streamflow.

To meet long term potable water supply requirements, the University is actively pursuing the development of a reclaimed water utility that will be capable of substituting treated wastewater effluent for potable water for use at its central utility plant as well as interconnections to other public water systems.

See the question on sustainability for more information on water usage in the Storrs Center project.

19. Who will live in the residential buildings?

There will be a variety of housing types and size units from studios to three bedrooms. Typical unit types will include studios, one to three bedroom apartments and condos, flats, and rowhouses. The project will include market-rate rental units and for-sale units. The variety of types, sizes, and locations of the units within the project is intended to appeal to a broad spectrum of the market. The housing is not UConn student housing.

20. Is it anticipated that there will be homeowners association for the housing part of the development?

Yes, there will be a homeowner's association.

21. When will the solicitation begin for the retail and commercial tenants for other Storrs Center buildings?

Solicitation of businesses for Phase 1A has begun and discussions are underway with a number of potential tenants. Preliminary discussions have begun with several interested retail tenants. Further tenant discussions will ensue as programming and building designs are further revised. The goal of the casting process is to identify the best local, regional, and national tenants for each of the programmed concepts in the building, i.e., shops, retail, restaurant, office. For each of these categories of tenants, the goal is to identify local and regional New England (focus on Connecticut) tenants to make up approximately 70-80% of the retail concepts in the project. The search for the best tenants for each retail concept has begun in the immediate local area and surrounding towns and will move outward in concentric circles to the wider region, including New England and nearby areas. The goal of the search is to find the great local and regional businesses with a true interest in becoming an integral part of the life of Storrs Center and the town of Mansfield.

22. Have any national retailers/commercial users expressed interest in taking space at Storrs Center? Does LeylandAlliance have any firm agreements with tenants and if not, when can we expect to learn about them?

Many retailers, both regional and national, have expressed an interest in space in Storrs Center. There have been over 150 unsolicited inquiries about commercial space in Storrs Center. There will be both local and regional retailers as well as nationals.

The casting process for Phase 1A, on the north side of Dog Lane, has begun under the guidance of Live Work Learn Play and with the added assistance of the Hartford office of Cushman & Wakefield. They are meeting with prospective tenants more intensively and advancing those discussions now. Initial agreements with several tenants are currently in negotiation.

23. How will Leyland address the shorter active business season when the University is not in session?

The Partnership, LeylandAlliance, and Live Work Learn Play understand the seasonality of the Mansfield area. The Partnership outlined this issue when it was soliciting a master developer for Storrs Center. With this in mind, there has been more and more activity in Mansfield in the summer generated largely by additional University classes and events. Retail consultant Live Work Learn Play has been to Mansfield several times to assess the current commercial market.

Live Work Learn Plan has worked on over 25 projects where there have been seasonal challenges. There were less than 5,000 people during a five month period at some of the resorts they developed and managed. Their experience with this market, which often experience dramatic seasonal demographic shifts, provides Live Work Learn Play with experience and insight into the creation of viable year-round operations that are adaptable to the seasonal conditions.

Live Work Learn Play has created a model that allows them to conservatively estimate how much commercial real estate to be developing. From a physical design perspective and with respect to rents to sales ratios, they have taken into account the seasonality of the area.

The addition of Cushman & Wakefield in Hartford also allows a regional perspective with respect to commercial trends. Evan O'Brien who is the main broker at Cushman & Wakefield for Storrs Center attended the University of Connecticut so is well positioned to understand the local market.

In addition, the Partnership will continue to work through its Business Retention and Development Committee and Board of Directors with Leyland and Live Work Learn Play to review trends in the area.

24. What is the anticipated capacity of the parking garages?

Under the current schematic plans, the total number of spaces for both garages will be approximately 1,050 to 1,150 spaces, subject to final programming requirements.

25. Will the garages be operated by the town?

The planning documents call for public ownership and operation of the two garages. The issue is currently under discussion.

26. Will the Town Council be making any capital contribution to Garage 1?

No.

27. How does that affect the project and parking?

The goal is to continue with essentially the same program in terms of commercial and residential space that was approved by the Planning and Zoning Commission in June 2007, and included in the Storrs Center Municipal Development Plan. With this in mind, the current objective is to design a first garage that can be built with the federal and state grant funding (\$10,490,000) that has been committed to date. Cost constraints will require a garage smaller than that originally envisioned. In order to reduce the size requirement for the first garage, several strategies are under analysis: adjusting the program slightly away from higher intensity uses; taking possible credit for transit to the project from the UConn or WILI bus service and from the use of a shared car program (this credit was not included as part of the parking factors analysis approved by the Planning & Zoning Commission), and evaluation of additional adjacent surface parking spaces including parking already planned for in the Dog Lane-1 approved parking lot. Not all these spaces would be needed immediately.

28. What would be a reasonable groundbreaking date for the first garage?

Design of the garage and possible associated transit facilities should begin in spring 2009. Ideally, construction on the first garage would begin in 2010, assuming all permits have been obtained and all necessary agreements in place. A large part of the time required for garage construction is typically dedicated to the design and off-site manufacture of pre-fabricated concrete components. Materials are typically

manufactured off-site over several months and then transported to the site for final construction.

29. Is the cost of the parking garages built into the fiscal analysis? If not, why not? How does the cost of the garages affect the fiscal benefit to the Town?

The cost of the garages was not included within the fiscal analysis because the Town has made no commitment to assist in the construction financing of the parking facilities. The Town will not be committing funding to Garage 1. It will be built with state and federal grant monies already received. Strategies for financing of Garage 2 are currently under negotiation. The fiscal impact analysis will help the Town to assess the future tax benefits of the project, and what role the Town may play in financing Garage 2, which is scheduled to be constructed in approximately 2012/2013. One condition that has been discussed is that, at the time Garage 2 needs to be financed, Leyland would be required to update the fiscal impact analysis. This look-back provision would provide the parties with updated information and allow us to assess the relative success of the project, including the tax benefits to the Town.

The Town and Partnership will continue to evaluate the projected parking revenues and costs of the parking garages. Leyland is updating its parking analysis for Garage 1 to reflect a smaller garage, and the Town's parking consultant will peer review this analysis and provide an update to the Town Council.

30. Has the Town Council committed to funding Garage 2?

The Town and LeylandAlliance are currently discussing the financing of Garage 2. At this time, the Town has not made any commitments for funding of the garages. Any Town commitment for Garage 2 would be based on conditions that LeylandAlliance would need to meet in terms of the success of the first phase of the project. All proposed agreements will be subject to thorough and deliberative negotiations and final approval by the Town Council.

31. Summarize the plans for Storrs Road and how traffic problems will be dealt with in the project.

Methods proposed for improvement of Storrs Road include the realignment and partitioning of the pavement area to accommodate the addition of dedicated and clearly defined turning lanes. Modifications to the intersection at Storrs Road and South Eagleville Road and the intersection of Storrs Road and Bolton Road will improve the traffic flow. The South Eagleville intersection will be modified to include dedicated turning lanes. Dog Lane will be re-aligned and the two lights at Dog Lane and Bolton Road will be replaced with one four way, lighted intersection at Bolton Road that will function as one of the main entryways to the Town Square.

In order to better provide for pedestrian traffic, the plans provide for pedestrian collection points and crosswalk zones, installation or widening of sidewalks, addition of parallel parking zones, installation of medians, landscaping of street edges, definition of building entry areas and partial burial of overhead power lines. The addition of parallel parking zones, besides providing more parking capacity, will contribute to traffic "calming" and provide pedestrians with a better sense of security.

32. When will construction on Storrs Road begin?

No construction on Storrs Road can begin without a permit for improvements from the State Traffic Commission. An application for a permit for Storrs Road has been pending since early spring 2008. It is currently under technical review at the State Traffic Commission. In the meantime, the Town of Mansfield released a Request for Qualifications for the design work for Storrs Road. Thirteen responses were received on December 26, 2008. These responses are currently being evaluated. Construction is expected to begin as early as late 2009 or early 2010.

33. Why has Storrs Center taken so long?

For a project of the size and complexity of Storrs Center, the present stage of development has been reached in a relatively short period of time. The project has always been undertaken in a deliberative fashion in order to provide ample opportunity for public stakeholder participation. During the development of the Municipal Development Plan, it was decided to seek federal and state funding for some of the public infrastructure components of the project. The process necessary to obtain grants and funding on multiple government levels together is complicated and lengthy. However, this effort is essential to the project. Thus far, the project has met with significant success in this process and has largely succeeded in doing so within the same time frame required to obtain the many local, regional, state and federal approvals associated with the creation of an entire town center. At this juncture, grant funding for key infrastructure is in place and only one major project

approval is outstanding – the State Traffic Commission approval for the proposed improvements to Storrs Road.

34. Who is Leyland? Do they have credibility?

LeylandAlliance is one of the leading Smart Growth developers in the nation, with projects located in New York, Virginia, Connecticut, and South Carolina. It currently has six communities in various stages of development, including four public-private initiatives: Newburgh Waterfront, Newburgh, NY; East Beach in Norfolk, VA; Hammond's Ferry in North Augusta, SC; and Storrs Center. In projects closely tied to historic main street communities in the Northeast, LeylandAlliance, in addition to being the master developer, also serves as the builder. One such project is Warwick Grove in Warwick, NY which has received wide recognition for its urban design, the quality of its buildings and for the implementation of green building strategies.

35. Who makes up the Storrs Center team and do they reflect diversity in the community? In particular, do the people who are working on the retail aspect of Storrs Center reflect their audience in Mansfield?

The Storrs Center project is being spearheaded by a public-private partnership that includes many community, government, non-profit, and private partners. At the core, is the Mansfield Downtown Partnership, Inc., a non-profit organization that is comprised of 18 members of the Town of Mansfield, the University of Connecticut, and the community. Included among that team is Mayor Betsy Paterson, four other women Board members, and its Executive Director Cynthia van Zelm.

With respect to the master developer LeylandAlliance, it is important to keep in mind that the LeylandAlliance team that the public often sees at meetings is not the entire team. Leyland's staff actually includes many women. For example, the Partnership has worked closely with Leyland's Vice President of Marketing, their financial analyst, and marketing associate – all of whom are women. These women all have important roles in the project but are not always visible at meetings. Leyland also has brought together a professional team in the areas of engineering, legal, planning, architecture, etc. This team includes a native of Mansfield and a current resident of Mansfield that provide environmental and transportation engineering expertise, respectively.

The team responsible for creating the mix of retail experiences that will appeal to the Mansfield community reflect their audience. Live Work Learn Play from Montreal, led by Max Reim, is the retail team working with Leyland to bring commercial development to Storrs Center. Their knowledge of the market is essential to making

the project a success. With respect to their team, over the last four and a half years, in which they have been involved in Storrs Center, they have employed approximately 12 people. Out of those individuals, one was in his late 30s, two were in their early 30s, and nine in their early to mid-20s. Three people were male and nine were female. They also represent various ethnic, cultural and religious backgrounds. All of them speak at least two languages and many of them have lived in foreign countries all over the world.

Most significantly is Live Work Learn Play's professional background, experience and ability. Live Work Learn Play represents a group of professionals who have worked in Canada, throughout the United States, and in Europe on the creation of unique retail and village experiences that are rooted in their particular cultures and environment. It is their particular process and methodology of approaching this work that makes them different. Their process involves identifying commercial concepts that meet the needs and desires of that particular community and finding the best business owners and operators to bring these concepts to fruition. They focus heavily on the identification of local and regional business operators, often helping them to construct their business plans, in order to find real ambassadors for the project and the community.

Live Work Learn Play works hard to understand each particular place and the diversity of people who inhabit and make up that community in order to create an experience that is reflective of the place. To do this, they undertake an intensive process that includes interviewing residents and conducting surveys and focus groups as well as studying the demographics. It also involves talking to many interested tenants. And, ultimately, it involves many months spent in the area to identify the business owners who will become an important, vital and lasting part of the project and the community. As part of their initial review, Live Work Learn Play surveyed people through the UConn website (with a link from the Partnership website) about their commercial interests, as well as met with many people in town.

For further information, contact Mansfield Downtown Partnership Executive Director, Cynthia van Zelm, at 860-429-2740 or at mdp@mansfieldct.org. See the website for additional information included in a letter and Power Point presentation provided to the Town Council on June 12, 2008 and a further update on November 24, 2008 in a Power Point presentation.

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



AUDREY P. BECK BUILDING
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Matthew W. Hart, Town Manager

March 2, 2009

Senator Donald E. Williams, Jr.
Legislative Office Building, Room 3300
Hartford, CT 06106

Dear Senator Williams:

The Governor's \$2.4 million cut to per capita funding of local health departments and health districts, as proposed in Bill 847, would be a **devastating** blow to public health in Connecticut. This is a 44% reduction. We recognize that these are extraordinary times that call for sacrifice by many and local public health is certainly not immune. However, this cut would be extremely damaging to one of the most successful examples of regional government in Connecticut – the local health district system. If the state's intent is to support and promote regionalization of local services, it is counterintuitive to slash funding for a successful regional initiative.

Our current local public health infrastructure is already on the verge of imploding. Local health districts and departments have historically been under-funded to achieve the statutorily required functions, let alone achieve the essential services of local public health as defined by the Centers for Disease Control and Prevention. Currently, Connecticut contributes \$1.18 - \$2.43 per capita (depending on the type of department) to support local public health. According to a 2005 report from the Trust for America's Health, Connecticut ranks 32nd in state support of local public health and these proposed cuts would sink us to the very bottom.

Do we value safety of our food and water, the prevention of chronic diseases, the control of infectious disease outbreaks, the permitting that allows new construction and the provision of preventative health care with such disregard? It will be absolutely detrimental to the health of our communities to implement these cuts. **Such cuts will force our health district to prioritize and reduce or eliminate the delivery of selected mandated local public health services.**

Your local health district is required to provide the basic mandated public health services such as:

- Restaurant inspection
- Private water supply oversight
- Private septic system oversight
- Public health education
- Complaint follow-up
- Housing inspection
- Lead testing
- Family camp ground inspection
- Communicable disease control and follow up
- Others as may be assigned (the list goes on)

We are also being asked to take on new or emerging responsibilities including being able to deal with:

- Bioterrorism preparedness
- Expanded pool safety requirements
- Expanded childhood lead protection provisions
- Pandemic flu
- And other emerging diseases

Each of these requirements demands immediate attention and action by local health districts. This cut will result in the local health departments making choices of which public health requirements to meet and certainly disable us from credibly responding to any new emerging public health concerns.

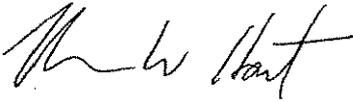
A budget cut of this magnitude will also have devastating consequences for our existing health districts – threatening their very existence. This comes at a time when Connecticut needs to be building the local public health infrastructure, maximizing resources, and building economies of scale. The State of Connecticut, some thirty years ago, made a commitment to full time public health services for all residents by providing additional per capita funding to towns, such as yours, that joined health districts as an incentive to encourage regionalization of public health services. Thirty years later, Connecticut still does not have a modern local public health system and despite assertions to the contrary these cuts will further set back any efforts to establish a regional framework for local public health.

Most importantly, cuts in funding would negatively impact those in our communities who need the support of their local health department as they are confronted with difficult challenges during an economic recession. This reduction in state funding will shift and exacerbate the financial burden on local property taxpayers. Public health issues associated with alternative heat source contribution to air pollution, crowded housing, and cheaper less healthy food options will increase demands on local public health services.

Disease prevention is the primary mission of local public health. This budget as recommended will significantly weaken our ability to meet that mission. Failure to invest in prevention is, in part, why we are in this current crisis. We strongly suggest that reinvesting in local public health to prevent injury and disease is part of the solution.

Thank you in advance for your assistance and support. Please feel free to contact us with any questions or concerns.

Sincerely,



Matthew W. Hart
Town Manager
Town of Mansfield



Robert L. Miller
MPH, RS, Director of Health
Town of Mansfield
Eastern Highlands Health District

cc: Representative Denise Merrill
Town Council
EHHD Board of Directors

PAGE
BREAK

MEMO
March 2, 2009

To: Traffic Authority; Transportation Advisory Committee
From: Lon Hultgren, Dir PW
Re: 2009 DOT Master Transportation Plan

We have reviewed the DOT's 2009 Master Transportation Plan and can offer a few observations to bring interested parties in Mansfield up to date.

In general the tone of the plan is multi-modal and emphasizes (on paper at least) a balanced transportation strategy that attempts to discontinue CT's auto/highway dominance of the past. It notes that funding resources are dwindling, and CT may lose federal transportation monies when the federal transportation law is reauthorized next year.

In addition to ongoing regional transit funding (both operating assistance and bus replacements) which will help WRTD, the plan specifically mentions the following Mansfield projects:

- Replacement of the Stone Mill Road bridge
- Replacement of the Laurel Lane bridge
- Replacement of the Gurleyville bridge railings
- North Hillside Road extension (UConn to Rte 44)
- Improvements to Rte 44 Birch/Cedar Swamp Rd intersection
- Improvements to Rte 89/Mt Hope Rd intersection
- The Storrs Center enhancement project (streetscape elements along Rte 195 and Flaherty Road)

All of the above projects are in design. Construction is not imminent for any of them, with the exception of the Stone Mill and Gurleyville bridge projects which could conceivably begin late this year.

There was no specific reference to the "earmark" grant/project for modifications to Rte 195 in the Storrs Center area; however, this project is listed in the Region's Transportation Plan and we are in constant contact with the DOT liaisons regarding this project. Design will be underway this spring as soon as the design consultant has been selected and approved.

cc: ✓ Matt Hart, Town Mgr
Greg Padick, Dir of Planning
Cynthia van Zelm, Exec Dir, MDP
Tim Veillette, Proj Engr
file

PAGE
BREAK

Council looking for more information before deciding on fees for rescue services

Item #21

Brenda Sullivan | Editor

Monday, February 16, 2009



Firefighter York at Station 307 looks at the view from a camera displaying the interior of the Mansfield department's ambulance, which allows him to monitor a patient and EMT crew if there's need for assistance. File photo ©Brenda Sullivan.

It's estimated that the department could collect fees totaling \$15,000 to \$30,000.

A request for a "rescue services revenue recovery program" submitted by Fire Chief David Dagon may be back in front of the Mansfield Town Council at its Monday, Feb. 23 meeting.

The Town Council tabled action on the request at its Jan. 26, 2009 meeting, and asked Town Manager Matt Hart and Chief Dagon to provide more information.

Specifically, Council members had questions about -

- the process for billing insurance companies,
- current collection rates,
- whether the fee waiver ordinance could be changed to include these services,
- the number of calls that involve non-residents,
- the role of the Council in monitoring the policy,
- and whether or not this program would change the overall expenditures of the Fire

Department

According to Chief Dagon, the goal of the "rescue services revenue recovery program" is to offset some of the department's operating expenses, such as replacing materials, testing equipment, specialized training and administrative support.

It's estimated that the department could collect fees totaling \$15,000 to \$30,000.

Chief Dagon met with Certified Ambulance Group and determined that the company could handle the new billing, if it is approved.

The kinds of services that would be billed include:

- Light duty rescue - any rescue using personnel and equipment to secure and protect an emergency location - involving the use of hand tools, absorbent materials, reflective materials and combustible-warning materials - for a fee ranging from \$300 to \$400
- Heavy duty rescue - same as above but also using hydraulic, pneumatic or gas-powered tools to free a trapped victim - for a fee of \$500 to \$700
- Technical rescue - including but not limited to confined space, vertical, trench or search and rescue emergencies - for a fee ranging from \$800 to \$1,000

The fees, as recommended by CAG, would be affected by considerations such as the complexity of the operation, time on the scene, number of personnel deployed and the kind of equipment that is used.

There are three fire stations in town - Station 307 at 999 Storrs Road (on Route 195 near Spring Hill), the Eagleville Station 107 on Route 32 (near the intersection with Route 275), and Station 207 at 1722 Storrs Road (Route 195, just north of the intersection at Route 44).

Posted Feb. 16, 2009

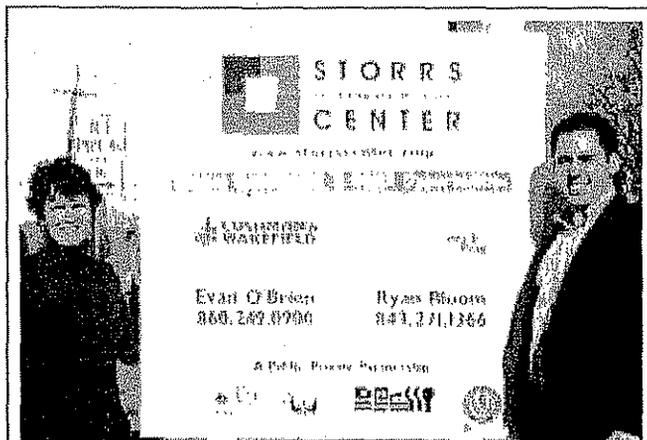
[Editor's note: Town Council meetings are now taped and broadcast on the Charter Cable Channel 13 at noon on Monday, Wednesday, Friday and Saturday and at 7 p.m. on Tuesday, Thursday and Saturday.]

New signs on Route 195 posted to attract potential tenants for Storrs Center development

Item #22

Brenda Sullivan | Editor

Monday, February 16, 2009



Storrs Center leasing signs go up near the location of what's planned as the Town Square phase of the project. Pictured here are the Executive Director of the Mansfield Downtown Partnership Cynthia van Zelm and Evan O'Brien of Cushman & Wakefield

Two leasing signs for Storrs Center have been installed on Storrs Road (Route 195), bringing attention to the project site.

One sign is located in the approximate area of the future Market Square (across from the Town Hall) and one is now up near the future Town Square (across from the University of Connecticut School of Fine Arts).

The developer envisions these as key mixed-use areas for retail and commercial businesses, as well as residential units.

The new signs are meant to attract the interest of retailers, businesses and restaurants - with contact information for the Storrs Center leasing team, which includes the real estate company of Cushman & Wakefield, and retail and commercial marketing consultants Live Work Learn Play.

Questions and comments concerning the Storrs Center project may be sent to the Mansfield Downtown Partnership at P.O. Box 513, Mansfield, CT 062268 or e-mailed to mdp@mansfieldct.org More information also is available [at this link](#).

Posted Feb. 16, 2009

**PAGE
BREAK**

**TOWN OF MANSFIELD
OFFICE OF THE TOWN COUNCIL**



GENE H. NESBITT, Council Member

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

February 26, 2009

To: All property owners in the proposed Mansfield 4-Corners Service District

From: Mansfield's 4-Corners Advisory Committee

Dear Property Owner:

The Mansfield 4-Corners Advisory Committee was established by the Town Council late in 2008 to assist the Town Staff and Council by providing guidance in moving the proposed 4-Corners sewer project to completion. The committee has met several times over the past 3 months. The committee's two major efforts have been directed towards 1) compiling data to inform property owners about the various components of the project and 2) to explore the potential to obtain a public water supply that could be installed concurrently with the sewer lines.

We are now prepared to provide you with an update on the project and to solicit your input in the planning and implementation through a property owner's meeting.

Date: March 24, 2009 (Tuesday)

Time: 7:00 pm

Place: Mansfield Town Hall Council Chambers

Invitees: All property owners (residential and commercial) and other interested parties

Meeting Agenda:

7:00-7:30 Informal discussions, Q & A w/ Committee members (Maps, Resource materials will be available)

7:30- 8:15 Presentation:

- a. History of water and sewer problems
- b. Sewer and Water Project proposals
- c. Benefits to property owners, town and other residents
- d. Challenges to overcome
- e. Next steps

8:15-8:45 Input and questions from attendees

Please mark your calendar for Tuesday, March 24th 4-Corners property owners informational meeting. One of the Advisory Committee members will attempt to contact you prior to the meeting. If you have any questions, please call me at 487-1122 (e-mail: ghnesbitt@charter.net) or Lon Hultgren in the Public Works Department at 429-3332 (e-mail: HultgrenLR@mansfieldct.org). We look forward to your participation.

Sincerely,



Gene H. Nesbitt, Chair
4-Corners Sewer Study Advisory Committee

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Matthew W. Hart, Town Manager

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

March 2, 2009

Senator Joe Lieberman
One Constitution Plaza, 7th Floor
Hartford, CT 06103

Re: UConn Bio-energy Initiative: "Creating Sustainable Energy Resources to Meet the Needs of Connecticut and the Region"

Dear Senator Lieberman:

As you may know, the University of Connecticut is requesting the continuation of grant funding for its important bio-energy initiative: "Creating Sustainable Energy Resources to Meet the Needs of Connecticut and the Region." From our perspective as municipal officials, this initiative is essential to the development of a sustainable energy industry in Connecticut and the larger region, and we urge your support of the University's proposal. We are convinced that the bio-energy project will make an important difference in the quality of life for our residents and enhance the economic development potential of our state.

After just one year, this project is quickly becoming a catalyst for economic growth and increased activity for Connecticut engineering firms. Two state engineering firms are busy working on the design of biodiesel plants to be constructed with private funding in Bridgeport and in eastern Connecticut. A key feature of the bio-energy initiative is that local Connecticut firms are being employed to design and build these new plants, rather than importing the expertise from other states and countries. This effort is both creating jobs and helping to reduce our carbon footprint.

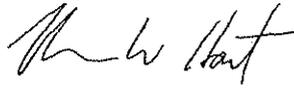
The Town of Mansfield and the University of Connecticut enjoy a strong working relationship on several levels. Building on this relationship, we have proposed to Governor Rell that we collaborate to build a small biodiesel plant to supply a portion of both Mansfield and UConn's fuel needs. Importantly, the proposed facility would rely upon biofuels derived from restaurant waste oils and other sources that are not detrimental to the environment or jeopardize food supply and pricing.

This joint "town-gown" effort would complement and enhance the University's larger project. We appreciate your continued support and service to our community, and seek your assistance with the University of Connecticut's request for a continuation of grant funding for this important bio-energy initiative. With federal support, we can develop a successful partnership between local, state and federal government to build a new economic model for energy production and use.

Sincerely,



Elizabeth C. Paterson
Mayor



Matthew W. Hart
Town Manager

Cc: Senator Christopher J. Dodd
Congressman Joseph Courtney
Mansfield Town Council
Lon Hultgren, Director of Public Works
Peter Nicholls, Provost and Executive Vice President, University of Connecticut
Barry Feldman, Vice President and Chief Operating Officer, University of Connecticut
Suman Singha, Senior Vice Provost, University of Connecticut
Richard Parnas, Associate Professor, University of Connecticut
Richard Miller, Director, Environmental Policy, University of Connecticut

**TOWN OF MANSFIELD
OFFICE OF PLANNING AND DEVELOPMENT**

Item #25

MANSFIELD PLANNING AND ZONING COMMISSION

Memo to: Mansfield Town Council
Property-owners with street frontage on Farrell Road, within 500 feet of proposed work along a "Scenic Road"
From: Mansfield Planning and Zoning Commission
Date: Wednesday, February 11, 2009
Re: March 2, 2009 Public Hearing on proposed driveway construction and associated work at 9 Farrell Road, PZC File #1280

The Planning and Zoning Commission has received a subdivision application that includes 2 driveways, tree removal and stone wall alterations along Farrell Road, a Mansfield-designated Scenic Road. The subject request is from E. Pelletier of Datum Engineering, representative for the applicant and property owner, Sheila A. Clark.

Whereas Farrell Road is subject to the provisions of the Town of Mansfield's Scenic Road Ordinance, a required Public Hearing has been scheduled for 7:30 p.m. on Monday, March 2, 2009, in the Council Chambers of the Audrey P. Beck Municipal Building, 4 South Eagleville Road, Storrs, Connecticut. At this hearing verbal or written comments shall be received regarding the proposed work. Any comments regarding this request must be received prior to the close of the Public Hearing. Enclosed please find a letter submitted by the applicant's representative describing the proposed project, a copy of the legal notice and a map depicting the proposed driveways and associated work along Farrell Road. Mansfield's Scenic Road Ordinance authorizes the Planning and Zoning Commission to approve the proposed work along Farrell Road.

If you have any questions regarding the applicant's proposal, the provisions of the Town's Scenic Road Ordinance or the Public Hearing process, please call the Mansfield Planning Office at 429-3330.

* The Public Hearing has been continued until 4/6/09 at 7:30 PM.
Revised maps are being prepared to address staff comment

JDP

DATUM ENGINEERING & SURVEYING, LLC

132 Conantville Road
Mansfield Center, CT 06250

Phone: 860-456-1357
Fax: 860-456-1340
Edward Pelletier, L.S.
Email: e.pelletier@datumengr.com

February 4, 2009

Mr. Rudy Favretti, Chairperson
Mansfield Planning & Zoning Commission
Town of Mansfield
4 South Eagleville Road
Storrs, CT 06268

Re: Clark Estates Subdivision, Farrell Road, Storrs

Dear Mr. Favretti:

On behalf of my client, Sheila A. Clark, I am requesting permission to perform work within the Town right-of-way on Farrell Road, a Town designated Scenic Road, associated with the construction of driveways to serve two new single family dwellings. The proposed driveways are depicted on plan entitled "SITE DEVELOPMENT PLAN FOR SUBDIVISION ENTITLED CLARK ESTATES HANKS HILL ROAD AND FARRELL ROAD STORRS, CONNECTICUT OWNER & SUBDIVIDER, SHEILA A. CLARK, 9 FARRELL ROAD STORRS, CONNECTICUT 06268 SCALE: 1" = 40' DATE: OCTOBER 30, 2008 REVISED: FEBRUARY 2, 2009 (TO ADDRESS CONSERVATION COMMISSION COMMENTS) SHEET 3 OF 6"

The proposed driveway for Lot #1 will require enlarging the existing stonewall barway. In order to accommodate adequate sightlines, removal of approximately 60 feet of stonewall in the northerly direction and removal of approximately 24 feet of stonewall in the southerly direction will be required. Removed stones will be used to enhance remaining stonewalls along Farrell Road.

The proposed driveway for Lot #2 is located at an existing stonewall barway and will require the removal of approximately 30 feet of stonewall in the northerly direction to provide adequate sightline. As previously stated, removed stones will be used to enhance remaining stonewalls along Farrell Road.

Respectfully submitted,

DATUM Engineering & Surveying



Edward Pelletier, L.S.

EP/oh
cc: file

LEGAL NOTICE

The Mansfield Planning and Zoning Commission will hold a Public Hearing on Monday, March 2, 2009 at 7:30 p.m., in the Council Chambers, A.P. Beck Bldg., 4 S. Eagleville Rd, to hear comments on the request of S. Clark to subdivide property west of Farrell Rd. and North of Hanks Hill Rd. into 4 lots. 3 of the lots are on Farrell Rd, a Town designated scenic road.

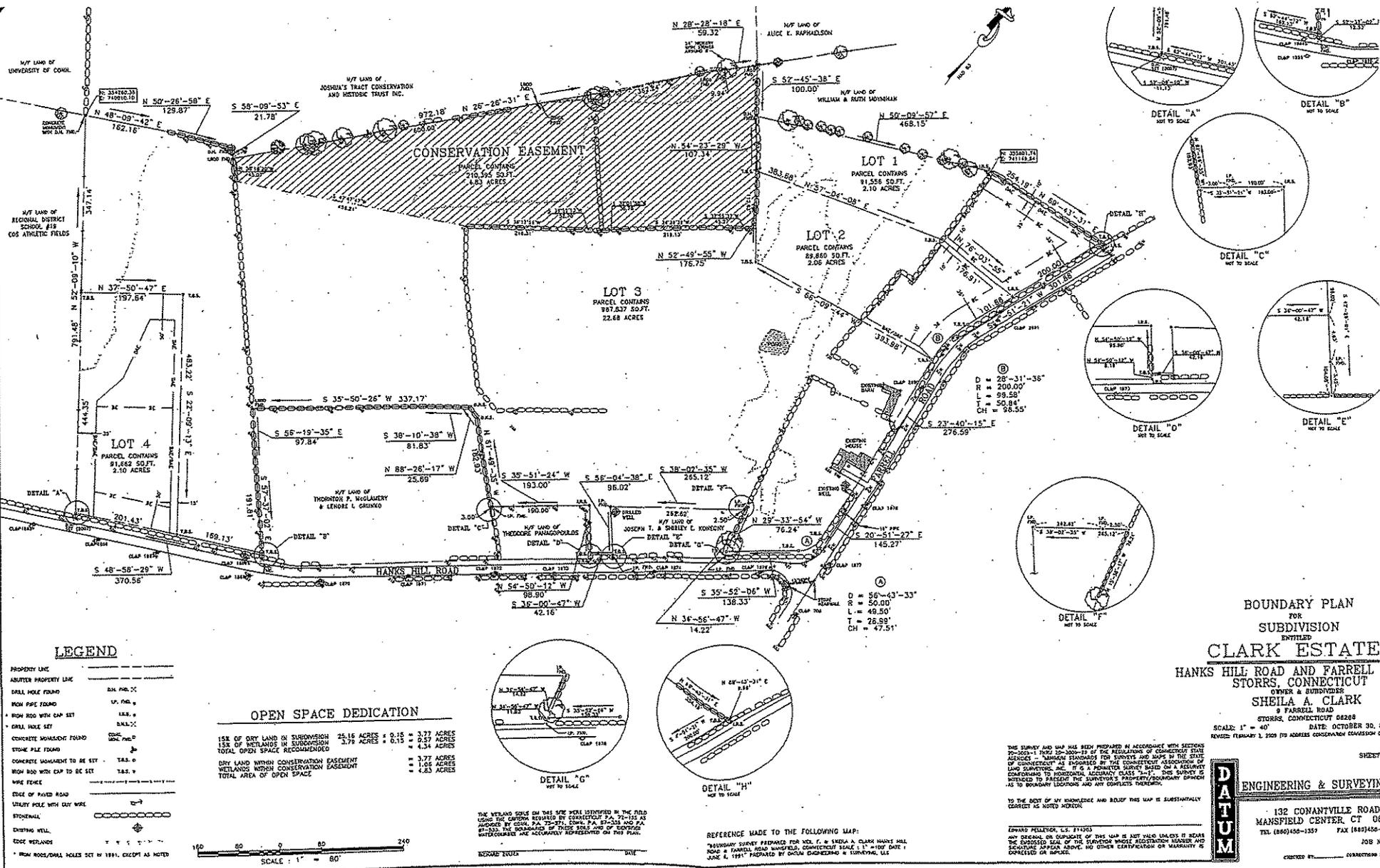
At this Hearing, interested persons may be heard and written communications received. No information from the applicant or the public shall be received after the close of the Public Hearing. Additional information is available in the Planning Office.

R. Favretti, Chair
K. Holt, Secretary

TO BE PUBLISHED Tuesday, February 17 and Wednesday, February 25, 2009

****PLEASE CHARGE TO THE MANSFIELD PZC/IWA ACCOUNT**

-218-



LEGEND

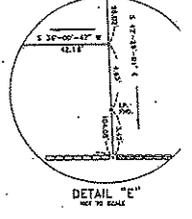
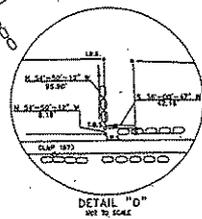
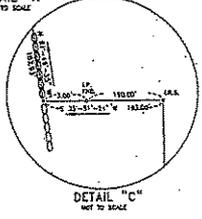
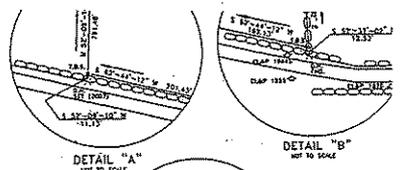
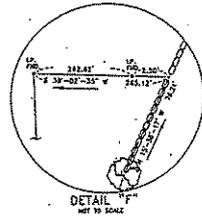
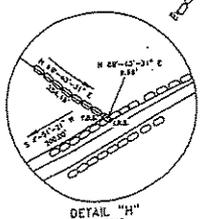
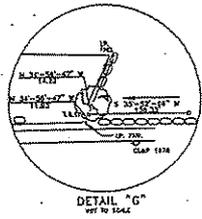
- PROPERTY LINE
- ADJUTER PROPERTY LINE
- DRILL HOLE FOUND
- IRON PIPE FOUND
- IRON ROD WITH CAP SET
- DRILL HOLE SET
- CONCRETE MONUMENT FOUND
- STONE PILE FOUND
- CONCRETE MONUMENT TO BE SET
- IRON ROD WITH CAP TO BE SET
- WIRE FENCE
- EDGE OF PAVED ROAD
- UTILITY POLE WITH CITY WIRE
- STONEWALL
- EXISTING WELL
- EDGE WETLANDS

OPEN SPACE DEDICATION

15% OF DRY LAND IN SUBDIVISION	25.16 ACRES ± 0.15	= 3.77 ACRES
15% OF WETLANDS IN SUBDIVISION	3.79 ACRES ± 0.15	= 0.57 ACRES
TOTAL OPEN SPACE RECOMMENDED		= 4.34 ACRES
DRY LAND WITHIN CONSERVATION EASEMENT		= 3.77 ACRES
WETLANDS WITHIN CONSERVATION EASEMENT		= 1.06 ACRES
TOTAL AREA OF OPEN SPACE		= 4.83 ACRES

THE WETLAND SOILS ON THIS SITE WERE IDENTIFIED BY THE FIELD OFFICE OF THE CONNECTICUT DEPARTMENT OF ENVIRONMENT & PUBLIC DEFENSE, 79-1110 AS AUTHORIZED BY DECISION, P.A. 72-271, (CONN. P.A. 87-231 AND P.A. 89-123) DATED JANUARY 11, 1988 AND OF SUPERVISOR WETLANDS ARE ACCURATELY REPRESENTED ON THIS PLAN.

REFERENCE MADE TO THE FOLLOWING MAP:
 "BOUNDARY SURVEY PREPARED FOR MRS. F. & SHEILA A. CLARK HANTS HILL ROAD & FARRELL ROAD, HANTSVILLE, CONNECTICUT SCALE 1" = 40' DATE: 1/1/81 PREPARED BY DAVID E. HANCOCK & SURVEYORS, LLC



BOUNDARY PLAN
 FOR
SUBDIVISION
 ENTITLED
CLARK ESTATE
 OWNER & SUBDIVIDER
SHEILA A. CLARK
 9 FARRELL ROAD
 STORRS, CONNECTICUT 06269

SCALE: 1" = 40' DATE: OCTOBER 30, 2024
 REVISED: FEBRUARY 3, 2025 (TO ADDRESS CONSERVATION EASEMENT)

DATUM

ENGINEERING & SURVEYING
 132 CONANTVILLE ROAD
 HANFIELD CENTER, CT 06
 TEL (860) 456-1357 FAX (860) 456-1358
 JOB #
 CHECKED BY: DATE:

13 FEB 2009

MANSFIELD

Folks come out for winter fun

By MELANIE SAVAGE
Staff Writer

Once again, the weather prohibited ice skating at the annual Mansfield Winter Fun Day. "Last year it was too balmy in the days leading up to the event," said Kathleen Paterson, from the Mansfield Downtown Partnership. This year, temperatures in the 60's on Feb. 8 were enough to melt the shallow makeshift skating rink.

But bright sunshine brought plenty of folks out to enjoy the remaining festivities, including wagon rides provided by Breezy Acres Percherons from Storrs. There were free beverages provided by Starbucks, and a fresh supply of popcorn kept up by a number of volunteers. "We have volunteers this year from the UConn baseball team, the community center, and the partnership," said Paterson.

Rob Landolphi, Eric Janssen, and Dennis Pierce from UConn dining services provided a couple of child-sized ice sculptures that presided over the event. During the course of the afternoon, the men demonstrated their ice-carving skills for guests. Using chain saws and a selection of other carving implements, the men slowly coaxed recognizable figures from two huge blocks of ice. Occasionally curious kids were given an opportunity to try out their ice-carving skills using one of the less-formidable tools.

Organizers capitalized on last year's popularity of The Chordials by inviting two other a cappella groups from UConn. Rubyfruit, like The Chordials, was an entirely female group. Extreme Measures also appeared, as one of three co-ed a cappella groups on campus.

The Wacky Hat contest was a favorite again this year. About a dozen children turned out for the event, some sporting store-bought designs, others wearing hand-crafted masterpieces made of balloons, paper plates, pipe cleaners, and a number of other interesting items.

The Winter Fun Day is a collaboration between the town of Mansfield, the Mansfield Downtown Partnership, and the Mansfield Community Center. "It's a fun, family event to help chase away the winter blues," said Paterson. "It's just a way to bring the community together," added Partnership Executive Director Cynthia van Zelm, "which is



Extreme Measures was one of three a cappella groups that performed at this year's event. Photos by Melanie Savage.



Two little guys enjoy some free popcorn.



Eric Janssen watches, as Nathan works on an ice sculpture.



**PAGE
BREAK**



Mansfield
Community
Center

**Town of Mansfield
Parks and Recreation
Department**

Item #27



Curt A. Vincente, Director

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

TO: Matthew Hart, Town Manager
FROM: Curt Vincente, Director of Parks & Recreation
DATE: March 3, 2009
SUBJECT: Pool Use Analysis/Information Request

- 1) POOL USE ANALYSIS – Below are the original results of the analysis that was done to arrive at the estimated percentage breakdown of member and community use of the pools. This information has been available and has been discussed on numerous occasions over the past few years.

	Weekly	Annual	Percentage
Total Swim Hours	110	5,720	
Estimated Member	65	3,380	59.09%
Estimate Community	45	2,340	40.91%

Indirect costs for the pool were then allocated accordingly in the budget. At the time, a quarter of a year or three months of pool schedules were examined to come up with an annual estimate. Since there is renewed interest in this analysis, staff is in the process of examining a full year of pool schedules (calendar year 2008) and this analysis should be complete by the March 23, 2009 Town Council meeting. We estimate that it will take approximately 15-20 hours of staff time to properly complete a thorough analysis.

- 2) REQUEST TO INCREASE POOL TIME FOR RESIDENTS – Balancing member use with program demands and general public use has been a focus for staff since the opening of the facility in 2003. Staff has adjusted schedules over the years as appropriate based upon professional review of needs and demands. An appropriate balance will factor in the member driven demands and general public demands, both of which include programs, general use, lap swim, and special events. In our view, staff has done an excellent job of scheduling a balance that can meet most of the demand. The heavy use of the pools certainly indicates a future need for additional pool space. It is impossible to satisfy everyone’s scheduling needs. This is complicated by the time of day and the day of the week. Through our experience, staff has worked diligently to understand the competing needs and has been flexible to address those needs in the pool schedules.

Generally, we have had minimal requests from non-member residents for more pool time. I suspect that this is because non-members have the opportunity to use the pools as often as members via daily admission or programs and they can ultimately find the pools available for their specific needs depending upon the time of day or day of the week. In addition, we have

maintained the commitment to Mansfield residents that was discussed in the early facility planning stages by offering one free day per month for Mansfield residents. We were cautioned by consultants and colleagues that operate similar facilities, that much more than that would impact membership sales. On average, only 5-10 non-member Mansfield residents utilize this free service. These free days are advertised in our program brochure, local cable channel, and press releases. Staff feels that with the limited number of residents taking advantage of this free service, clearly there is not much demand for more time. If the Council feels otherwise, there would be a need for more taxpayer support to fund an anticipated loss in membership as a result of reduced benefits and incentives to become a member. It should also be noted that before the facility opened we expanded the Fee Waiver Ordinance to include Community Center memberships so that residents who qualify for a fee waiver could utilize the facility at a reduced rate. In 2008, there were 67 family memberships (160 members total) who qualified under the FWO.

In summary, Mansfield residents who are not members can use the facility as often as members through daily admission. In addition, they are offered free days on a monthly basis and residents who qualify can have 50% or 90% of their membership and programs paid through the Town's Fee Waiver Ordinance. We have demonstrated through the budget process that the membership pays for itself and also covers some of the community use of the facility. Staff fully supports further community use, but it must be understood that if there is a policy directive from the Town Council to offer more free access, there will be a need to provide additional support from the general fund. Over the years, more and more community access to the facility has been welcomed, but this has a larger impact on the ability to sustain a balanced fund without additional community wide support.