



**TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
MONDAY, June 8, 2009  
STUDENT RESTAURANT  
E. O. SMITH HIGH SCHOOL  
7:30 p.m.**

**AGENDA**

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ROLL CALL	
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**OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL**

**FUTURE AGENDAS**

**EXECUTIVE SESSION**

- 38. Strategy and Negotiations with Respect to Pending Claims or Pending Litigation, CGS §1-200(6)(B)
- 39. Strategy and Negotiations with Respect to Collective Bargaining, CGS §1-200(2)

**ADJOURNMENT**

SPECIAL MEETING-MANSFIELD TOWN COUNCIL

May 26, 2009

**DRAFT**

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 6:30 p.m. in Conference Room B of the Audrey P. Beck Building

I. CALL TO ORDER

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

1. Mr. Paulhus moved and Mr. Schaefer seconded to recess the meeting and move into executive session to review and discuss strategy or negotiations with respect to pending claims or pending litigation.  
CGS§1-200(6)(B)

II. EXECUTIVE SESSION

1. Strategy and negotiations with respect to pending claims or pending litigation, in accordance with CGS§1-200(6)(B).

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

Also included: Town Manager Matt Hart, Director of Finance Jeff Smith.

III. ADJOURNMENT

The Council reconvened in public session.

Mr. Nesbitt moved and Mr. Clouette seconded to adjourn the meeting.

Motion to adjourn passed unanimously.

Elizabeth Paterson, Mayor

REGULAR MEETING-MANSFIELD TOWN COUNCIL

May 26, 2009

**DRAFT**

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

I. ROLL CALL

Present: Clouette, Duffy, Koehn, Nesbitt, Paterson, Paulhus and Schaefer

Excused: Haddad and Blair

II. APPROVAL OF MINUTES

Mr. Clouette moved and Mr. Paulhus seconded to approve the minutes of the May 4, 2009 Special meeting. The motion passed unanimously. Mr. Schaefer moved and Mr. Paulhus seconded to approve the minutes of the May 11, 2009 regular meeting. Motion passed with all in favor except Ms. Koehn who abstained. Mr. Clouette moved and Mr. Paulhus seconded to approve the minutes of the May 12, 2009 Special meeting. The motion passed unanimously.

III. PUBLIC HEARING

1. An Ordinance Establishing a Fee Schedule for Fire Prevention Services

Mayor Paterson called the public hearing to order and asked the Assistant Town Clerk to read the legal notice.

Mr. Jackman, Deputy Chief/Fire Marshal, reviewed the proposed ordinance. The fee schedule would now allow the town to recover cost on new construction only. The ordinance would not recover fees for one and two-family dwellings; accessory structures of one and two family dwellings; annual inspections and educational services. The annual projected income to the town would be approximately \$35,000 in service fees.

Betty Wassmundt, Old Turnpike Road, would like justification for the \$35,000 projected return before the Council votes.

The hearing was closed at 7:45 p.m.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Betty Wassmundt, Old Turnpike Road, questioned the percentage needed for a favorable vote in a referendum.

Jane Blanshard, Sycamore Drive, would like to see the Downtown Partnership brought to referendum.

David Morse, Birchwood Heights, would also like to see the Downtown Partnership brought before the voters. His question is how can we get this before the voters and is it possible through petition to put this to referendum if

the referendum concerning the budget overall is accepted. Could both these items be put on the referendum?

Carol Pellegrine, Clover Mill Road, expressed her appreciation for video taping Council meetings but suggested that speakers move the microphones closer to be better heard.

V. TOWN MANAGER'S REPORT

Report attached.

Mr. Nesbitt asked the Town Manager to follow-up on a previous issue concerning Sgt Kodzis discussed at a prior meeting. The Town Manager will do so.

VI. OLD BUSINESS

2. An Ordinance Establishing a Fee Schedule for Fire Prevention Services

Mr. Clouette moved and Mr. Paulhus seconded, to adopt An Ordinance Establishing a Fee Schedule for Fire Prevention Services, which ordinance shall be effective 21 days after publication in a newspaper having circulation within the Town of Mansfield.

Motion passed unanimously.

Ms. Koehn moved Mr. Schaefer seconded to move the Bond Authorization for Mansfield Streetscape and Pedestrian Improvements to the next item of business.

Motion passed unanimously.

NEW BUSINESS

9. Bond Authorization for Storrs Road Enhancement Project

Ms. Koehn moved and Mr. Schaefer seconded to approve the following resolution:  
Item 1

**RESOLUTION APPROPRIATING \$1,173,000 FOR COST WITH RESPECT TO WALKWAY AND STREETSCAPE IMPROVEMENTS ALONG STORRS Road (Conn. Route 195) AND FLAHERTY ROAD, TO BE FUNDED FROM UNANTICIPATED FEDERAL TRANSPORTATION ENHANCEMENT GRANT REVENUES INCLUDING THE SUBSEQUENT TEXT ON PAGE 60 OF THE TOWN COUNCIL AGENDA OF MAY 26, 2009. THE SUBSEQUENT TEXT IS AS FOLLOWS:**

RESOLVED, That the Town of Mansfield appropriate ONE MILLION ONE HUNDRED SEVENTY-THREE THOUSAND DOLLARS (\$1,173,000) for cost with respect to walkway and streetscape improvements along the western side of Storrs Road (Conn. Route 195) approximately from its intersection with Bolton Road to the Liberty Bank Plaza property, walkway and streetscape improvements along Flaherty Road approximately from its northern intersection with Storrs Road to its intersection with Storrs Height Road, and related work and improvements, to be funded from Federal transportation enhancement grants to be received with respect to the project and unanticipated in the budget for the fiscal year ending June 30, 2009. The appropriation may be spent for design, acquisition, installation and construction cost, equipment, materials, engineering and other consultant fees, legal fees and other expenses related to the project. The Town Manager is authorized to determine the scope and particulars of the project and may reduce or modify the scope of the project; and the entire appropriation may be spent on the project as so reduced or modified.

Motion passed unanimously.

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

Item 2

**RESOLUTION APPROPRIATING \$302,000 FOR COST WITH RESPECT TO WALKWAY AND STREETScape IMPROVEMENTS ALONG STORRS ROAD (CONN. ROUTE 195) AND FLAHERTY ROAD, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION. CONTINUING WITH THE RESOLUTION AS MORE FULLY APPEARS ON PAGE 61 AND 62. THE RESOLUTION IS AS FOLLOWS:**

RESOLVED,

- (A) That the Town of Mansfield appropriate THREE HUNDRED TWO THOUSAND DOLLARS (\$302,000) for cost with respect to walkway and streetscape improvements along the western side of Storrs Road (Conn. Route 195) approximately from its intersection with Bolton Road to the Liberty Bank Plaza property, walkway and streetscape improvements along Flaherty Road approximately from its northern intersection with Storrs Road to its intersection with Storrs Height Road, and related work and improvements. The appropriation may be spent for design, acquisition, installation and construction cost, equipment, materials, engineering and other consultant fees, legal fees, net temporary interest and other financing cost, and other expenses related to the project. The Town Manager is authorized to determine the scope and particulars of the project and may reduce or modify the scope of the project;

and the entire appropriation may be spent on the project as so reduced or modified.

- (B) That the Town issue its bonds or notes, in an amount not to exceed THREE HUNDRED TWO THOUSAND DOLLARS (\$302,000) to finance the appropriation for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.
- (C) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed THREE HUNDRED TWO THOUSAND DOLLARS (\$302,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.
- (D) The Town Manager, The Director of Finance, and the Treasurer, or any two of them, shall sign any bonds, notes or temporary notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds, notes or temporary notes. The Town Manager, The Director of Finance and the Treasurer, or any two of them, are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds, notes or temporary notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds, notes or temporary notes to provide for the keeping of a record of the bonds, notes or temporary notes; to designate a financial advisor to the Town in connection with the sale of the bonds, notes or temporary notes; to sell the bonds, notes or temporary notes at public or private sale; to deliver the bonds, notes or temporary notes; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or temporary notes.
- (E) That the Town hereby declares its official intent under Federal Income Tax Regulation Sections 1.150-2 that project cost may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount borrowing authorized above for the project. The Town

Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years,

- (F) That the Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or temporary notes authorized by this resolution to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.
- (G) That the Town Manager, the Director of Finance, the Treasurer and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or temporary notes.

Motion passed unanimously.

Mr. Clouette moved, Ms. Duffy seconded to approve the following resolution:

Item 3

**RESOLUTION CALLING TOWN MEETING WITH RESPECT TO WALKWAY AND STREETScape IMPROVEMENTS ALONG STORRS ROAD (CONN. ROUTE 195) AND FLAHERTY ROAD.**

RESOLVED,

- (A) That pursuant to Sections 406 and 407 of the Town Charter, the resolution adopted by the Council under Item 2 of this meeting, appropriating \$302,000 for cost with respect to walkway and streetscape improvements along Storrs Road (Conn. Route 195) and Flaherty Road and authorizing the issue of bonds and notes and temporary notes to finance the appropriation, shall be submitted to a Special Town Meeting to be held at 7:00 P.M., on June 8, 2009, which Town Meeting the Town Council hereby authorizes the Mayor to call.

Motion passed unanimously.

3. Uconn Landfill, Long-term Monitoring Program

Robert Miller, Director of Health will be asked to attend the next Council Meeting to address questions on the timetable for monitoring wells.

4. Amendment to Special Police Services Ordinance

Mr. Paulhus moved, and Mr. Clouette seconded to move, to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on June 22, 2009 to solicit public comment on the proposed amendments to the Special Police Services Ordinance, Chapter 70 of the Mansfield Code (to be re-titled Fees for Special Public Safety Services).

Motion carried, Mr. Nesbitt opposed.

5. Community/Campus Relations

The next meeting for Mansfield Community Partnership will be held on Mansfield June 5, 2009 at 3:00 PM at the Community Center. Julie Bell Elkins, Assistant Dean of Students will be recognized for her leadership and her diligent service on the Committee.

6. Community Water and Wastewater Issues

An informational meeting on the Four Corners Sewer Project is planned for May 27, 2009 at 6:30 with a formal presentation to follow at 7:00 PM.

7. Regionalism

Mr. Nesbitt moved, Mr. Clouette seconded to establish an Ad Hoc Town Council Committee consisting of two Town Council Members and the Town Manager for the purpose of exploring opportunities for regional initiatives including but not limited to public safety, economic development and water.

Motion passed with all in favor except Mr. Schaefer who abstained. By consensus it was agreed Mr. Nesbitt and Mr. Clouette would serve on the Committee.

VII. NEW BUSINESS

8. Appointment to Building Committee for Mansfield Public Schools. Mr. Schaefer moved, Mr. Paulhus seconded to move, effective May 26, 2009, to appoint Marsha Wilhoit to the Mansfield Public Schools Building Committee, for an indefinite term.

Motion passed unanimously.

VIII. QUARTERLY REPORTS:

No Report.

IX. DEPARTMENTAL AND COMMITTEE REPORTS

Mr. Grunwald, Director of Social Services will be asked to compile information regarding the feasibility of establishing a voluntary transportation assistance committee.

X. REPORTS OF COUNCIL COMMITTEE

Ms. Duffy, Chair of the Committee on Committees recommended that Mr. Joseph Blyskal be appointed to the Communication Advisory Committee.

Motion passed unanimously.

Mr. Clouette reported that the Town Gown Committee is developing a newly proposed representation plan that will be submitted to the Board of Trustees and the Town Council. This will include an official liaison from the Campus Community Partnership and an additional community member from the community at large.

XI. REPORTS OF COUNCIL MEMBERS

Mr. Paulhus expressed his gratitude for all those who participated in the Memorial Day Parade.

XII. PETITIONS, REQUEST AND COMMUNICATIONS

Ms. Koehn would like clarification on the calculation on the Equalized Net Grand List from the State of Connecticut Office of Policy and Management.

10. Mansfield Resident Trooper's Office re: Information Sharing
11. Registrar of Voters re: 2010 Election
12. G. Padick re: Draft Revisions to the Zoning and Subdivision Regulations
13. Planning and Zoning Commission re: April 2009 Draft Environmental Impact Evaluation
14. Recreation Advisory Committee re: Program Sponsorship Signs/Banners at Mansfield Skate Park
15. CCM re: C.G.S. 9-369b(d)
16. CCM Federal Issues Bulletin – May 12, 2009
17. CCM Legislative Update – May 13, 2009
18. CCM Legislative Update – May 20, 2009

May 26, 2009

19. CCM Legislative Update – May 21, 2009
20. CCM Weekly Update – May 15, 2009
21. State of Connecticut Office of Policy and Management re: ENGL
22. University of Connecticut re: Connecticut to Host 2011 World Youth Peace Summit
23. Chronicle "Commercial areas to promote are lacking" – 5/14/09
24. Chronicle "Contract will lead to funds for Storrs Center" – 5/15/09
25. Chronicle "Council eschews regionalization committee" – 5/12/09
26. Chronicle "Letters to the Editor" – 5/7/09
27. Chronicle "Letters to the Editor" – 5/8/09
28. Chronicle "Letters to the Editor" – 5/11/09
29. Chronicle "Letters to the Editor" – 5/12/09
30. Chronicle "Letters to the Editor" – 5/15/09
31. Chronicle "Mansfield budget could be decided" – 5/11/09
32. Chronicle "Mansfield Hollow set to get federal funds" – 5/9/09
33. Chronicle "Re-fi of D11 bonds will save town \$249K" – 5/15/09
34. Chronicle "Spending plan gets initial OK" – 5/13/09
35. Hartford Courant "Pomfret restaurant owners plan to open branch..." – 5/13/09
36. Mansfield Today "Artists invited to submit work to juried show" – 5/20/09
37. Mansfield Today "Can Mansfield put life back into "ghost town" of ..." – 5/13/09
38. Mansfield Today "Storrs Center defended as long-term solution..." – 5/13/09
39. Mansfield Today "Storrs Center has commitment from future tenant" – 5/12/09
40. Mansfield Today "Voters OK \$43 million budget 463-to-89" – 5/12/09

XIII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, had a number of questions regarding the status of union negotiations; public responses to public questions; notification of the F.O.I. training meeting for the public to attend; why the salt building is being built this year; status on the Hunting Lodge bike path project. He would also like to see the Storrs Center Project put to referendum; suggests voting by mail; the town Charter changed from an Annual Budget Town Meeting to a referendum and the reasoning of why the Pequot money was doubled in the annual report.

Betty Wassmundt, Old Turnpike Road, would like the town to review its expenditures.

David Feudmann, Eastford Road, would like to see the Charter changed to allow for an automatic referendum on the town budget. He also asked if a non-binding question could be added to the ballot on a budget referendum.

Carol Pellegrine, Clover Mill Road, offered suggestions on the meeting to be held on June 8th.

Mayor Paterson stated the venue for the June 8' 2009 Special Town Meeting will be at E.O. Smith High School.

XIV. FUTURE AGENDAS

Mr. Hart, Town Manager sought direction from the Town Council on how best to proceed when responding to requests from citizens. The Council agreed that questions should be first directed to the Personnel Committee and then to the Town Council.

XV. EXECUTIVE SESSION

None

XVI. ADJOURNMENT

Mr. Paulhus moved and Mr. Nesbitt seconded to adjourn the meeting.

Motion to adjourn passed unanimously.

Elizabeth Paterson  
Mayor

Christine Hawthorne  
Asst. Town Clerk

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

# Memo

To: Town Council  
From: Matt Hart, Town Manager *MWH*  
CC: Town Employees  
Date: May 26, 2009  
Re: Town Manager's Report

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

### Budget and Finance

- *Annual Town Meeting for Budget Consideration* – The Mansfield Annual Town Meeting for Budget Consideration was held on May 12, 2009 at the Mansfield Middle School. The Proposed FY 2009/10 Budget was approved by the voters with 463 voting in favor of the budget as presented and 89 voting in opposition. Following the meeting, the Town Council set the tax rate for Fiscal Year 2009/10 at 25.71 mills. As provided under Section C405 of the Town Charter, electors have 21 days following the adoption of the budget at town meeting to gather a sufficient number of signatures (2% of electors as determined by the most recent voter registry list) to petition the budget to referendum. The Fiscal Year 2009/10 Budget adopted at town meeting can be viewed on the Town of Mansfield's website at [www.MansfieldCT.org](http://www.MansfieldCT.org).

### Council Action Items/Requests for Information

- *Communication between Troop C and Resident State Trooper's Office* – the Council had asked that I look into this issue. I have received a communication from SGT Kodzis – see item 10 (P. 109) – which I hope will be helpful to the Council.
- *Election Day 2008* – as you will recall the Town Council had met with the Registrars of Voters to discuss some concerns regarding voting district 3. The Registrars have a report for the Council - please see item 11 (p.111) in your packet.
- *Litter on Hunting Lodge Road* – in response to a communication from a resident (Ms. Martha Fraenkel), the Council referred this item to the Town/University Relations Committee. At its meeting last week, the Town University Relations Committee briefly reviewed this item. The university is working on a more detailed response and the committee referred this item to our committee on community quality of life, seeing that group as a more appropriate forum for this particular issue. I have also received the attached report from Mike Nintean, Director of Building and Housing Inspection, regarding the Town's enforcement of the litter ordinance. I have emailed Mr. Nintean's communication to the Council and Ms. Fraenkel, and, for public reference, will include a copy in the next Council packet.
- *Program Sponsorship Signs/Banners at Mansfield Skate Park* – the Council had referred this item to the Recreation Advisory Committee. Please see the committee's response – item 14 (p. 135) in your packet.

### Departmental/Division News

- *Mansfield Public Schools* – As the 2008-2009 school year comes to an end, The Mansfield Public Schools invite you to attend a "community conversation" with Fred Baruzzi, Superintendent of Schools. Mr. Baruzzi will review highlights of our current program of study and address several topics of interest to parents/guardians including regionalization, school renovations, redistricting, and opportunities for community involvement. A question and answer period will follow so all parents/guardians may be heard. Questions and answers will be posted on the district and schools' websites at the conclusion of the meetings. Please consider attending any/all of the following sessions:

<u>Date</u>	<u>School</u>	<u>Location</u>	<u>Time</u>
Tuesday, June 2 <sup>nd</sup>	Mansfield Middle	Library/Media Center	7:30-8:15am
Tuesday, June 2 <sup>nd</sup>	Mansfield Middle	Library/Media Center	6:00-6:45pm
Tuesday, June 2 <sup>nd</sup>	Vinton	Library	8:30-9:15am
Tuesday, June 2 <sup>nd</sup>	Vinton	Library	6:30-7:15pm
Wednesday, June 3 <sup>rd</sup>	Goodwin	Room 14	8:30-9:15am
Wednesday, June 3 <sup>rd</sup>	Goodwin	Gym	7:00-7:45pm
Thursday, June 4 <sup>th</sup>	Southeast	Art Room	8:30-9:15am
Thursday, June 4 <sup>th</sup>	Southeast	Room 17	6:30-7:15pm

If you are unable to attend but have a question you would like addressed, please feel free to email your question to [mboesupt@mansfieldct.org](mailto:mboesupt@mansfieldct.org).

- *Memorial Day* – Mansfield observed Memorial Day yesterday, Monday, May 25<sup>th</sup> with a parade and ceremony at the New Mansfield cemetery. I would like to thank COL Edwin W. Passmore for his moving address and MSG (Ret) James Woodward for his invocation and benediction. I also appreciated the opportunity to march with Representative Denise Merrill as well as Deputy Mayor Haddad. Special thanks also to those behind the scenes who helped make this event possible, including Sara-Ann Chaine, LTC Paul Veilleux, and Curt Vincente.

#### Future Agenda Items

I have the following items listed for future agenda items:

- Discussion with Metro Hartford Alliance
- Review of advisory committees
- Policy on communication town positions

Some additional old and new business items that I see for the near future include:

- Budget debrief (Finance Committee)
- Contract with Connecticut Department of Public Safety for Resident State Trooper Services
- Mansfield 2020 (Strategic Plan) – review feedback from advisory committees
- Parking steering committee for Storrs Center project

#### Major Projects and Initiatives

- *Four Corners Project* – The Four Corners Sewer/Water Advisory Committee will be sponsoring a Mansfield Community Informational Meeting to discuss the environmental, economic and aesthetic issues and proposed improvements related to the Four Corners area located around the intersection of Route 195 and Route 44 in Mansfield. The meeting will be held on Tuesday, June 9, 2009 in the Council Chambers of the Audrey P. Beck Municipal Building. An informal discussion with the Advisory Committee and Town Staff will start at 6:30 pm. The informational session will start at 7:00 pm followed by a question and answer period. We will review the history, current proposal for public water and sewer, potential benefits of the project and the challenges that we must address for the project to reach completion. The Four Corners area has suffered from serious water and sewer environmental issues for 20 years. The provision of public water and sewer service to the Four Corners area would mitigate these serious environmental problems. In addition, the project would create a significant opportunity for sustainable economic development resulting in an expanded tax base for Mansfield and provide a more attractive "gateway" to Mansfield and the University of Connecticut, reflecting the pride that we have in our community. Please join us on June 9th to learn more about the project and to give us your input. Contact Gene Nesbitt at [ghnesbitt@charter.net](mailto:ghnesbitt@charter.net) or Lon Hultgren at 860-429-3332 or [HultgrenLR@mansfieldct.org](mailto:HultgrenLR@mansfieldct.org) for further information.

- *Mansfield Middle School Fuel Conversion Project* – as part of the MMS fuel conversion project, Spring Hill Road between Davis Road and Maple Road will be temporarily closed to through traffic starting on May 28, 2009 through June 5<sup>th</sup> for the installation of a 4" natural gas main. The construction will be performed by Langone Utility & Pipeline Contracting and R. H. White for CNG. The road will be closed to through traffic during working hours (7:00 a.m. to 4:00 p.m.). Motorists are encouraged to use Clover Mill Road and Route 195 as alternate routes to access the western section of Mansfield. Soon after the gas main in Spring Hill Road is installed, the contract will move to install the 4" gas main on Maple Road, from Silo Road to Davis Road, as part of the same project. Paving of the roads will be completed at a later date.

### Member Organizations

- *Mansfield Downtown Partnership*
  - The Annual Meeting for the Mansfield Downtown Partnership, Inc. will be held on Tuesday, June 2 at 6 pm at the Greek Center on Dog Lane.
  - Plans for the Storrs Center development have gained momentum with the announcement that The Vanilla Bean Café has signed a letter of intent to lease space for a new restaurant in the first phase of the project. This is the first official commitment for commercial space at Storrs Center, with a number of prospective tenants being lined up to follow suit in the coming months. Founded in 1989, The Vanilla Bean Café is owned and operated by brothers Barry and Brian Jessurun. The restaurant is located in Pomfret, Connecticut and features an American menu with grilled items, salads, sandwiches and daily specials. It is open daily and serves breakfast, lunch and dinner. The Jessuruns also are partners in 85 Main Street, another restaurant in Putnam, Connecticut. Plans for Storrs Center call for a menu similar to that of The Vanilla Bean Café with emphasis on seasonal, freshly-prepared food. The design will accommodate year-round business with indoor and outdoor patio seating. Barry Jessurun states, "We've been aware of the Storrs Center project for a long time. We think it's got great potential for a restaurant like the Vanilla Bean. The demographic mix of students, faculty, residents and visitors seems just right to us. We look forward to being an anchor in this exciting new community."

### Upcoming Events

- *CT Day Walks in Mansfield* – Three walks in Mansfield will take place on Saturday, June 6 as part of CT Trails Day. All three walks are accessible for families and free. Come visit the Town of Mansfield and explore its extensive local and state trails. The three walks are as follows:
  - **Family Hike at Mansfield Hollow State Park from 10 AM to 1 PM:** The Friends of Mansfield Hollow are sponsoring a moderate hike on the Red Trail down to the Mansfield Hollow Dam. Bring lunch and a beverage as there will be lunch on the lawn below the Dam. The trail passes through wooded areas to the Mansfield Hollow Lake edge; walkers will climb to the top of the dam to view the old dam downstream. Meet at the Mansfield Hollow State Park picnic area on Bassett Bridge Road, off Route 195 in Mansfield Center. Leader is Betty Robinson, [pbrobinson@snet.net](mailto:pbrobinson@snet.net), 860.429.3206.
  - **Smart Growth Walk at 10 AM:** Walk the future Storrs Center downtown site and Whetten Woods. The Mansfield Downtown Partnership, Inc., and Storrs Center master developer LeylandAlliance, with Joshua's Trust, will lead an approximately one mile walk of the future Storrs Center downtown and the Whetten Woods trail located on open space adjacent to the Storrs Center site. Easy pace over fairly flat terrain, woods and parking lot. Meet behind Starbucks on 1244 Storrs Road/Route 195. Rain cancels the walk. For more information, contact Cynthia van Zelm at [vanzelmca@mansfieldct.org](mailto:vanzelmca@mansfieldct.org) or 860.429.2740.
  - **Schoolhouse Brook Park from 1 PM to 2 PM:** Join Sue Harrington, local naturalist, and view the late spring wildflowers and wildlife in Barrows Pond area of Schoolhouse Brook Park. Learn about the history of Mansfield's largest Town-owned park. Meet at Schoolhouse Brook Park in the Clovermill Road parking area. For more information contact Jennifer Kaufman, Mansfield Parks Coordinator at [kaufmanjs@mansfieldct.org](mailto:kaufmanjs@mansfieldct.org), or 860.429.3015, ext. 204.

Connecticut Trails Day has been coordinated by the Connecticut Forest Park Association since 1993. For more information about the Association or CT Trails Day, see the Association's website at [www.ctwoodlands.org](http://www.ctwoodlands.org).

- *Festival on the Green Juried Art Show* - The Mansfield Downtown Partnership's *Festival on the Green* subcommittee is pleased to announce the fourth annual Juried Art Show as part of the upcoming *Festival on the Green*. The *Festival* will be Sunday, September 13, from noon to 5:00 pm in the parking lots of the Storrs Center commercial plazas. A Call to Artists and Prospectus is available for local artists who are interested in submitting works for consideration. Interested artists may contact the Partnership office at (860) 429-2740 to request these items or to receive additional information about this wonderful community event.
- *Mansfield Public Library's Annual Plant Swap* - The Mansfield Public Library will hold its Annual Plant Swap at 3:00 PM this Saturday, May 30, 2009. To participate, bring in one plant or many, a perennial, annual, shrub or vegetable in a container you are willing to give away. Please label your plants as best you can-name, sun or shade, deer candy or deer resistant. Each plant you bring gives you the opportunity to exchange it for something new. You can start potting now, but people have been known to bring in 'just dug up' stuff as well. We will present our plants and then swap! This program is free and open to the public. Light refreshments will be served. For additional information or questions, please call the library at 860.423.2501 or visit us at <http://www.biblio.org/mansfield>.

#### Upcoming Meetings

- Four Corners Sewer Advisory Committee, May 27, 2009, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, June 1, 2009, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Communications Advisory Committee, June 1, 2009, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Advocates for Children, June 3, 2009, 6:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Traffic Authority, June 4, 2009, 10:30 AM, Conference Room B, Audrey P. Beck Municipal Building
- Community Quality of Life Committee, June 4, 2009, 7:30 PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Community Campus Partnership, June 5, 2009, 3:00 PM, Community Room, Mansfield Community Center
- Town Council, Monday, June 8, 2009, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building

**TOWN OF MANSFIELD**  
**OFFICE OF BUILDING AND HOUSING INSPECTION**



Michael E. Ninteau, CBO MCP, Director  
Derek Debus, Housing Code Enforcement Officer  
Brad Freeman, Code Enforcement Officer

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268

TEL. 860-487-4440  
FAX 860-487-4443

Date: May 20, 2009

To: Matt Hart, Town Manager

From: Mike Ninteau, Director of Building and Housing Inspection

**Re: Enforcement activity of Litter ordinance by Building & Housing Dept.**

Matt pursuant to your request I offer the following details regarding my departments enforcement of the referenced ordinance:

**History**

As you may recall you designated my department's inspectors to serve as enforcement agents for the Town's Litter ordinance on April 24, 2007. Within the same time period you had also directed me to investigate the implementation of a town-wide ticket to be used in the enforcement of this ordinance as well as other ordinances that had a fine associated with their enforcement.

The ticket was completed and approved for use in October of 2007 culminating in your appointment of Building and Housing department staff as special constables on October 25, 2007, allowing inspectors to issue the tickets.

A presentation explaining these activities was given to the Town Council on March 24, 2008.

**Enforcement**

The department established patrols of all areas within the Housing code certification zone. Inspectors patrol these areas on a rotating basis, visiting each area approximately twice a month.

A three tiered system of enforcement was developed to achieve compliance with the ordinance.

- The first step is meeting with the offending party and requesting compliance. If nobody is available a courtesy door hang is left at the residence.
- The second step is issuance of a written warning.
- The final step is issuance of a \$90 citation.

If the citation is not paid collection activity is initiated pursuant to the Town's Hearing for Citation Ordinance.

In the event the litter is located on a vacant lot the owner is contacted via certified mail requesting compliance. If compliance is not achieved a citation is issued and the process is followed from step three to conclusion.

The department will also investigate any complaint received regarding this ordinance. Complaints may be submitted in writing on forms provided by the department or verbally. An inspector will be assigned and will investigate usually within 24 hours based on the current workload and nature of the complaint.

### **Inspection Activity**

The department tracks all inspection activities including those regarding the litter ordinance. Beginning this quarter we are using a "Windows Access" database which should enhance our tracking ability and save staff time. Prior to this quarter we used "Excel" spreadsheets for this purpose. This information is included in detail in my quarterly reports presented to the Town Manager.

The table below represents the department's activity for litter enforcement to date in fiscal year 08/09.

Door Hangers / Verbal	Written Warning	\$90 Citations
41	4	5

\*Monthly total fluctuate due to season and UConn schedule.

This table indicates that the warnings are usually sufficient to obtain compliance. As a rule tenants are quick to comply when notified and habitual offenders are cited immediately for subsequent offenses without warning.

The department took aggressive action following this years Spring Weekend in the Hunting Lodge Road area utilizing approximately 20 hours of staff time to obtain compliance. Dwelling units and vacant lots were cited with one property owner coming from Virginia to clean his property. The larger complexes had staff on duty immediately following the weekend and cleaned the areas without action from this department. I believe this is a direct result from our inspectors explaining expectations and past enforcement action at these complexes.

### **Closing Comments**

I believe that the ordinance as written is an adequate tool to address litter. If citizens are concerned with other issues such as parking, landscaping, exterior appearance of structure etc. these issues could be addressed by further regulation. If such action is warranted please keep in mind that additional resources will be required to properly enforce those provisions.

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Item #3

**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt H*  
**CC:** Maria Capriola, Assistant to Town Manager  
**Date:** June 8, 2009  
**Re:** Windham Region Chamber of Commerce Tourism Update

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**Subject Matter/Background**

The Chamber of Commerce has requested an opportunity to present the Town Council with a brief update regarding tourism within the region. To accommodate our visitors, I recommend that the Council move this item up to the first order of business.

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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 H. Smith, Director of Finance; Cherie Trahan, Controller/Treasurer; Christine Gamache, Collector of Revenue  
**Date:** June 8, 2009  
**Re:** Transfer of Uncollected Taxes to Property Tax Suspense Book

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**Subject Matter/Background**

Attached please find the proposed transfer of uncollected taxes to the property tax suspense book, submitted for the Town Council's review and approval. As explained by the Collector of Revenue, the majority of the list items are motor vehicle bills to taxpayers that the town has been unable to locate. Additionally, 29 percent of the accounts represent personal property taxes on businesses that closed without notifying the Assessor's office. The additions to the suspense book total \$95,536.61.

Although the taxes are removed from the books as a current receivable they continue to remain collectible for 15 years from the original due date. From July 1, 2008 to date, the town has successfully collected \$59,680 in outstanding suspense taxes and interest.

**Recommendation**

Staff recommends that the Council approve the list as presented. If the Town Council concurs with this recommendation, the following motion is in order:

*Move, effective June 8, 2009, to transfer \$95,536.61 in uncollected property taxes to the Mansfield Property Tax Suspense Book, as recommended by the Collector of Revenue.*

**Attachments**

- 1) List Summary

# SUSPENSE LIST SUMMARY BY YEAR

MAY 21, 2009

<u>GL YEAR</u>	<u>TOTAL TAX</u>
2000 TOTAL	342.55
2002 TOTAL	1,742.81
2003 TOTAL	14,624.00
2004 TOTAL	41,879.95
2005 TOTAL	24,121.73
2006 TOTAL	9,946.23
2007 TOTAL	<u>2,879.34</u>
GRAND TOTAL	95,536.61

	A	B	C	D	E	F
1	Year	List#	Taxpayer Name	Amount	Reason for Suspense	SENT TO COLLECTION AGENCY?
2						
3	Total					
4	2000	M60906	LAJOI KAREN	342.55	NO RESPONSE	YES
5	2000 Total			342.55		
6	2002	M50189	AMTOWER BARBARA L	46.65	NO RESPONSE	YES
7	2002	M51377	CAMPANA LAURA M	101.14	RETURNED MAIL	YES
8	2002	M55492	LAFLAMME JOSEPH J	14.97	RETURNED MAIL	YES
9	2002	M60626	WADSWORTH RONALD E	80.69	RETURNED MAIL	YES
10	2002	P40051	AMTEC**	104.80	OUT OF BUSINESS	YES
11	2002	P40397	INTERIYOURS	7.49	RETURNED MAIL	NO
12	2002	S88337	CHILLY CHRISTOPHER A	14.16	RETURNED MAIL	YES
13	2002	S88903	JAVANAINEN MARIA H	107.51	NO RESPONSE	YES
14	2002	S88929	JONES HEATHER M	21.20	RETURNED MAIL	YES
15	2002	S89044	LAFLAMME LAURINDA A	89.82	RETURNED MAIL	YES
16	2002	S89110	LIAPIS KONSTANTINOS J	24.61	NO RESPONSE	YES
17	2002	S89240	MCAVOY SUSAN	22.04	RETURNED MAIL	YES
18	2002	S89241	MCAVOY SUSAN	25.15	RETURNED MAIL	YES
19	2002	S89256	MCGRANE MARY M	184.96	NO RESPONSE	YES
20	2002	S89597	RIVARD NYE JESSICA A	6.56	NO RESPONSE	NO
21	2002	S89601	RIVERA MICHAEL A	20.33	NO RESPONSE	YES
22	2002	S89716	SERKOLIT JOEL B	278.23	RETURNED MAIL	YES
23	2002	S89717	SERNANDEZ SALVADOR	13.65	NO RESPONSE	YES
24	2002	S89773	SITEMASTER INC	344.76	RETURNED MAIL	YES
25	2002	S89810	SOTO YOVANI	26.59	RETURNED MAIL	YES
26	2002	S89928	THWEATT HERBERT JR	2.89	RETURNED MAIL	YES
27	2002	S90005	VINCENT THOMAS A	171.86	RETURNED MAIL	YES
28	2002	S90016	WADSWORTH RONALD E	32.75	RETURNED MAIL	YES
29	2002 Total			1,742.81		
30	2003	M50154	ALLEN MICHAEL C	12.21	RETURNED MAIL	YES
31	2003	M50189	AMTOWER BARBARA L	41.69	NO RESPONSE	YES
32	2003	M50769	BEVERAGE JOHN W JR	182.43	NO RESPONSE	YES
33	2003	M51304	BUTLER KAREN M	28.15	NO RESPONSE	YES
34	2003	M51305	BUTLER KAREN M	58.46	NO RESPONSE	YES
35	2003	M51358	CAMPANA LAURA M	83.36	RETURNED MAIL	YES
36	2003	M55110	KIM EUNSUNG	109.49	RETURNED MAIL	YES
37	2003	M55477	LAFLAMME JOSEPH J	15.47	RETURNED MAIL	YES
38	2003	M55478	LAFLAMME LAURINDA A	97.43	RETURNED MAIL	YES
39	2003	M55979	LORD BETH A	219.76	RETURNED MAIL	YES
40	2003	M56104	MACDONALD WILLIAM	77.94	RETURNED MAIL	YES
41	2003	M56484	MCAVOY SUSAN	34.64	RETURNED MAIL	YES
42	2003	M56485	MCAVOY SUSAN	34.02	RETURNED MAIL	YES
43	2003	M56552	MCGRANE MARY M	417.86	NO RESPONSE	YES
44	2003	M58203	QUINONES CLEMENTE	56.85	NO RESPONSE	YES
45	2003	M58206	QUINONES MIGUEL R	121.43	RETURNED MAIL	YES
46	2003	M59053	SEHL BLANCHE V	43.86	NO RESPONSE	NO
47	2003	M60709	WADSWORTH RONALD E	110.98	RETURNED MAIL	YES
48	2003	M60764	WANG DAN	37.89	NO RESPONSE	NO
49	2003	P40009	AB ELECTRIC & SECURITY LLC	239.10	OUT OF BUSINESS	YES
50	2003	P40014	ABSOLUTE MECHANICAL LLC	58.46	OUT OF BUSINESS	YES
51	2003	P40061	AMTEC**	108.26	OUT OF BUSINESS	YES
52	2003	P40075	ATHENA S BY CHRISTA	18.25	OUT OF BUSINESS	NO
53	2003	P40082	B & D PACKAGE STORE	232.06	OUT OF BUSINESS	YES
54	2003	P40084	BAGELZ OF STORRS	143.98	OUT OF BUSINESS	NO
55	2003	P40115	BOULEY MARTIN K**	150.02	RETURNED MAIL	NO
56	2003	P40198	CONNECTICUT WASTE OIL INC	77.34	BUSINESS CLOSED IN 2002	YES
57	2003	P40206	COYOTE BLUE TEX MEX CAFE	1,241.54	OUT OF BUSINESS	NO
58	2003	P40344	GOLDEN EAGLE LEASING INC	13.55	OUT OF BUSINESS	NO
59	2003	P40366	HANLEY INNOVATIONS	94.34	OUT OF BUSINESS	YES
60	2003	P40404	ILLUMINARIUM CONVERGENCE	103.65	OUT OF BUSINESS	YES
61	2003	P40411	INTERIYOURS	19.18	RETURNED MAIL	NO
62	2003	P40413	J & M DRIVEWAY	120.02	OUT OF BUSINESS	YES
63	2003	P40473	M & M GROUP (THE)	48.25	NO RESPONSE	YES
64	2003	P40498	MANSFIELD TOURS	193.32	NO RESPONSE	YES
65	2003	P40505	MARCAP VENDOR FINANCE CORP	434.72	OUT OF BUSINESS	NO
66	2003	P40510	MASON DAVID	52.28	NO RESPONSE	YES
67	2003	P40540	MUSICOVERALLS	47.94	OUT OF BUSINESS	NO
68	2003	P40639	ROMAS RESTAURANT	321.06	OUT OF BUSINESS	YES
69	2003	P40647	RUSSELL FARMS**	84.76	NO RESPONSE	YES
70	2003	P40650	SAFELITE GLASS CORP	101.76	NO RESPONSE	NO
71	2003	P40699	SOUTHBRIDGE HOLSTEINS INC	559.53	RETURNED MAIL	YES
72	2003	P40735	STUDENT DISCOUNT CENTER *	241.56	OUT OF BUSINESS	YES
73	2003	P40766	THREE SIXTY NETWORKS (USA)	960.38	OUT OF BUSINESS	NO
74	2003	P40775	TOMMEL FINANCIAL SERVICE	961.77	NO RESPONSE	YES
75	2003	P40778	TOSHIBA AMERICA SYSTEMS	309.30	NO RESPONSE	YES
76	2003	P40794	UPPER STATE LANDSCAPING	475.70	RETURNED MAIL	YES
77	2003	S88047	ANDERSON JESSE M	73.95	RETURNED MAIL	YES
78	2003	S88099	BARIBEAULT GEORGE S	75.50	NO RESPONSE	YES
79	2003	S88120	BAZZANO NICHOLAS A	48.16	NO RESPONSE	YES
80	2003	S88169	BOCYNESKY GREGORY	222.70	BANKRUPTCY	YES
81	2003	S88170	BOCYNESKY GREGORY B	90.13	BANKRUPTCY	YES

A	B	C	D	E	F
2003	S88171	BOCYNESKY GREGORY B	42.19	BANKRUPTCY	YES
2003	S88176	BOOKER FLEAUNCE M	111.72	RETURNED MAIL	YES
2003	S88190	BOVE ROBERTO	93.72	RETURNED MAIL	YES
2003	S88222	BUERGER CHRISTIAN	14.91	NO RESPONSE	NO
2003	S88234	BUTLER KAREN M	6.77	NO RESPONSE	YES
2003	S88296	CEBALLOS RADHAMES	34.12	NO RESPONSE	NO
2003	S88331	CHILLY CHRISTOPHER A	39.78	RETURNED MAIL	YES
2003	S88345	CLEMENT RONALD W	99.04	RETURNED MAIL	YES
2003	S88384	CORTHELL HAROLD W	61.64	DECEASED	YES
2003	S88458	DHAROD JIGNA M	324.98	RETURNED MAIL	YES
2003	S88504	DUFRESNE DANIEL J	2.32	NO RESPONSE	YES
2003	S88564	FARIAS ROGER	56.29	RETURNED MAIL	YES
2003	S88596	FOIL STEPHEN J	107.30	RETURNED MAIL	YES
2003	S88696	GRAMSLI VINCENT	65.63	NO RESPONSE	YES
2003	S88722	GUILLIER DE SOUANCE E	69.84	NO RESPONSE	YES
2003	S88747	HARP PATRICK C	94.31	NO RESPONSE	YES
2003	S88786	HINTERRAMSKOGLER BASTIAN	23.01	NO RESPONSE	NO
2003	S88857	JIANG YONG	61.30	RETURNED MAIL	YES
2003	S88887	KAPP MICHAEL E	10.15	RETURNED MAIL	YES
2003	S88892	KASAROVA SVETLANA P	28.15	NO RESPONSE	NO
2003	S88893	KASAROVA SVETLANA P	14.26	NO RESPONSE	NO
2003	S88902	KEKUEWA PILILOHA AND	159.23	RETURNED MAIL	YES
2003	S88914	KHIL MYUNGSEOB	219.76	NO RESPONSE	YES
2003	S88927	KIM SUNG BUM	18.50	NO RESPONSE	NO
2003	S89022	LATHROP GLENN H	24.22	NO RESPONSE	YES
2003	S89023	LATHROP GLENN H	21.40	NO RESPONSE	YES
2003	S89024	LATHROP GLENN H	18.00	NO RESPONSE	YES
2003	S89025	LATHROP GLENN H	39.71	NO RESPONSE	YES
2003	S89026	LATHROP GLENN H	46.30	NO RESPONSE	YES
2003	S89027	LATHROP GLENN H	31.55	NO RESPONSE	YES
2003	S89052	LEE SUN HWA	44.54	NO RESPONSE	NO
2003	S89062	LEUNG YIU CHUNG G	38.17	NO RESPONSE	YES
2003	S89151	MAPLE JARRETT D	70.64	RETURNED MAIL	YES
2003	S89189	MCCABE SARAH M	181.34	RETURNED MAIL	YES
2003	S89275	MORIN DARREN L	115.43	NO RESPONSE	YES
2003	S89283	MOWATT MARYLOU E	165.94	NO RESPONSE	YES
2003	S89302	NASIR JAMAL	22.21	RETURNED MAIL	YES
2003	S89303	NASIR JAMAL	63.53	RETURNED MAIL	YES
2003	S89326	NGO TRAM MN	32.45	RETURNED MAIL	YES
2003	S89334	NIEVES JUAN C	14.23	NO RESPONSE	NO
2003	S89350	OBIORA LESLYE A	400.45	RETURNED MAIL	YES
2003	S89457	POCHECO SOLEIDA R	40.70	RETURNED MAIL	YES
2003	S89458	POCHECO SOLEIDA RUIZ	10.64	RETURNED MAIL	YES
2003	S89472	PREISNER STEFFEN D	79.58	NO RESPONSE	YES
2003	S89484	QUINONES CLEMENTE	35.04	NO RESPONSE	YES
2003	S89491	RAJASEKARAN DHEEPAK	88.09	RETURNED MAIL	YES
2003	S89501	RAVINDER SHARMA	47.63	NO RESPONSE	NO
2003	S89529	RIVERA IRMA E	43.30	RETURNED MAIL	YES
2003	S89535	RIVERA MICHAEL A	134.79	NO RESPONSE	YES
2003	S89546	RODRIGUEZ NELSON	33.62	NO RESPONSE	YES
2003	S89598	SANVILLE BONNIE B	12.71	RETURNED MAIL	YES
2003	S89625	SCOTT PATRICK W OR	22.73	NO RESPONSE	NO
2003	S89633	SENE LAURENT M	180.35	NO RESPONSE	YES
2003	S89675	SLAMKA CHRISTIAN AND	50.63	NO RESPONSE	NO
2003	S89754	SUNDARARAMAN VARADARAJAN	58.46	NO RESPONSE	YES
2003	S89813	TOVEY PETER A	150.38	NO RESPONSE	YES
2003	S89823	TRISTAN VON DUNTZ	169.16	NO RESPONSE	YES
2003	S89899	WANG XIAOPING	9.34	NO RESPONSE	NO
2003	S89902	WARNER JAMES M	149.95	RETURNED MAIL	YES
2003	S89926	WERNER JUSTIN W	359.38	RETURNED MAIL	YES
2003	S90016	ZHANG YUANYUAN	75.10	RETURNED MAIL	YES
2003	S90027	ZUXUAN DENG	76.95	RETURNED MAIL	YES
2003 Total			14,624.00		
2004	M50005	A V ASSOCIATES INC	243.43	OUT OF BUSINESS	YES
2004	M50006	A V ASSOCIATES INC	45.08	OUT OF BUSINESS	YES
2004	M50007	A V ASSOCIATES INC	58.17	OUT OF BUSINESS	YES
2004	M50009	AALTO SETALA VILLE I	182.97	NO RESPONSE	YES
2004	M50023	ABDERRAHIM ELYOUNOUSSI	26.96	RETURNED MAIL	NO
2004	M50078	ADAMS CLINTON L	133.67	RETURNED MAIL	YES
2004	M50088	ADRIAN TIMOTHY W	90.53	NO RESPONSE	YES
2004	M50100	AHERN JONATHAN M	33.90	NO RESPONSE	YES
2004	M50158	ALRABI AMJAD M	100.54	RETURNED MAIL	YES
2004	M50202	ANDERSON JESSE M	54.69	RETURNED MAIL	YES
2004	M50213	ANDREAS KETTERL J AND	18.25	RETURNED MAIL	NO
2004	M50261	ARROYO SARAH	135.15	RETURNED MAIL	YES
2004	M50468	BANSAL VARUN I	83.64	NO RESPONSE	YES
2004	M50478	BARDEN LINDA J	24.65	NO RESPONSE	NO
2004	M50479	BARIBEAULT GEORGE S	61.63	NO RESPONSE	YES
2004	M50501	BARROWS AUDREY M	50.84	NO RESPONSE	YES
2004	M50521	BARTHOLOMEW RANDY D	3.09	PARTIAL PAYMENT/NO SUBS RESPONSE	NO
2004	M50590	BAZZANO NICHOLAS A	29.27	NO RESPONSE	YES
2004	M50627	BEDELL MATTHEW R	55.09	NO RESPONSE	YES
2004	M50701	BELLOWS MATTHEW C	43.14	RETURNED MAIL	NO

	A	B	C	D	E	F
165	2004	M50715	BENNETT CHRISTOPHER M OR	112.47	NO RESPONSE	YES
166	2004	M50757	BERNAUER ANDREAS G	25.82	NO RESPONSE	NO
167	2004	M50774	BESSETTE LOIS J	130.19	NO RESPONSE	YES
168	2004	M50798	BIAMONTE JENNIFER A	120.57	NO RESPONSE	YES
169	2004	M50852	BISSELL JENNIFER M	113.24	NO RESPONSE	YES
170	2004	M50854	BIXBY ANDREW SR	77.43	NO RESPONSE	YES
171	2004	M50871	BLAKE GEORGE E	27.36	NO RESPONSE	NO
172	2004	M50924	BOCYNESKY GREGORY	342.01	BANKRUPTCY	YES
173	2004	M50925	BOCYNESKY GREGORY B	32.44	BANKRUPTCY	YES
174	2004	M50926	BOCYNESKY GREGORY B	72.81	BANKRUPTCY	YES
175	2004	M50927	BOCYNESKY GREGORY B	31.21	BANKRUPTCY	YES
176	2004	M50928	BOCYNESKY GREGORY B JR	93.41	BANKRUPTCY	YES
177	2004	M50953	BOOKER FLEAUNCE M	149.07	RETURNED MAIL	YES
178	2004	M50965	BORGES PEDRO J	31.21	NO RESPONSE	YES
179	2004	M50985	BOUCHARD JEFFREY P	33.52	RETURNED MAIL	YES
180	2004	M51003	BOVE ROBERTO	56.24	RETURNED MAIL	YES
181	2004	M51032	BOZIO DANIEL J	22.74	RETURNED MAIL	NO
182	2004	M51033	BRADEEN ANDREW C	33.83	RETURNED MAIL	YES
183	2004	M51034	BRADEEN ANDREW C	89.36	RETURNED MAIL	YES
184	2004	M51174	BROWN JAMEL T	20.80	RETURNED MAIL	NO
185	2004	M51179	BROWN RICHARD	28.13	RETURNED MAIL	YES
186	2004	M51191	BRUCE EMMA N A	57.78	NO RESPONSE	YES
187	2004	M51224	BUERGER CHRISTIAN	20.80	NO RESPONSE	NO
188	2004	M51239	BURGESS DAVID N	51.61	RETURNED MAIL	YES
189	2004	M51240	BURGESS DAVID N AND	114.01	RETURNED MAIL	YES
190	2004	M51241	BURGESS DAVID N OR	55.86	RETURNED MAIL	YES
191	2004	M51311	BUTLER KAREN M	37.44	NO RESPONSE	YES
192	2004	M51312	BUTLER KAREN M	26.59	NO RESPONSE	YES
193	2004	M51331	CAFFREY MICHELLE W	120.17	RETURNED MAIL	YES
194	2004	M51366	CAMPANA LAURA M	47.39	RETURNED MAIL	YES
195	2004	M51434	CARLSON TIMOTHY L	52.38	NO RESPONSE	YES
196	2004	M51488	CASSIDY MICHAEL J	78.20	RETURNED MAIL	YES
197	2004	M51489	CASSIDY MICHAEL J OR	148.30	RETURNED MAIL	YES
198	2004	M51518	CAZENAVE ANIKA T	30.81	RETURNED MAIL	NO
199	2004	M51523	CELICOURT MICOULDIE	36.98	PARTIAL PAYMENT/NO SUBS RESPONSE	YES
200	2004	M51540	CHAE YOOJUNG	1.97	PARTIAL PAYMENT/NO SUBS RESPONSE	YES
201	2004	M51626	CHASSE KATHLEEN	1.51	PARTIAL PAYMENT/NO SUBS RESPONSE	YES
202	2004	M51633	CHEN JUNYU	49.30	RETURNED MAIL	NO
203	2004	M51641	CHEN RAYMOND M	30.44	RETURNED MAIL	NO
204	2004	M51646	CHEN WEIFENG	63.61	RETURNED MAIL	YES
205	2004	M51650	CHEN YONGQIN	38.47	NO RESPONSE	NO
206	2004	M51692	CHILLY CHRISTOPHER A	79.70	RETURNED MAIL	YES
207	2004	M51693	CHILLY CHRISTOPHER A	35.83	RETURNED MAIL	YES
208	2004	M51704	CHOLEWA BEVERLY V	22.74	NO RESPONSE	NO
209	2004	M51790	CLARK WILLIAM R OR	231.50	RETURNED MAIL	YES
210	2004	M51805	CLEMENT RONALD W	182.20	RETURNED MAIL	YES
211	2004	M51915	CONNELL PAUL D	40.06	DECEASED	YES
212	2004	M51939	COOK PAUL W	50.07	RETURNED MAIL	YES
213	2004	M51940	COOK PAUL W OR	38.14	RETURNED MAIL	YES
214	2004	M52003	CORTHELL HAROLD W	337.41	DECEASED	YES
215	2004	M52060	COX DONOVAN	24.63	RETURNED MAIL	NO
216	2004	M52089	CROCKETT DOUGLAS M OR	57.40	RETURNED MAIL	YES
217	2004	M52212	DANGELO JOEL C	5.08	PARTIAL PAYMENT/NO SUBS RESPONSE	NO
218	2004	M52219	DANIELSON KELLEY M	47.39	RETURNED MAIL	NO
219	2004	M52226	DANTURTY SARATH C	23.55	NO RESPONSE	NO
220	2004	M52486	DINERMAN JOSEPH C	58.17	RETURNED MAIL	YES
221	2004	M52726	DUFRESNE DANIEL J	2.20	NO RESPONSE	YES
222	2004	M52730	DUFRESNE NINA M	48.16	NO RESPONSE	YES
223	2004	M52731	DUFRESNE NINA M	47.76	NO RESPONSE	YES
224	2004	M52787	DURAND CHRISTOPHER	35.44	NO RESPONSE	NO
225	2004	M52812	DWUMAH LEMAIRE BERNICE A	45.12	RETURNED MAIL	YES
226	2004	M53026	EUSEBIO CHRISTIAN A	232.65	RETURNED MAIL	YES
227	2004	M53047	EVANS LIDELL L	53.28	RETURNED MAIL	NO
228	2004	M53082	FARIAS ROGER	32.75	RETURNED MAIL	YES
229	2004	M53278	FOIL STEPHEN J	117.97	RETURNED MAIL	YES
230	2004	M53279	FOLAN ROBERT S	1.40	PARTIAL PAYMENT/NO SUBS RESPONSE	YES
231	2004	M53388	FRIEDEWALD STEVEN T	63.94	RETURNED MAIL	YES
232	2004	M53518	GARDVITS RYAN A	73.95	NO RESPONSE	YES
233	2004	M53530	GASSNER KARLHEINZ J	27.36	RETURNED MAIL	YES
234	2004	M53579	GEISS ERIK P	3.96	PARTIAL PAYMENT/NO SUBS RESPONSE	YES
235	2004	M53580	GEISSLER ALEXANDER	17.30	RETURNED MAIL	NO
236	2004	M53838	GRAMSLI VINCENT	68.19	NO RESPONSE	YES
237	2004	M53866	GREEN GEOFFREY S	43.54	NO RESPONSE	YES
238	2004	M53921	GROHMANN JANINE	21.86	RETURNED MAIL	NO
239	2004	M53969	GUERRAZ CHONTELL E	68.96	NO RESPONSE	YES
240	2004	M53976	GUILLETTE PETER L	286.20	NO RESPONSE	YES
241	2004	M53977	GUILLETTE PETER L	174.87	NO RESPONSE	YES
242	2004	M53993	GUPTON JONATHAN P	147.53	RETURNED MAIL	YES
243	2004	M53998	GUTRY JEREMIAH J	34.29	PARTIAL PAYMENT/NO SUBS RESPONSE	YES
244	2004	M54017	HAAS TERRA ANNE	7.22	PARTIAL PAYMENT/NO SUBS RESPONSE	NO
245	2004	M54049	HAKIM AFYOUNI HALEH	95.52	RETURNED MAIL	YES
246	2004	M54096	HAM JULIET L	2.08	PARTIAL PAYMENT/NO SUBS RESPONSE	YES
247	2004	M54115	HAN MINJA AND	53.15	RETURNED MAIL	YES

A	B	C	D	E	F
2004	M54239	HAWKINS ADA M	104.77	RETURNED MAIL	YES
2004	M54303	HEIDLEMARK BRUCE E	88.96	NO RESPONSE	YES
2004	M54315	HELTON CHARITY J	30.04	RETURNED MAIL	NO
2004	M54336	HENRY KENNETH S	1.79	PARTIAL PAYMENT/NO SUBS RESPONSE	YES
2004	M54363	HERTING WILLIAM R	26.59	RETURNED MAIL	YES
2004	M54397	HILL MATTHEW J	15.28	PARTIAL PAYMENT/NO SUBS RESPONSE	YES
2004	M54569	HOWARD WILLIE L	72.41	RETURNED MAIL	YES
2004	M54631	HUMPHREYS DAVID G	164.08	RETURNED MAIL	YES
2004	M54648	HURLEY LORA A	38.38	PARTIAL PAYMENT/NO SUBS RESPONSE	NO
2004	M54683	INGLE RANDY L	49.30	RETURNED MAIL	YES
2004	M54699	IWASHITA SACHIYO	160.23	RETURNED MAIL	YES
2004	M54757	JAMHOUR ALI H	34.67	NO RESPONSE	YES
2004	M54770	JASZCZ LISA M	297.36	BANKRUPTCY	YES
2004	M54774	JAVANAINEN MARIA H	82.05	NO RESPONSE	YES
2004	M54796	JIANG OIBO	33.90	RETURNED MAIL	NO
2004	M54799	JIANG YONG	67.35	RETURNED MAIL	YES
2004	M54811	JOHNSEN RICHARD OR	145.99	RETURNED MAIL	YES
2004	M54833	JOHNSON RAYMOND P	28.13	NO RESPONSE	YES
2004	M54864	JONES HEATHER M	27.73	RETURNED MAIL	YES
2004	M54965	KAPP MICHAEL E	87.45	RETURNED MAIL	YES
2004	M54966	KAPP MICHAEL E	26.59	RETURNED MAIL	YES
2004	M54967	KAPP MICHAEL E OR	134.04	RETURNED MAIL	YES
2004	M54985	KASPER EMILY R	56.63	RETURNED MAIL	YES
2004	M55031	KEKUEWA PILIALOHA	248.45	RETURNED MAIL	YES
2004	M55032	KEKUEWA PILIALOHA AND	260.38	RETURNED MAIL	YES
2004	M55099	KHAN UNAB I	77.04	RETURNED MAIL	YES
2004	M55109	KIAN HAMED OR	97.83	RETURNED MAIL	YES
2004	M55139	KIM EUNSUNG	60.53	RETURNED MAIL	YES
2004	M55153	KIM KYUNG HO	51.61	RETURNED MAIL	YES
2004	M55187	KIMELFELD YAAKOV	2.05	NO RESPONSE	NO
2004	M55170	KINCAID ROBIN R	18.88	RETURNED MAIL	NO
2004	M55224	KJOS HANSEN BJOERN	40.83	RETURNED MAIL	YES
2004	M55267	KNIGHT DAVID W	80.51	NO RESPONSE	YES
2004	M55268	KNIGHT DAVID W	83.59	NO RESPONSE	YES
2004	M55380	KOZLOWSKI STEVEN V	63.17	RETURNED MAIL	YES
2004	M55388	KRASNOW KIMBERLY D	32.35	RETURNED MAIL	YES
2004	M55459	KWAK TOMMY J	95.15	NO RESPONSE	YES
2004	M55466	LABONTE JEFFREY A	24.19	NO RESPONSE	NO
2004	M55467	LABOY FELIX JR	41.22	NO RESPONSE	YES
2004	M55497	LADDA RAJENDRA N	81.22	RETURNED MAIL	YES
2004	M55502	LAFLAMME JOSEPH J	11.01	RETURNED MAIL	YES
2004	M55503	LAFLAMME LAURINDA A	58.55	RETURNED MAIL	YES
2004	M55634	LATHROP GLENN H	26.19	NO RESPONSE	YES
2004	M55635	LATHROP GLENN H	49.30	NO RESPONSE	YES
2004	M55636	LATHROP GLENN H	41.22	NO RESPONSE	YES
2004	M55637	LATHROP GLENN H	61.25	NO RESPONSE	YES
2004	M55654	LAVENDER ASHLEY L	166.40	RETURNED MAIL	YES
2004	M55727	LEE DONG HUN	28.61	RETURNED MAIL	YES
2004	M55761	LEI SHI	36.21	RETURNED MAIL	YES
2004	M55821	LEUNG YIU CHUNG G	30.81	NO RESPONSE	YES
2004	M55861	LI QIAN	22.74	RETURNED MAIL	NO
2004	M55867	LI XIAO	256.15	NO RESPONSE	YES
2004	M55893	LIN CHIH YU	34.29	RETURNED MAIL	YES
2004	M55922	LIPTAK JEFFREY J	58.55	RETURNED MAIL	YES
2004	M55944	LIU EDWARD	286.20	RETURNED MAIL	YES
2004	M56005	LORD BETH A	25.09	RETURNED MAIL	YES
2004	M56057	LUEER CHRISTINE	66.65	RETURNED MAIL	NO
2004	M56207	MAJOR STEVEN J	33.13	RETURNED MAIL	YES
2004	M56255	MANN MATTHEW E	46.75	NO RESPONSE	NO
2004	M56296	MAPLE JARRETT D	100.54	RETURNED MAIL	YES
2004	M56390	MARTEL MELANIE	19.65	RETURNED MAIL	NO
2004	M56401	MARTIN HAROLD E SR	69.77	NO RESPONSE	YES
2004	M56402	MARTIN J C	200.29	NO RESPONSE	YES
2004	M56415	MARTIN STEVEN L	37.75	NO RESPONSE	YES
2004	M56420	MARTINS JOSE M	214.55	NO RESPONSE	YES
2004	M56425	MARX KAROLIN	87.45	RETURNED MAIL	YES
2004	M56433	MASMOUDI KHALED	15.03	RETURNED MAIL	YES
2004	M56472	MATHIS BOBBY W	2.70	NO RESPONSE	YES
2004	M56482	MATYS JUSTIN E J	18.88	RETURNED MAIL	YES
2004	M56484	MAULUCCI SARAH A	28.13	NO RESPONSE	NO
2004	M56487	MAY MATTHEW M	20.03	RETURNED MAIL	NO
2004	M56507	MCALEXANDER CHRIS M	1.80	NO RESPONSE	NO
2004	M56514	MCAVOY SUSAN	22.45	RETURNED MAIL	YES
2004	M56515	MCAVOY SUSAN	23.77	RETURNED MAIL	YES
2004	M56523	MCCABE SARAH M	114.01	RETURNED MAIL	YES
2004	M56584	MCGRANE MARY M	299.29	NO RESPONSE	YES
2004	M56586	MCGUIRE JACQUELYN A	60.86	RETURNED MAIL	YES
2004	M56757	MERSEREAU CLAUDIA M	31.58	RETURNED MAIL	YES
2004	M56759	METCALF JEFFREY P	104.00	RETURNED MAIL	YES
2004	M56869	MILLS RONALD H	62.02	NO RESPONSE	YES
2004	M56966	MONTEIRO RAYMOND A	27.38	RETURNED MAIL	NO
2004	M57022	MOREIRA JOSIMAR	144.45	RETURNED MAIL	YES
2004	M57048	MORIN DARREN L	225.14	NO RESPONSE	YES

	A	B	C	D	E	F
331	2004	M57077	MORTENSEN COLLEEN	47.76	RETURNED MAIL	NO
332	2004	M57137	MUGWERU AMOS M	24.28	NO RESPONSE	NO
333	2004	M57244	NARLA VENKATESWARARAO	33.90	RETURNED MAIL	NO
334	2004	M57254	NASIR JAMAL	1.85	RETURNED MAIL	YES
335	2004	M57255	NASIR JAMAL	52.01	RETURNED MAIL	YES
336	2004	M57256	NASIR JAMAL	52.82	RETURNED MAIL	YES
337	2004	M57312	NEAL PAUL R	27.73	RETURNED MAIL	NO
338	2004	M57324	NEDAMBALE LUCKY T	2.78	RETURNED MAIL	YES
339	2004	M57331	NEIMAN ANDREW M	41.60	RETURNED MAIL	YES
340	2004	M57375	NEWMAN ISAAC W	28.13	RETURNED MAIL	YES
341	2004	M57376	NEWMAN ISAAC W	19.65	RETURNED MAIL	YES
342	2004	M57382	NGO TRAM MN	59.71	RETURNED MAIL	YES
343	2004	M57383	NGO TRAM MN	29.67	RETURNED MAIL	YES
344	2004	M57384	NGO TRAM T	35.44	RETURNED MAIL	YES
345	2004	M57389	NGUYEN VINH P	79.02	RETURNED MAIL	YES
346	2004	M57422	NIEVES JUAN C	36.54	NO RESPONSE	NO
347	2004	M57499	OBIORA LESLYE A	426.40	RETURNED MAIL	YES
348	2004	M57505	OCHOA CARLOS F	30.04	RETURNED MAIL	YES
349	2004	M57525	OJONGTAMBIA ANTONIA	26.19	RETURNED MAIL	NO
350	2004	M57623	OSAWA KUMI	26.59	RETURNED MAIL	YES
351	2004	M57665	P BOLDUC REMODELING	299.67	NO RESPONSE	YES
352	2004	M57667	PACHECO SOLEIDA RUIZ	28.83	RETURNED MAIL	NO
353	2004	M57735	PAQUETTE CATHY	112.47	RETURNED MAIL	YES
354	2004	M57753	PARK YOUNG SEOK	135.58	NO RESPONSE	YES
355	2004	M57796	PATHAK SAMIR	42.48	NO RESPONSE	NO
356	2004	M57852	PELLETIER MARCY L	44.68	RETURNED MAIL	YES
357	2004	M57884	PEREZ RONSY	23.11	RETURNED MAIL	YES
358	2004	M57885	PEREZ RONSY V	26.59	RETURNED MAIL	YES
359	2004	M57905	PERREAU PATRICIA D	327.40	RETURNED MAIL	YES
360	2004	M57966	PHADNIS MANGESH M	0.09	PARTIAL PAYMENT/NO SUBS RESPONSE	YES
361	2004	M58065	POCHECO SOLEIDA RUIZ	39.62	RETURNED MAIL	NO
362	2004	M58088	PORTEE CAROLYN M	78.20	RETURNED MAIL	YES
363	2004	M58130	PRESCOTT STACY	55.86	NO RESPONSE	NO
364	2004	M58188	QIAN MIN	234.63	NO RESPONSE	YES
365	2004	M58192	QIU ANQI AND	44.68	RETURNED MAIL	NO
366	2004	M58216	QUINONES CLEMENTE	36.21	NO RESPONSE	YES
367	2004	M58217	QUINONES MIGUEL R	210.31	RETURNED MAIL	YES
368	2004	M58253	RAJASEKARAN DHEEPAK	80.51	RETURNED MAIL	YES
369	2004	M58342	REID PATRICIA A	57.78	NO RESPONSE	YES
370	2004	M58402	RHAME SAMUEL D	68.96	RETURNED MAIL	YES
371	2004	M58475	RIMLAND LISA P	18.78	NO RESPONSE	NO
372	2004	M58482	RIVERA IRMA E	27.29	RETURNED MAIL	YES
373	2004	M58483	RIVERA IRMA E	24.65	RETURNED MAIL	YES
374	2004	M58489	RIVERA JULIO L OR	110.56	NO RESPONSE	YES
375	2004	M58492	RIVERA MICHAEL A	28.13	NO RESPONSE	YES
376	2004	M58493	RIVERA MICHAEL A	84.74	NO RESPONSE	YES
377	2004	M58580	RODRIGUEZ EDWIN	22.74	NO RESPONSE	YES
378	2004	M58581	RODRIGUEZ EDWIN	4.40	NO RESPONSE	YES
379	2004	M58582	RODRIGUEZ EDWIN	20.12	NO RESPONSE	YES
380	2004	M58583	RODRIGUEZ EDWIN	95.92	NO RESPONSE	YES
381	2004	M58595	ROGAN MARK L	13.78	NO RESPONSE	YES
382	2004	M58729	ROY MICHAEL E	51.24	NO RESPONSE	YES
383	2004	M58730	ROY MICHAEL E	28.90	NO RESPONSE	YES
384	2004	M58731	ROY MICHAEL E	37.44	NO RESPONSE	YES
385	2004	M58791	RYU JIHYE	231.50	RETURNED MAIL	YES
386	2004	M58805	SACK LEPAK REBECCA E	87.45	RETURNED MAIL	YES
387	2004	M58846	SAMPER MARIA LUZ	36.21	RETURNED MAIL	NO
388	2004	M58892	SANVILLE BONNIE B	28.50	RETURNED MAIL	YES
389	2004	M58893	SANVILLE BONNIE B	37.75	RETURNED MAIL	YES
390	2004	M58896	SASCHA ECKERLE	32.75	RETURNED MAIL	NO
391	2004	M58954	SCHARA WILLIAM A	12.61	RETURNED MAIL	YES
392	2004	M59008	SCHWARTZ TOBIAS L	71.27	RETURNED MAIL	YES
393	2004	M59048	SEBRELL CHRIS M	244.60	RETURNED MAIL	YES
394	2004	M59049	SEBRELL CHRISTOFFER M	62.79	RETURNED MAIL	YES
395	2004	M59071	SENE LAURENT M	134.81	NO RESPONSE	YES
396	2004	M59092	SERKOLIT JOEL B	337.04	RETURNED MAIL	YES
397	2004	M59093	SERANDEZ SALVADOR	25.36	NO RESPONSE	YES
398	2004	M59134	SHARMAN MATTHEW J	49.74	NO RESPONSE	NO
399	2004	M59186	SHER ELENA S OR	83.38	RETURNED MAIL	YES
400	2004	M59189	SHERMAN JERILYN F	22.45	RETURNED MAIL	YES
401	2004	M59198	SHIBATA HAYATO	115.95	RETURNED MAIL	YES
402	2004	M59210	SHIN KEONHO	253.56	RETURNED MAIL	YES
403	2004	M59215	SHIPTON DANIEL M	23.88	NO RESPONSE	NO
404	2004	M59253	SIEBOLD JENNIFER A OR	241.89	RETURNED MAIL	YES
405	2004	M59254	SIEBOLD JENNIFER A OR	209.93	RETURNED MAIL	YES
406	2004	M59337	SITEMASTER INC	212.24	RETURNED MAIL	YES
407	2004	M59391	SMARZ KEVIN S	4.57	PARTIAL PAYMENT/NO SUBS RESPONSE	YES
408	2004	M59399	SMITH CAROL A	4.96	NO RESPONSE	NO
409	2004	M59426	SMITH LAWRENCE L III	36.21	RETURNED MAIL	NO
410	2004	M59448	SMITH SUSAN F	36.98	RETURNED MAIL	NO
411	2004	M59469	SNYDER AMMIE L	44.68	RETURNED MAIL	YES
412	2004	M59512	SONG TONGYU	40.83	RETURNED MAIL	YES
413	2004	M59526	SOTO YOVANI	29.27	RETURNED MAIL	YES

A	B	C	D	E	F
2004	M59535	SOUCY MICHAEL C	221.09	RETURNED MAIL	YES
2004	M59552	SPAETH ERIKA L	33.13	NO RESPONSE	NO
2004	M59593	SPOFFORD MARK A	34.67	NO RESPONSE	YES
2004	M59660	STARGARDTER KATHERINE M	185.28	RETURNED MAIL	YES
2004	M59805	STIMSON DENNIS OR	82.43	NO RESPONSE	YES
2004	M59806	STIMSON PATRICIA A	22.19	NO RESPONSE	YES
2004	M59864	STREETER ERIC S	43.54	RETURNED MAIL	YES
2004	M59883	STUBBLEFIELD DANIKA	23.57	RETURNED MAIL	NO
2004	M59927	SUN ZHIHONG	33.13	RETURNED MAIL	YES
2004	M59939	SURETTE DENNIS J	44.66	DECEASED	NO
2004	M60031	TAPAS RAY K OR	4.71	NO RESPONSE	NO
2004	M60088	TEDFORD ROBERT I	16.07	RETURNED MAIL	NO
2004	M60196	THWEATT HERBERT JR	61.63	RETURNED MAIL	YES
2004	M60199	TIAN XIAOYU OR	60.86	RETURNED MAIL	YES
2004	M60212	TILLMAN DIANNE C	56.63	RETURNED MAIL	YES
2004	M60312	TRENT MARGOT A	95.92	DECEASED	YES
2004	M60339	TRISTAN VON DUNTZ	213.39	NO RESPONSE	YES
2004	M60340	TRIVEDI JAYA	39.68	RETURNED MAIL	NO
2004	M60381	TUFEKCI CELAL S	179.12	RETURNED MAIL	YES
2004	M60382	TUFEKCI CELAL S OR	145.60	RETURNED MAIL	YES
2004	M60403	TURGUT ISMAIL	186.82	NO RESPONSE	YES
2004	M60563	VELUT JEAN BAPTISTE	24.65	RETURNED MAIL	NO
2004	M60582	VIDOSIC DAVID	76.66	RETURNED MAIL	YES
2004	M60675	WADSWORTH RONALD E	59.32	RETURNED MAIL	YES
2004	M60676	WAGNER ALEXANDER	36.21	RETURNED MAIL	YES
2004	M60727	WANG JING	62.40	RETURNED MAIL	YES
2004	M60733	WANG SHU	4.39	RETURNED MAIL	YES
2004	M60768	WARNER JAMES M	85.91	RETURNED MAIL	YES
2004	M60807	WATKINS GARY	43.14	RETURNED MAIL	NO
2004	M60809	WATKINS LEASING COMP	214.55	NO RESPONSE	YES
2004	M60823	WATSON LORI ANN	23.11	RETURNED MAIL	YES
2004	M60868	WEI TONG OR	29.27	RETURNED MAIL	NO
2004	M60869	WEI XUEZHENG	15.00	RETURNED MAIL	NO
2004	M60920	WEN MING MAO OR	31.21	RETURNED MAIL	YES
2004	M60924	WERNER JUSTIN W	287.34	RETURNED MAIL	YES
2004	M60978	WHITLOCK THOMAS J	72.04	RETURNED MAIL	YES
2004	M61001	WIENER JONATHAN S	59.71	RETURNED MAIL	YES
2004	M61002	WIKA NORMAN	40.06	RETURNED MAIL	YES
2004	M61048	WILLIAMS JONATHAN L	104.77	RETURNED MAIL	YES
2004	M61125	WOODBURY ROBERT T	50.84	RETURNED MAIL	YES
2004	M61126	WOODBURY ROBERT T	71.18	RETURNED MAIL	YES
2004	M61179	WURM KARLHEINZ	21.86	RETURNED MAIL	NO
2004	M61192	WYMAN ROBERT S OR	58.55	NO RESPONSE	YES
2004	M61197	XIE LIANGDE	15.00	RETURNED MAIL	YES
2004	M61198	XIE LIANGDE OR	24.89	RETURNED MAIL	YES
2004	M61212	YAHNKE EMILY R	39.68	NO RESPONSE	NO
2004	M61224	YANG JIE	30.04	RETURNED MAIL	YES
2004	M61277	YOSHIMOTO MASARU	40.83	RETURNED MAIL	NO
2004	M61357	ZHANG SEN	28.17	NO RESPONSE	NO
2004	M61368	ZHANG YUANYUAN	68.19	RETURNED MAIL	YES
2004	M61370	ZHANG ZHENBU	19.21	RETURNED MAIL	NO
2004	M61375	ZHAO JUN OR	135.21	RETURNED MAIL	YES
2004	M61380	ZHENG XUELIAN	14.60	NO RESPONSE	YES
2004	M61381	ZHENG YI	11.42	NO RESPONSE	NO
2004	M61382	ZHIGANG BAN	28.13	RETURNED MAIL	YES
2004	M61385	ZHU GUANGHAO	28.13	RETURNED MAIL	YES
2004	M61442	ZUO RONGJUN OR	36.21	NO RESPONSE	NO
2004	M61443	ZUXUAN DENG	48.93	RETURNED MAIL	YES
2004	M61536	KELLEHER JACQUELINE OR	73.05	NO RESPONSE	YES
2004	P40001	360NETWORKS(USA2) LP	10.25	PARTIAL PAYMENT/NO SUBS RESPONSE	NO
2004	P40010	AB ELECTRIC & SECURITY LLC	212.62	OUT OF BUSINESS	YES
2004	P40015	ABSOLUTE MECHANICAL LLC	51.94	OUT OF BUSINESS	YES
2004	P40043	ALL-STATE LAND DESIGN	111.38	OUT OF BUSINESS	NO
2004	P40063	AMTEC**	96.40	OUT OF BUSINESS	YES
2004	P40083	ATHENA S BY CHRISTA	16.51	OUT OF BUSINESS	NO
2004	P40090	B & D PACKAGE STORE	277.56	OUT OF BUSINESS	YES
2004	P40207	CONNECTICUT WASTE OIL INC	82.54	BUSINESS CLOSED IN 2002	YES
2004	P40230	DAVIS BRIAN**	67.36	PARTIAL PAYMENT/NO SUBS RESPONSE	NO
2004	P40231	DB COMPANIES INC	610.07	OUT OF BUSINESS	NO
2004	P40243	DESIGNER'S LOFT	198.32	OUT OF BUSINESS	YES
2004	P40268	EARTH (THE)	1,115.48	OUT OF BUSINESS	NO
2004	P40269	EARTH JAPANESE & CHINESE REST	69.34	OUT OF BUSINESS	NO
2004	P40289	FAMILY THERAPEUTIC MASSAGE	2.00	RETURNED MAIL	NO
2004	P40369	HANLEY INNOVATIONS	134.26	OUT OF BUSINESS	YES
2004	P40389	HIDEAWAY ROADHOUSE RESTAURANT	208.22	OUT OF BUSINESS	NO
2004	P40391	HILL RESTAURANT	188.42	OUT OF BUSINESS	NO
2004	P40412	ILLUMINARIUM CONVERGENCE	165.08	OUT OF BUSINESS	YES
2004	P40418	INTERIYOURS	13.64	RETURNED MAIL	NO
2004	P40420	J & M DRIVEWAY	170.58	OUT OF BUSINESS	YES
2004	P40422	J SILVER CLOTHING	80.12	OUT OF BUSINESS	NO
2004	P40487	MANSFIELD DYNAMICS	56.14	NO RESPONSE	NO
2004	P40506	MASON DAVID	37.20	NO RESPONSE	YES
2004	P40507	MASON DEBORAH MATTY	143.96	NO RESPONSE	YES

	A	B	C	D	E	F
497	2004	P40516	MCLEAN ACCOUNTING	50.62	OUT OF BUSINESS	YES
498	2004	P40561	NOREAST GRAPHICS LLC	167.94	OUT OF BUSINESS	NO
499	2004	P40563	NORTH AMERICAN ROOFING	1,545.10	OUT OF BUSINESS	YES
500	2004	P40586	P BOLDUC REMODELING/CONSTRUCTION	78.14	NO RESPONSE	NO
501	2004	P40594	PAUL'S PIZZA & BAKERY	104.22	NO RESPONSE	NO
502	2004	P40635	RESTORATIVE CLEANING SERVICE *	130.52	NO RESPONSE	YES
503	2004	P40638	RIBBONS & BOWS**	17.61	OUT OF BUSINESS	NO
504	2004	P40643	ROMAS RESTAURANT	228.46	OUT OF BUSINESS	YES
505	2004	P40652	RUSSELL FARMS**	13.87	NO RESPONSE	YES
506	2004	P40666	SCHMEDLEY'S PUB LLC	1,375.40	OUT OF BUSINESS	YES
507	2004	P40729	STUDENT DISCOUNT CENTER *	171.90	OUT OF BUSINESS	YES
508	2004	P40767	TOMMEL FINANCIAL SERVICE	1,710.84	NO RESPONSE	YES
509	2004	P40770	TOSHIBA AMERICA SYSTEMS	275.14	NO RESPONSE	YES
510	2004	P40771	TOTAL RIDER ZONE.COM	56.14	NO RESPONSE	YES
511	2004	P40786	UPPER STATE LANDSCAPING	423.26	RETURNED MAIL	YES
512	2004	P40828	WILLIAMS ENTERPRISES INC	483.12	OUT OF BUSINESS	YES
513	2004	P40871	INSIGHT PSYCHOTHERAPY LLC	7.13	OUT OF BUSINESS	YES
514	2004	R00916	CORTHELL HAROLD W	18.99	MOBILE UNIT REMOVED	NO
515	2004	R01219	DUMAS GLORIA J	411.38	MOBILE UNIT REMOVED	NO
516	2004	R03244	NELSON MARILYN R	25.42	MOBILE UNIT REMOVED	NO
517	2004	R03527	PAUL'S PIZZA	168.55	OUT OF BUSINESS-UCONN RENTAL	YES
518	2004	R03821	RICHARD LUCIEN	189.52	MOBILE UNIT REMOVED	NO
519	2004	R04637	TOMAN EMILY	72.10	MOBILE UNIT REMOVED	NO
520	2004	S88067	ATAOL MURAT T	20.67	RETURNED MAIL	YES
521	2004	S88100	BAKER LEIGHANN	29.87	NO RESPONSE	NO
522	2004	S88144	BHATIA ANKUR	227.36	RETURNED MAIL	YES
523	2004	S88153	BILODEAU DELPHIS M	11.40	NO RESPONSE	YES
524	2004	S88170	BOCYNESKY GREGORY B	85.13	BANKRUPTCY	YES
525	2004	S88180	BOULEY MARTIN K	227.94	RETURNED MAIL	YES
526	2004	S88184	BOWMAN SARAH W.	63.37	RETURNED MAIL	YES
527	2004	S88215	BRUNO STEVEN M	35.06	NO RESPONSE	YES
528	2004	S88221	BUNTIN PHILLIP D	68.01	RETURNED MAIL	YES
529	2004	S88258	CAMPANA LAURA M	105.05	RETURNED MAIL	YES
530	2004	S88275	CASSIDY MICHAEL J	92.22	RETURNED MAIL	YES
531	2004	S88353	COOK PAUL W	45.85	RETURNED MAIL	YES
532	2004	S88376	CRESSEY ERIC M	56.15	RETURNED MAIL	NO
533	2004	S88387	CROWTHER VANESSA E	205.68	NO RESPONSE	YES
534	2004	S88389	CRUZ ANGEL	36.98	RETURNED MAIL	NO
535	2004	S88451	DIMOCK JESSICA R AND	76.26	NO RESPONSE	YES
536	2004	S88492	DUNDAR FURKAN	26.96	PARTIAL PAYMENT/NO SUBS RESPONSE	NO
537	2004	S88506	DURAND CHRISTOPHER R	4.82	NO RESPONSE	NO
538	2004	S88524	EDEN DONALD S	57.40	NO RESPONSE	YES
539	2004	S88550	ESPOSITO GARY P	7.44	RETURNED MAIL	NO
540	2004	S88613	FRIEDEWALD STEVEN T	58.55	RETURNED MAIL	YES
541	2004	S88634	GARCIA JOSE R	26.96	RETURNED MAIL	YES
542	2004	S88650	GERBER CHRISTIAN AND	45.21	RETURNED MAIL	YES
543	2004	S88656	GILBERT GEORGE J	30.16	PARTIAL PAYMENT/NO SUBS RESPONSE	YES
544	2004	S88707	GREGURICH JENNIFER	87.95	RETURNED MAIL	YES
545	2004	S88774	HARRIS HARLAN D	11.17	PARTIAL PAYMENT/NO SUBS RESPONSE	NO
546	2004	S88796	HERMAN HARRIET	145.99	NO RESPONSE	YES
547	2004	S88869	INGLE RANDY L	163.64	RETURNED MAIL	YES
548	2004	S88874	JACKSON ALEXANDRA	10.15	NO RESPONSE	NO
549	2004	S88891	JOHNSON MAUREEN K	77.56	RETURNED MAIL	YES
550	2004	S88892	JOHNSON MAUREEN K	4.09	RETURNED MAIL	YES
551	2004	S88893	JOHNSON MICHAEL L	120.94	RETURNED MAIL	YES
552	2004	S88894	JOHNSON NANCY A	37.75	NO RESPONSE	NO
553	2004	S88896	JOHNSON RAYMOND P	14.26	NO RESPONSE	YES
554	2004	S88897	JOHNSON ROBERT W	125.37	NO RESPONSE	YES
555	2004	S88904	JONES JOSEPH N	45.71	RETURNED MAIL	YES
556	2004	S88951	KIM KYUMGHO	79.26	RETURNED MAIL	YES
557	2004	S88954	KINGSTON RAYMOND M	44.66	RETURNED MAIL	NO
558	2004	S88974	KNIGHT DAVID	94.67	NO RESPONSE	YES
559	2004	S88989	KORHONEN OSSI E	182.88	RETURNED MAIL	YES
560	2004	S88990	KORHONEN RITVA LIISA	88.99	RETURNED MAIL	YES
561	2004	S89097	LIU YING	26.48	RETURNED MAIL	YES
562	2004	S89112	LORD BETH A	20.80	RETURNED MAIL	YES
563	2004	S89133	MACGOWAN JONATHAN TODD	24.94	NO RESPONSE	YES
564	2004	S89151	MANN ROBERT C III	46.99	RETURNED MAIL	NO
565	2004	S89163	MARCIANO LAWRENCE W	11.53	NO RESPONSE	YES
566	2004	S89198	MAULUCCI SARAH A	6.93	NO RESPONSE	NO
567	2004	S89207	MCCALL JAMES R OR	259.74	NO RESPONSE	YES
568	2004	S89229	MCKENZIE AMY M	36.62	NO RESPONSE	NO
569	2004	S89288	MORDHORST KARL F	2.96	NO RESPONSE	NO
570	2004	S89289	MORDHORST KARL F	2.00	NO RESPONSE	NO
571	2004	S89330	NADERA VINCENT S	102.46	RETURNED MAIL	YES
572	2004	S89457	PELKEY FRANCIS J SR	23.99	RETURNED MAIL	YES
573	2004	S89485	PHUTANE SACHIN R	10.01	RETURNED MAIL	YES
574	2004	S89490	PICTET FABIEN	522.34	RETURNED MAIL	YES
575	2004	S89502	PLUE BRITTANY A	97.37	RETURNED MAIL	YES
576	2004	S89534	RACHEL BENZINGER M	257.12	NO RESPONSE	YES
577	2004	S89541	RANDALL DANIEL T	60.29	RETURNED MAIL	YES
578	2004	S89563	REVELRY TERVURENS	229.56	RETURNED MAIL	YES
579	2004	S89589	RODRIGUEZ EDWIN	11.93	NO RESPONSE	YES

A	B	C	D	E	F
2004	S89635	SANTOS RICHARD	19.54	RETURNED MAIL	YES
2004	S89668	SENE LAURENT M	82.89	NO RESPONSE	YES
2004	S89673	SERKOLIT JOEL B	77.43	RETURNED MAIL	YES
2004	S89674	SERRAMBANA CRYSTAL P	15.96	NO RESPONSE	YES
2004	S89687	SHARMA VIKAS K	31.98	NO RESPONSE	NO
2004	S89758	SNYDER AMMIE L	37.28	RETURNED MAIL	YES
2004	S89761	SOLOMON DONICA L	122.05	RETURNED MAIL	YES
2004	S89801	STETSON PETER J	299.82	NO RESPONSE	YES
2004	S89808	STIMSON DENNIS OR	98.80	NO RESPONSE	YES
2004	S89824	STREETER ERIC S	102.85	RETURNED MAIL	YES
2004	S89863	TAVUSBAY ABDULKADIR	336.44	RETURNED MAIL	YES
2004	S89943	UM YOUNGSOON	34.66	RETURNED MAIL	NO
2004	S89981	VINTERS DEBRESHA E	2.00	PARTIAL PAYMENT/NO SUBS RESPONSE	NO
2004	S89987	VOELZ KARSTEN	29.03	RETURNED MAIL	YES
2004	S89988	VOELZ KARSTEN	30.37	RETURNED MAIL	YES
2004	S90013	WANG XIAOTONG OR	122.88	RETURNED MAIL	YES
2004	S90024	WATKINS GARY R JR	2.00	RETURNED MAIL	NO
2004 Total			41,879.95		
2005	M50019	ABDERRAHIM ELYOUNOUSSI	28.03	RETURNED MAIL	NO
2005	M50078	ADAMS CLINTON L	127.33	RETURNED MAIL	YES
2005	M50090	ADRIAN TIMOTHY W	89.30	NO RESPONSE	YES
2005	M50207	ANDERSON JESSE M	14.50	RETURNED MAIL	YES
2005	M50271	ARROYO SARAH	215.83	RETURNED MAIL	YES
2005	M50291	ATAOL MURAT T	24.58	RETURNED MAIL	YES
2005	M50487	BARIBEAULT GEORGE S	61.66	NO RESPONSE	YES
2005	M50512	BARROWS AUDREY M	52.85	NO RESPONSE	YES
2005	M50590	BAZZANO NICHOLAS A	30.04	NO RESPONSE	YES
2005	M50619	BEDELL MATTHEW R	48.85	NO RESPONSE	YES
2005	M50698	BELLOWS MATTHEW C	10.69	RETURNED MAIL	NO
2005	M50786	BHATIA ANKUR	283.62	RETURNED MAIL	YES
2005	M50815	BILODEAU DELPHIS M	28.03	NO RESPONSE	YES
2005	M50846	BISSELL JENNIFER M	110.12	NO RESPONSE	YES
2005	M50918	BOCYNESKY GREGORY	432.04	BANKRUPTCY	YES
2005	M50919	BOCYNESKY GREGORY B	30.36	BANKRUPTCY	YES
2005	M50920	BOCYNESKY GREGORY B	89.69	BANKRUPTCY	YES
2005	M50978	BOUCHARD JEFFREY P	35.24	RETURNED MAIL	YES
2005	M51016	BOWMAN SARAH W.	237.11	RETURNED MAIL	YES
2005	M51195	BRUNO STEVEN M	36.45	NO RESPONSE	YES
2005	M51224	BUNTIN PHILLIP D	81.68	RETURNED MAIL	YES
2005	M51233	BURGESS DAVID N	52.05	RETURNED MAIL	YES
2005	M51234	BURGESS DAVID N AND	90.49	RETURNED MAIL	YES
2005	M51312	BUTLER KAREN M	27.23	NO RESPONSE	YES
2005	M51337	CAFFREY MICHELLE W	108.11	RETURNED MAIL	YES
2005	M51480	CASSIDY MICHAEL J	178.58	RETURNED MAIL	YES
2005	M51481	CASSIDY MICHAEL J OR	143.76	RETURNED MAIL	YES
2005	M51617	CHEN JUNYU	3.91	RETURNED MAIL	NO
2005	M51620	CHEN MENG RAYMOND	30.04	RETURNED MAIL	NO
2005	M51625	CHEN WEIFENG	63.38	RETURNED MAIL	YES
2005	M51766	CLARK WILLIAM R OR	229.83	RETURNED MAIL	YES
2005	M51783	CLEMENT RONALD W	181.39	RETURNED MAIL	YES
2005	M51900	CONNELL PAUL D	37.48	DECEASED	YES
2005	M51923	COOK PAUL W	48.05	RETURNED MAIL	YES
2005	M51924	COOK PAUL W	95.30	RETURNED MAIL	YES
2005	M51989	CORTHELL HAROLD W	279.89	DECEASED	YES
2005	M52110	CROWTHER VANESSA E	165.03	NO RESPONSE	YES
2005	M52429	DHAROD JIGNA M	209.01	RETURNED MAIL	YES
2005	M52716	DUFRESNE DANIEL J	2.29	NO RESPONSE	YES
2005	M52719	DUFRESNE NINA M	48.46	NO RESPONSE	YES
2005	M52803	DWUMAH LEMAIRA BERNICE A	42.10	RETURNED MAIL	YES
2005	M52864	EDEN DONALD S	87.70	NO RESPONSE	YES
2005	M52995	ESPOSITO GARY P	20.91	RETURNED MAIL	NO
2005	M53061	FARIAS ROGER	33.24	RETURNED MAIL	YES
2005	M53497	GARCIA JOSE R	100.10	RETURNED MAIL	YES
2005	M53593	GERBER CHRISTIAN AND	47.25	RETURNED MAIL	YES
2005	M53873	GREGURICH JENNIFER	96.10	RETURNED MAIL	YES
2005	M54040	HAKIM AFYOUNI HALEH	90.10	RETURNED MAIL	YES
2005	M54295	HELTON CHARITY J	29.24	RETURNED MAIL	NO
2005	M54692	JACKSON ALEXANDRA	29.63	NO RESPONSE	NO
2005	M54697	JACKSON MICHAEL	130.94	NO RESPONSE	YES
2005	M54753	JASZCZ LISA M	261.06	BANKRUPTCY	YES
2005	M54782	JIANG YONG	64.06	RETURNED MAIL	YES
2005	M54795	JOHNSEN RICHARD OR	133.34	RETURNED MAIL	YES
2005	M54809	JOHNSON MAUREEN K	24.82	RETURNED MAIL	YES
2005	M54810	JOHNSON MAUREEN K	52.05	RETURNED MAIL	YES
2005	M54812	JOHNSON MICHAEL L	377.52	RETURNED MAIL	YES
2005	M54817	JOHNSON RAYMOND P	50.86	NO RESPONSE	YES
2005	M54963	KAPP MICHAEL E	24.87	RETURNED MAIL	YES
2005	M54964	KAPP MICHAEL E	86.10	RETURNED MAIL	YES
2005	M54965	KAPP MICHAEL E OR	117.72	RETURNED MAIL	YES
2005	M54985	KASPER EMILY R	58.07	RETURNED MAIL	YES
2005	M55034	KEKUEWA PILILOHA AND	237.45	RETURNED MAIL	YES
2005	M55132	KIM EUNSUNG	54.87	RETURNED MAIL	YES
2005	M55211	KJOS HANSEN BJOERN	41.25	RETURNED MAIL	YES

	A	B	C	D	E	F
663	2005	M55324	KORHONEN OSSI E	213.42	RETURNED MAIL	YES
664	2005	M55325	KORHONEN RITVA LIISA	79.28	RETURNED MAIL	YES
665	2005	M55377	KRASNOW KIMBERLY D	33.63	RETURNED MAIL	YES
666	2005	M55497	LAFLAMME LAURINDA A	53.65	RETURNED MAIL	YES
667	2005	M55636	LATHROP GLENN H	27.23	NO RESPONSE	YES
668	2005	M55637	LATHROP GLENN H	50.45	NO RESPONSE	YES
669	2005	M55638	LATHROP GLENN H	34.85	NO RESPONSE	YES
670	2005	M55639	LATHROP GLENN H	63.68	NO RESPONSE	YES
671	2005	M55848	LI QIAN	21.62	RETURNED MAIL	NO
672	2005	M55926	LIU YING	18.54	RETURNED MAIL	YES
673	2005	M55927	LIU YING	23.11	RETURNED MAIL	YES
674	2005	M55991	LORD BETH A	28.44	RETURNED MAIL	YES
675	2005	M56282	MAPLE JARRETT D	101.70	RETURNED MAIL	YES
676	2005	M56294	MARCIANO LAWRENCE W	35.24	NO RESPONSE	YES
677	2005	M56410	MARTINS JOSE M	198.21	NO RESPONSE	YES
678	2005	M56462	MATHIS BOBBY W	80.49	NO RESPONSE	YES
679	2005	M56513	MCCALL JAMES R OR	120.00	NO RESPONSE	YES
680	2005	M56514	MCCALL JAMES R OR	21.32	NO RESPONSE	YES
681	2005	M56581	MCGUIRE JACQUELYN A	63.26	RETURNED MAIL	YES
682	2005	M56998	MOREIRA JOSIMAR	140.94	RETURNED MAIL	YES
683	2005	M57193	NADERA VINCENT S	191.69	RETURNED MAIL	YES
684	2005	M57230	NASIR JAMAL	47.66	RETURNED MAIL	YES
685	2005	M57231	NASIR JAMAL	53.65	RETURNED MAIL	YES
686	2005	M57303	NEDAMBALE LUCKY T	32.03	RETURNED MAIL	YES
687	2005	M57311	NEIMAN ANDREW M	42.85	RETURNED MAIL	YES
688	2005	M57494	OBIORA LESLYE A	360.36	RETURNED MAIL	YES
689	2005	M57502	OCHOA CARLOS F	31.23	RETURNED MAIL	YES
690	2005	M57859	PELKEY FRANCIS J SR	24.94	RETURNED MAIL	YES
691	2005	M57899	PEREZ RONSY V	26.43	RETURNED MAIL	YES
692	2005	M58005	PHUTANE SACHIN R	31.23	RETURNED MAIL	YES
693	2005	M58021	PICTET FABIEN	561.36	RETURNED MAIL	YES
694	2005	M58099	POCHECO SOLIDA RUIZ	39.58	RETURNED MAIL	YES
695	2005	M58251	QUINONES CLEMENTE	37.64	NO RESPONSE	YES
696	2005	M58259	RACHEL BENZINGER M	242.25	NO RESPONSE	YES
697	2005	M58286	RAJASEKARAN DHEEPAK	77.29	RETURNED MAIL	YES
698	2005	M58302	RANDALL DANIEL T	105.32	RETURNED MAIL	YES
699	2005	M58384	REID PATRICIA A	51.66	NO RESPONSE	YES
700	2005	M58447	RHAME SAMUEL D	61.66	RETURNED MAIL	YES
701	2005	M58518	RIMLAND LISA P	25.24	NO RESPONSE	NO
702	2005	M58528	RIVERA IRMA E	28.14	RETURNED MAIL	YES
703	2005	M58534	RIVERA JULIO L OR	108.52	NO RESPONSE	YES
704	2005	M58537	RIVERA MICHAEL A	85.30	NO RESPONSE	YES
705	2005	M58762	ROY MICHAEL E	27.23	NO RESPONSE	YES
706	2005	M58823	RYU JIHYE	233.83	RETURNED MAIL	YES
707	2005	M58925	SANTOS RICHARD	34.85	RETURNED MAIL	YES
708	2005	M58927	SANVILLE BONNIE B	39.24	RETURNED MAIL	YES
709	2005	M58928	SANVILLE BONNIE B	26.68	RETURNED MAIL	YES
710	2005	M58980	SCHARA WILLIAM A	241.16	RETURNED MAIL	YES
711	2005	M59090	SENE LAURENT M	283.48	NO RESPONSE	YES
712	2005	M59106	SERKOLIT JOEL B	80.49	RETURNED MAIL	YES
713	2005	M59107	SERKOLIT JOEL B	323.13	RETURNED MAIL	YES
714	2005	M59108	SERRAMBANA CRYSTAL P	28.03	NO RESPONSE	YES
715	2005	M59152	SHARMA VIKAS K	21.37	NO RESPONSE	NO
716	2005	M59272	SIEBOLD JENNIFER A OR	212.21	RETURNED MAIL	YES
717	2005	M59525	SOLOMON DONICA L	157.76	RETURNED MAIL	YES
718	2005	M59559	SOU CY MICHAEL C	188.19	RETURNED MAIL	YES
719	2005	M59614	SPOFFORD MARK A	35.24	NO RESPONSE	YES
720	2005	M59676	STARGARDTER KATHERINE M	192.60	RETURNED MAIL	YES
721	2005	M59809	STETSON PETER J	23.44	NO RESPONSE	YES
722	2005	M59831	STIMSON DENNIS OR	254.65	NO RESPONSE	YES
723	2005	M59832	STIMSON PATRICIA A	14.91	NO RESPONSE	YES
724	2005	M59897	STREETER ERIC S	94.49	RETURNED MAIL	YES
725	2005	M59954	SUN ZHIHONG	32.03	RETURNED MAIL	YES
726	2005	M60068	TAVUSBAY ABDULKADIR	495.31	RETURNED MAIL	YES
727	2005	M60235	TIAN XIAOYU OR	63.26	RETURNED MAIL	YES
728	2005	M60250	TILLMAN DIANNE C	41.64	RETURNED MAIL	YES
729	2005	M60251	TILLMAN DIANNE C	58.87	RETURNED MAIL	YES
730	2005	M60379	TRISTAN VON DUNTZ	203.01	NO RESPONSE	YES
731	2005	M60419	TUFEKCI CELAL S OR	146.16	RETURNED MAIL	YES
732	2005	M60676	VOELZ KARSTEN	44.46	RETURNED MAIL	YES
733	2005	M60711	WAGNER ALEXANDER	37.64	RETURNED MAIL	YES
734	2005	M60766	WANG JING	63.26	RETURNED MAIL	YES
735	2005	M60771	WANG SHU	152.15	RETURNED MAIL	YES
736	2005	M60775	WANG XIAOTONG OR	236.65	RETURNED MAIL	YES
737	2005	M60810	WARNER JAMES M	69.67	RETURNED MAIL	YES
738	2005	M60953	WEN MING MAO OR	32.44	RETURNED MAIL	YES
739	2005	M60959	WERNER JUSTIN W	271.08	RETURNED MAIL	YES
740	2005	M61040	WIKI NORMAN	40.84	RETURNED MAIL	YES
741	2005	M61077	WILLIAMS JONATHAN L	99.30	RETURNED MAIL	YES
742	2005	M61382	ZHANG YUANYUAN	61.27	RETURNED MAIL	YES
743	2005	M61390	ZHIGANG BAN	29.24	RETURNED MAIL	YES
744	2005	M61396	ZHU GUANGHAO	29.24	RETURNED MAIL	YES
745	2005	P40008	AB ELECTRIC & SECURITY LLC	276.38	OUT OF BUSINESS	YES

A	B	C	D	E	F
2005	P40013	ABSOLUTE MECHANICAL LLC	67.60	OUT OF BUSINESS	YES
2005	P40057	AMTEC**	125.14	OUT OF BUSINESS	YES
2005	P40074	B & D PACKAGE STORE	288.60	OUT OF BUSINESS	YES
2005	P40216	DESIGNER'S LOFT	257.78	OUT OF BUSINESS	YES
2005	P40280	FAMILY THERAPEUTIC MASSAGE	51.48	RETURNED MAIL	NO
2005	P40333	HANLEY INNOVATIONS	174.46	OUT OF BUSINESS	YES
2005	P40377	INSIGHT PSYCHOTHERAPY LLC	52.38	OUT OF BUSINESS	YES
2005	P40379	INTERIYOURS	6.72	RETURNED MAIL	NO
2005	P40454	MARTIN RUSSELL & MARTIN J C	35.75	RETURNED MAIL	YES
2005	P40456	MASON DEBORAH M ATTY	187.00	NO RESPONSE	YES
2005	P40465	MCLEAN ACCOUNTING	52.56	OUT OF BUSINESS	YES
2005	P40585	RIBBONS & BOWS**	22.88	OUT OF BUSINESS	NO
2005	P40598	RUSSELL FARMS**	17.87	NO RESPONSE	YES
2005	P40611	SCHMEDLEY'S PUB LLC	1,787.16	OUT OF BUSINESS	YES
2005	P40699	TOMMEL FINANCIAL SERVICE	2,222.94	NO RESPONSE	YES
2005	P40702	TOTAL RIDER ZONE.COM	58.64	NO RESPONSE	YES
2005	P40720	UPPER STATE LANDSCAPING	550.00	RETURNED MAIL	YES
2005	P40761	WILLIAMS ENTERPRISES INC	627.78	OUT OF BUSINESS	YES
2005	R01216	DUMAS GLORIA J	427.64	MOBILE UNIT REMOVED	NO
2005	R03477	PAUL'S PIZZA	1,782.36	OUT OF BUSINESS-UCONN RENTAL	YES
2005	S88175	BOCYNESKY GREGORY B	85.14	BANKRUPTCY	YES
2005	S88851	JOHNSON MAUREEN K	12.81	RETURNED MAIL	YES
2005	S88870	KAPP MICHAEL E	14.09	RETURNED MAIL	YES
2005	S88966	LAFLAMME JOSEPH J	14.39	RETURNED MAIL	YES
2005	S89066	MACDONALD WILLIAM H JR	40.57	RETURNED MAIL	YES
2005	S89067	MACDONALD WILLIAM H JR	30.11	RETURNED MAIL	YES
2005	S89526	SANTOS RICHARD	17.41	RETURNED MAIL	YES
2005	S89565	SERRAMBANA CRYSTAL P	65.44	NO RESPONSE	YES
2005	S89566	SERRAMBANA CRYSTAL P	20.43	NO RESPONSE	YES
2005 Total			24,121.73		
2006	M50293	ATAOL MURAT T	38.43	RETURNED MAIL	YES
2006	M50632	BEDELL MATTHEW R	47.21	NO RESPONSE	YES
2006	M50803	BHATIA ANKUR	370.94	RETURNED MAIL	YES
2006	M50836	BILODEAU DELPHIS M	29.24	NO RESPONSE	YES
2006	M50946	BOCYNESKY GREGORY B	34.37	BANKRUPTCY	YES
2006	M50947	BOCYNESKY GREGORY B	87.72	BANKRUPTCY	YES
2006	M51042	BOWMAN SARAH W.	222.64	RETURNED MAIL	YES
2006	M51266	BUNTIN PHILLIP D	80.20	RETURNED MAIL	YES
2006	M51274	BURGESS DAVID N	53.90	RETURNED MAIL	YES
2006	M51523	CASSIDY MICHAEL J OR	130.33	RETURNED MAIL	YES
2006	M51812	CLARK WILLIAM R OR	209.29	RETURNED MAIL	YES
2006	M51970	COOK PAUL W	95.24	RETURNED MAIL	YES
2006	M51971	COOK PAUL W	45.54	RETURNED MAIL	YES
2006	M53059	ESPOSITO GARY P	19.65	RETURNED MAIL	NO
2006	M53658	GERBER CHRISTIAN AND	46.38	RETURNED MAIL	YES
2006	M53949	GREGURICH JENNIFER	93.57	RETURNED MAIL	YES
2006	M54874	JOHNSON MAUREEN K	39.27	RETURNED MAIL	YES
2006	M54875	JOHNSON MICHAEL L	354.71	RETURNED MAIL	YES
2006	M55028	KAPP MICHAEL E	84.81	RETURNED MAIL	YES
2006	M55193	KIM EUNSUNG	50.13	RETURNED MAIL	YES
2006	M55380	KORHONEN OSSI E	187.57	RETURNED MAIL	YES
2006	M55545	LAFLAMME JOSEPH J	45.11	RETURNED MAIL	YES
2006	M56034	LORD BETH A	29.67	RETURNED MAIL	YES
2006	M56168	MACDONALD WILLIAM H JR	95.67	RETURNED MAIL	YES
2006	M56330	MARCIANO LAWRENCE W	36.76	NO RESPONSE	YES
2006	M56433	MARTIN RUSSELL & MARTIN J C	47.62	RETURNED MAIL	YES
2006	M56443	MARTIN RUSSELL & MARTIN J C	76.46	RETURNED MAIL	YES
2006	M56453	MARTINS JOSE M	186.31	NO RESPONSE	YES
2006	M56495	MATHIS BOBBY W	69.34	NO RESPONSE	YES
2006	M57228	NADERA VINCENT S	179.98	RETURNED MAIL	YES
2006	M57329	NEDAMBALE LUCKY T	32.18	RETURNED MAIL	YES
2006	M57881	PELKEY FRANCIS J SR	26.02	RETURNED MAIL	YES
2006	M58017	PHUTANE SACHIN R	32.58	RETURNED MAIL	YES
2006	M58035	PICTET FABIEN	516.31	RETURNED MAIL	YES
2006	M58282	RACHEL BENZINGER M	241.45	NO RESPONSE	YES
2006	M58324	RANDALL DANIEL T	86.89	RETURNED MAIL	YES
2006	M58949	SANTOS RICHARD	85.65	RETURNED MAIL	YES
2006	M59129	SERKOLIT JOEL B	292.41	RETURNED MAIL	YES
2006	M59130	SERRAMBANA CRYSTAL P	96.91	NO RESPONSE	YES
2006	M59131	SERRAMBANA CRYSTAL P	28.41	NO RESPONSE	YES
2006	M59690	STARGARDTER KATHERINE M	187.57	RETURNED MAIL	YES
2006	M59903	STREETTER ERIC S	83.97	RETURNED MAIL	YES
2006	M60063	TAVUSBAY ABDULKADIR	453.65	RETURNED MAIL	YES
2006	M60394	TRISTAN VON DUNTZ	174.20	NO RESPONSE	YES
2006	M60692	VOELZ KARSTEN	44.28	RETURNED MAIL	YES
2006	M60780	WANG XIAOTONG OR	231.85	RETURNED MAIL	YES
2006	P40010	ABSOLUTE MECHANICAL LLC	88.16	OUT OF BUSINESS	YES
2006	P40356	INSIGHT PSYCHOTHERAPY LLC	68.30	OUT OF BUSINESS	YES
2006	P40357	INTERIYOURS	7.48	RETURNED MAIL	NO
2006	P40437	MARTIN RUSSELL & MARTIN J C	200.66	RETURNED MAIL	YES
2006	P40439	MASON DEBORAH M ATTY	243.86	NO RESPONSE	YES
2006	P40448	MCLEAN ACCOUNTING	54.84	OUT OF BUSINESS	YES
2006	R00648	CASEY TIMOTHY J	295.76	MOBILE UNIT REMOVED	NO

	A	B	C	D	E	F
829	2006	R01211	DUMAS GLORIA J	446.14	MOBILE UNIT REMOVED	NO
830	2006	R01559	GATES WAYNE J	90.24	MOBILE UNIT REMOVED	NO
831	2006	R02217	JONES CO	2,748.40	1232 STORRS RD ESTABLISHMENT	NO
832	2006 Total			9,946.23		
833	2007	M55497	LAFLAMME JOSEPH J	45.94	RETURNED MAIL	YES
834	2007	M56095	MACDONALD WILLIAM H JR	87.91	RETURNED MAIL	YES
835	2007	M59040	SERRAMBANA CRYSTAL P	86.57	NO RESPONSE	YES
836	2007	M59041	SERRAMBANA CRYSTAL P	30.04	NO RESPONSE	YES
837	2007	P40010	ABSOLUTE MECHANICAL LLC	631.00	OUT OF BUSINESS	YES
838	2007	P40162	MCLEAN ACCOUNTING	57.98	OUT OF BUSINESS	YES
839	2007	P40436	MARTIN RUSSELL & MARTIN J C	833.12	RETURNED MAIL	NO
840	2007	P40438	MASON DEBORAH M ATTY	322.32	NO RESPONSE	YES
841	2007	R00642	CASEY TIMOTHY J	312.72	MOBILE UNIT REMOVED	NO
842	2007	R01213	DUMAS GLORIA J	471.74	MOBILE UNIT REMOVED	NO
843	2007 Total			2,879.34		
844	Grand Total			95,536.61		

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt*  
**CC:** Maria Capriola, Assistant to Town Manager  
**Date:** June 8, 2009  
**Re:** Capital Improvement Program Closeouts/Adjustments

---

**Subject Matter/Background**

Attached please correspondence from the Director of Finance recommending a number of adjustments to the Capital Projects Fund. Throughout the fiscal year, we do periodically recommend such adjustments, and the Director will be available at Monday's meeting to address any questions you may have.

**Recommendation**

The Finance Committee will review the proposed adjustments at their meeting prior to the Council meeting. If recommended by the Finance Committee, it is respectfully requested that the Town Council move the following:

*Move, effective June 8, 2009, to approve the adjustments to the Capital Projects Fund, as presented by the Director of Finance in his correspondence dated June 2, 2009.*

**Attachments**

- 1) J. Smith re: Capital Projects Fund
- 2) Proposed Capital Fund Budget Changes

**TOWN OF MANSFIELD  
OFFICE OF THE FINANCE DIRECTOR**



JEFFREY H. SMITH, Director of Finance

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268-2599  
(860) 429-3343  
fax: (860) 429-6863  
E-Mail: [smithjh@mansfieldct.org](mailto:smithjh@mansfieldct.org)

TO: Matthew W. Hart, Town Manager  
FROM: Jeffrey H. Smith, Director of Finance  
DATE: June 2, 2009  
RE: Capital Projects Fund

Attached is an analysis of current and proposed Revenue and Expenditure Budgets for specific Capital Projects. If adopted as presented, it will accomplish the following.

1. Officially close out completed projects:

80101 Capital Projects Coordination	82802 Large Diameter Fire Hose
81204 Town Hall Modifications	82817 State Police Radio
81610 Pool Car 08/09	82818 SCBA Equipment
81817 Mobile Compact Shelving	86361 Street Sweeper 08/09
82620 Refurbish ET 207	83632 Pickup Trucks 08/09
82624 Rescue Vehicle 06/07	83633 Large Dump Trucks 08/09
82627 Police Cruiser 08/09	83731 Turfcat Riding Mower 08/09
82628 Refurbish ET 507	
  
2. Increase/(Decrease) funding for the following completed Overspent/(Underspent) projects:

80101 Capital Projects Coordination	\$38,888
81204 Town Hall Modifications	2,544
81610 Pool Car 08/09	534
81817 Mobile Compact Shelving	(34)
82620 Refurbish ET 207	1,360
82624 Rescue Vehicle 06/07	400
82817 State Police Radio	(1,323)
82818 SCBA Equipment	(54,650)
83631 Street Sweeper 08/09	(14,372)
83632 Pickup Trucks 08/09	(12,400)
83633 Large Dump Trucks 08/09	6,441
83731 Turfcat Riding Mower 08/09	(12,121)
  
3. Reduce Funding for the following cancelled projects:

82627 Police Cruiser	(\$31,000)
82628 Refurbish ET 507	(65,000)
  
4. Officially recognize \$150,000 from Special Education Fund to Project 86260 Deferred Maintenance Projects.
  
5. Officially recognize \$10,000 from the Board General Fund to Project 86260 Deferred Maintenance Projects.

PROPOSED CAPITAL FUND BUDGET CHANGES

REVENUE BUDGET

EXPENDITURE BUDGET

JOB #	DESCRIPTION	FUNDING SOURCE	REVENUE BUDGET					EXPENDITURE BUDGET				BALANCE TO SPEND (OVERSPENT)
			CURRENT BUDGET	PROPOSED CHANGE	AMENDED BUDGET	ACTUAL REVENUES	OVER/ (UNDER) PROPOSED	CURRENT BUDGET	PROPOSED CHANGE	AMENDED BUDGET	ACTUAL EXPEND.	
80101	Capital Projects Coordination	CNR	613,071	38,888	651,959	613,071	(38,888)	613,071	38,888	651,959	651,959	0 *
81204	Town Hall Modifications	CNR	35,000	2,544	37,544	35,000	(2,544)	35,000	2,544	37,544	37,544	0 *
81610	Pool Car 08/09	Lease Purchase	22,000	534	22,534	22,534	-	22,000	534	22,534	22,534	0 *
81817	Mobile Compact Shelving	State Support	47,924	-	47,924	47,924	-					
		CNR	17,660	(34)	17,626	17,660	34					
			65,584	(34)	65,550	65,584	34	65,584	(34)	65,550	65,550	0 *
82620	Refurbish ET 207	CNR	40,000	1,360	41,360	40,000	(1,360)	40,000	1,360	41,360	41,360	0 *
82624	Rescue Vehicle 06/07	CNR	190,000	400	190,400	190,000	(400)	190,000	400	190,400	190,400	0 *
82627	Police Cruiser 08/09	Lease Purchase	31,000	(31,000)	-	-	-	31,000	(31,000)	-	-	0 *
82628	Refurbish ET 507	Lease Purchase	65,000	(65,000)	-	-	-	65,000	(65,000)	-	-	0 *
82802	Large Diameter Fire Hose	CNR	10,000	-	10,000	10,000	-	10,000	-	10,000	10,000	0 *
82817	State Police Radio	CNR	5,000	(1,323)	3,677	5,000	1,323	5,000	(1,323)	3,677	3,677	0 *
82818	SCBA Equipment	CNR	9,737	(2,733)	7,005	9,737	2,733					
		State Grant	185,003	(51,918)	133,086	140,090	7,005					
			194,740	(54,650)	140,090	149,827	9,737	194,740	(54,650)	140,090	140,090	0 *
83631	Street Sweeper 08/09	Lease Purchase	150,000	(14,372)	135,628	135,628	-	150,000	(14,372)	135,628	135,628	0 *
83632	Pickup Trucks 08/09	Cemetery Fund	35,000	(12,400)	22,600	22,600	-	35,000	(12,400)	22,600	22,600	0 *
83633	Large Dump Trucks 08/09	Lease Purchase	140,000	6,441	146,441	146,441	-	140,000	6,441	146,441	146,441	0 *
83731	Turfcut Riding Mower 08/09	Lease Purchase	25,000	(12,121)	12,879	12,879	-	25,000	(12,121)	12,879	12,879	0 *
86260	Deferred Maintenance Projects	Board General Fund	218,500	10,000	228,500	228,500	-					
		CNR	145,000	-	145,000	145,000	-					
		Board Special Revenue	-	150,000	150,000	-	(150,000)					
		Other	136,436	-	136,436	136,436	-					
			499,936	160,000	659,936	509,936	(150,000)	499,936	160,000	659,936	532,588	127,348
			<u>\$ 2,121,331</u>	<u>\$ 19,267</u>	<u>\$2,140,598</u>	<u>\$1,958,500</u>	<u>\$ (182,098)</u>	<u>\$ 2,121,331</u>	<u>\$ 19,267</u>	<u>\$ 2,140,598</u>	<u>\$ 2,013,250</u>	<u>\$ 127,348</u>

\* Projects to be closed

Recap of Funding Changes:	CNR	\$ 39,103
	Board General Fund	10,000
	Board Special Revenue	150,000
	Cemetery	(12,400)
	State Grant	(51,918)
	Lease Purchase	(115,518)
		<u>\$ 19,267</u>

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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:** June 8, 2009  
**Re:** CSEA, Local 760 (Public Works) Contract Extension, July 1, 2009 – June 30, 2010

---

**Subject Matter/Background**

Staff has negotiated a proposed one-year contract extension to the collective bargaining agreement with our Public Works union, and the union members have ratified that agreement. In accordance with our normal procedure, we are now presenting the proposed agreement to the Town Council for its review and consideration.

All provisions of the collective bargaining agreement currently dated July 1, 2006 – June 30, 2009 shall remain intact except for the following:

- Duration – the duration of the proposed agreement is a one-year contract extension, July 1, 2009 – June 30, 2010.
- Wages – members have agreed to no wage increase for FY 09/10.
- Clothing allowance – members have agreed to not receive their clothing allowance for FY 09/10.

In the event that actual revenues received by the State of Connecticut are significantly less than the proposed budget, the parties have agreed to meet and confer on cost saving ideas and areas that could be targeted for possible reductions. On the other hand, if intergovernmental revenues actually received by the Town from the State of Connecticut for FY 09/10 deviates from what was built into the proposed budget in an amount equal to or greater than \$500,000, the parties have agreed to a re-opener regarding wages.

The proposed budget does include one layoff for this bargaining unit. Staff is currently working with the Union to develop a retirement agreement for the affected employee. The retirement agreement will include an additional contribution (additional \$360/mo) to the affected employee's medical insurance for a period of 60 months. The funds for this contribution are in the Health Insurance Fund; the General Fund will not be negatively impacted.

We must commend the Union membership's efforts to work cooperatively with the Town during these difficult economic times. The Union and the Town both shared a common

value during these negotiations – to protect the integrity of the workforce and the services provided to the citizens of Mansfield.

**Financial Impact**

The Union’s clothing allowance concession has provided the Town with approximately \$6,100 in savings for FY 09/10. Savings from the clothing allowance concession will be generated in both the General Fund and Solid Waste Fund. As stated above, for next year we have eliminated one position in the bargaining unit. The compensation (salary and benefits) for this position is valued at approximately \$70,000 per year

Additionally, union members agreed to a wage freeze. This bargaining unit represents approximately 18.9 percent of salary costs for the Town. If the membership had received a one percent, two percent or three percent wage increase, the cost to the Town would have been as follows:

Bargaining Unit	FY 08/09 Salaries	1% Wage Inc.	2% Wage Inc.	3% Wage Inc.
Public Works	\$1,100,440	\$11,004	\$22,009	\$33,013

**Recommendation**

I recommend that the Town Council authorize me to execute the proposed one year contract extension to the existing collective bargaining agreement. During these difficult times, our employees in this bargaining unit have “stepped up to the plate” and are willing to accept a wage freeze and have offered other concessions.

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

*Move, effective June 8, 2009, to authorize the Town Manager to execute the proposed one-year contract extension to the existing Collective Bargaining Agreement between the Town of Mansfield and Local 760, CSEA, Public Works Employees, which agreement shall enter into effect on July 1, 2009 and expire on June 30, 2010.*

**Attachment**

- 1) Tentative Agreement for One-Year Contract Extension to the Existing Collective Bargaining Agreement

## MEMORANDUM OF AGREEMENT

One-Year Extension to Collective Bargaining Agreement Expiring June 30, 2009

### IT IS HEREBY STIPULATED, CONSENTED AND AGREED AS FOLLOWS:

This Agreement is made between the Town of Mansfield (the "Town") and CSEA, Local 760 - Public Works unit (the "Union") in full and final settlement of the 2009 contract negotiations for a successor contract.

- 1) Both parties agree that the collective bargaining agreement expiring June 30, 2009 shall be extended for a period of one year from July 1, 2009 through June 30, 2010 which shall remain in force until a subsequent successor contract is negotiated.
- 2) During the one-year contract extension, all provisions of the collective bargaining agreement shall remain unchanged with the following exceptions:

- a. There shall be no step increases awarded to employees for the Fiscal Year period from July 1, 2009 through June 30, 2010.

It is hereby agreed, acknowledged and understood that certain bargaining unit employees with anniversary dates nearing the end of the Fiscal Year 2008-2009 (June 30, 2009) may be awarded a step increase for the Fiscal Year ending June 30, 2009; but that, due to the evaluation process and the payroll process, such step increases awarded through June 30, 2009 if any may be paid retroactively during Fiscal Year 2009-2010.

- b. There shall be no clothing allowance payments made to eligible employees for the period of July 1, 2009 through June 30, 2010.
- c. There shall be no general wage increase awarded or paid for the Fiscal Year period of July 1, 2009 through June 30, 2010.

- 3)
  - a. The parties agree that a primary objective of this agreement is to preserve the integrity of the workforce and to limit reductions in force.
  - b. The Town represents that it has notified the union and the employee whose hours are to be affected by budget cuts during the term of this Agreement, and intends no reductions in force within the bargaining unit beyond those announced by the Town to date. It is agreed by the parties that the affected employee shall retire from Town service on or before June 30, 2009. The parties agree to complete a separate retirement agreement for the affected employee which shall include a health insurance retirement incentive for the employee.
  - c. Nothing herein shall be construed to prevent the Town from electing not to fill a vacancy.
  - d. In the event that the final Town budget deviates significantly from that proposed by the Town Manager upon which this agreement is based, and the Town is

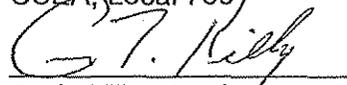
considering any reduction in force as a result, the Town agrees to bargain in good faith with the Union over any such proposed reduction in force in order to consider alternatives including, but not limited to, furloughs, voluntary layoffs, retirements, flex time, alternative work week, etc.

- 4) All provisions relating to health insurance shall remain unchanged.
- 5) In the event that intergovernmental revenues actually received by the Town from the State of Connecticut for the Fiscal Year 2009-2010 deviate from the amount upon which the Town Manager's budget is based in an amount equal to or greater than \$500,000, the parties agree to meet and collaboratively discuss whether any adjustment to this agreement is appropriate at that time. (For example, in the event of an increase in funds, adjustments to be discussed would be increases in wages, hours or benefits, and in the event of a decrease in funds, adjustments to be discussed would be reductions in force or in hours.)
- 6) The parties agree and acknowledge that this Agreement is subject to the ratification of both the Town and the Union. The negotiating committees for the Town and the Union further agree to support and recommend the ratification of this Agreement. Once ratified, the parties understand and agree that this Agreement fully and finally resolves the 2009 contract negotiations for a successor contract to the 2006-2009 collective bargaining agreement.

  
\_\_\_\_\_  
Matthew W. Hart  
Town Manager

05/28/2009  
Date

  
\_\_\_\_\_  
Susan Nelson, Esq.  
CSEA, Local 760

  
\_\_\_\_\_  
Craig Kilby, President,  
Local 760

5-28-09  
Date

5-28-09

Date



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant to Town Manager  
**Date:** June 8, 2009  
**Re:** Non-Union Compensation for July 1, 2009 – June 30, 2010 (FY 09/10)

---

**Subject Matter/Background**

Due to the challenging economic climate, and our significant loss of revenue for the coming fiscal year, I would like to present the Town Council with the following recommendations regarding next year's compensation package for regular, non-union employees:

- *Longevity* – eligible employees will not receive longevity payments in FY 09/10
- *Step increases* – eligible employees will not be awarded their FY 09/10 step increases
- *Wages* – no general wage increase for FY 09/10

Regarding health insurance, I am proposing the following for FY 09/10 for non-union employees eligible for benefits:

- *Health insurance cost share* – employee share of the premium remains at 14% for the PPO plan and 10% for the POS plan
- *Contribution to retiree health insurance* – remains at \$205 per month for employees who retire during FY 09/10

These recommendations are similar to negotiated freezes and benefits for the professional and technical union and the public works union.

**Financial Impact**

Savings generated from a freeze in longevity and steps for non-union employees for FY 09/10 will be approximately \$22,598<sup>1</sup>. Savings will be generated in the General Fund, Management Services Fund, Health Insurance Fund, and Parks and Recreation Fund. Non-union employees represent 30.6 percent of salary costs for the Town.

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<sup>1</sup> Includes 14.65% added for MERS, Social Security, and Medicare

Additionally, if non-union employees had received a one percent, two percent or three percent wage increase, the cost to the Town would have been as follows:

	FY 08/09 Salaries	1% Wage Inc.	2% Wage Inc.	3% Wage Inc.
Non-Union Employees (Regular)	\$ 1,635,320	\$16,353	\$32,706	\$49,060

**Recommendation**

I recommend that Council endorse the recommended changes to the compensation for regular non-union employees, as I have described above. During these difficult economic times, I appreciate the financial sacrifice that our non-union employees are making on behalf of our organization and the community.

*Move, to endorse the Town Manager's recommendations regarding wage and benefits freezes for regular non-union employees for Fiscal Year 2009-2010 (July 1, 2009 – June 30, 2010) as outlined in this memorandum.*



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt*  
**CC:** Maria Capriola, Assistant to the Town Manager  
**Date:** June 8, 2009  
**Re:** Communicating Mansfield Positions

---

**Subject Matter/Background**

The Town Council requested that this item be added to a future agenda. I have attached the Council's policy that was issued in February 2000 regarding this issue.

**Attachments**

- 1) E. Paterson re: Communicating Mansfield Positions

**INTER****OFFICE****MEMO****OFFICE OF THE MAYOR, TOWN OF MANSFIELD**

To: Mansfield Advisory Committees  
Mansfield Staff Members

From: Elizabeth Paterson, Mayor

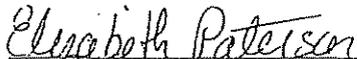
Subject: Communicating of Mansfield Positions

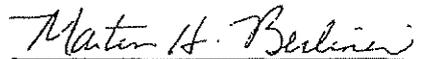
Date: February 3, 2000

In conjunction with its review of the various responsibilities and roles of the Town's numerous elected and appointed commissions, committees and staff members, Mansfield's Town Council has discussed the issue of who should speak for the Town of Mansfield. We are fortunate to have many dedicated citizens serving on our boards and committees and a qualified and supportive staff, but it can be counter-productive to the Town's overall interests to have multiple opinions communicated to individuals or agencies outside of the Town's collective organization. On a number of recent occasions, letters have been sent by appointed advisory boards to State elected and appointed officials and private businesses. Some of the positions expressed in these letters have been inconsistent with the position of the Town Council. This situation has led to confusion over the Town's position on an issue of town-wide importance.

To address this issue, the Town Council, as Mansfield's elected policy board, has agreed to request that all advisory boards and staff members submit comments or concerns on issues of town-wide importance to the Town Council or Town Manager and not to State or private parties. We value your input and all comments and recommendations will be considered in developing policy positions for the Town. As private citizens, you of course, retain your right to speak your mind. When you do so, please ensure that you are speaking as an individual, not as a representative of the Town of Mansfield.

Thank you for your anticipated cooperation on this matter. If you have any questions regarding this communication or any matter of potential town-wide significance, please contact us through the Town Manager's Office (429-3336).

  
Elizabeth Paterson, Mayor

  
Martin H. Berliner, Town Manager

cc: Mansfield Board of Education  
Mansfield Planning and Zoning Commission  
Mansfield Town Council

# Memo

To: Town Council  
From: Matt Hart, Town Manager *MWH*  
CC: Maria Capriola, Sara-Ann Chaine, Audrey Conrad  
Date: May 26, 2009  
Re: Quarterly Status Report: January – March 2009

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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 identified a potential parcel of land to build this facility on, and have negotiated an option to purchase this property. This past quarter, representatives of Masonicare met with the Directors of Human Services and Parks & Recreation to discuss a potential partnership with the Community Center.
- 2) Communications and information technology – staff has commenced work on a project to upgrade the website to improve citizen and staff usability. A staff committee has been formed to work on the project, with the Information Technology department taking the lead. Potential website vendors are being reviewed and interviewed by staff on May 27<sup>th</sup>.

- 3) Community/campus relations – some of the most important items are as follows:
  - a. Committee on Community Quality of Life – the committee is meeting on a regular basis and has reviewed and endorsed proposed revisions to the septic pumping and water testing provisions of the housing code as well as proposed amendments to the special police services ordinance. In addition, the committee is working on its Mansfield 2020 (strategic plan) referral, and is reviewing proposed residential rental parking regulations, a proposed ordinance regarding training of alcohol servers and the definition of “family” as it relates to municipal regulations.
  - 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. UConn Spring Weekend – staff prepared and successfully executed its public safety response for Spring Weekend 2009. The Town-University Relations Committee has been tasked to serve as the Spring Weekend Oversight Committee, and will prepare a comprehensive after-action report regarding the 2009 event. To facilitate its review of spring weekend, the Town-University Relations Committee is contemplating possible modifications to its membership.
- 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 installation and activation of co-generation unit at the MCC is complete. 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) – diesel particulate filters have been installed in all twenty school buses slated for retrofits.
  - c. Sustainability Advisory Committee – staff assisted the Town Council with the design and establishment of the new advisory committee. The Committee on Committees has recruited members for the new committee, and staff is the process of scheduling the group’s first meeting committee.
- 6) Mansfield Community Center – the management team continues to oversee and review operations of the center. As of June 1, 2009, memberships total 1,929. (There are 4,156 members in total). We have transferred responsibility for custodial duties to the Department of Facilities Management to realize additional cost efficiencies and have made staffing adjustments to mitigate any deficit for the current year. We anticipate that we will end the fiscal year on budget.
- 7) Mansfield Downtown Partnership and Storrs Center – working with the Downtown Partnership, the Town has selected the firm of BL Company to complete the engineering services for the Storrs Road project. Leasing has begun in earnest for Phase 1A, and the developer has received letters of intent (LOI) from two established restaurateurs – The Vanilla Bean Café from Pomfret, CT and Moe’s

Southwest Grill, an Atlanta, GA based restaurant with four other locations in CT. Also, the Director of Finance and I have made progress with negotiating a comprehensive development agreement between the Town of the developer concerning the public components of the project. Furthermore, Partnership and Town staff members have been working with the State Traffic Commission (STC) to complete the agency's review of our permit application – this is the final outstanding state permit for this project.

- 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. Several committees have submitted their responses. Other committees have respectfully requested an extension and/or have indicated that their responses are forthcoming. 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.

### **Capital Projects**

- 1) Four Corners Sewer Project – during this past quarter, the Four Corners Sewer Study conducted an informational session for property owners and is planning to make a similar presentation on June 9<sup>th</sup> to the community at large. Staff has also submitted various requests to federal legislators seeking federal funding for the project.
- 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 has coordinated tours visiting consolidated elementary schools of a comparable size. At the next meeting of the Building Committee, we will debrief with the staff who participated in the site visits and tours to other schools. 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 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 has resumed and we anticipate that the project will be completed this construction season.
- 4) Middle School Fuel Conversion project – the installation of the new heating system is underway and the contractor expects to complete work in time for the next heating season. We have also begun the installation of the gas line along a portion of Maple Road, all of Davis Road and a short section of Spring Hill Road to the Middle School property. In order to keep the cost of the project within the existing budget, we scaled

back the project scope by listing some elements of the project as alternates. We have asked the state for additional funding in order to complete these alternates and the entire scope of the project.

- 5) Senior center facility use study – the architect 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 assessment. Staff is now exploring the possibility of applying for a Small Cities Community Block Grant program amendment (use of program income) 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 – the health district (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 has been focusing its resources on improving back health; improvements to back health are aimed at minimizing exposure to workers compensation claims and reducing health insurance claims. Programming continues to be developed based upon review and analysis of health insurance claims utilization, workers compensation claims, Health Risk Assessment (HRA) aggregate data, and behavioral and interest survey data. Staff is also working with Be Well to begin preparations for the annual open enrollment and health and benefits fair.
- 2) Employee benefits – staff continues to work with Milliman regarding health insurance renewal options and potential plan design possibilities. Staff has been working with Milliman, Anthem, and Region 19 to implement the negotiated health insurance plan design changes for the teachers union and non-union personnel. Changes to the noted Region 19 plans go into effect July 1, 2009. Work on the needed revisions to the 403b plans for the Mansfield Board of Education and Regional School District #19 are nearly complete; the implemented changes are compliant and pursuant to recent IRS changes regarding these plans.
- 3) Labor negotiations. We have successfully negotiated a one year contract extension with the professional-technical bargaining unit; this is the Town’s largest labor group. The extension includes a wage freeze for the upcoming year and wage concessions for steps and longevity. Management will present Council with a similar proposal for non-union employees for the upcoming fiscal year. Negotiations are nearing completion with the Public Works Union. Negotiations remain underway with the Fire union as well.
- 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 promoted Cheryl Trahan to the position of Finance Director effective July 1, 2009. A recruitment is currently underway to replace Ms. Trahan as Controller-Treasurer (her current position). Recruitment activities have been minimal as we have been leaving vacancies open when possible to achieve salary savings.
- 6) Miscellaneous training – Staff has recently attended training such as: reasonable suspicion (drug and alcohol), FOIA, Fair Housing, etc. Staff is working with the FOIA Commission to provide training on the FOIA for staff, boards, and advisory committee members. A tentative date of June 25<sup>th</sup> has been established for the training.

### 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
7-1-09	Finance Director**		5	Cheryl Trahan
<i>In Process</i>	Controller-Treasurer		6	<i>Not Yet Determined</i>
<i>In Process</i>	Fitness Specialist - PT		3	<i>Not Yet Determined</i>

\*\*Internal hire or promotion

PT - part-time

#### Finance

- 1) Budget – the Fiscal Year 2009-2010 budget was adopted at the annual town meeting, 463 in favor and 89 opposed. Throughout budget season staff prepared a number of presentations and publications as a means to disseminate information to the Council and citizens about the budget. Information was distributed to public locations and placed on the Town website. Staff developed two new publications: the Citizen's Guide to the Budget and the Budget-in-Brief mailer.

**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 is nearing completion.

The Town is exploring the possibility of using program income funds to: make accessibility improvements to a family changing room at the Community Center; make repairs to the Senior Center roof; and to provide an emergency rehab loan to a local property owner with a failing septic system. The Town is also exploring the feasibility of applying for a small cities grant during the 2009 competitive process for funds to pay for infrastructure projects or the housing rehabilitation loan program.

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	\$2.25 Million
10/14/08	Discovery Depot	Child & Adult Food Care Grant	CT Department of Education	Awarded	\$32,900
10/14/08	Public Works	Alternative Fuel Vehicle Grant	CT Department of Public Transportation	Awarded	\$6,200
<b>Total Grant Funds Awarded YTD 2008:</b>					<b>\$399,140</b>

### **Land Management and Open Space Acquisition**

- 1) The Town Council has authorized the acquisition of the Dorwart property, the Moss Sanctuary and Mansfield Recreation Park (Lions club). We have completed the closings on the Dorwart and Mansfield Recreation Park parcels, and are finalizing the acquisition of Moss Sanctuary.

### **Legal**

- 1) Amendments to Special Police Services Ordinance (to be renamed Special Public Safety Services Ordinance) – at staff's recommendation, the Town Council has scheduled a second public hearing to solicit public regarding the proposed amendments to the ordinance.
- 2) Amendments to Mansfield Housing Code – the Town Council recently approved recommended amendments to the housing code to adjust the septic service schedule from two to four years.
- 3) An Ordinance Establishing a Fee Schedule for Fire Prevention Services – the Town Council has adopted the proposed ordinance.
- 4) An Ordinance for Obtaining Goods and Services – the Town Council continues its review of the proposed ordinance.

### **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 April. In April, the Safety and Wellness Committee reviewed and discussed an in depth health insurance claims utilization analysis. The group discussed the relationship between wellness and claims utilization.

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
<b>Complaints investigated:</b>														
phone calls	212	223	196	162	171	171	141	147	159				1582	1673
road calls	25	30	21	18	14	24	18	16	14				180	174
dog calls	92	123	90	71	77	64	63	78	72				728	858
cat calls	76	71	74	68	75	74	49	48	63				598	548
wildlife calls	17	7	7	4	4	5	8	5	7				64	54
Notices to license issued	10	18	8	14	4	3	6	5	5				73	98
Warnings to license issued	4	374	69	8	4	5	56	0	2				522	324
General warnings issued	3	8	4	2	0	3	3	8	5				36	30
Infractions issued	1	0	0	2	1	0	2	1	0				7	27
Notices to neuter issued	0	10	3	0	0	3	1	1	0				18	8
Dog bite quarantines	2	1	1	3	2	1	2	0	0				12	9
Dog strict confinement	0	0	0	0	0	1	0	0	0				1	0
Cat bite quarantines	0	1	0	0	0	0	0	1	1				3	3
Cat strict confinement	0	0	0	0	0	0	0	0	1				1	0
Dogs on hand at start of month	5	2	5	4	6	2	2	4	4				34	37
Cats on hand at start of month	11	30	24	16	18	8	6	10	7				130	96
Impoundments	39	27	27	28	18	22	19	14	21				215	204
<b>Dispositions:</b>														
Owner redeemed	8	6	13	6	9	7	4	4	8				65	49
Sold as pets-dogs	3	3	2	3	2	3	0	2	4				22	47
Sold as pets-cats	10	18	18	14	18	12	7	9	11				117	109
Sold as pets-other	0	0	0	0	0	0	0	0	0				0	0
Total destroyed	2	3	3	1	3	2	2	2	3				21	22
Road kills taken for incineration	1	0	1	0	1	1	0	1	1				6	10
Euthanized as sick/unplaceable	1	3	2	1	2	1	2	1	2				15	12
<b>Total dispositions</b>	<b>23</b>	<b>30</b>	<b>35</b>	<b>24</b>	<b>32</b>	<b>24</b>	<b>13</b>	<b>17</b>	<b>26</b>				<b>224</b>	<b>227</b>
Dogs on hand at end of month	2	5	4	6	2	2	4	4	1				30	35
Cats on hand at end of month	30	24	16	18	8	6	10	7	5				124	75
<b>Total fees collected</b>	<b>\$984</b>	<b>\$1,259</b>	<b>\$ 1,373</b>	<b>\$ 924</b>	<b>\$ 1,048</b>	<b>\$ 513</b>	<b>\$ 301</b>	<b>\$581</b>	<b>\$ 749</b>				<b>\$7,732</b>	<b>\$ 8,266</b>

Scotland dogs FY 08/09 to date  
Hampton dogs FY 08/09 to date

12                      Total                      12  
0

**TOWN OF MANSFIELD**  
DEPARTMENT OF BUILDING AND HOUSING INSPECTION



Michael E. Nintean, CBO MCP, Director

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

**Quarterly Report, Housing**

**January 1, 2009 – March 31, 2009**

**A) Activity:**

- The certificate fees for this quarter totaled \$10,800.00 this figure represents a 33% increase from the same quarter last year. (Please see attached report for detailed information.)
- Landlord registration fees collected totaled \$225.00 this represents a 64% decrease from the third quarter last year. The department received \$60.00 for 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 217 inspections were conducted during the quarter of which 130 were certificate inspections. This represents a 12% increase for total inspections from the same quarter last year. These inspections resulted in 110 certificates being issued and 102 violation orders. This represents an increase of 212% and 19% respectively. The violation orders resulted in 17 waivers pending correction being issued which represents a 6% increase. (Please see enclosed reports for detailed information.)
- The department began to track various sub-categories for statistical analysis. This is the third quarter this information is available so there is not enough data available for comparison at this time. The reports are attached for review. Comparison will begin when 1 year of data is available. The department observed 398 individual code violations of which 216 were considered life safety issues and 182 were general code violations.
- The department responded to 7 complaints during this quarter. This represents a 57% decrease from the same quarter last year. The department referred 2 matters to other Town departments for possible action, which represents a 400% 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 3 courtesy door hangers, no warnings and one \$90 citations as a result of these patrols.

**B) Plans for Next Quarter:**

- Begin using the "Microsoft Access" database to track all department activity;
- Maintain the original database for the Implementation Schedule and the Landlord Registry until we are certain the new system is working properly;
- 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;
- Maintain tracking spread sheet for specifics related to inspections including, types of violations and structures in which they occur;
- Implement change in housing code sewer provisions if adopted by the Town Council;

**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. When building activity increases we will have a hard time keeping up with the associated workload because my limited staff will need to be assigned building projects as well as housing enforcement.
- Starting July 1, 2009 we will not be able to maintain our scheduled blight patrols at the current rate and will find it difficult to adopt any additional duties that may arise from the work of the Community Quality of Life Committee.
- I envision having to cut my department's involvement with local committees such as the Mansfield Community Campus Partnership including but not limited to spring and fall site visits to student housing and attendance at monthly meetings. The ability to maintain proper training is also a concern because of other budgetary restraints (cost of classes / spending freeze / staff availability).

- As previously stated I think we are cutting to an absolute minimum and when the economy improves or if any of the larger projects such as the Downtown, Ponde Place or the Assisted Living units begin we will need to increase staff hours quickly for plan review and inspections. Any protracted court cases for housing issues would also strain the department's ability to provide service.
- It remains my hope that the recent cuts, though necessary, be considered as temporary and that the part-time inspectors hours be increased to a minimum of 25 hours per week as soon as possible. The budgeted amount represents a net loss of 20.5 hours per week compared to current staff levels. I am concerned that at the proposed 15 hours per week budgeted, the current inspector may look elsewhere for employment. It would be a shame to lose a valuable employee that we have 2 years of training invested.
- I expect the new database to help with administration however the inspectors are finding their administrative tasks difficult. I have had to increase my supervision of administrative duties since the loss of the full-time administrative aid for the department. The tasks that were conducted by one employee are now spread among four which has been disruptive to continuity and efficiency. I request that some additional hours be reinstated when the Town's financial outlook improves.



**TOWN OF MANSFIELD  
HOUSING FEES RECEIVED  
3RD QUARTER - 08-09**

PERIOD: 3rd QUARTER (January - March 2009)

TOTALS FOR 3RD QUARTER								
	Jan	Feb	Mar	Totals	January	February	March	3RD QTR TOTALS
<b>TOTALS:</b>	14	17	57	88	\$ 1,835.00	\$ 1,740.00	\$ 7,600.00	\$ 11,175.00
	# OF FEES ASSESSED				FEE			TOTALS
TYPE	Jan	Feb	Mar	Totals	January	February	March	3RD QTR TOTALS
Blight	0	0	1	1	\$ -	\$ -	\$ 90.00	\$ 90.00
Certificate Violations	0	0	0	0	\$ -	\$ -	\$ -	\$ -
Change of Address	1	4	1	6	\$ 10.00	\$ 40.00	\$ 10.00	\$ 60.00
Landlord Registration	1	2	6	9	\$ 25.00	\$ 50.00	\$ 150.00	\$ 225.00
Non Pay Filing Fee	0	0	0	0	\$ -	\$ -	\$ -	\$ -
<b>TOTALS:</b>	2	6	8	16	\$ 35.00	\$ 90.00	\$ 250.00	\$ 375.00
	# ISSUED				FEE			TOTALS
TYPE	Jan	Feb	Mar	Totals	January	February	March	3RD QTR TOTALS
Certificate Fee	12	11	49	72	\$ 1,800.00	\$ 1,650.00	\$ 7,350.00	\$ 10,800.00
Code Books	0	0	0	0	\$ -	\$ -	\$ -	\$ -
<b>TOTALS:</b>	12	11	49	72	\$ 1,800.00	\$ 1,650.00	\$ 7,350.00	\$ 10,800.00

\*\* FEES FOR COPIES NOT INCLUDED

**HOUSING INSPECTION REPORT**  
**MONTH OF March, 2009**

Street #	Property Address	Complex	Type	Inspections	Violations	Referral	Waiver(s)	Complaints	Notes	Penalty Notice	\$\$ Accrued	State Prosecutor
74A	Baxter Road	Renwood	APT	1	0							
74B	Baxter Road	Renwood	APT	1	0							
74C	Baxter Road	Renwood	APT	1	0							
74D	Baxter Road	Renwood	APT	1	0							
22A	Cornell Rd	Renwood	APT	1	0							
22C	Cornell Rd	Renwood	APT	1	0							
22D	Cornell Rd	Renwood	APT	1	0							
197	North Eagleville Rd		SFD				1					
222	North Eagleville Rd		SFD				1					
213	North Eagleville Rd		SFD				1					
219	North Eagleville Rd		SFD				1					
148	Hunting Lodge Rd		SFD				1					
146	Hunting Lodge Rd		SFD				1					
209	North Eagleville Rd		SFD				1					
160B	Storrs Rd		SFD				1					
16A	Flahevy Rd		TFD	1					if two tax- zoning issue			
18B	Flahevy Rd		TFD	1								
156B	Storrs Rd		SFD				1					
39A	Dartmouth Road	Renwood	APT	1	1							
39B	Dartmouth Road	Renwood	APT	1	0							
39C	Dartmouth Road	Renwood	APT	1	1							
39D	Dartmouth Road	Renwood	APT	1	1							
74C	Baxter Road	Renwood	APT	1	1							
661A	Middle Tomoke		TFD	1								
661B	Middle Tomoke		TFD	1								
2A	Yale Rd	Renwood	APT	1	0							
2B	Yale Rd	Renwood	APT	1	1							
2C	Yale Rd	Renwood	APT	1	0							
2D	Yale Rd	Renwood	APT	1	0							
105A	Wilmington Hill Road		TFD	1					RS			
105B	Wilmington Hill Road		TFD	1					RS			
8A	Yale Rd	Renwood	APT	1	0							
8B	Yale Rd	Renwood	APT	1	1							
8C	Yale Rd	Renwood	APT	1	1							
8D	Yale Rd	Renwood	APT	1	0							
105	Hunting Lodge Rd		SFD	1	1				B/P Citation issued			
28B	Cornell Rd	Renwood	APT	1	0							
28C	Cornell Rd	Renwood	APT	1	0							
29D	Cornell Rd	Renwood	APT	1	0							
141	Moulton Rd		SFD	1	0							
133	Moulton Rd		SFD	1	0							
16A	Yale Rd	Renwood	APT	1	0							
16B	Yale Rd	Renwood	APT	1	0							
19C	Yale Rd	Renwood	APT	1	0							
16D	Yale Rd	Renwood	APT	1	0							
209	Birch Rd		SFD	1	0							
8A	Dartmouth Road	Renwood	APT	1	0							
8B	Dartmouth Road	Renwood	APT	1	0							
8D	Dartmouth Road	Renwood	APT	1	0							
1909A	Storrs Rd		TFD	1	1		1		Septic needed at reinspection			
1909B	Storrs Rd		TFD	1	1		1		Septic needed at reinspection			
105A	Wilmington Hill Road		SFD	1	0							
105B	Wilmington Hill Road		SFD	1	0							
14C	College Park Rd		Condo	1	1							
39A	Birch Rd	Clubhouse	APT	1	0							
39B	Birch Rd	Clubhouse	APT	1	1							
39C	Birch Rd	Clubhouse	APT	1	1							
39D	Birch Rd	Clubhouse	APT	1	1							
105	Hunting Lodge Rd		SFD	1	0				Citation Paid			
33A	Cornell Rd	Renwood	APT	1	0							
33B	Cornell Rd	Renwood	APT	1	0							
33C	Cornell Rd	Renwood	APT	1	0							
33D	Cornell Rd	Renwood	APT	1	0							
17B	Dartmouth Road	Renwood	APT	1	0							
85	Lymwood Drive		SFD	1	1				Violations remaining			
28B	Cornell Rd	Renwood	APT	1	0				No valid code violation/civil matter			
7B	Meadowood Road		SFD	0	0						1	
8A	College Park Rd		Condo	0	0						1	
12A	Clubhouse	Clubhouse	APT	1	1							
12C	Clubhouse	Clubhouse	APT	1	0							
12D	Clubhouse	Clubhouse	APT	1	0							
39B	Birch Rd	Clubhouse	APT	1	0							
35A	Birch Rd	Clubhouse	APT	1	0							
35B	Birch Rd	Clubhouse	APT	1	1							
35C	Birch Rd	Clubhouse	APT	1	1							
35D	Birch Rd	Clubhouse	APT	1	0							
12B	Clubhouse	Clubhouse	APT	1	1							
12A	Dartmouth Road	Renwood	APT	1	0							
12C	Dartmouth Road	Renwood	APT	1	0							
12D	Dartmouth Road	Renwood	APT	1	0							
28A	Dartmouth Road	Renwood	APT	1	0							
28B	Dartmouth Road	Renwood	APT	1	0							
28C	Dartmouth Road	Renwood	APT	1	0							
28D	Dartmouth Road	Renwood	APT	1	0							
7A	Clubhouse	Clubhouse	APT	1	1							
7B	Clubhouse	Clubhouse	APT	1	0							
7C	Clubhouse	Clubhouse	APT	1	0							
7D	Clubhouse	Clubhouse	APT	1	0							
14C	College Park Rd		Condo	1	0							
1909A	Storrs Rd		TFD	1	0				Septic report given			
1909B	Storrs Rd		TFD	1	0				Septic report given			
TOTALS				82	12	0	11	0				
NOTES												
(1) all citations, complaints and rental status site reviews plus related misconnections 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												
Door Hanger		Notice	Citation									
TOTALS		0	1									
Derek A. Debus												



**HOUSING INSPECTION REPORT  
MONTH OF JANUARY, 2009**

Street #	Property Address	Complex	Type	Inspections	Violations	Referral	Waiver(s)	Complaints	Notes
15 B	Baxter Road		TFD	1	1				
70	Daleville Rd		SFD	1	1				
1641A	Stors Rd		TFD	1	1				
1641B	Stors Rd		TFD	1	1				
555	Middle Turnpike		SFD	1	1				
1584	Stors Road		SFD	1	0				
50	Birch Road		SFD	1	0				
1059	Stors Road		SFD	1	0				Re Inspection
14	Westwood Rd		SFD	1	1				
32	Chaffeeville Road		TFD				1		
15A	Baxter Road		TFD	1	0				
15B	Baxter Road		TFD	1	0				
204	N. Eagleville Road		TFD	1	1				
20B	N. Eagleville Road		TFD	1	1				
111A	Wilmington Hill Road		TFD	1	1				
111B	Wilmington Hill Road		TFD	1	1				
233	Hunting Lodge Rd		SFD	1	0				
14	Westwood Road		SFD	1	0				
50	Birch Road		SFD	1	1			1	
50	Birch Road		SFD	1	0				Re Inspection
2B	Yale Road		Apartment	1	0			1	Re Inspection
146	Hunting Lodge Rd		SFD	1	1				
148	Hunting Lodge Rd		SFD	1	1				
1641 A	Stors Rd		TFD	1	0				
1641 B	Stors Rd		TFD	1	0				
1630	Stors Rd		SFD	1	0				No Right of Entry
180	Hunting Lodge Rd		SFD	1	1				
111A	Wilmington Hill Road		TFD	1	0				
134	Hunting Lodge Rd		SFD	1	1				
78	Meadowood Road		SFD	1	0				No Right of Entry
134	Hunting Lodge Rd		SFD	1	0				
661A	Middle Turnpike		TFD	1	1				
661B	Middle Turnpike		TFD	1	1				
1630	Stors Rd		SFD	1	1				
661A	Middle Turnpike		TFD				1		expires 2/24/09
661B	Middle Turnpike		TFD				1		expires 2/24/09
1630	Stors Rd		SFD			1			Zoning over 4 tenants
160	Birch Road		SFD	1					
74 A	Baxter Road		APT	1	1				
74 B	Baxter Road		APT	1	1				
74 C	Baxter Road		APT	1	1				
74 D	Baxter Road		APT	1	1				
78	Meadowood Road		SFD	1	1	1			Zoning over 4 tenants
160B	Stors Rd		SFD	1	1				
203	N. Eagleville Road		SFD	1	1				
18A	Flaherty Rd		TFD	1	0				Storm N/S
18B	Flaherty Rd		TFD	1	0				Storm N/S
11	Flaherty Rd		SFD	1	0			1	
10C	College Park		APT	1	0			1	
<b>TOTALS</b>				46	25	2	3	4	
<b>NOTES</b>									
(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									
<b>Blight / Litter Ticket System</b>									
	<b>Door Hanger</b>		<b>Notice</b>	<b>Citation</b>					
<b>TOTALS</b>	0		0	0					
Derek A. Debus									



**HOUSING INSPECTION REPORT**  
**MONTH OF FEBRUARY, 2009**  
**- Brad Freeman, Code Enforcement Officer -**

Street #	Property Address	Complex	Type	Inspections	Violations	Referral	Waiver(s)	Complaints	Notes	Penalty Notice	\$\$ Accrued	State Prosecutor
168	Birch Road		SFD	2	2							
36A	Wilmington Hill Road		Duplex	1	0							
36B	Wilmington Hill Road		Duplex	1	0							
40A	Wilmington Hill Road		Duplex	1	0							
40B	Wilmington Hill Road		Duplex	1	0							
33A	Cornell Road	Renwood	Apt	1	1							
33B	Cornell Road	Renwood	Apt	1	1							
33C	Cornell Road	Renwood	Apt	1	1							
33D	Cornell Road	Renwood	Apt	1	1							
28A	Dartmouth Road	Renwood	Apt	1	1							
28B	Dartmouth Road	Renwood	Apt	1	1							
28C	Dartmouth Road	Renwood	Apt	1	1							
28D	Dartmouth Road	Renwood	Apt	1	1							
1002	Starford Road		SFD	1	1							
65	Lynwood Drive		SFD	1	1							
3A	College Park	College Park	Condo							3	\$1,500.00	
<b>TOTALS</b>				<b>16</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>3</b>	<b>\$1,500.00</b>	
<b>NOTES</b>												
(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												
<b>Blight / Litter Ticket System</b>												
				<b>Door Hanger</b>	<b>Notice</b>	<b>Citation</b>						
<b>TOTALS</b>				<b>1</b>								



HOUSING CODE VIOLATION TRACKING SYSTEM  
 - Brad Freeman, Code Enforcement Officer -  
 MONTH OF MARCH, 2009

Street #	Location of Property	Complex	Single Family	Two-Family	Three-Family	Multi-Family	Apartment	Condo	Orig. Insp. Date	300 - 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
36A	Dartmouth Road	Renwood					1		3/3/09				1		2	2	0	1				
36C	Dartmouth Road	Renwood					1		3/3/09	4	2	2			7	3	5	1				
36D	Dartmouth Road	Renwood					1		3/3/09	2		1	4		7	5	2	1				
16B	ICornell Road	Renwood					1		3/3/09						0	0	0					1
16D	Cornell Road	Renwood					1		3/3/09						0	0	0					1
15A	Yale Road	Renwood					1		3/10/09						0	0	0					
15B	Yale Road	Renwood					1		3/10/09	2			1		3	1	2	1				
15C	Yale Road	Renwood					1		3/10/09	3			1		4	1	3	1				
15D	Yale Road	Renwood					1		3/10/09	4				1	5	2	3	1				
1444A	Stafford Road	Duplex		1					3/9/09						0	0	0			1		
233	Hunting Lodge Road		1						3/30/09						0	0	0					1
TOTALS			1	1	0	0	8	0		15	2	4	7	1	0	29	14	16	7	1	0	3



HOUSING CODE VIOLATION TRACKING SYSTEM  
 - Brad Freeman, Code Enforcement Officer -  
 MONTH OF JANUARY, 2009

Street #	Location of Property	Complex	Single Family	Two-Family	Three-Family	Multi-Family	Apartment	Condo	Orig. Insp. Date	300 - 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-Inspection Abatement
36A	Wilmington Hill Road			1					1/28/09	3		1	2	4		10	4	8	1			
36B	Wilmington Hill Road			1					1/28/09				2	2		4	2	2	1			
40A	Wilmington Hill Road			1					1/28/09				4			4	2	2	1			
40B	Wilmington Hill Road			1					1/28/09	1		1	4			6	4	4	1			
84A	Baxter Road	Renwood					1		1/28/09				2			2	2	0	1			
84B	Baxter Road	Renwood					1		1/28/09	2			1			3	1	2	1			
84C	Baxter Road	Renwood					1		1/28/09				3			3	2	1	1			
84D	Baxter Road	Renwood					1		1/28/09	2				2		4	2	2	1			
TOTALS			0	4	0	0	4	0		8	0	2	18	8	0	36	19	17	6	0	0	0

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**TOWN OF MANSFIELD**  
DEPARTMENT OF BUILDING AND HOUSING INSPECTION



Michael E. Ninteau, CBO MCP, Director

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

**Quarterly Report, Building**

**January 1, 2009 – March 31, 2009**

**A) Activity:**

- The department continued to issue permits for building activities. A total of 98 permits were issued in the third quarter. During the third quarter of last fiscal year 133 permits were issued. This indicates a 36% decrease in the number of permits issued compared to the same quarter last fiscal year. Issued permit fees this quarter totaled \$13,215 compared to \$28,091 for the same period last fiscal year, which indicates a 213% decrease. (Please see attached report for detailed information.)
- The department continued to inspect projects at various stages of construction. A total of 439 inspections were conducted during 252 site visits. This reflects a decrease of 35% for inspections and 24% 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 332 open permits. This represents a 6% decrease from the same quarter last year.
- The department issued 115 certificates of occupancy or approval for various types of completed projects. This reflects a 17 % decrease from the same quarter last year.
- We processed 69 follow-up letters for dormant open permits and as a result revoked no permits. This represents a 10% increase and a decrease from 5 permits revoked during 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.
- Prepared to initiate use of a "Microsoft Access" database.

## **B) Plans For Next Quarter**

- Continue normal building department permitting and inspection activities;
- Implement use of "Access" database;
- Attend required training seminars;
- Prepare documents for State mandated education fund increase from .18 to .22;
- Monitor status of proposed changes in Building code expected to be adopted in July 2009;
- Continue to monitor compliance with the Town's FOG ordinance;
- Monitor installation of storable pools without permits and issue press release to inform public of code requirements regarding the installation;

## **C) Open Projects:**

- There are 15 single-family homes presently under construction. This is a 33% decrease from the third quarter last year. The condominiums at Freedom Green currently have 16 units under construction. This is a 6% decrease from the same quarter last year. Residential remodeling activity was slow as a result of normal seasonal and economic factors. We currently have 5 projects of various types in the plan review stage. This includes 2 single-family dwellings. The permit has been issued to replace the heat at the middle school. A major renovation project to increase accessibility at the Storrs Congregational Church has begun. The installation of sprinklers and egress windows at Juniper Hill Village are nearing completion. The replacement of the Gibbs gasoline station and convenience store is pending. A permit for an addition to the motor cycle shop at 213 Stafford Road is approximately 40% complete.

## **D) Other Issues:**

- As a result of proposed budget cuts I anticipate that we will not be able to maintain our policy of providing inspections within 24 hours of request. I also believe plan reviews will be delayed and we may not be available to answer the public's questions as quickly, both in person and on the telephone.
- We may be required to cut our training time to the statutorily required minimum to maintain our licenses. The ability to maintain proper training is also a concern because of other budgetary restraints (cost of classes / spending freeze / staff availability). I can not overstate the importance of maintaining staff knowledge regarding new code and standards. If training opportunities are missed public safety will be negatively affected in the future.



**TOWN OF MANSFIELD  
BUILDING PERMITS ISSUED  
3RD QUARTER - 08-09**

PERIOD: 3rd QUARTER (January - March 2009) TOTAL PERMITS ISSUED: 98 TOTAL FINES ISSUED: 4

**OVERALL TOTALS FOR 3RD QUARTER**

TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTAL FOR 3RD QUARTER		
	Jan	Feb	Mar	Totals	January	February	March	January	February	March	January	February	March	Value	Permit Fee	Ed Fee
RESIDENTIAL PERMITS:	22	26	34	82	\$ 124,127.00	\$ 89,270.00	\$497,797.00	\$ 1,687.50	\$ 1,300.00	\$ 6,412.50	\$ 23.40	\$ 17.46	\$ 91.26	\$ 711,194.00	\$ 9,400.00	\$132.12
COMMERCIAL PERMITS:	6	1	9	16	\$ 139,700.00	\$ 12,000.00	\$112,476.00	\$ 1,982.50	\$ 174.00	\$ 1,658.50	\$ 25.38	\$ 2.16	\$ 20.16	\$ 264,176.00	\$ 3,815.00	\$ 47.70
<b>TOTALS:</b>	<b>28</b>	<b>27</b>	<b>43</b>	<b>98</b>	<b>\$ 263,827.00</b>	<b>\$ 101,270.00</b>	<b>\$ 610,273.00</b>	<b>\$ 3,670.00</b>	<b>\$ 1,474.00</b>	<b>\$ 8,071.00</b>	<b>\$ 48.78</b>	<b>\$ 19.62</b>	<b>\$111.42</b>	<b>\$ 975,370.00</b>	<b>\$ 13,215.00</b>	<b>\$179.82</b>

TYPE	# OF FINES ISSUED				FINE AMOUNT ASSESSED		
	Jan	Feb	Mar	Totals	January	February	March
RESIDENTIAL PERMITS:	1	0	0	1	\$ 250.00	\$ -	\$ -
COMMERCIAL PERMITS:	0	0	3	3	\$ -	\$ -	\$ 750.00
<b>TOTALS:</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>\$ 250.00</b>	<b>\$ -</b>	<b>\$ 750.00</b>

**RESIDENTIAL & COMMERCIAL BREAKDOWN**

TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTALS FOR 3RD QUARTER		
	Jan	Feb	Mar	Totals	January	February	March	January	February	March	January	February	March	Value	Permit Fee	Ed Fee
Building	10	14	20	44	\$ 183,675.00	\$ 69,920.00	\$ 479,018.00	\$ 2,612.50	\$ 975.00	\$ 6,226.00	\$ 33.48	\$ 13.50	\$ 87.30	\$ 732,613.00	\$ 9,813.50	\$ 134.28
Electrical	4	5	9	18	\$ 8,500.00	\$ 4,850.00	\$ 26,000.00	\$ 143.50	\$ 100.00	\$ 380.50	\$ 1.62	\$ 1.08	\$ 4.86	\$ 39,350.00	\$ 624.00	\$ 7.56
HVAC	9	6	9	24	\$ 57,698.00	\$ 13,700.00	\$ 94,630.00	\$ 764.00	\$ 200.00	\$ 1,281.50	\$ 10.80	\$ 2.70	\$ 17.64	\$ 166,028.00	\$ 2,245.50	\$ 31.14
Plumbing	3	2	3	8	\$ 6,200.00	\$ 12,800.00	\$ 5,625.00	\$ 50.00	\$ 199.00	\$ 108.00	\$ 1.44	\$ 2.34	\$ 1.26	\$ 24,625.00	\$ 357.00	\$ 5.04
Solid Fuel App	2	0	0	2	\$ 7,754.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 1.44	\$ -	\$ -	\$ 7,754.00	\$ 100.00	\$ 1.44
Pool	0	0	1	1	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ 0.36	\$ 1,500.00	\$ 25.00	\$ 0.36
Demolition	0	0	1	1	\$ -	\$ -	\$ 3,500.00	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 50.00	\$ -
Change of Use	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sign	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inspection Only	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solar PV	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FOG	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PERMITS:</b>	<b>28</b>	<b>27</b>	<b>43</b>	<b>98</b>	<b>\$ 263,827.00</b>	<b>\$ 101,270.00</b>	<b>\$ 610,273.00</b>	<b>\$ 3,670.00</b>	<b>\$ 1,474.00</b>	<b>\$ 8,071.00</b>	<b>\$ 48.78</b>	<b>\$ 19.62</b>	<b>\$ 111.42</b>	<b>\$ 975,370.00</b>	<b>\$ 13,215.00</b>	<b>\$ 179.82</b>

**RESIDENTIAL PERMIT BREAKDOWN**

TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTALS FOR 3RD QUARTER		
	Jan	Feb	Mar	Total	January	February	March	January	February	March	January	February	March	Value	Permit Fee	Ed Fee
SFD	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Condominium	0	0	1	1	\$ -	\$ -	\$ 237,807.00	\$ -	\$ -	\$ 2,975.00	\$ -	\$ -	\$ 42.84	\$ 237,807.00	\$ 2,975.00	\$ 42.84
Addition	0	1	0	1	\$ -	\$ 13,500.00	\$ -	\$ -	\$ 175.00	\$ -	\$ -	\$ 2.52	\$ 13,500.00	\$ 175.00	\$ 2.52	
Alteration	8	10	6	24	\$ 42,675.00	\$ 41,995.00	\$ 38,830.00	\$ 600.00	\$ 600.00	\$ 525.00	\$ 8.10	\$ 8.10	\$ 7.38	\$ 123,500.00	\$ 1,725.00	\$ 23.58
Roof	1	3	3	7	\$ 16,000.00	\$ 14,425.00	\$ 20,800.00	\$ 200.00	\$ 200.00	\$ 262.50	\$ 2.88	\$ 2.88	\$ 3.78	\$ 51,225.00	\$ 662.50	\$ 9.54
Deck	0	0	1	1	\$ -	\$ -	\$ 800.00	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ 0.18	\$ 800.00	\$ 25.00	\$ 0.18
OWF	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shed	0	0	1	1	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ 0.18	\$ 300.00	\$ 25.00	\$ 0.18
Solid Fuel App	2	0	0	2	\$ 7,754.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 1.44	\$ -	\$ -	\$ 7,754.00	\$ 100.00	\$ 1.44
Siding	0	0	3	3	\$ -	\$ -	\$ 6,050.00	\$ -	\$ -	\$ 87.50	\$ -	\$ -	\$ 1.26	\$ 6,050.00	\$ 87.50	\$ 1.26
Electrical	2	5	7	14	\$ 5,000.00	\$ 4,850.00	\$ 17,000.00	\$ 75.00	\$ 100.00	\$ 250.00	\$ 0.90	\$ 1.08	\$ 3.24	\$ 26,850.00	\$ 425.00	\$ 5.22
HVAC	7	6	7	20	\$ 50,698.00	\$ 13,700.00	\$ 60,850.00	\$ 662.50	\$ 200.00	\$ 800.00	\$ 9.54	\$ 2.70	\$ 11.34	\$ 125,248.00	\$ 1,662.50	\$ 23.58
Plumbing	2	1	1	4	\$ 2,000.00	\$ 800.00	\$ 1,800.00	\$ 50.00	\$ 25.00	\$ 25.00	\$ 0.54	\$ 0.18	\$ 0.36	\$ 4,600.00	\$ 100.00	\$ 1.08
Pool	0	0	1	1	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ 0.36	\$ 1,500.00	\$ 25.00	\$ 0.36
Demolition	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inspection Only	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solar PV	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Manufactured Home	0	0	1	1	\$ -	\$ -	\$ 5,800.00	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ 1.08	\$ 5,800.00	\$ 75.00	\$ 1.08
Garage	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Foundation Only	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	0	0	2	2	\$ -	\$ -	\$ 106,260.00	\$ -	\$ -	\$ 1,337.50	\$ -	\$ -	\$ 19.26	\$ 106,260.00	\$ 1,337.50	\$ 19.26
<b>Total Residential:</b>	<b>22</b>	<b>26</b>	<b>34</b>	<b>82</b>	<b>\$ 124,127.00</b>	<b>\$ 89,270.00</b>	<b>\$ 497,797.00</b>	<b>\$ 1,687.50</b>	<b>\$ 1,300.00</b>	<b>\$ 6,412.50</b>	<b>\$ 23.40</b>	<b>\$ 17.46</b>	<b>\$ 91.26</b>	<b>\$ 604,934.00</b>	<b>\$ 8,062.50</b>	<b>\$ 112.86</b>

**COMMERCIAL PERMIT BREAKDOWN**

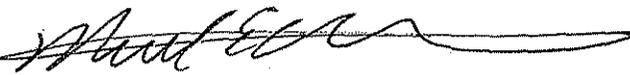
TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTALS FOR 3RD QUARTER		
	Jan	Feb	Mar	Total	January	February	March	January	February	March	January	February	March	Value	Permit Fee	Ed Fee
New	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Addition	1	0	0	1	\$ 125,000.00	\$ -	\$ -	\$ 1,812.50	\$ -	\$ -	\$ 22.50	\$ -	\$ -	\$ 125,000.00	\$ 1,812.50	\$ 22.50
Alteration	0	0	2	2	\$ -	\$ -	\$ 62,371.00	\$ -	\$ -	\$ 913.50	\$ -	\$ -	\$ 11.34	\$ 62,371.00	\$ 913.50	\$ 11.34
Roof	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	2	0	2	4	\$ 3,500.00	\$ -	\$ 9,000.00	\$ 68.50	\$ -	\$ 130.50	\$ 0.72	\$ -	\$ 1.62	\$ 12,500.00	\$ 199.00	\$ 2.34
HVAC	2	0	2	4	\$ 7,000.00	\$ -	\$ 33,780.00	\$ 101.50	\$ -	\$ 481.50	\$ 1.26	\$ -	\$ 6.30	\$ 40,780.00	\$ 583.00	\$ 7.56
Plumbing	1	1	2	4	\$ 4,200.00	\$ 12,000.00	\$ 3,825.00	\$ -	\$ 174.00	\$ 83.00	\$ 0.90	\$ 2.16	\$ 20,025.00	\$ 257.00	\$ 3.96	
Sign	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition	0	0	1	1	\$ -	\$ -	\$ 3,500.00	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 50.00	\$ -
Other i.e. Fire	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Change Of Use	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solar PV	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FOG	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Commercial:</b>	<b>6</b>	<b>1</b>	<b>9</b>	<b>16</b>	<b>\$ 139,700.00</b>	<b>\$ 12,000.00</b>	<b>\$ 112,476.00</b>	<b>\$ 1,982.50</b>	<b>\$ 174.00</b>	<b>\$ 1,658.50</b>	<b>\$ 25.38</b>	<b>\$ 2.16</b>	<b>\$ 20.16</b>	<b>\$ 264,176.00</b>	<b>\$ 3,815.00</b>	<b>\$ 47.70</b>

# Monthly Inspection Report

## January 2009

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	74	46	561	78
Electrical Inspections	50	45	398	46
Plumbing Inspections	34	25	236	45
Heating Inspections	33	22	224	37
Miscellaneous	5	11	63	8
Total Inspections	196	149	1482	214
Final Inspections	60	32	390	

Note: Totals with (4) inspectors

Submitted By:   
\_\_\_\_\_

Michael E. Nintean

# Monthly Inspection Report

## February 2009

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	46	62	623	66
Electrical Inspections	45	43	441	46
Plumbing Inspections	25	28	264	23
Heating Inspections	22	21	245	17
Miscellaneous	11	7	70	9
Total Inspections	149	161	1643	161
Final Inspections	32	45	435	

Note: Totals with (4) inspectors

Submitted By: \_\_\_\_\_

Michael E. Nintean

# Monthly Inspection Report

## March 2009

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	62	50	673	90
Electrical Inspections	43	32	473	47
Plumbing Inspections	28	24	288	44
Heating Inspections	21	14	259	31
Miscellaneous	7	9	79	7
Total Inspections	161	129	1772	219
Final Inspections	45	38	473	

Note: Totals with (4) inspectors

Submitted By: 

Michael E. Nintean

TOWN OF MANSFIELD  
MANSFIELD PUBLIC SCHOOLS  
DEPARTMENT OF FACILITIES MAINTENANCE



William D. Hammon, Building Maintenance Director

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

**Quarterly Report**

**January 1, 2009 ~ March 31, 2009**

**A. Completed Activities:**

1. Completed installation of co-gen at Mansfield Community Center (MCC); now waiting for final permit from CL&P.
2. Awarded contract for Mansfield Middle School (MMS) heating system to Nutmeg Contractors.
3. Continue to evaluate possible sites for a large grammar school.
4. Replaced old refrigerators in town buildings with new energy efficient models.
5. Energy use information (graphs) at all town buildings is now available on the Facilities Management webpage.
6. Continue to replace malfunctioning heating controls in all town buildings.
7. Received bids on A/C equipment for Daycare center.
8. All state mandated asbestos plan books and files have been updated.
9. The Energy Policy has been drafted and accepted by the town.
10. Have established that we can complete fire extinguisher inspections by getting staff certified.
11. Have integrated staff at MCC into our work force.
12. Have clarified the call in procedure for all employees.
13. Have adjusted the town's portable generated for use at all town buildings.
14. Completed approximately 215 work orders.

**B. Plans for this quarter:**

1. Work with Dept. of Environmental Protection (DEP) to determine a septic system site for a new large grammar school.
2. Monitor contractor at MMS for heating system project.
3. Complete final paperwork on well systems.
4. Rebuild a list of substitute custodians.
5. Continue to replace malfunctioning heating controls in all buildings.
6. Install washer and dryer at Maintenance Shop for cost savings.
7. Continue to investigate more in-house inspections to replace the hiring of outside contractors.
8. Set up contract with Energy New England to establish an up and running rebate program.
9. Have some of our staff trained for the operation and service of Allerton heat controls.
10. Establish complete operations of systems purchased with security grant money.

William D. Hammon, Director

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**INTER**

**OFFICE**

**MEMO**

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TOWN OF MANSFIELD, FINANCE DEPARTMENT

**To:** Matthew W. Hart, Town Manager  
**From:** Jeffrey H. Smith, Director of Finance  
**Subject:** Third Quarter Narrative Report (March 31, 2009)  
**Date:** May 26, 2009

I. ACCOUNTING, FINANCIAL REPORTING & BUDGETING

1. Accomplishments

- a. Completed all quarterly payroll tax reports for the fourth 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, for the Community Development Block Grant for Juniper Hills, and for MDP's STEAP/DECD grants, including payment requests
- d. Completed personal services budgeting for FY 2009/10 for the Town, Region, Board and EHHD
- e. Completed preparation of the Manager's Proposed 2009/10 budget. Prepared additional information, schedules and Powerpoint presentations for budget workshops and public information sessions for the Town and Region.
- f. Began supporting the Town of Columbia with financial oversight services. Assisted them with their periodic interview with Moody's. We anticipate they will maintain their A1 rating.
- g. 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.

- h. Continued monitoring the status of current year revenue receipts and expenditures to mitigate the effect of the loss in revenues, particularly investment income.
  - i. Prepared the 2008 W-2's and 1099's
  - j. Prepared the annual water/sewer budgets
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, for Community Development Block Grants, and for MDP's STEAP/DECD grants, including payment requests as necessary
  - d. Finalize the 2009/10 Adopted Budget including preparation of an adopted "detail" budget.
  - e. Prepare the abbreviated budget and information mailer prior to the Annual Town Meeting.
  - f. Issue an RFP for audit services. Along with Board of Education members and Finance Committee members, interview and recommend an audit firm for the 2008/09 annual audit.
  - g. Complete salary estimates for the annual CIRMA workers' compensation audit.
  - h. Prepare cash requirements and member town contributions for 2009/10 for Region 19.
  - i. Plan & begin processing June/July special payrolls for the Board of Education employees.
  - j. Issue the 2008/09 closing schedule and begin numerous yearend adjusting journal entries.
  - k. Capitalize 2008/09 fixed assets and calculate depreciation
  - l. Implement changes outlined in the responses to the audit management comments.

- m. Prepare Capital Projects funding adjustments and closeouts for 2008/09.
- n. Begin to establish a purchasing card program for the Board of Education

## II. ASSESSOR'S OFFICE

### 1. 2008/2009 Third Quarter Accomplishments

- a. Completed the review and processing of all property transfers and sales analysis for the period covering January 1, 2009 through March 31, 2009. There were approximately 45 documents reviewed, including 15 sales. All changes pertinent to the assessment records have been integrated into the records for the October 1, 2009 Grand List file.
- b. Completed the audit, pricing and listing of all motor vehicles on the October 1, 2008 Regular MV Grand List. There are approximately 11,440 Regular MV accounts.
- c. Completed the editing of the October 1, 2008 Real Estate, Personal Property and Tax Exempt Grand Lists. The Grand List was signed on January 30, 2009.
- d. The Board of Assessment Appeals held their meetings on March 3<sup>rd</sup> and 7<sup>th</sup>. There were a total of 11 real estate appeals and 5 personal property appeals.
- e. The annual M-65a, M-65a Supplemental, & M65a-MV reports (Newly Acquired Manufacturing Machinery & Equipment, Manufacturing & Biotechnology Machinery & Equipment, and Newly Acquired Commercial Vehicles) were submitted to OPM on March 5<sup>th</sup>.
- f. The office finalized the M-37 report (State-Owned Real Property Report) for the annual PILOT grant for submission to OPM. The report, due April 1<sup>st</sup>, was submitted on March 24<sup>th</sup>.

### 2. 2008/2009 Fourth Quarter Plans

- a. We will continue to process all property transfers and legal changes to the records.
- b. The reports of the 2008 Grand Lists of Taxable Property and Tax Exempt Property, (M13 & M13a) will be submitted to OPM by May 1st.
- c. Field inspections will continue for permit work and completed new construction for the upcoming 2009 Grand List. Pro-rates for the 2008 list for completed new

construction will be calculated and submitted to the Tax Collector in time for the July billing.

Work on the 2009 Reval is ongoing. Data mailers were sent out to all

### III. REVENUE COLLECTORS OFFICE

#### 1. Accomplishments:

##### Parking Tickets

- a. Kept current with Town ticket appeals, payments, correspondence and entry of new tickets.
- b. Continued 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, more than doubled our ticket collections for the year. The budgeted revenue is \$4,500 and collected \$11,175 by 3/31/09.

##### Refuse/Miscellaneous/Sewer Bills

- c. Billed and collected refuse accounts for the January 2009 quarterly refuse bills.
- d. Entered and balanced monthly revenues. Processed 60 billings for the Eastern Highland Health District, Data Processing, Rental Properties, Public Works, Bulky Waste, Sinking Fund, Preston, Copier Fees, Administrative Services, Small Cities Loans, Agriculture Education, Special Education accounts, cell phone usage, Police Dept and Animal Control. Total of all billings for the quarter were \$338,838.77. Total outstanding revenues as of March 31, 2009 are \$250,518.47.
- e. Billed and collected the self-pay retiree medical life insurance monthly.
- f. Billed and collected on Sewer accounts for the August 2008 to January 2009.
- 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 10 new sewer liens. Issued 2 refuse and 3 sewer releases.
- i. Reviewed old miscellaneous receivables and cleaned up accounts.

##### Taxes

- j. Continued collections on the 2007 Grand List. Brought over 2008 Grand List from assessor's to begin preparation for July billing.
- k. Continued to collect on the Supplemental motor vehicle tax billing. Collected almost 100% of budget by end of March.
- l. Collections on the 2007 Grand List through March 31<sup>st</sup> were \$22,649,267 or 98.9% of the budgeted collections. This office processed 5,807 payments this quarter on all accounts, including prior years. Prior Years collections, including interest through March 31<sup>st</sup> totaled \$345,889 or 106% of budgeted collections for this category.

- m. Processed certificate of corrections, 17 refunds and printed monthly balancing reports for these activities. \$12,066.97 of taxes has been removed due to proof provided during the collections process this quarter on 112 accounts.
- n. Continued to work on returned pieces of mail received.
- o. Continued to request foreclosure action from attorneys on properties from 2005 Grand List or before.
- p. Sent new listing to the American National Recovery Group collection agency. Criteria was consistent with previous year – anyone with a prior year account (2006 Grand List or prior) and over \$100 in total.
- q. 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.
- r. Released 2 tax liens on accounts paid off during this quarter.

#### General office

- s. 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 April 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. 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 DMV restricted registrations listing.
- p. Work on returned mail pieces to turn back around for notification to taxpayers. Approximately 300 mail pieces still to look up and resend.
- q. Prepare for 2008 Grand List.

#### 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:** May 4, 2009  
**Subject:** Quarterly Report – 3<sup>rd</sup> Quarter '08 – '09

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## Fire and Emergency Services Management

- The preparation of the department's proposed 09-'10 budget has been a priority during this period. A considerable amount of analysis has been done to determine the department's experience regarding Calls for Service and staffing assignments and levels.
- In addition to the 09-'10 budget preparation, planning and preparation for department Spring Weekend operations has dominated this quarter. Several changes are being considered that would enhance the operational association between the UConn Fire Department and the MFD. A "pool" of staged ambulance resources available to both departments during all three days is being developed.
- The department continues to assess its response procedures and assignments of apparatus.
- Two new policies continue to be in development. Firefighter safety while operating at roadway incidents and 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.

## Training

- EMS in-service training programs are provided by Windham Community Memorial Hospital (WCMH). The sessions address issues or topics that occur in the course of providing EMS to the community.
- The department conducted an EMT Refresher class for members that required recertification of their EMT-B certification.
- An Ice & Cold Water Rescue Drill was conducted. This class provided members with information on conducting rescues of victims that fall through the ice or in cold water situations. The class included information on the dangers of cold water on body systems, equipment used, and the techniques employed during rescue situations.

- A metering class was provided which was a review of basic gas detector technology and proper procedures for sampling atmospheres that may contain hazardous materials. The department experiences an increase in the number of responses to Carbon Monoxide detector activations and/or residents experiencing symptoms of Carbon Monoxide poisoning during the winter months.
- The department conducted annual training on Bloodborne pathogens, as well as refresher classes on the following skills that enhance the patient care that an EMT-B can provide:
  - Automatic External Defibrillation
  - Epinephrine administration
  - Blood Glucose Monitoring

#### Fire Prevention

- For the fourth year the Town has had a County winner in the Connecticut Fire Prevention Poster Contest. This year Annastasia Martineau, a 5<sup>th</sup> Grade student at Mansfield Middle School became one of two County winners at the Grade 5 level. Each year Francis Raiola, Assistant Fire Marshal and the Board of Education participate in the program that is open to all fourth and fifth grade children in the State of Connecticut. The goal of the program is to increase awareness among school children, and through them their families, that preventing fires requires everyone to be alert to conditions and behaviors that cause fire.

#### 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

- During the winter months the department takes its Marine units Out of Service (OOS) for annual maintenance. Marine 107 has been taken OOS due to the extensive repairs; that cost of which exceeds the value of the boat. The cost of making necessary repairs, the likelihood of future problems with components coming unglued even if it is repaired, and the cost of a replacement inflatable are factors the department has considered in deciding to replace the existing inflatable. This will be the highest priority for replacement in next year's budget.
- SCBA (Self Contained Breathing Apparatus) Mask Fit Testing was conducted in April. This testing is done annually to insure members that wear SCBA are able to obtain a proper face mask seal to prevent exposure to hazardous materials.

#### 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 Poster Contest

#### 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: January 1, through March 31, 2009

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## I. Accomplishments.

1. Continued to administer the FEMA SRL (Severe Repetitive Loss) grant to secure a \$160,000 SRFL mitigation grant for the owners of 109 Thornbush Road.
2. Successfully revised the EMPG (Emergency Management Performance Grant) award from \$7,500 to \$11,297 for Federal fiscal year 2008.
3. Received as a donation, surplus tone and voice pagers from the New Fairfield Fire Department, refurbished and reprogrammed the radios and issued them to MFD members.
4. Reprogrammed the MFD portable radios to incorporate the latest changes made by mutual aid departments.
5. Worked with staff and the area apartment complex owners/agents/tenants to review and prepare for Spring Weekend and the weekends leading up to Spring Weekend.
6. Prepared Fire Marshal, Emergency Management and Voice Communications budgets.
7. Revised contracts with cellular service providers to reduce municipal costs of cellular phones and replaced outdated equipment.
8. Continued to serve on the Department of Emergency Management and Homeland Security Region IV Emergency Planning Steering Committee.
9. Continued to support and trouble shoot the recently installed interoperable UHF radio system for the Public Works Department and general government equipment that was purchased with the 2006 and 2007 Homeland Security Grants.
10. Continued to provide assistance to the Eastern Highlands Health District with planning for the Pandemic Flu, Bio-Terrorism and Point of Distribution facilities.

Fire Marshal/Emergency Management/Voice Communications  
Quarterly Report: January 1, through March 31, 2009

11. Continued to support UConn's EMHE (Emergency Management Higher Education) Grant as a community partner.
12. Continued to serve as a member of a CCM Working Group on Fire Prevention Code Model Fee Ordinance.
13. Continued to provide a Field Training Program for newly certified Deputy Fire Marshals.
14. Continued to work with the State Fire Marshal's Fire Prevention Code Advisory Committee.
15. Continued to work with property owners who have underground tanks that are affected by the Underground Storage Tank Ordinance.
16. Continued to work with the fire service, police, health department, and schools to review terrorism threats, mitigation, and response plans.
17. Continued to serve as the Chair of the WINCOG Emergency Management Committee.
18. Attended several Safety and Wellness Committee meetings.
19. 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.
20. Continued to assist users with the Fire Service Management Software.
21. Staff attended the following in-service training program: Introduction to the State Fire Prevention Code; Fatal Fire Investigations; and CFSCG Part III: New Construction and/or Renovation of Manufacturing Occupancies.
22. Staff performed the annual maintenance for the community AEDs.
23. Attended several Campus/Community Partnership meetings.
24. Continued to serve on an Emergency Procedures for municipal buildings subcommittee of the Health and Safety Committee.
25. Attended several Mansfield Fire Department Officers meetings, Mansfield Fire Association meetings, and Training programs.
26. Worked with Mansfield staff, Red Cross and DEMHS to ensure that residents had shelters available to them, if they needed them during the January cold spell.
27. Staff attended the Fire Prevention Poster Contest luncheon, where Anastasia Martineau, a MMS fifth student received her award as the 5<sup>th</sup> Grade Tolland County winner.
28. Staff attended Microsoft Access 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. Work with staff to revise the proposed Special Police Services Ordinance.
2. Work with staff to develop a proposed Fire Marshal Fee Ordinance.
3. Revise inspection schedule and office procedures to reflect pending staffing changes and revised statutory inspection schedule.
4. Place a high priority on new construction inspections.
5. Implement the "e-PCR" (Electronic Patient Care Report) reporting system and upgrade the department records management system.
6. 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 24 Open Burning Permits.
3. No new underground storage tanks were registered.

# MONTHLY REPORT

DEPARTMENT: FIRE MARSHAL

REPORT PERIOD ENDING: JANUARY 2009

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	68	84	72	528	534
FIRE INVESTIGATIONS & EMERGENCY CALLS	2	4	3	21	25
FIRE HAZARD COMPLAINTS	3	2	0	19	22
ABATEMENT ORDER ISSUED	1	4	2	12	12
DAY CARE SCHOOL INSPECTION	0	0	0	10	8
SCHOOL INSPECTION	0	0	0	14	12
LIQUOR CONTROL COMMISSION INSPECTION	0	2	0	15	15
ISSUE BLASTING PERMITS	1	0	0	3	2
PUBLIC HEALTH HOSPITAL INSPECTION	1	1	1	4	4
MEETINGS ATTENDED IN TOWN	5	5	4	41	41
SCHOOL ATTENDED NIGHTS	2	3	3	13	20
PLAN REVIEW	3	7	8	62	52

SUBMITTED BY: John Jacob

## MONTHLY REPORT

DEPARTMENT: FIRE MARSHAL

REPORT PERIOD ENDING: FEBRUARY 2009

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	67	68	76	595	610
FIRE INVESTIGATIONS & EMERGENCY CALLS	3	2	4	24	29
FIRE HAZARD COMPLAINTS	0	3	1	19	23
ABATEMENT ORDER ISSUED	0	1	1	12	13
DAY CARE SCHOOL INSPECTION	0	0	0	10	8
SCHOOL INSPECTION	0	0	0	14	12
LIQUOR CONTROL COMMISSION INSPECTION	2	0	2	17	17
ISSUE BLASTING PERMITS	1	1	0	5	2
PUBLIC HEALTH HOSPITAL INSPECTION	0	1	0	4	4
MEETINGS ATTENDED IN TOWN	7	5	3	48	44
SCHOOL ATTENDED NIGHTS	2	2	2	15	22
PLAN REVIEW	4	3	11	68	63

SUBMITTED BY: 

# MONTHLY REPORT

DEPARTMENT: FIRE MARSHAL

REPORT PERIOD ENDING: MARCH 2009

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	74	67	89	669	699
FIRE INVESTIGATIONS & EMERGENCY CALLS	4	3	2	28	31
FIRE HAZARD COMPLAINTS	2	0	2	21	25
ABATEMENT ORDER ISSUED	1	0	1	13	14
DAY CARE SCHOOL INSPECTION	0	0	0	10	8
SCHOOL INSPECTION	2	0	0	16	12
LIQUOR CONTROL COMMISSION INSPECTION	2	2	2	19	19
ISSUE BLASTING PERMITS	0	1	0	5	2
PUBLIC HEALTH HOSPITAL INSPECTION	1	0	1	5	5
MEETINGS ATTENDED IN TOWN	6	7	5	54	49
SCHOOL ATTENDED NIGHTS	2	2	3	17	25
PLAN REVIEW	4	4	13	72	76

SUBMITTED BY: *John J...*

**TOWN OF MANSFIELD  
DEPARTMENT OF HUMAN SERVICES**

To: Matthew Hart, Town Manager  
From: Kevin Grunwald, Director  
Re: Department of Human Services; Quarterly report- 1/01/0-3/31/09  
Date: May 6, 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 attendance at a Learning Community on Enforcement.
- 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, including attendance at a seminar on Finance and Governance.
- Represented the Mansfield Community Campus Partnership at the UConn Student Housing Fair.
- Participated as member of the Safety Net Sub-Committee of the Willimantic 10 Year Plan to End Homelessness as a representative of the Town of Mansfield.
- Served as a member of the steering committee for the Nonprofit Alliance of Northeast CT (NANC).
- Worked with representatives of the Mansfield Housing Authority and the Department of Planning & Zoning to develop an application to obtain technical assistance to create an affordable housing plan.
- Attended a legislative briefing for the State of Connecticut on the state's long-term care plan and the introduction of "Money Follows the Person."
- Worked with other staff in Community Services to coordinate existing programs and services.
- Served as a monitor for State Department of Social Service clients at the Mansfield Discovery Depot.
- Met with representatives of Masonicare and the Mansfield Parks & Recreation Department to discuss partnership opportunities.
- Presented to the Women's Fellowship of the First Baptist Church on the role of the Department of Human Services.
- Developed a draft ordinance to mandate training for alcohol servers in Mansfield.
- Attended the Town Council budget retreat.
- Attended training on Results Based Accountability.

**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 20 unduplicated clients, through 91 contacts.
- Financial assistance was provided to 11 individuals through 14 contacts.
- Crisis response services were provided to one family through four separate contacts.
- 59 residents received tax assistance from the Elderly and Disabled Homeowner's and Renter's programs through 134 contacts.
- Emergency assistance was provided to one family through 3 separate contacts.
- Holiday assistance was provided by the Storrs Congregational Church through the Easter program to 19 families through 38 contacts.

**B. Other Activities**

- The Adult Services' Social Worker attended the following training sessions:
  - State Homeowner's Tax Credit program.
  - C.L.A.S.S. training on responding to increased demand for municipal services.

**II. SENIOR SERVICES**

**A. Senior Center:**

- There were 4810 visits to the Senior Center by 730 unduplicated members.
- A total of 2086 meals were served at the Center. An additional 993 meals were delivered through the Meals on Wheels program.

**B. Highlights:**

- The Coordinator began meeting in January with an ongoing planning group for Healthcare Decisions Day in April. The committee met regularly to plan an educational session for providers, held at Middlesex Community College.
- The Coordinator attended a Legislative Summary on the long-term care plan and "Money Follows the Person."
- The Senior Social Worker attended training on "Choices" and the "Money Follows the Person" programs.
- AARP Tax Assistance Program provided services from February 2 through April 15. 178 clients received services from February-March.

- The Center began conversations with Generations Health Clinic: "Across the Smiles", to offer preventative dental services beginning in May.

#### **Health Presentations:**

- "Constipation" by Naufel Tajudeen
- "Shingles" by Naufel Tajudeen
- "Portion Sizes" nutrition talk by UCONN dietary students
- "Stroke and Heart Attack Prevention" by Fern MacDonald, RN (ret)
- Massage Therapy Demonstration by Deb Turner, Massage Therapist
- Dr. Walters presented "Plantar Fasciitis and General Foot Care"
- Karen Barbone from Windham Hospital did a presentation on Diabetes.
- UCONN dietary students presented information on "Label Reading".

#### **Intergenerational Programs:**

- "Taste of the Mediterranean", an intergenerational program with UCONN dietary students, EO Smith Peer Natural Helpers and our senior community held on March 31 at EO Smith High School. 31 seniors participated.
- Mansfield Middle School helped serve lunch on Feb. 4 and again on March 18 for St. Patrick's Day. UCONN students also helped on St. Patrick's Day.
- An undergraduate student in HDFS, Jessica Litevich, returned for a second semester internship. She facilitates the Brain Aerobics class, provides friendly visiting to homebound seniors, and delivers meals-on-wheels on Fridays.
- UCONN student, Traci Eichmann continues to volunteer her time on Fridays.
- Generations Connect, an intergenerational program with UCONN, resumed January 31 on Saturdays. The students primarily interact with our seniors while playing board games.
- Two EO Smith students agreed to play music on two traditional instruments for the Chinese New Year on January 21.
- The UCONN Kickline Team performed for the Senior Center on Jan. 31.
- The Suzuki Association of Mansfield performed Sat., Feb. 28.
- The Mansfield Middle School Chamber Group and Fiddlers played for the birthday lunch on March 4.

### **Special Programs:**

- Chinese New Year was held on January 21 with 45 people in attendance.
- "Take Note", an acapella choir, performed on Sunday, January 25 for the Mansfield Senior Center. 111 people were in attendance, and the MSCA netted \$595.24 from donations.
- The Center celebrated "Snow Day" on February 18 with a total of 85 people to hear guest speaker Bruce Deprest from Channel 3 Weather.
- St. Patrick's Day Celebration had 121 in attendance.
- MySeniorCenter presentation – Feb. 6
- Rick Callahan showed slides of Ireland to approximately 25 people on March 13.
- The birthday lunch scheduled for January 7 was rescheduled to Jan 9 with entertainment provided by "R&J"
- Pierce Campbell performed for the birthday lunch in February.
- The Mansfield Middle School Chamber String Group and Fiddlers performed on March 4 for the birthday lunch.
- The Mansfield Cello Ensemble performed on Sat, January 10.
- The Strings Attached Piano Quartet performed on Saturday, January 17.
- Valentine's Day Program with March Conway on Feb. 14
- Ruby Fruit, a UCONN acapella singing group performed on March 28.

### **Classes:**

- Healthnet discontinued sponsoring a twice weekly exercise class. Margie Stickles agreed to accept payment from the Town and has been teaching the class since January 1.
- The Tuesday Yoga class was discontinued as a result of poor attendance. The Friday Yoga class continues to meet.
- Richard Risley's modified Ballet class registration did not support continuing the class. Richard agreed to teach the class and accept direct payment from the students.
- The Center began offering Therapeutic Massage once a week beginning in February 18, 2009.
- An AARP Safe Senior Driving Course was offered February 23 & 24.
- All Day Quilting Retreat on Monday, Jan. 26

### **C. Health and Wellness Activities:**

- 81 clients received social work services through 293 contacts.
- Ongoing support groups are offered for Alzheimer's Caregivers (9) and Low Vision (10).
- The VNA East provided services to seniors through 59 visits to the nurse.
- Podiatry services were provided to 89 individuals.
- 11 seniors participated in skin cancer screenings.
- 25 seniors received blood pressure screenings.
- 18 seniors received reflexology services.
- Hearing Screening by UConn Audiology students: 15 participants.
- 8 seniors received services from the massage therapist.
- Vision Dynamics presented low vision devices to the Low Vision Support Group.

### **III. Youth Service Bureau**

#### **A. Programs and Activities:**

- Mentoring partnership with UConn baseball team: The team has been sending post cards to 30 children in our Big Friend's Program as they travel around the country, and the little friends will be writing back to them. Team members will also be mentoring in the schools and after school. Little friends and their parents attended a home UConn game.
- Grief Matters: Thirteen community volunteers supported 12 families who had lost family members. They participated in a 6 week program which met on Sunday evenings, providing dinner, education and support.
- Grandparents Raising Grandchildren Group: Grandparents are stepping forward to nurture and care for their grandchildren in the absence of their parents. They meet monthly and find support with this group. Some of the members also attended a legislative forum hosted by AARP of Connecticut to lobby for support.
- Art Reception: Youth Service staff worked in conjunction with the middle school guidance counselors and organized a reception at the Community Center to support the wonderful work of an 8<sup>th</sup> grade artist, Taylor Anderson.
- JOY: Jorgenson Out-reach to Youth: Over 60 parents and children received tickets to attend children's performances.
- "Peers Are Wonderful" Support: Staff joined area Youth Service Bureaus in offering a two day leadership workshop for over 400 area middle and high school students.
- Dedication Ceremony: The Youth Service Bureau computer center was dedicated to Jimmy Mooney. Jimmy had been an active participant in many of our program and died tragically in 2007.
- JUMP: This is a new program initiative offering after school leadership training at the middle school (14 participants).

**B. Other YSB Highlights:**

- 147 clients were seen for a total of 415 sessions.
- 35 Youth participated in the "Big Friends" mentoring program.
- 50 clients received services through the COPE program.
- 130 clients participated in the youth employment program.
- 39 individuals received holiday assistance.
- 47 individuals participate regularly in the multi-family therapy group.
- 22 students participated in the LEAP program.
- 15 individuals attended the Mansfield Middle School dinner.

**C. Mansfield Advocates for Children:**

- Coordinated activities for the celebration of the Month of the Young Child in April.
- Coordinated CAN meetings with the Public School Special Student Services Director.
- Met with parents and volunteers to develop the Mansfield Family Information Packet.
- Coordinated the Infant/Toddler group meeting with the UConn Work/ Life committee.
- Participated in the Mansfield Library's Family Information and Fun Fair to recruit potential School Readiness families and distribute parenting information.

**D. School Readiness Program**

- Met to determine slot allocations for the coming program year.
- Attended the Coordinators' bi-monthly meetings at the State Department of Education and regional meetings at EASTCONN.
- Met with CAN members monthly. This year we are working with the teachers and special services staff at Anne Vinton School.
- Completed the State Department of Education unmet needs report.
- Updated the directory of local licensed early care and education centers, homecare providers and before/after school programs
- Coordinated efforts to distribute JOY Program tickets to qualifying families.

**E. Discovery 2009 Grant**

- Prepared the Discovery progress report.
- Coordinated Results Based Accountability Training for Town staff in coordination with Bennett Pudlin and State Representative Denise Merrill.
- Coordinated and presented a report on the Blueprint Plan and how it aligns with the Mansfield 2020 Plan.

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

- Prepared and presented an update for this grant to Board of Education, Town Council, Mansfield League of Women Voters, Mansfield Youth Services Advisory Board, and PTO’s.
- Updated the Assistant to the Town Manager on the alignment of this grant with the Town 2020 Strategic Planning initiative.
- Attended Capacity Building and RBA workshops on governance and finance.

**G. National League of Cities**

- Participated in a conference call on Infant/Toddler issues

**HUMAN SERVICES' DEPARTMENT: QUARTERLY REPORT  
January 1-March 31, 2009**

<b>Service Type</b>	<b>Unduplicated Clients/Participants</b>	<b>Families (If applicable)</b>	<b>Total Contacts/Sessions</b>
<b>Counseling, Case Management and Referral</b>	248	45	799
<b>Financial Assistance</b>	11		14
<b>Holiday Assistance</b>		19	38
<b>Crisis/Emergency Assistance</b>		2	7
<b>COPE Groups</b>	49		600
<b>Youth Work Employment</b>	130		
<b>Tax Preparation Assistance</b>	178		
<b>Tax Assistance</b>	59		134
<b>Senior Center Attendees</b>	730		4810
<b>Senior Center Meals</b>	1933 – TVCCA Saturday Meals- 108 Special Events- 45 963- Meals On Wheels		

**Trends/Concerns:**

- Concerns about the potential loss of State funding for the Municipal Transportation grant, which enables us to provide supplementary transportation to seniors and people with disabilities.
- Need to recruit and development a volunteer network to replace the loss of the Easter Seals' employee for the Senior Center lunch program.
- Changes in the production of the Senior Center newsletter (Sparks) may result in a loss of space for content in the publication.
- Purchase of MySeniorCenter software program should result in more ease and accuracy in data collection, reporting, and integrated case management services to clients.



## Department of Information Technology

**To:** Matthew Hart, Town Manger  
**From:** Jaime Russell, Director of Information Technology  
**Date:** May 4, 2009  
**Subject:** Quarterly Report – January 1, 2009 – March 30, 2009

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The Department of Information Technology completed a successful third quarter.

- The Information Technology Department has implemented virtualization technology to decrease infrastructure costs, decrease energy consumption and environmental waste, and increase reliability. Virtualization allows servers to share resources in order to maximize utilization and as a result minimize the number of servers required to run the network, which reduces expenses and reduces the network's impact on our environment.
- The IT Department and the Mansfield Maintenance Department are presently collaborating on an \$87,374 school security grant project implement security technologies to enhance student safety. The project is funded by the Connecticut Department of Homeland Security and the Connecticut Department of Education.
- We now offer nearly fifty separate information distribution lists on the QNotify E-Mail Notification System. During this quarter, the IT Department worked with Southeast Elementary School and Vinton Elementary School and successfully add their schools as well (Goodwin Elementary School and Mansfield Middle School are already included). 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 IT Department is working collaboratively with Mansfield and Region 19 school personnel to implement the PowerSchool Information System in grades 5 – 8. PowerSchool is a secure and reliable database platform that supports information-based decision making.
- The I.T. Department continued to provide Information Technology support to all Town and School departments. Requests included software and hardware troubleshooting, new installations, and direct support of users' questions and needs. The information provided on the Town and School websites continues to expand and the I.T. Department regularly posted new items and updates on both the external website and our internal intranet site.

**MANSFIELD PUBLIC LIBRARY  
 QUARTERLY REPORT: JANUARY FEBRUARY MARCH 2009**

**I. Summary of Major Activities and/or Highlights**

- CONNECTICARD Reimbursement Payment notification for Fiscal Year 2008-2009: 51,869 total loans, net loans 37,370. Total payment: \$17,344.
- Closed Library on February 5, 2009 to provide 'public-free' environment for the Friends of Mansfield Library to set up for their major February Book Sale. Conducted library staff meeting, training sessions, cleanup of work areas and server files.

**II. Review of Quarterly Operations**

**A. Administrative**

**Boards**

- **Mansfield Library Advisory Board:** proposed hours to reflect loss of ten staff hours, Friends of the Library funding, reference increased by 66% compared to the last fiscal year, Mansfield is only above average in Connecticard circulation. MPL is below average in staffing levels when compared to libraries of similar size and circulation. (3/10).
- **Friends of Mansfield Library:** Expansion of funding parameters to include more than circulating items that are above and beyond the average collection, February Book Sale results, on-going sale of books on shelves near entrance to library, Annual Dinner program suggestions, June Book Sale (1/6, 3/3).

**Productivity**

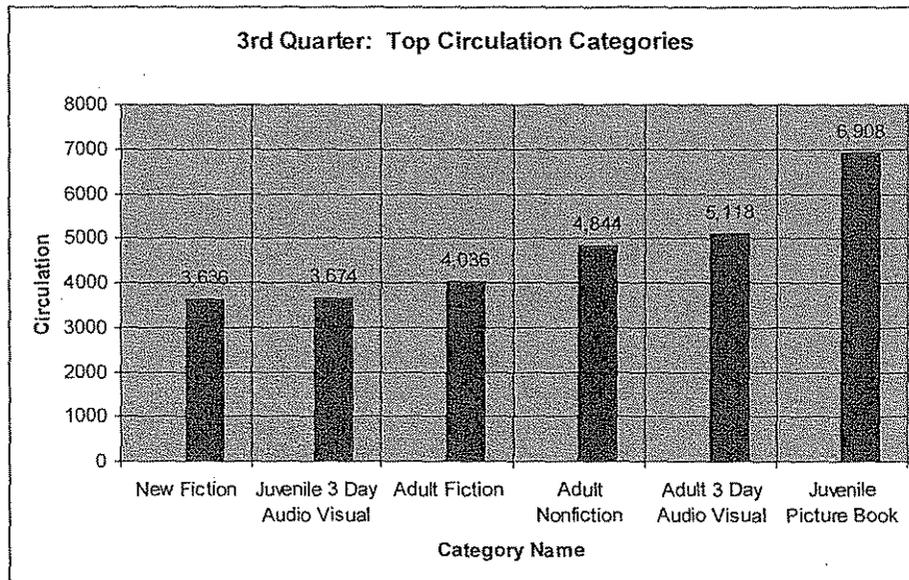
- Re-organized server files, deleting unnecessary files, re-labeling and combining folders.
- Conducted "Excel Tech. Tips": demonstrations & discussion.

**Personnel**

- Conducted meeting with Library staff: Summer Reading Club activities, circulation work station accessibility & visibility, dialogues with parents who are not watching their children, signage regarding behavior expectations (2/5/09).

**B. Circulation**

- 20% of all circulation was to non-residents during this third quarter; this is 11% less than the same time period last fiscal year.
- Books represented 69% of the total circulation this quarter, DVD/Video 19%, Audiobooks 12%.



## C. Collection

### Adult Services

- Analyzed and conducted collection maintenance activities in nonfiction 938 – 944.05 (~522 titles) due to overcrowding; 641.563 - 643.7 (~ 440 titles) and 643.7 – 649.123 (~220 titles) as part of on-going collection development.

### Children's Services

- Analyzed and conducted collection maintenance activities in nonfiction; completed Juvenile 500's.
- The 2010 Nutmeg books arrived in January and are out on display.
- Continued to revise the cataloguing records for Folk and Fairy Tales to improve consistency and easier access to folklore from different parts of the world.
- Completed a new "Storybook Favorites" booklist on Pets, and updated the Dinosaurs, Princesses, Trucks & Trains and Farm Life lists.

### Teen Services

- Discarded duplicate, worn copies from the Graphic Novel collection for added space.
- Created displays to showcase books and increase circulation: School Stories: January, February: Best Books for Young Adults 2009, Fantastic Fantasy: March.

## D. Cooperative Services and Activities

- Renewed collaborative agreement with Mansfield School Readiness Program.
- Publicized the Internet Safety program to be held at Mansfield Middle School.
- Shared Librarian conducted a reading quilt project with kindergartners, and then posted the quilts in the public library, drawing in parents and other interested family members.
- Shared Librarian assisted E.O. Smith students with senior projects: Fair Tax (2/25, attend: 5) Poetry Workshops (Feb 14, 21, 28 Mar 14 attend: 12).
- Presented talk about public library services to UConn student teaching interns.
- Met with Goodwin School Reading Specialist to discuss downloadable Audiobooks and potential uses by students.
- Presented information on how strategic planning is reflected in MPL's renovation and expansion for the Stonington Library Director and a member of their Library Board, along with a tour of Mansfield Public Library. They visited a number of libraries throughout the state, but were told 'Mansfield Public Library is one of the most innovative and successful.'
- Began discussion with the Mansfield Schools about "Books on Buses" during the summer: the public library will provide the books, the Schools will provide a 'bus-mobile' to visit areas around town and school staff check out books to children.
- Judy Stoughton gave a presentation about the MAC Leadership Work Group project to a Southeast Parents' Group.

## E. Information Services

- Added Ancestry.com to our Internet computers as a menu option, purchased with Friends of Mansfield Library money. The subscription started at the end of January, and 586 searches were conducted during February and March.
- Developed and distributed brochures on databases available at the library and remotely to Mansfield residents.
- One-click downloadable audiobooks problems could not be resolved with vendor; removed option from our web site.
- Added backup circulation software to third workstation, and installed a major update of our integrated library system software to all workstations.
- Created and published monthly newsletters. Articles included Ready, Get-Set, Organize!, After School Fun, Check out Circulating Sets for Kids!, February School Vacation Activities: Authors' Days, Wowbrary, African American History Month Websites, Iron Jawed Angels, Preschool Information and Fun Fair, Thank You, Friends, Electronic Resources.
- Reference questions were almost evenly divided between 'basic' reference questions, which most paraprofessional staff can answer (51%), and reference questions that required a professional librarian to answer (49%).
- There were 30,959 hits to Mansfield Public Library's website this quarter. (**Hits:** the number of times a page on our website was accessed).
- There were 11, 696 visitors to our website (**Visitors:** the number of visits to our website, regardless of

the number of pages within our website that were accessed or how many times the visitor went back to our homepage).

- Based on sample statistics for one week each month of this quarter, 3,868 people used the public access computers at Mansfield Public Library.
- BookFlix, an online literacy resource, pairs classic animated storybooks with related nonfiction e-books and is designed to build a love of reading and learning. 253 Mansfield children accessed this resource during this quarter.

#### F. Programs

Age Range	Attendance	Programs/Visits
0-2	748	12
3-5	1189	67
6-12	244	6
Teens	12	1
Adult	253	12
All ages	165	4
<b>Total</b>	<b>2,611</b>	<b>102</b>

#### Adult Services

- Planned and presented three programs at Juniper Hill and two programs at the Mansfield Center for Nursing and Rehabilitation. The third program at Mansfield Center for Nursing was cancelled due to insufficient staff to cover services at the Library. Combined attendance was 83.
  - Armchair travelogue journey through *France: Provence, Burgundy, and Loire*. Many of the Juniper Hill residents had visited France and we had a lively discussion on the topics covered in the travelogue.
  - Armchair travelogue journey through *Greece: Athens, Delphi, and islands in the Aegean Sea*.
  - Armchair travelogue journey through *Germany: The Romantic Road, the Rhine and Mosul Rivers*.
- "Unclutter Your Life and Start Living" was well-attended: 55 adults attended and want to de-clutter their lives.

#### Children's Services

- The Preschool Information and Fun Fair went well this year, with an attendance of about 95. We had 7 preschools represented, plus MAC, the Early Childhood Consultation Project and the Library.
- Three "After School Fun" programs were conducted in January and February, with a total attendance of 70. This is significantly higher than in the past when we have tried afterschool programs. Keys to success seem to be targeting a particular school (Southeast), the winter time period, and the reputation of our Children's Librarian.
- Our February vacation Author Days programs were a big success. Our total attendance was 148, and people particularly enjoyed the Walter Wick inspired scavenger hunt.

#### G. Staff Development/Participation in Professional Meetings

- **Meetings/Workshops:**
  - \* Frank: Bibliomation User Council Meeting (3/10).
  - \* Knoecklein: Inter-Library Loan Round Table (3/24).
  - \* Stoughton: Mansfield Advocates for Children Leadership Work group (1/18, 2/26), Mansfield Advocates for Children (2/4, 3/19).

### III. Outstanding Issues/Major Issues

- A. Develop and schedule usability testing of the library's web site. There still was no time to conduct this testing; we have been mentally noting comments as we assist patrons as a substitute for testing.
- B. Conduct a major re-organization of Library services and staff schedules necessary to accommodate a 10 hour cut in paraprofessional staff.

### IV. Plans for Next Quarter

- Conduct research to document schedule changes and/or cuts in services needed with 10 hour per week reduction in paraprofessional hours.
- **Adult Services and Programs:**
  - \* Continue collection maintenance activities in the adult non-fiction and fiction collections.
  - \* Schedule programs for adults: poetry in April, and the annual plant swap in May.

- \* Reformat and shift four computers to replace even older computers. Some of the computers in the Library have been heavily used by the public for eight years.
- \* Perform "Disk Clean-up and Defrag" on Circulation and Public Access Computers in both Adult and Children's areas.

▪ **Children's Services and Programs:**

- \* Plan and implement April vacation programs for school age children.
- \* Plan and prepare for the Summer Reading Club Program.
- \* Continue collection maintenance activities, especially with paperbacks in preparation for summer reading.
- \* Develop procedures, purchase materials and catalog the materials for "Books on Buses".

▪ **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.)*

- \* Continue to provide assistance to students from E.O. Smith High School with the 'community connection' part of their senior projects.
- \* 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.
  - \* Analyze circulation statistics to determine interest in Teen Audiobooks

**IV. Statistical Work Measurements**

Work Measurements	3rd Qtr 2008-09	3rd Qtr 2007-08	% Change	This FY to Date	Last FY to Date	% Change
Hours of Service	685	699	-2%	2,091	2,098	0%
# of Programs Provided	102	132	-23%	279	308	-9%
Total Program Attendance	2,611	2,625	-1%	7,720	7,430	4%
Questions Answered	3,312	1,806	83%	10,732	4,946	117%
Collection Size: Total	88,204	88,212	N/A	88,204	88,212	N/A
Print	75,632		N/A			N/A
Audio	6,228		N/A			N/A
Visual	4,639		N/A			N/A
Misc	1,705		N/A			N/A
Number of Library Cardholders		9,453			9,453	
People Counter	23,102	22,870	1%	70,396	70,642	0%
Volunteer Hours	216	216	0%	638	625	2%
Total Circulation	61,565	60,130	2%	190,282	181,419	5%
Items Circulated In-House	2,075	2,100	-1%	7,628	6,202	23%
Loans to Non-Residents	12,385	13,904	-11%	39,331	42,390	-7%
Inter-Library Loans	3,325	3,158	5%	10,397	7,710	35%
from other libraries	2,049	1,950	5%	6,417	5,087	26%
to other libraries	1,276	1,208	6%	3,980	2,623	52%



**Mansfield**  
Community  
Center

**Town of Mansfield**  
**Parks and Recreation**  
**Department**



*Curt A. Vincente, Director*

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

TO: Matthew W. Hart, Town Manager  
FROM: Curt A. Vincente, Director of Parks & Recreation *CA*  
DATE: May 11, 2009  
SUBJECT: Quarterly Report (January – March 2009)

## ACCOMPLISHMENTS

### Administration

### MARKETING & MEMBERSHIP

1. Supervised marketing consultant, reviewed and approved marketing production pieces, implemented marketing plan.
2. Implemented elements of the member retention program.
3. Oversaw weekly meeting with marketing consultant and staff assigned to marketing related tasks.
4. Oversaw development, design, preparation, printing and distribution of the Spring 2009 program brochure.
5. Emailed seasonal brochure link to members who reside outside the brochure distribution area.
6. Developed, prepared, printed, and distributed the winter Community Center member newsletter. Implemented a new email distribution of the newsletter to save on printing and mailing costs.
7. Continued planning with the Mansfield Downtown Partnership to develop and host the annual Winter Fun Day event that will bring the community and attention to the center. This free event took place on February 8, 2009.
8. Continued to implement the on-going member feedback program using the questions and responses as a way to build loyalty and involvement in the center. Responded to customer service inquiries.

9. Promoted double CenterPoints for referring new members.
10. Prepared the winter member recruitment program for implementation in January. The program included a post card campaign to Mansfield, Ashford, Willington, Tolland and Coventry. Postcard was highlighting memberships and center membership benefits and offered one month free on all annual memberships and no enrollment fee. Promotion resulted in 25 new memberships.
11. Continued brochure production contract with the Norwich Bulletin, which saves considerably on production costs.
12. Assisted with Community Center and department wide marketing, including seasonal brochure preparation and marketing material distribution.
13. Hosted three member "Meet and Greet" sessions at different times to allow the Member Services Coordinator to meet a cross-section of members. 78 member surveys were received, which ranked the Community Center at a 4.1 out of 5 overall. Staff analyzed and distributed the complete results to all full-time staff members so they could report to their part-time staff on their divisions performance and areas of improvement.
14. Implemented tour tracking and follow-up systems.
15. Implemented new methods for promotion tracking.
16. Tracked 83 '12 Days of Fitness' pass holders and initiated follow-up contact with those who did not purchase a membership.
17. Continued offering a promotion with incentive for 3 month members to purchase annual memberships.
18. Reviewed and approved new marketing materials including posters in the Eastbrook Mall, advertisements in Horizon's Magazine and the Reminder.
19. Generated monthly low usage reports and contacted those who have used the Center 5 or fewer times since they purchased a membership.
20. Generated monthly membership reports at the beginning of each month.
21. Created and continually updated member retention trend chart.
22. Generated monthly new membership reports, and contacted all new members within a month of joining to welcome them to the facility.
23. Created and maintained promotions notebook.
24. Successfully continued the Business Partnership Program and signed on one new corporation, Incorp, and negotiations are continuing with other potential business partners.
25. Updated and maintained Membership Management Action Plan.

26. Created fitness equipment orientation certificates for new members. Implemented and monitored new system for encouraging fitness equipment orientations called "3-Steps to a Healthier You" initially, then changed to "Starting Strong". This new program not only encouraged connection to the facility, but has also brought in new personal training clients.
27. Coordinated 32 birthday party rentals in the winter quarter.
28. Began design and creation of a birthday party package brochure for distribution.
29. Created and designed promotion for the Reminder Coupon booklet, produced monthly, offering 2-Week Trial to new members. To date there have been 56 free trial participants and 10 new members. The new coupon was also posted on the Town of Mansfield website and the Community Center website.
30. Attended meetings with the EHHD and the Be Well Program to create a town employee membership promotion for launching in April.
31. Attended the annual Rec-Trac users group meeting in Wethersfield on March 26, 2009.
32. Began development and creation of a new Mansfield Community Center website.

#### PERSONNEL & TRAINING

33. Conducted weekly staff meetings to review department communications, management issues, facility supervision and over-all operations.
34. Provided continued orientation, training, scheduling, supervision and evaluation of full time employees.
35. Assisted with transition of maintenance and custodial staff to Maintenance Department.
36. Revised the current new member orientation process with the Membership Services Coordinator and Fitness Specialist.
37. Reformatted the existing personal training process and procedures to increase sales and service.
38. Provided direct supervision to all fitness area staff (attendants, instructors, and contracted trainers), equipment repairs and complaint resolution.
39. Established priority list of goals and objectives for full time Aquatics Director, Health and Fitness Specialist, Recreation Supervisor, and Member Services Coordinator.
40. Implemented comprehensive orientation and training sessions for over 30 part-time Community Center workers and seasonal instructors. This included general customer service, policies and procedures, CPR and first-aid.
41. Established regular work schedules for numerous full time and part time employees.
42. Recruited, hired, trained, and supervised the basketball coordinator for the K-2 program.

43. Conducted bi-weekly programming staff meetings.
44. Conducted monthly supervision meeting with Aquatics Director.
45. Conducted monthly supervision meetings with Fitness Specialist.
46. Conducted monthly supervision meetings with Recreation Supervisor.
47. Conducted monthly meetings with full-time Receptionists.
48. Conducted bi-monthly meetings with part-time Receptionists.
49. Processed and maintained all employment paperwork for over 100 new and returning part time employees.
50. Evaluated part time personnel as scheduled or needed; including verbal and written discipline.
51. Coordinated Manager On Duty (MOD) scheduling and ongoing training.
52. Supervised Community Center volunteer.
53. Supervised one full time maintainer, one full time Aquatics Director, one part-time Health and Fitness Specialist, one full-time Administrative Services Manager, one full time Recreation Supervisor, one full-time Member Services Coordinator, two full-time Receptionists, eight part-time Receptionists and three part-time Custodians.
54. Processed time sheets for assigned staff and independent contracted services.

#### FINANCIAL MANAGEMENT

55. Developed and presented fiscal year 2009-10 department budget package.
56. Collected and deposited over \$377,264 worth of daily deposits (checks, cash and credit cards)
57. Sold over 880 Community Center memberships in this quarter and maintained and managed 2,027 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 over 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

#### MISCELLANEOUS

63. Developed, planned and prepared for upcoming youth baseball season (Tball) including, volunteer coach recruitment, program promotion, registration, equipment purchases, league meetings and scheduling.

64. Conducted background checks on all youth sport coaches and managed background checks for all co-sponsored (in-season) youth sport groups.

65. Indirectly supervised department wide programs and events.

66. Assisted with the planning for the Winter Fun Day event as part of the Town/Downtown Partnership celebration.

67. Supervised and evaluated K-8 recreation and competitive basketball programs, including 26 teams, 35 volunteer coaches, independent contracted and town staffed referees, and 287 participants.

68. Provided orientation and training for volunteer coaches and orientation for referees for youth basketball.

69. Reviewed and coordinated daily building maintenance issues and housekeeping, prioritized needs, and assigned tasks.

70. Assisted staff with Community Center facility maintenance problems, repairs and installations. Coordinated task lists with Building Maintenance Department.

71. Served as Manager on Duty for extend hours beyond normal work schedule.

72. Provided tours, registration information and responses to questions from new Community Center members.

73. Served as a major link to customer service issues, including direct contacts with patrons, full time and part time staff.

74. Received, prioritized and responded to a significant amount of phone calls, emails and walk-in questions regarding numerous Parks and Recreation services

75. Registered and managed facility rentals for Community Center.

76. Met regularly with the Town Manager, Controller and Director of Finance to review Community Center operations.

77. Served as Co-Chair of the Connecticut Recreation and Parks Association Certification Board.

78. Served as Chair of the Connecticut Recreation and Parks Association Youth Sports Committee.

79. Implemented and supervised an adult social group for individuals with special needs.
80. Prepared and distributed committee packets for assigned Town committees.
81. Developed and maintained comprehensive gym schedule, including posting information on the Town's website.
82. Administrative staff attended meetings of the following committees/organizations above and beyond normal operational meetings:
  - a. Arts Advisory Committee
  - b. Connecticut Recreation & Parks Association Hershey Track Committee
  - c. Connecticut Recreation & Parks Association Certification Board
  - d. Mansfield Business and Professional Association
  - e. Mansfield Clean Energy Team
  - f. Mansfield Little League
  - g. Recreation Advisory Committee
  - h. Town Council
  - i. Tri-Town Youth Football & Cheerleading Association
  - j. Vermont Systems RecTrac user's group training.

### Aquatics

1. Recruited, hired, and trained all aquatic spring semester staff.
2. Continued part time weekly update newsletter as a means of communicating with part time staff.
3. Implemented remaining winter 2009 programs and classes.
4. Supervised Masters Swim Team Program registering 45 participants on the team for winter season, January - April.
5. Implemented part time aquatic staff evaluation process for swim instructors for winter sessions.
6. Conducted a total of 51 aquatic classes enrolling 402 participants in all programs.
7. Began planning aquatic programming and classes for 2009 spring brochure.
8. Conducted CPR classes and General Orientation Training for all Mansfield Community Center Staff.
9. Distributed program evaluations for all aquatic activities and classes to obtain feedback, monitor progress, and identify any need for program changes.
10. Added E.O. Smith to the weekly schedule for the boys swim season and hosted several home meets.
11. Aquatic Director continued 2 year term for the Connecticut Recreation and Parks Association Executive Board in January.

12. Created detailed individual program budget sheets and completed 09/10 budget accounting for both expenses and revenue.
13. Supervised Mansfield Youth Swim Club program enrolling 64 participants for the winter season.
14. Created a budget book for the aquatic division with individual program sheets for each program and detailed record sheets to track expenses and payroll.
15. Aquatic Director attended the Following:
  - Weekly staff meetings
  - Weekly program team meetings
  - CRPA State Aquatic Section Meetings
  - CRPA Executive Board Meetings

### Fitness

1. Supervised general operations of the Fitness Center and all Fitness Programs and staff.
2. Scheduled Fitness Assistants, covering 112 hours per week in the fitness area, remaining within budget while meeting member needs.
3. Coordinated and supervised a total of 47 different fitness classes meeting 7 days throughout the week.
4. Began planning for spring fitness programs. Recruited new instructors as needed.
5. Provided content for the quarterly member newsletter including promotional and informational material on fitness and programs.
6. Maintained programming and personal training services with reduction of full-time staff position.

### Programs & Special Events

1. Special Events Held
  - Feb. 7—Parent's Night Out--6 participants
  - Feb. 13—7<sup>th</sup> Annual Father/Daughter Dance—180 participants
  - March 23—Recreation Rescue—50 participants
2. Oversaw the after school friends program with 25 children enrolled.
3. Conducted Recreation Rescue Day during the non-holiday school days off on March 23.
4. Coordinated the following trips with the Ashford, Coventry, and Tolland Recreation Departments:
  - March 28—Day in New York City 16 participants
5. Conducted February Vacation Camp on Feb. 17-20.

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

### Parks

1. Attended and prepared minutes for Land Management Committee and Open Space Acquisition Committee meeting.
2. Prepared packets for and attended Parks Advisory Committee Meetings.
3. Prepared packets for Agriculture Committee.
4. Prepared packets for Open Space Preservation Committee.
5. Met with Public Works staff to review field use issues, scheduling needs, and field improvements.
6. Coordinated Friends of Mansfield Parks monthly special events.
7. Coordinated and staffed Natural Areas Volunteer workdays in various parks.
8. Drafted River Park Trail Guide.
9. Met with NRCS employees and submitted Wildlife Habitat Improvement Program cost sharing application for Schoolhouse Brook Park.
10. Prepared and submitted contract extension and increased budget for the Commonfields Recreational Trails Program Grant.
11. Coordinated Wildlife Habitat Improvement Programs for Mt. Hope Park, Eagleville Preserve, Schoolhouse Brook and Old Spring Hill Field.
12. Reviewed land management plans with assigned committees and updated land management schedules.
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. Received staff comments on 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. Coordinated baseball and softball field use for Spring.
19. Coordinated soccer field use for Spring.
20. Met with Public Works staff to review field use issues, scheduling needs, and field improvements.
21. Continued to work with volunteer contractors on the Southeast Park restroom/concession/storage building project.

## OUTSTANDING PROBLEMS/UNFORSEEN EVENTS

None

## EXCEPTION REPORT

None

## PLANS FOR NEXT MONTH/QUARTER

1. Oversee Community Center facility operations
2. Supervise and evaluate spring programs
3. Conduct youth baseball program (Tball)
4. Present fiscal 2009/2010 budget
5. Develop Summer programs and produce program brochure.
6. Conduct aquatic staff Summer orientation and training
7. Conduct camp staff Summer orientation and training
8. Coordinate Capital Improvement Projects

## STAFF CHANGES

Spring Staff Lists (see attachment)

## STATISTICAL REPORTS – (Winter Quarter, Jan., Feb., Mar. 2009)

See attachments:

1. Summary Program Statistical Report
2. Community Center Membership Trends Graph - Memberships
3. Community Center Membership Trends Graph - Members
4. Community Center Facility Usage Reports
5. Community Center Member Survey and Results (Feb. 2009)

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

**AQUATICS:**

Doug Adil  
Melica Bloom  
Nicole Borrelli  
Nora Claus  
Janella Cuyler  
Kim DeMorais  
Sarah Doppstadt  
Meredith Drum  
Russell Dutta  
Kate Fielding  
Erin Gaucher  
Melissa Hodgins  
Sarah Hoyle  
Chris Kegler  
Ben Kelly  
Will LoTurco  
Amber Mathis  
Kat Matz  
Kaitlyn Mello  
Kirsten Morrow  
Kaitlyn Moss  
Ben Nollet  
Zac Nollet  
Beth O'Neill  
Jack Petry  
Kelly Powell  
James Pritchardthorpe  
Philip Rei  
Hailey Rosa  
Lauren Rosa  
Chris Smith

**YOUTH PROGRAMS:**

Carol Flis  
Joanné Roy  
Paula Poh  
Margaret Thomas  
Brian Hollingworth  
Sue Harrington  
Drew Page  
Patrick Stone

**ADULT PROGRAMS:**

Sue Harrington  
Yolanda Arguelles  
Theresa Santkse  
Allison Erickson  
Nancy Conlan  
Drew Page  
John Furlong  
Corine Norgaard  
Andrew Ewalt  
Heather Ricker-Gilbert  
Margaret Thomas  
Kelly Madenjian  
Oswaldo Tirano  
Arlene Albert  
Sandra Burbage  
Ethel Collignon-Courtin  
David Whitworth

**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  
Lindsey Trudeau  
Jed Lane  
Emma Lane  
Johanna DeBari  
Ellen Gage  
Caitlyn Metsack

**RECEPTIONISTS/OFFICE HELP:**

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

**FITNESS:**

***Assistants:***

Kyle Chiemlecki  
Jason Bush  
Caroline Fox  
Conor Hackett  
Tracy Jolson  
Kevin Kochis  
Lanham Marks Hamilton  
Jessica Tracy  
Lee Traygis

***Instructors:***

Paul Bushey  
Todd Friedland  
Pat Suprenant  
Sharon Coriaty  
Therese John  
Nanette Tummers  
Patty Vinsonhaler  
Anne Crone  
Cheryl Piascyinski  
Karen O'Connor  
Jen Polsky  
Jenny Orndorf  
Eileen Melody  
Jodi Farno  
Dorinda Miller  
George Hoffman  
Kathy O'Connor  
Ron Manizza  
Margherita Shaw  
Larkin Petardi  
Carol Becker  
Kelly Madenjian

***Personal Trainers:***

Julie Dutton  
Jodi Farno  
Ryan Herrick  
Jessica Tracy  
Gerry Klienman  
Lynn Mardon

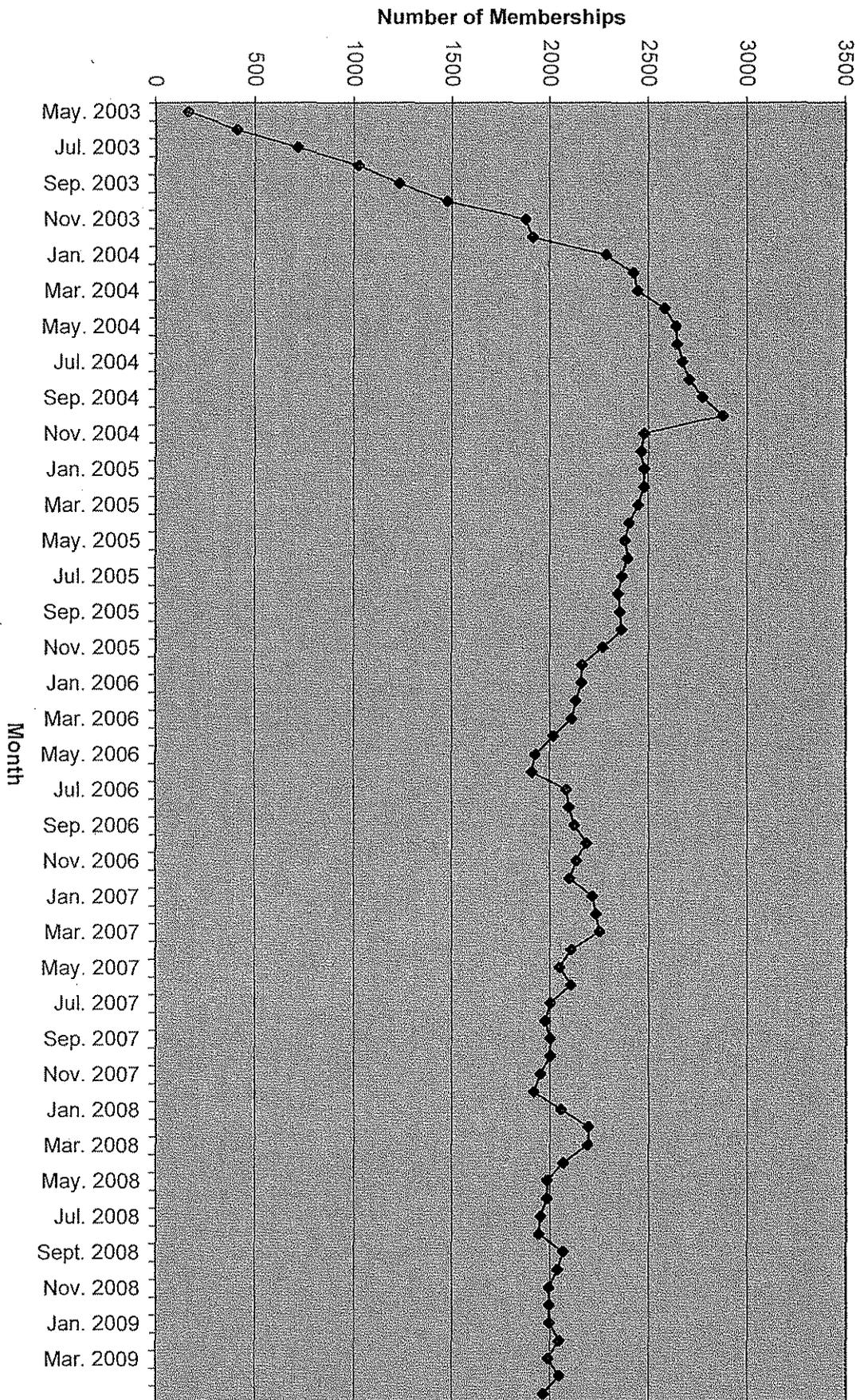
**CUSTODIAN/LOCKER ROOM:**

Stacy Blair  
Kim Blair  
Fred Service

**MANSFIELD PARKS and RECREATION DEPT.**  
**Statistical Report**  
**Winter Programs 2009**  
**SUMMARY SHEET**

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Adult Programs	13,598.00	607.50	7,730.26	184%	263	23
Youth Programs - General	18,082.00	5,565.25	10,990.58	215%	268	51
Vacation Camps	8,089.00	2,909.40	3,362.08	327%	219	6
Basketball	13,841.50	1,377.50	10,590.00	144%	287	27
Swim Lessons Public	23,002.00	1,979.25	10,879.00	230%	402	51
Swim Lessons Private	3,225.00	0.00	1,275.00	253%	85	85
Fitness - General	24,876.93	1,614.50	11,996.17	221%	491	47
Drop-in (see note 4)	1,140.00	0.00	0.00		38	n/a
Fitness Flex (see note 5)	3,839.50	0.00	0.00		20	n/a
Pers.Training/Massage Ther.	15,058.00	0.00	9,905.00	152%	262	262
Child Care	9,273.15	0.00	6,258.50	148%	1,493	n/a
Trips	3,882.50	0.00	2,367.00	164%	32	2
Special Events	1,716.50	68.40	768.18	232%	400	4
<b>TOTAL</b>	<b>139,624.08</b>	<b>14,121.80</b>	<b>76,121.77</b>	<b>202%</b>	<b>4,260</b>	<b>558</b>
Notes:						
1) Program report only, includes direct program finances,						
does not include facility and indirect supervision overhead						
2) Community Center Child Care enrolled numbers are equivalent to hours purchased.						
3) Community Center Membership Fee Waivers for this quarter - \$11,410						
4) Fitness drop-in expenses are included in general fitness						
5) Fitness Flex revenue from passes purchased during this period, but that may be used in other quarters						

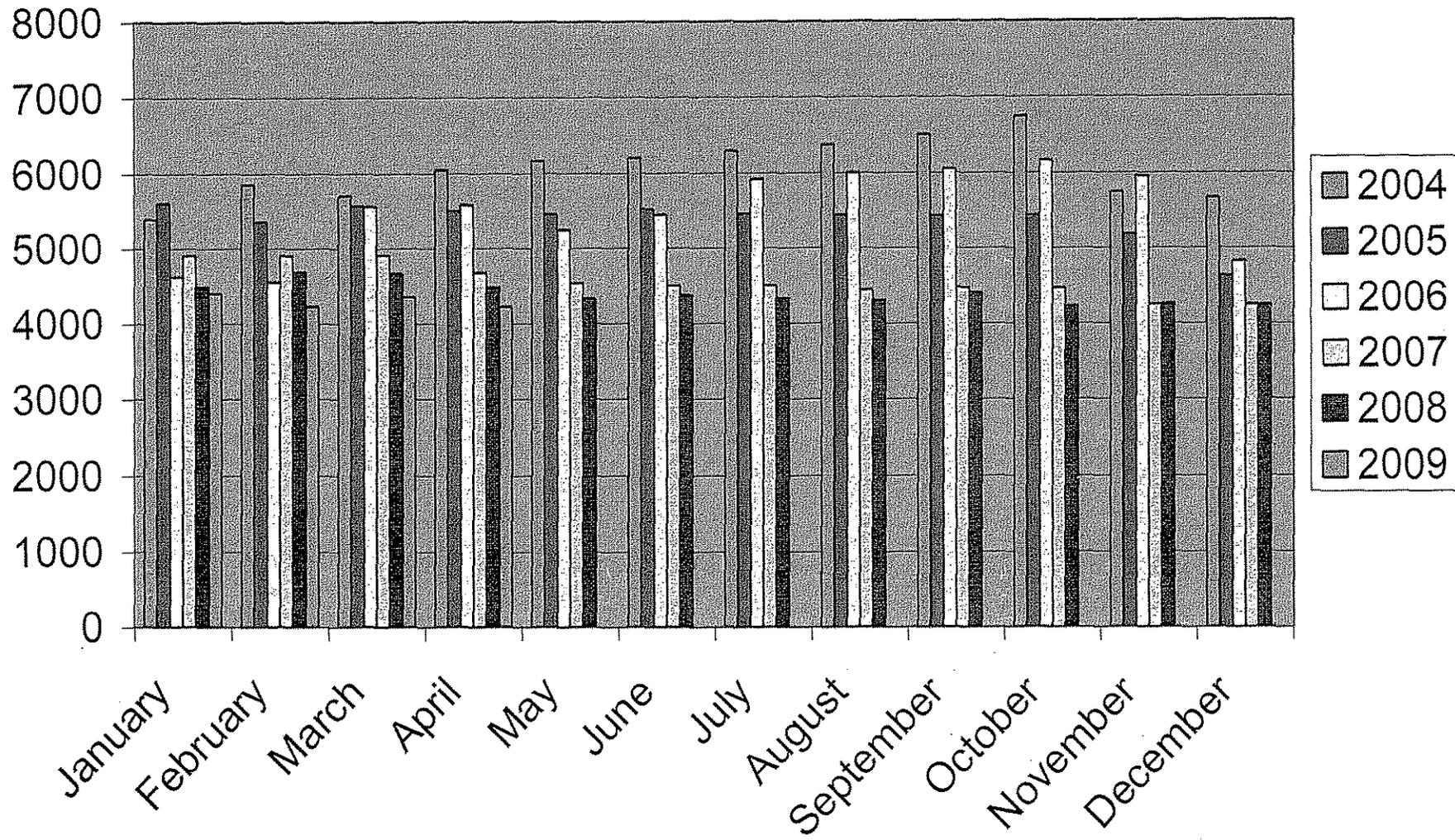
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Mansfield Community Center Membership Trends May 2003-Current Total Memberships

# Yearly Membership Trends - Total Members

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# Mansfield Community Center

## January 2009 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Thursday, January 01, 2009	320	12			23	59	82	Open 9-5
Friday, January 02, 2009	613		20		69	95	164	
Saturday, January 03, 2009	493	45			45	39	622	
Sunday, January 04, 2009	404			51	27	26	508	
Monday, January 05, 2009	634	38	10		36	97	815	snow some classes canc.
Tuesday, January 06, 2009	642	81	55		24	65	867	
Wednesday, January 07, 2009	436	68	2		23	55	584	snow-classes canc.
Thursday, January 08, 2009	559	82			25	67	733	
Friday, January 09, 2009	576	64			29	237	906	EOS Swim Meet
Saturday, January 10, 2009	539	70			16	42	667	Mansfield Free Day
Sunday, January 11, 2009	359			35	33	25	452	10th-Movie Night
Monday, January 12, 2009	767	100			40	82	989	
Tuesday, January 13, 2009	669	127			20	46	862	
Wednesday, January 14, 2009	686	81	25		26	69	887	
Thursday, January 15, 2009	609	95			17	72	793	
Friday, January 16, 2009	636	25			28	43	732	
Saturday, January 17, 2009	505	72			52	33	662	
Sunday, January 18, 2009	343	29		20	32	106	530	CRPA Hotshots
Monday, January 19, 2009	602	72			44	110	828	MLK Day - no school
Tuesday, January 20, 2009	660	127			17	231	1,035	EOS Swim Meet
Wednesday, January 21, 2009	690	81	20		96	73	960	
Thursday, January 22, 2009	644	132			7	55	838	
Friday, January 23, 2009	751	52	20		69	113	1,005	Family Fun Night
Saturday, January 24, 2009	545	79		12	44	41	721	
Sunday, January 25, 2009	584	39			45	26	694	
Monday, January 26, 2009	783	113	13		26	62	997	
Tuesday, January 27, 2009	731	112	30		13	227	1,113	EOS Swim Meet
Wednesday, January 28, 2009	299	82			32	42	455	snow-classes canc.
Thursday, January 29, 2009	602	132	15		7	58		snow some classes cancel
Friday, January 30, 2009	640	52			20	57	769	
Saturday, January 31, 2009	569	79		100	38	48	834	
<b>MONTHLY TOTAL</b>	<b>17,890</b>	<b>2,141</b>	<b>210</b>	<b>218</b>	<b>1,023</b>	<b>2,401</b>	<b>23,883</b>	

## Mansfield Community Center

### February 2009 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Sunday, February 01, 2009	510	47			38	6	601	Mansfield Free Day
Monday, February 02, 2009	780	105	31		19	57	992	
Tuesday, February 03, 2009	497	115	25		18	157	812	EOS Swim Meet
Wednesday, February 04, 2009	723	71			50	47	891	
Thursday, February 05, 2009	626	110			9	41	786	
Friday, February 06, 2009	668	52	45		50	28	843	Family Fun Night
Saturday, February 07, 2009	528	96		20	31	32	707	
Sunday, February 08, 2009	507	47			48	23	625	
Monday, February 09, 2009	753	104			17	39	913	
Tuesday, February 10, 2009	734	115	27		19	12	907	
Wednesday, February 11, 2009	638	82	41		22	37	820	
Thursday, February 12, 2009	611	110			9	47	777	
Friday, February 13, 2009	582	52			22	49	705	
Saturday, February 14, 2009	480	105			26	26	637	
Sunday, February 15, 2009	465	47		13	57	29	611	
Monday, February 16, 2009	766	79			55	76	976	school vacation
Tuesday, February 17, 2009	604	125			52	36	817	school vacation
Wednesday, February 18, 2009	635	62			42	55	794	school vacation
Thursday, February 19, 2009	605	94	6		54	183	942	EOS Swim Meet
Friday, February 20, 2009	603	41		20	65	55	784	school vacation
Saturday, February 21, 2009	491	51		35	59	41	677	
Sunday, February 22, 2009	500	47		15	43	25	630	
Monday, February 23, 2009	767	94			14	59	934	
Tuesday, February 24, 2009	698	90			16	28	832	
Wednesday, February 25, 2009	743	82			27	41	893	
Thursday, February 26, 2009	622	110			19	53	804	
Friday, February 27, 2009	619	57	20	20	30	43	789	
Saturday, February 28, 2009	513	51		40	63	22	689	Family Fun/Movie Night
<b>MONTHLY TOTAL</b>	<b>17,268</b>	<b>2,241</b>	<b>195</b>	<b>163</b>	<b>974</b>	<b>1,347</b>	<b>22,188</b>	

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# Mansfield Community Center

## March 2009 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Sunday, March 01, 2009	498	36			34	42	610	
Monday, March 02, 2009	257	107	10		32	59	465	snow classes canceled
Tuesday, March 03, 2009	758	97	10		25	69	959	
Wednesday, March 04, 2009	729	82	10		40	55	916	
Thursday, March 05, 2009	665	110	8		27	79	889	
Friday, March 06, 2009	630	56	20		26	57	789	
Saturday, March 07, 2009	520	67		24	60	22	693	
Sunday, March 08, 2009	394	16			37	26	473	
Monday, March 09, 2009	629	107			43	58	837	snow - school act. canc.
Tuesday, March 10, 2009	696	97			67	54	914	
Wednesday, March 11, 2009	700	77	60		40	48	925	
Thursday, March 12, 2009	642	106	20		23	54	845	
Friday, March 13, 2009	610	45			36	54	745	
Saturday, March 14, 2009	500	48		25	77	54	704	Family Fun Night
Sunday, March 15, 2009	393	16		30	27	18	484	
Monday, March 16, 2009	725	107			32	58	922	
Tuesday, March 17, 2009	652	97	15		12	52	828	
Wednesday, March 18, 2009	653	77	20		30	46	826	
Thursday, March 19, 2009	623	106	30		55	51	865	
Friday, March 20, 2009	581	45	8	50	38	45	767	
Saturday, March 21, 2009	468	26		55	64	86	699	Youth Triathlon
Sunday, March 22, 2009	409	16	2	95	44	10	576	
Monday, March 23, 2009	711	58			25	64	858	Mans. Schools closed
Tuesday, March 24, 2009	635	45	25		16	54	775	
Wednesday, March 25, 2009	637	24			13	47	721	
Thursday, March 26, 2009	543	18			21	45	627	
Friday, March 27, 2009	542	39			30	78	689	Family Fun Night
Saturday, March 28, 2009	357	19	25		41	52	494	
Sunday, March 29, 2009	480	4	25	59	57	22	647	
Monday, March 30, 2009	667	12	20	20	25	52	796	
Tuesday, March 31, 2009	529	36		200	6	42	813	YSC Banquet
<b>MONTHLY TOTAL</b>	<b>17,833</b>	<b>1,796</b>	<b>308</b>	<b>558</b>	<b>1,103</b>	<b>1,553</b>	<b>23,151</b>	



# Mansfield Community Center

## Member Survey

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

**How often do you visit the center?**

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

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

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

**What changes would you like to see at the Community Center?** \_\_\_\_\_

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

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

**General Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

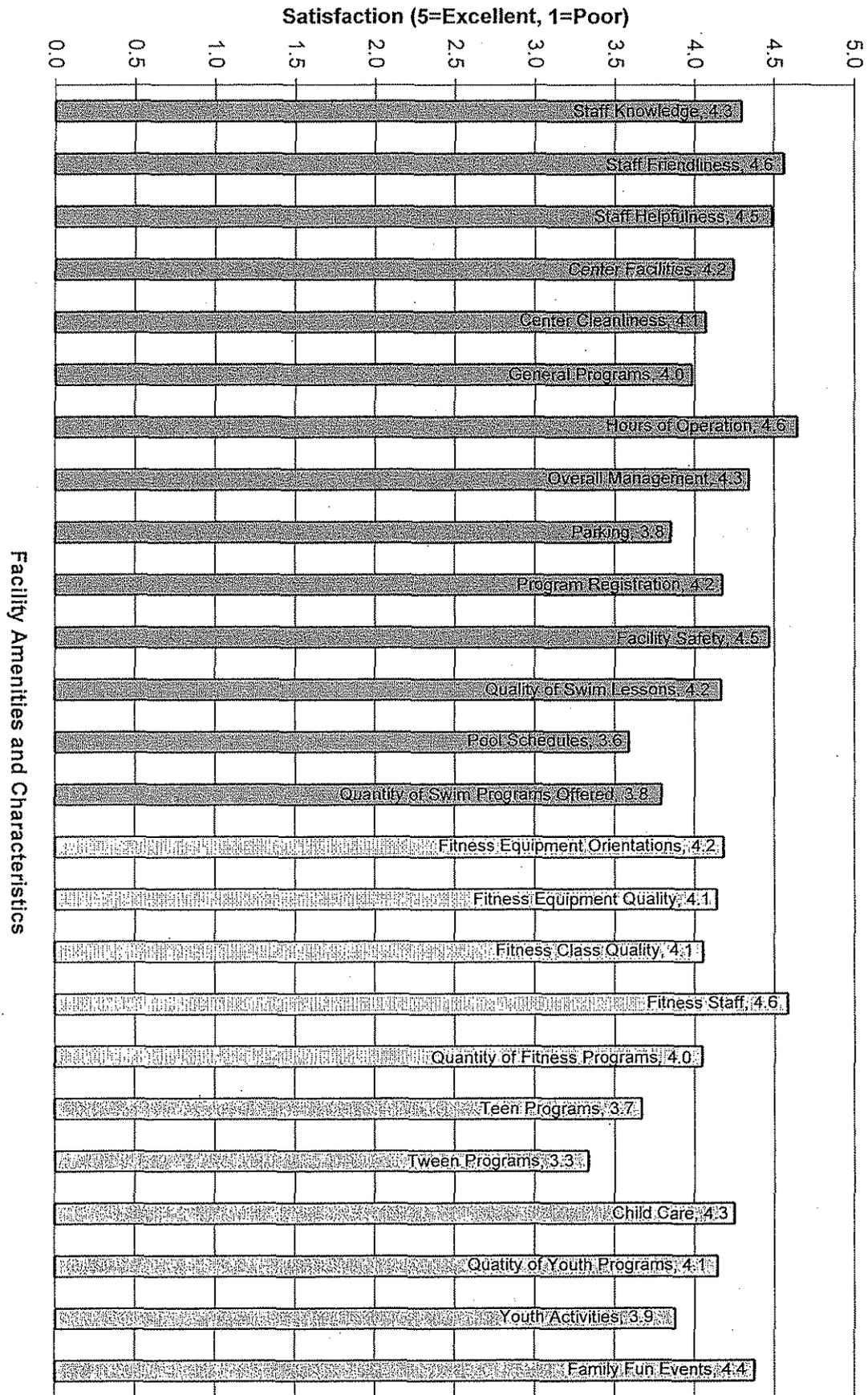
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

- Yes, I am interested in becoming a part of *Friends of the Mansfield Community Center*.
- I am not interested in *Friends of the Mansfield Community Center*.



Member Surveys February 2009

## QUARTERLY REPORT – DIRECTOR OF PLANNING

January 1 - March 31, 2009

### 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 eight (8) modification or bonding issues.
- During this quarter, the PZC approved the replacement of a non-conforming commercial building and parking lot at the corner of Storrs and Bassetts Bridge Roads, a three (3) lot subdivision on Bassetts Bridge and south Bedlam Roads and an efficiency unit on Browns Road. Staff review also began on the 37 Unit Whispering Glen Condominium project on Meadowbrook Lane.
- During this quarter, the Director of Planning continued to work with the PZC Regulatory Review Committee on proposed revisions to the Zoning and Subdivision Regulations. A 6/15/09 Public Hearing has been scheduled to hear comments on potential revisions to over twenty (20) sections of the Zoning or Subdivision Regulations.
- During this quarter, the Director of Planning coordinated the Town's review of the North Hillside Road Environmental Impact Statement and participated in a day long Natchaug Basin Conservation planning workshop.
- During this quarter, considerable time was spent working on various UConn oriented projects and issues, Community Quality of Life Committee issues and the School Building Committee's investigation of feasible sites for a potential consolidated grammar school. 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 37 unit Whispering Glen Condominium project on Meadowbrook Lane, the Ponde Place student housing project off of Hunting Lodge Road, the CL&P Interstate Reliability Project, Verizon's proposed telecommunication tower in southern Mansfield and UConn's planned construction of two new academic buildings.
- 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 seventeen (17) meetings with Town boards and committees.

To: Town Council/Planning & Zoning Commission  
 From: Curt Hirsch, Zoning Agent  
 Date: May 6, 2009



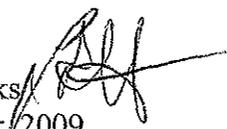
**Re: *Monthly Report of Zoning Enforcement Activity***  
*For the month of April, 2009*

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	11	12	19	109	151
Certificates of Compliance issued	5	5	16	112	165
Site inspections	52	26	71	469	661
Complaints received from the Public	4	2	2	44	23
Complaints requiring inspection	4	4	4	27	17
Potential/Actual violations found	10	15	10	49	34
Enforcement letters	6	7	12	86	136
Notices to issue ZBA forms	1	1	2	5	17
Notices of Zoning Violations issued	6	9	3	54	40
Zoning Citations issued	2	2	0	12	25

Zoning permits issued this month for single family homes = 1, multi-fm = 0  
 2008/09 fiscal year total: s-fm = 15, multi-fm = 0

Town of Mansfield  
MEMO  
5/6/09

To: Matt Hart, Town Manager  
From: Lon Hultgren, Director of Public Works  
Re: DPW Quarterly Report: Jan, Feb, Mar/2009



I. Accomplishments

A. Administrative

1. Continued coordination of EPA clean diesel grant for the school busses. Particulate filters were installed on 20 busses. Filter cleaning equipment (part of the grant) is now being evaluated.
2. Coordinated litter collection with UConn community outreach organizations (2 Saturdays)
3. Conducted a solar lease program for Mansfield homeowners
4. Conducted an organic lawn care workshop
5. Helped staff Mansfield Clean Energy Team meetings
6. Planned for a UConn move-out program "Give and Go" to recycle/reclaim items that would otherwise be thrown out (to be held the first week in May).
7. Scoped and submitted projects to WinCOG and the DOT for ARRA (stimulus) funding
8. Continued work/support for the dispute with Windham over its wastewater treatment plant upgrade.
9. Continued work with the advisory committee for the 4 corners water and sewer projects. Assisted with a presentation on the project to property owners within the proposed sewer and water service area. Assembled and submitted funding requests for federal grants through the Town's representatives.
10. Continued support of MDP/Storrs Center efforts – set up selection process, finalized the scope of services and set up interviews for Route 195 design consultants; reviewed grant agreements for the first garage design grant.
11. Assisted with the coordination of the MMS natural gas project and the gas lines to be installed to serve the school.
12. Prepared and submitted the Department's 08-09 operating budget request and several requested revisions.
13. Assisted with revising the job description for the Town's equipment operators.

B. Operations

1. Continued construction of the Hunting Lodge Road bikeway.
2. Began work on the cremation burial ground behind the existing Gurleyville cemetery.
3. Extended a culvert on Forest Road
4. Began spring sweeping of sand off Town roads
5. Began gravel road maintenance
6. Mixed sand and salt; plowed snow from roads and parking lots; spread sand
7. Filled roadside and building sandboxes
8. Repaired mailboxes hit in snow plowing operations
9. Patched potholes; repaired signs; removed damaged curbing; repaired guideposts
10. Routine requests for service
11. Cleaned waterways and ditches; cleaned garage and equipment
12. Began spring athletic field preparation, including baseball silt infields

13. Maintained Town bike routes
14. Serviced grounds equipment – prepared for spring work
15. Moved books for Library book sale; placed voting signs
16. Hauled trash from Town recreation areas and parks
17. Operated Town transfer station
18. Removed hazard trees from Town roadsides; hauled the wood for disposal

### C. Engineering

1. Staffed PZC, IWA, TAC, 4-Corners Advisory and the Traffic Authority; administered and issued road permits; answered questions about road widths and Town right-of-way.
2. Sampled ground and surface waters at the Town's solid waste area.
3. Continued construction staking and layout for the Hunting Lodge bikeway; inspected work in progress.
4. Continued design and grant assistance for the Storrs Center project; prepared preliminary right of way maps.
5. Began property deed research for the survey and design of the 4 corners water and sewer systems.
6. Monitored progress on the Laurel Lane and Stone Mill Road bridge replacements projects; authorized additional work for the Laurel lane floodway recalculation and the Stone Mill Road wood turtle habitat survey.
7. Provided oversight for a UConn senior civil engineering project to design two additional T-ball fields west of the last Lions Club soccer field in the Ward Cornell Lions Club complex area.
8. Provided support for Town's GIS and mapping software (maps, updates, etc.)
9. Reviewed design information developed for the installation of new bridge railings on the Gurleyville Road bridge; cancelled project due to difficulty of attaching new railing supports to the existing bridge hollowed-out prestressed beams.
10. Received and reviewed community sewer system inspection reports
11. Coordinated two IWA violation orders
12. Began update of the Town's bike route map and brochure
13. Researched flow meters for in-line infiltration and inflow studies
14. Researched salt shed construction types and costs; prepared preliminary site plan for the Town Garage salt-sand mixing and loading area

## II. Outstanding Problems and Events

- A. As noted above, after considerable research and meetings with our consultant and the DOT, we were unable to figure out a way to attach the new bridge railings to the Gurleyville Road bridge. As a result, the project (conceived largely for aesthetic reasons) will be abandoned. Since this was a regional grant for a rural minor collector in Mansfield, we will speak with the Region about substituting another project on another of Mansfield's rural minor collectors.
- B. All the school busses have been retrofit with diesel particulate filters under the EPA clean-diesel grant. However, the grant also includes purchasing and installing filter cleaning equipment, and we are not sure where we should locate this equipment (bus garage or Town garage or not at all), and who will run it. This will be investigated in the next quarter.
- C. Although it appears the Town will receive nearly \$300,000 in stimulus funds for overlay paving of Town urban major collector roads, it is likely this money won't actually be released until the spring of 2010. This means that our road surfacing program for 2009 will be

minimal, with the resulting continuing deterioration of Town roads. Stimulus funds are expected for the completion of the Birch Road bikeway; however, and it appears likely this project can be bid in 2009.

- D. The Stone Mill Road bridge replacement has been further delayed by the requirement of a wood turtle habitat survey. This survey has been authorized and the results will be used in developing the specifications for the bridge work. The 70% design submittal has now been reviewed – the next step is the 90% design submittal and review.
- E. Recycling markets continue to remain low as a result of the economic downturn. Monthly revenues from the sale of paper are continuing to be closer to \$2,000 as opposed to \$8,000 prior to late fall of 2008.
- F. With the operating crew down 6 positions from 2 years ago, scheduling work in 2009 is proving to be very challenging. While projects that were started and/or mandated for this year (examples: the gas line on Davis Road & the Gurleyville cemetery expansion) will be accomplished, not much else – other than routine maintenance – is likely to be able to be scheduled for this year. Hopefully, as the economy improves, positions in the operating division of the Department will be restored.

### III. Plans for Next Quarter

- A. Prepare the Hunting Lodge Road walkway for paving in July of this year.
- B. Continue to plan for and design the 4 corners water and sewer projects.
- C. Complete/circulate construction season work schedule for Town crew
- D. Continue coordination of design work for Storrs Center roadways and streetscape elements – have Rte 195 design consultant selected and ready to proceed as soon as the STC permit is received.
- E. Complete the construction of the cremation burial site behind the Gurleyville Road cemetery.

### 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 1st Quarter 2009 Work Summary by Activity (Jan, Feb, Mar 2009)							lth5/7/09
Work Code	Work Type	Labor Hrs	Labor \$	Equip Hrs	Equip \$	Matl \$	Total \$
101	PATCHING	60.5	\$1,563	28.0	\$377	\$390	\$2,330
104	SWEEPING OF ROADS	28.0	\$674	16.0	\$352		\$1,026
105	HAULING SWEEPING'S	37.8	\$909	42.0	\$1,220	\$0	\$2,129
107	DITCH WORK	3.0	\$76	3.0	\$57		\$133
108	CATCHBASIN CLEANING	12.0	\$289				\$289
109	PATCH DIRT ROADS	176.8	\$4,423	183.0	\$5,060	\$13,403	\$22,885
113	SIGN WORK	73.0	\$1,705	30.0	\$283	\$56	\$2,045
114	DRAINAGE PIPE INSTALL	84.5	\$2,023	78.8	\$1,973	\$990	\$4,987
115	WATERWAYS CK & CLEAR	177.5	\$4,198	95.8	\$1,755		\$5,953
116	ROAD KILL	2.0	\$47				\$47
117	ROADSIDE LITTER	8.0	\$192	3.0	\$48	\$0	\$239
118	TRAFFIC CONTROL	65.0	\$1,406	32.0	\$142		\$1,548
119	TREE REMOVAL	294.0	\$7,263	336.0	\$8,055	\$180	\$15,499
120	TREE TRIMMING	120.0	\$2,868	74.5	\$811	\$170	\$3,849
121	TREE TRIMMING& CHIPPING	141.5	\$3,400	107.5	\$1,743	\$80	\$5,223
122	CURBING INSTALL	18.0	\$433	11.0	\$148		\$581
123	ROADSIDE MOWING	40.0	\$944	48.0	\$429	\$0	\$1,373
124	GUIDE POSTS	16.0	\$384	14.0	\$282	\$30	\$696
126	PLOWING ROADS	894.3	\$26,458	1039.0	\$29,429	\$18,102	\$73,989
127	PLOWING PARKING LOTS	410.8	\$11,253	293.5	\$4,173		\$15,425
128	LOADING SAND \ SALT	271.8	\$8,118	347.0	\$6,543	\$1,794	\$16,455
129	SANDING	1137.0	\$31,017	1444.8	\$38,367	\$14,756	\$84,140
130	PLOW/CLEAR WALKWAYS	240.5	\$6,464	103.5	\$1,406	\$785	\$8,654
134	PLACE/ RE SAND/SALT BOXES	12.0	\$289	6.0	\$132	\$0	\$421
135	FILL SAND/SALT BOXES	26.0	\$587	5.0	\$45		\$631
140	ROAD INSPECTION	38.5	\$1,029	30.5	\$272		\$1,301
141	MAILBOX REPAIRS/REPLACE	48.0	\$1,127				\$1,127
145	PAINT/ STRAIN	13.0	\$313				\$313
147	MISC. MATERIAL HAULING	127.3	\$3,093	138.5	\$3,006	\$2,451	\$8,549
148	MISC EQUIP. MOVING	12.0	\$293	17.0	\$501		\$794
150	CLEAN YARD MISC.	23.8	\$565	7.0	\$96		\$660
151	PREP PLOWS & TRUCKS	438.0	\$11,429	234.3	\$5,928	\$349	\$17,706
152	LAWN REPAIRS, PLOW DAMAGE	53.8	\$1,275	30.0	\$437		\$1,712
153	DRAINAGE PROBLEM	26.5	\$651	10.0	\$160		\$811
154	SITWORK	58.5	\$1,454	100.0	\$1,415	\$120	\$2,989
155	OUTSIDE AGENCY WORK	17.0	\$420	10.5	\$206		\$625
156	DRY HYD. FIRE PONDS	32.0	\$777	32.0	\$372		\$1,149
	<b>subtotals, roads &gt;&gt;&gt;&gt;&gt;&gt;</b>	<b>5238.0</b>	<b>\$139,407</b>	<b>4951.0</b>	<b>\$115,220</b>	<b>\$53,656</b>	<b>\$308,284</b>
158	STONE WALL WORK	16.0	\$385	17.0	\$174	\$3	\$562
159	SPECIAL GRNDS PROJ	15.5	\$382	14.5	\$163		\$546
160	TRIM BRUSH/CLEANUP	15.0	\$361	8.0	\$128		\$489
202	BUILDING CLEANUP	31.0	\$810			\$0	\$810
204	CARPENTRY SHOP	173.5	\$4,119				\$4,119
208	WEED, MULCH, ETC.	4.0	\$90				\$90
209	FENCE/GATE WORK	17.0	\$408				\$408
210	TRANSPORT REC EQUIP	3.5	\$89				\$89
212	INSTALL/ REMOVE EQUIP	74.0	\$1,755				\$1,755

213	REPAIR REC EQUIP	9.0	\$226				\$226
214	PAINT FIELD LINES	11.0	\$269	16.0	\$71	\$35	\$376
215	BASEBALL FIELD PREP	128.5	\$3,234	130.0	\$1,001	\$76	\$4,311
219	TRASH RUNS	136.0	\$3,320	70.0	\$591		\$3,911
222	PARKING AREA WORK	24.0	\$604	8.0	\$128		\$732
	<b>subtotals, grounds &gt;&gt;&gt;&gt;&gt;</b>	<b>658.0</b>	<b>\$16,053</b>	<b>263.5</b>	<b>\$2,256</b>	<b>\$114</b>	<b>\$18,423</b>
311	SERVICE/REPAIR EQ.	1612.8	\$41,757				\$41,757
312	TRANSPORT EQ.	26.0	\$635	14.0	\$201		\$836
313	RECIEVE MATERIAL	2.0	\$51				\$51
315	CLEAN SHOP	77.8	\$1,878				\$1,878
316	PARTS RUN	49.5	\$1,221	21.0	\$234	\$91	\$1,545
317	WASH EQUIPMENT	280.0	\$6,783	136.0	\$3,679		\$10,462
318	PUMP STATION	15.0	\$383				\$383
319	TALK TIME	46.5	\$1,145				\$1,145
	<b>subtotals, equipment &gt;&gt;&gt;&gt;&gt;</b>	<b>2109.5</b>	<b>\$53,852</b>	<b>171.0</b>	<b>\$4,115</b>	<b>\$91</b>	<b>\$58,057</b>
410	CASHIER/ GARAGE IN	266.0	\$6,646	4.0	\$100		\$6,746
411	MISC. HAULING	12.0	\$289	40.0	\$1,161	\$280	\$1,730
412	LOADING MATERIAL	15.0	\$363				\$363
413	T.V./COMP PREP.	40.0	\$942				\$942
414	REFRIG. PREP	21.0	\$536				\$536
415	CARD BOARD	47.0	\$1,206	41.0	\$1,025		\$2,231
416	CLEAN SWAP SHOP	53.0	\$1,247				\$1,247
417	CLEAN RECYCLING BLG.	40.0	\$983				\$983
418	COMPACT RUBBISH	84.0	\$1,946				\$1,946
419	CHIP BRUSH	71.0	\$1,703	37.0	\$507	\$80	\$2,290
420	BALLAST/ CAP WORK	66.0	\$1,717				\$1,717
421	HAZARDOUS WASTE WORK	2.0	\$47				\$47
422	MISC GROUNDS REPAIR	105.0	\$2,504				\$2,504
423	LEAF COMPOSTING	20.0	\$517	12.0	\$300		\$817
432	COMPACT BULKY	51.0	\$1,307	31.0	\$775		\$2,082
433	BATTERIES	54.5	\$1,258				\$1,258
	<b>subtotals, solid waste/recycling &gt;&gt;&gt;</b>	<b>947.5</b>	<b>\$23,210</b>	<b>165.0</b>	<b>\$3,867</b>	<b>\$360</b>	<b>\$27,438</b>
999	NO DPW ACTION REQUIRED	16.0	\$372				\$372
TTT	TRAINING	123.0	\$3,032	16.0	\$221		\$3,254
XXX	ADMIN WORK \ PAPERWORK	567.5	\$15,311	2.0	\$63		\$15,375
ZZZ	TIME NOT WORKED	1966.3	\$48,109				\$48,109
	<b>Grand totals for Quarter &gt;&gt;&gt;&gt;&gt;</b>	<b>11625.8</b>	<b>\$299,347</b>	<b>5568.5</b>	<b>\$125,743</b>	<b>\$54,221</b>	<b>\$479,311</b>

<b>Service Request Activity: Jan, Feb, Mar 2009</b>				
<b>Request Type</b>	<b>Closed</b>	<b>In Progress</b>	<b>Open</b>	<b>Total</b>
Snow plow damage, mailbox damage, other snow items	16	1	1	18
Signs, guideposts or guardrail problems	4	0	2	6
Trees, tree limbs, etc.	2	1	0	3
Drainage- water on/off Town road; culverts, basins	1	0	1	2
Road repair - patching, paving, etc.	0	1	0	1
Park maintenance, park trash	1	0	0	1

QUARTERLY REPORT – TOWN CLERK'S OFFICE  
January, February, March 2009

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. Documents regarding agreements and leases continue to be gathered, indexed and properly stored. Minutes of various boards and commissions are added to our database as they are discovered.
- Prepared materials for 09/10 Historic Preservation Grant.
- Organized and filed all Historic District Commission Certificates of Compliance according to address.
- Completed all year-end summaries and reports. Applied record retention schedule to inventory of documents.
- Conducted Town Clerk responsibilities for the Regional School District 19 Track Referendum. In conjunction with the Registrars printed and sealed all absentee and regular ballots in an effort to reduce expenses.
- Worked with the Cemetery Committee and the Historic District Commission to complete their responses to the Action Plans for the Strategic Planning Process.
- Worked with the Town Manager's office to implement the Freedom of Information Policy and with the Committee on Committees to review possible consolidation of Boards of Appeals.
- Attended a Results Based Accountability workshop and a Town Clerk's meeting on upcoming legislation.
- Worked with the UConn Police Department to insure that all current members of the force have been properly sworn in and documented as Special Constables for the Town of Mansfield.
- Conveyance Tax for this period was \$6,366.63. The number of instruments filed was 461. There were 2 foreclosures in this quarter.
- Dog licenses sold totaled 71.
- Sporting licenses sold were 149. Marriage licenses issued were 15. There were 24 births and 35 deaths recorded in Mansfield.

Plans for the Next Quarter

- 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.
- Prepare and distribute dog licensing letters.
- Submit grant for the 2009/2010 Historic Preservation Document Grant cycle.
- Prepare for the annual town meeting, the Region 19 budget referendum and possible petitions.
- Monitor the humidity and temperature in the vault taking whatever interim steps necessary until a more permanent solution can be implemented.



**MINUTES**  
**MANSFIELD ADVOCATES FOR CHILDREN**  
**Wednesday, April 1, 2009**  
**6:30-8:00 PM**  
**Council Chambers- Town Hall**

**PRESENT:** J. Goldman, K. Grunwald (staff), J. Higham, S. Baxter (staff), S. Daley, A. Bladen (Chair), J. Stoughton (staff), N. Hovorka, J. Greene  
**REGRETS:** C. Guerreri, R. Leclerc, A. Bloom, M.J. Newman, Liz Buczynski, D. McLaughlin, K. Paulhus, L. Dahn

ITEM	DISCUSSION	OUTCOME
Open	<p>-Welcome: Chair A. Bladen called the meeting to order at 6:32 PM.</p> <p>-Vote to adopt 3/4/09 Minutes: note that D. McLaughlin was in attendance</p>	Minutes were adopted with that correction.
Week of the Young Child	<p>-Brainstorm possible events: J. Goldman noted that this is a little late to be doing planning; can we do this earlier next year? S. Baxter announced that Lisa Young and Debbie Ginekanos agreed to coordinate the display of children's art. A suggestion was made to use the "paper doll project" to celebrate the Week of the Young Child". The theme this year is: "Communities come together for Children, Children Bring Communities Together." This can be used to point to resources in town that support young children.</p> <p>The Community Center has a Family Fun Night planned on April 17; the Senior Center is doing a Grandchildren's Day event; these will be publicized as part of the WOYC events as well. S. Baxter will be putting the calendar of events together.</p>	<p>Return the paper dolls to Lisa Young at MDD by 4/16.</p> <p>Get information about activities that are open to the community to S. Baxter to add to the calendar by this Friday. N. Hovorka will create the calendar. Members agreed to take them to local businesses.</p>

	<p>Agreed that MAC will provide flowers to all staff at the Early Care Centers. J. Higham will create a "thank you" card that will be sent to homecare providers and the centers that are closed that week, along with the public school pre-school programs.</p> <p>Grandchildren's Day will be on Monday, April 20 at the Senior Center from 9:30-12:30.</p>	<p>Calendars will also be sent home in Fri. folders for pre-school students.</p> <p>K. Grunwald will have the Town Council do a proclamation in honor of the Week of the Young Child.</p>
<p>1-1 Interview Presentation</p>	<p>-Brainstorm strategies to create a fun and welcoming presentation of findings for interviewees. There were some concerns raised that this is at the same time as a presentation at the Middle School on Internet Safety. There has not been a lot of response to this date; a suggestion was made that participants be asked what would be a convenient time to attend. Another question was raised as to whether or not participants would feel comfortable in a group; is this a bad time of the day for parents of young children? The suggestion was made to email the presentation and ask participants for feedback. Maybe the weekend would be a better time; explain in the invitation that this is an opportunity to provide feedback.</p> <p>-How can we use this as a MAC recruitment tool using materials from Membership Committee?: no discussion.</p>	<p>Will email the presentation to the group and request feedback. Explore offering a weekend presentation time for this group.</p>
<p>Reports from I/T Group and Family Information Packet Group</p>	<p>I/T Group: Representatives attended the UConn Provost's Work/Life Committee meeting along with C. Guerreri. The committee was provided with an update from the Leadership Work Group and MAC. The co-chair, Terri Dominguez, was invited and attended the RBA presentation. J. Higham asked if they have considered opening a new center at the university. A. Bladen said that this all comes back to the need to conduct a feasibility study.</p> <p>J. Goldman pointed out that I/T care is one of the areas of focus for the Leadership Work Group,</p>	

	<p>and she feels that MAC should take on this piece to be completed.</p> <p>Family Information Packet: Sub committee met in Feb.; cancelled March meeting. They decided to go with Gulemo Printing for the packet. They have identified ad costs and will request donations as well. The introduction letter needs to be completed. J. Higham and J. Greene will solicit businesses to cover start-up costs for this year. S. Baxter pointed out that at the Family Fun Fair many parents want to know how to select a pre-school; she provided a handout on this to consider including in the packet.</p>	
School Readiness Update	<p>Discussion re: expanding the membership of MAC to include School Readiness parents.</p> <p>-Review of the new School Readiness application, grant requirements and space allotment: S. Baxter announced that the sub-committee has determined slot allocation for each of the Centers, totaling 14 slots at the 4 Centers. She is in the process of working on the new grant application; reimbursement to Centers has been increased. There are some other changes in terms of the requirements of the grant. The school readiness task force will meet to review policy additions and modifications. There are also new requirements for School Readiness teachers.</p> <p>Several questions came up around the expansion of the pre-school programs in the public schools.</p>	<p>Recommendation that we establish a requirement that all School Readiness parents would be involved in at least one activity related to their school or MAC. The School Readiness Task Force will develop family participation guidelines and bring them to this council for adoption. Adopted unanimously.</p> <p>J. Goldman asked that R. Leclerc speak to the issue of expanding pre-school programs in the public schools at our next meeting.</p>
Announcements and Agenda for	<p>-Announce Leadership Workgroup updates: -Recommendations from the group: Rachel</p>	

<b>next meeting</b>	<b>Leclerc report on Public School's Pre-School Program changes</b>	
<b>Adjournment</b>	<b>Meeting adjourned at 8:05PM</b>	<b>Next Meeting: May 6, 2009</b>

Respectfully submitted,  
Kevin Grunwald

**MINUTES**  
**MANSFIELD ADVOCATES FOR CHILDREN**  
 Wednesday, May 6, 2009  
 6:30-8:00 PM  
 Council Chambers- Town Hall

**PRESENT:** K. Grunwald (staff), A. Bladen (Chair), J. Stoughton (staff), M.J. Newman, N. Hovorka, J. Goldman, S. Baxter (staff), C. Guerreri, D. McLaughlin, R. Leclerc (staff), J. Higham  
**REGRETS:** B. Lehmann, J. Greene, L. Buczynski, Chris Forte, A. Bloom

ITEM	DISCUSSION	OUTCOME
Open	<p>-Welcome: Chair A. Bladen opened the meeting at 6:35 PM</p> <p>-Vote to adopt 4/1/09 Minutes</p> <p>-Report on WOYC events and next year: S. Baxter reported on the Week of the Young Child. She noted that Lisa Young (MDD) and Debbie Giancano (WH) picked up the children's art work from the different Centers and worked on a display. They have agreed to coordinate this event next year. J. Higham sent out thank-you cards to providers and the Town Council issued a proclamation.</p>	<p>The minutes of the 4/1 meeting were accepted as written.</p> <p>We will start planning the WOYC in January next year.</p>
School Readiness Update	<p>- Slot allotments, reimbursement rates: S. Baxter handed out a breakdown of the slot allotments and reimbursement rates for each Center for the coming program year (2009/10).</p> <p>-School Readiness Council Responsibilities: S. Baxter explained that there is a requirement in this grant application for the Council (MAC) to adopt policies that are consistent with the State requirements for this grant. These policies can be reviewed at <a href="http://www.sde.ct.gov">www.sde.ct.gov</a>; Early Childhood link. One of the questions that the Council needs to be answering is, what are the unmet needs for School Readiness in the community? In response to J. Goldman's question, S. Baxter explained that she has worked with the Centers on an unmet needs survey. It was pointed out that it would be helpful to clarify what a "pre-school experience" is. Several ideas were suggested as to how this information could be obtained; MJ Newman will pursue this with the State Department of Education. C. Guerreri pointed out that several Discovery communities have modified their intake forms to define a pre-school experience.</p> <p>-Professional Development for this year and new grant year: A. Bladen reported that there is \$1000 available for this year to spend on professional development for School Readiness staff, and \$4000 has been budgeted for next year. There is an emphasis on combining inservice training with the public school system. R. Leclerc reported that the training emphasis in the public schools will be on Response to Intervention (RtI); (80% of population should be achieving school goals, 5% intensive intervention, and 15% some intervention). Connecticut has adopted a model of Scientifically Research Based Intervention (SRBI). MJ</p>	<p>There will be a School Readiness Task Force meeting on 5/14 combined with the MAC Executive Committee to review the policy requirements for the grant application. Other MAC members are invited to attend. This group will recommend the policies and email them to this group for approval prior to the grant being submitted.</p> <p>S. Baxter will request information on the Discovery listserve.</p> <p>Make efforts to coordinate training initiatives between the Centers and the public school system.</p> <p>R. Leclerc will make the public school training calendar available.</p>

	<p>Newman made a strong case for integrating professional development initiatives between the Centers and the public schools, since both have a similar emphasis. The public school training will be very specific as to how to implement these programs within the District. The goal is to strengthen the teachers by individualizing the educational program for students and teaching to children at all levels (breadth). The School Readiness grant identifies specific areas of professional development for the teachers. S. Baxter identified that there need to be meaningful activities for teachers related to transition for students as they visit each other's classrooms. The goal is to build a bridge/relationship between the pre-school and the K-4 teachers. Some discussion about different transition programs and models that could be implemented here. Suggestions for training or training resources: Autism ("Autism for Dummies", What I Want Every Teacher to Know About Autism, children's books on autism); look at a possible presentation on Birth-3 programs, Differentiated Instruction, Link Between Language and Early Literacy were also suggested as professional development topics.</p>	<p>Provide resource information on transition programs.</p> <p>J. Stoughton, R. Leclerc and D. McLaughlin will develop recommendations for resources to purchase. Contact Joe McLaughlin to see if he is available to speak on Birth-3 services.</p>
<p>LWG Update</p>	<p>-Review Kindergarten Survey: no discussion.</p> <p>S. Baxter requested that MAC members attend the next meeting of this group on May 28 (5:30-7:30) to talk about governance and accountability. The Leadership Work Group will submit a Community Plan, and the question becomes - Accountability: Who will the partners be to ensure that the recommendations in this plan are implemented? The expectation is that MAC will take a lead role in this. The goal is to make use of the partners who are currently at the table. One part is how we will make sure that the community is aware of the work that is being done in this area. There will also be an effort to enter into Memoranda of Agreement to get commitment from individuals to take on specific tasks that are part of the strategies identified in the plan. C. Guerreri clarified that this is an internal plan to ensure that we are doing what we said we were going to do. Part of the plan is to identify an internal structure that will ensure that this plan continues to move. Because the plan is not yet built out, the focus of the meeting on 5/28 will tend to focus more on governance. MAC will have to make the final decision about this. Some discussion about how much the work of the Community Plan goes beyond the issues that we have focused on, and looks at the whole child, birth-8, using MAC as an ongoing planning group. J. Higham feels that if we are to expand to that extent then MAC will need to look at the structure of this group to be able to take on more. C. Guerreri replied that she feels that it involves broadening the scope and including new members in this group. The structure of that may focus more on the use of specific task-focused committees. A. Bladen would like to see this be the primary focus of the June 3 meeting.</p>	<p>S. Baxter will send out a powerpoint presentation on Accountability to all MAC members.</p>

<p><b>Preschool Update</b></p>	<p>-Update on Mansfield Public Schools Preschool Programs: R. Leclerc reported that enrollment is declining in the school district, and in efforts to maintain staffing they are looking at ways of increasing enrollment by taking more children into the pre-school programs. The previous focus has been on special education, and this is changing to "support services" to increase the number of children who can be enrolled. Next year there will be up to 18 children in each classroom. This will include children who do not qualify for special educational services, but who may be defined as "at risk." The school district is required to program for all children 3 and older with special educational needs. They will also include ELL students. J. Higham reported that there has been a lot of discussion around some of the changes in school classrooms and enrollment. For next year there will be 3 pre-school classrooms with one teacher and 2 aides each. Some discussion about the impact that this will have on the private Centers.</p>	<p>There will be an informational meeting for parents on Thursday, 5/14 from 6:30-7:30 to update them on these changes: "Pre-School Parent Information Meeting."</p>
<p><b>New Calendar</b></p>	<p>-For New calendar year: S. Baxter asked the group to consider whether or not we will be meeting first or second Wednesday of the month. Members were asked to consider this for the next meeting. C. Guerreri pointed out that the Discovery self-assessment will be required to be done by the end of July. This will help us to prepare for applying for funding in 2010. -Theme meetings and Regularly occurring topics: no discussion.</p>	<p>Think about an optimal meeting time for next year.  Use the June 3 meeting for the Self-Assessment process; schedule a second meeting later in June to discuss governance for the Community Plan. Decided that this group will attend the 6/25 LWG meeting from 5:30-7:30 to discuss governance.</p>
<p><b>Adjournment and Agenda for next meeting</b></p>	<p>-Announcements: Willow House received NAEYC accreditation. -Recommendations from the group: Meeting adjourned at 8:15 PM. Next meeting is Wed., June 3, scheduled from 6-8 PM. A meal will be provided.</p>	<p>The primary focus of the June 3 meeting will be discussing the role of MAC in light of the recommendations of the Community Plan that is proposed. Meet from 6-6:30 on June 3 to brainstorm on the Community Plan, along with any School Readiness business.</p>

Respectfully submitted,  
Kevin Grunwald

**ARTS ADVISORY COMMITTEE**  
Meeting of Tuesday, 05 May 2009  
Mansfield Community Center (MCC) Conference Room

MINUTES

1. The meeting was called to order at 7:10p by Chair Kim Bova. *Members present:* Kim Bova, Tom Bruhn, Scott Lehmann, Joan Prugh, Blanche Serban. *Members absent:* Jay Ames. *Others present:* Jay O'Keefe (staff).

2. The draft minutes of the 03 March 09 meeting were approved as written; no minutes for the 07 April 09 meeting were recorded.

3. **Correspondence.**

- a. Nancy Conlon sent a note thanking the AAC for the opportunity to display her work at the MCC. Encouraged by positive comments on her show, she has decided to start a small business.
- b. Derri Owen has proposed an exhibit of donated art at the Social Services Department, the MCC, or some other venue, its sale to benefit the homeless in Mansfield. Posting prices would be problematic at the MCC. Thomas suggested that a benefit auction some evening, perhaps sponsored by Social Services, would be preferable to a show. Kim will call Derri and suggest that she think in terms of an event of this sort.

4. **Coffee House readings.** Mary Francis thought the reading by members of her memoir group at the MCC (03 March, 7:00-9:00p) went well and is interested in doing it again sometime.

5. **Festival on the Green Art Show.** This year's Festival (13 September 09) will again include an art show. The Festival Committee is interested in exhibiting the winning pieces in the MCC display cases afterward. The AAC agreed to reserve the cases for such an exhibit, which would run until the beginning of the Fall quarter on 15 October; the cases are already reserved for Festival advertising from 15 August to 15 September. The Festival Committee also needs stands to display flat art (and possibly sculpture) and would welcome hearing from anyone who has such stands to loan.

6. **Art display forms.** Those present at the April meeting (Kim & Jays) proposed bringing the art display forms up to date. Jay O'K distributed a draft incorporating updated information on insurance and procedures. Comments from discussion:

- Alter order of pages so that the reverse side of "Artist's Consent and Estimation of Art Value" is blank, or revise the sentence that directs the artist to list additional works on the reverse side.
- Separate D on the "Art Installation Check List" into 2 questions.
- Add space for AAC helper's phone/e-mail to E.c and F.c of check list.
- Add query about a reception to the check list.
- Add information to the top of these forms to indicate more clearly their use; the procedures and artist's consent form is for artists whose exhibits have been approved, not those applying to exhibit; the check list should be filled out by the AAC liaison; artists should get copies of the completed forms.

Scott agreed to work up an amended draft reflecting these comments.

7. **Brochure.** Jay O'K passed around a brochure on art displays at the Chaska (MN) Community Center, suggesting that the AAC might want to work up a similar brochure on art display opportunities at the MCC.

8. **MCC art displays:**

- a. **Alex Delehanty** has installed her sculpy work in the display cases. Blanche will call her to see if she is interested in a reception.
- b. **William Stallman's** exhibit of animal sculptures made from found objects, tentatively approved for the summer quarter, should probably be moved to the fall, since Festival on the Green material will be in the display cases from 15 August to 14 October. Kim will ask Jay A. to contact Mr. Stallman about this.
- c. The AAC has received no applications for use of the sitting room or hallway display areas for the current spring quarter or the subsequent summer quarter. **Blanche Serban** has contributed paintings for display in the sitting room as a stop-gap. Scott will call **Sylvia Smith**, who postponed the exhibit she was to have installed last fall, to see if she might be interested in displaying her works now. Blanche will e-mail artists to try to drum up some interest in exhibiting at the MCC; Jay O'K will have a notice put on the local access cable channel.
- d. Blanche noted that three months is a long time for working artists to commit pieces to a show, when there is little expectation that any of them will sell, given the MCC's no-sales policy. A reception might help to promote contacts and sales. Jay O'K is OK with having the MCC host receptions for artists as long as they do

not become a marketing exercise. He can also send out a press release when a new exhibit is installed.  
 e. Blanche will approach her daughter's art teacher at **Goodwin Elementary School** to see if she might be interested in organizing a show of student art for next spring.

Exhibit Period	Entry cases		Sitting room		Hallway	
	Double-sided	Shelves	Upper (5)	Lower (3)	Long (5)	Short (2)
Winter 15 Jan – 15 Apr	<i>Nancy Conlon</i> (decorated boxes, frames, etc.)		<i>Joan Cole</i> (lithographs)	<i>Taylor Anderson</i> (photos)		
Spring 15 Apr – 15 Jul	<i>Alex Delehanty</i> (sculpy work)		<i>Blanche Serban</i> (oils)			
Summer 15 Jul – 15 Oct	8/15 – 10/15 <i>Festival on the Green</i>					
Fall 15 Oct – 15 Jan	<i>William Stallman?</i> (found object sculpture)					

9. **Adjourned** at 8:25p. Next meeting: Tuesday, 02 June 09, 7:00p.

Scott Lehmann, Acting Secretary, 06 May 09; approved 02 June 09

**APPROVED**  
**Town of Mansfield**  
**Open Space Preservation Committee**  
April 21, 2009 - minutes

Members present: Evangeline Abbott, Steve Lowrey, Jim Morrow, Vicky Wetherell.

1. Meeting called to order at 7:40.
2. Minutes of the March meeting approved on motion by Wetherell/Lowrey.
3. Opportunity for Public Comment: none present.
4. Old Business: **Subdivision Regulation Update:** V. Wetherell reported on her discussion with G. Paddick in regard to which sections of the regulations are under consideration for revision. One area of interest is a pre-application landscape review that would highlight areas developers should be aware of at the onset (stormwater elimination and soil test data) which could effectively help avoid delays and setbacks and make the whole process more efficient without being too burdensome. Farm animal regulations were also discussed.
5. New Business: **PZC File #1285 – Hallock, Wormwood Hill Rd.** The committee reviewed the landscape architect's site assessment. **Whispering Glen – condominium development.** The committee reviewed this proposal with special attention given to stormwater management (OSPC supports Conservation Commission's comments in this area) and proposed trail access/use.
6. Meeting adjourned at 9:00.

Respectfully submitted,  
Evangeline Abbott

MANSFIELD AGRICULTURE COMMITTEE  
APPROVED Minutes of March 24, 2009 meeting  
Audrey P. Beck Municipal Building  
Conference Room B, 7:30 p.m.

1. Acting Chairman, Al Cyr, called the meeting to order at 7:35.
2. PRESENT: Al Cyr, Charlie Galgowski, Vicky Wetherell. Also attending: Kathleen Paterson, Larry Lombard, Kerri Landeck, Mary Bacon, Anne Wiant-Rudd, Jennifer Kaufman.
3. Minutes of the March 4, 2008, meeting were amended and approved.

**New Business**

4. Committee Projects in 2009

The committee discussed upcoming activities. The "Mansfield Country" brochure was reviewed, and revisions and potential places for distribution were considered. A letter to those listed in the brochure will request their revisions to the brochure. The 2008 brochure is now on the Mansfield website.

Jennifer mentioned that the Town could apply for a state Agricultural Viability grant (if available this year). The committee will discuss this at the next meeting.

Larry explained upcoming referrals from PZC, including subdivision regulation updates and revised zoning for the Pleasant Valley area.

Vicky suggested that the committee consider additional ways to promote local foods. Possible activities related to the Storrs Farmers Market and other venues were discussed.

**Old Business**

5. Town Council Referral: Feedback on Mansfield 2020: A Unified Vision

The committee reviewed the proposed "Action Steps" for working farms. A draft of the committee's comments will be circulated for review, then forwarded to the Town Manager's office. For consideration as part of the committee's review, Charlie summarized the USDA's 2004 Agriculture Resource Management Survey, which reported the status of farms in Connecticut and Tolland County. The committee will complete their comments on items in the "Action Plan" section at their next meeting.

6. The committee will contact Rebecca Canfield about drafting a letter concerning the state's spending limit for special vendors that provide local food to UConn.

7. The meeting adjourned at 9:20. Next meeting on Wednesday, May 6, 2009.

**MANSFIELD DOWNTOWN PARTNERSHIP  
FINANCE AND ADMINISTRATION COMMITTEE**

**THURSDAY, MARCH 26, 2009**

**MINUTES**

Present: Phil Barry, Tom Callahan, Mark Hammond, Matt Hart, AJ Pappanikou,  
Frank Vasington

Staff: Cynthia van Zelm

Guests: Macon Toledano and Howard Kaufman (Mr. Kaufman on telephone) with  
LeylandAlliance

**1. Call to Order**

Chair Tom Callahan called the meeting to order at 3:05 pm.

**2. Comments on Minutes from February 26, 2009**

The minutes were approved by consensus.

Phil Barry made a motion to go into executive session to discuss matters related to the development agreement between the Mansfield Downtown Partnership and Storrs Center Alliance. Frank Vasington seconded the motion.

**3. Executive Session – Negotiations related to Development Agreement between the Mansfield Downtown Partnership and Storrs Center Alliance**

Present: Committee members Mr. Barry, Mr. Callahan, Mr. Hammond, Mr. Hart, Mr. Pappanikou, and Mr. Vasington

Also Present: Ms. van Zelm, Mr. Kaufman (by telephone), and Mr. Toledano

**4. Update on Four Corners Sewer Advisory Committee**

Mr. Hart said that the Four Corners Sewer Advisory Committee met with property owners about the proposed infrastructure at Four Corners. A community-wide meeting would be scheduled soon.

## **5. Update on Grants**

Ms. van Zelm reported on the \$712,500 received in the FY09 Omnibus Appropriations bill for infrastructure for Phase One of the Storrs Center project. She said the Town had requested \$3.8 million in this year's appropriations bill for similar infrastructure work. Ms. van Zelm said the Town had also submitted a comprehensive request to Governor Rell for stimulus funds for Storrs Center, with a focus on including as many green elements of the project as possible.

## **6. Adjourn**

Mr. Pappanikou made a motion to adjourn the meeting. Mr. Barry seconded the motion. The motion was approved unanimously. The meeting adjourned at 5:10 pm.

*Minutes taken by Cynthia van Zelm.*

**MANSFIELD DOWNTOWN PARTNERSHIP  
FINANCE AND ADMINISTRATION COMMITTEE**

**THURSDAY, FEBRUARY 26, 2009**

**MINUTES**

Present: Phil Barry, Tom Callahan, Matt Hart, AJ Pappanikou, Phil Spak

Staff: Cynthia van Zelm

**1. Call to Order**

Chair Tom Callahan called the meeting to order at 3:05 pm.

**2. Comments on Minutes from January 22, 2009**

Phil Barry made a motion to approve the minutes of January 22, 2009. AJ Pappanikou seconded the motion. The minutes were approved.

**3. Relocation**

Mr. Callahan made a motion to approve the claim from Campus Florist for \$20,000 for relocation. Mr. Pappanikou seconded the motion. The motion was approved unanimously.

**4. Office Space**

Mr. Callahan said the Partnership's current lease expires at the end of the month. He plans to talk to the landlord next week about potential options.

**5. Update on Storrs Center Project**

Ms. van Zelm said the new signs announcing leasing opportunities have been placed on Storrs Road, near the intersection of Storrs Road and Route 275, and in front of the old UConn publications building.

Ms. van Zelm said that Evan O'Brien from Cushman & Wakefield and Ryan Bloom from Live Work Learn Play are working with several prospective tenants, especially for Phase 1A.

**6. Update and Discussion of Budget**

In an effort to keep costs down, the Committee agreed to recommend to the Board no salary increase for the Executive Director and the Special Projects Coordinator in next year's budget.

The Committee recommended that Ms. van Zelm bring to the Board the budget from FY08/09, the amended FY08/09 budget, with the FY09/10 budget.

#### **7. Update on Four Corners Sewer Advisory Committee**

Phil Spak said that Mr. Hart had presented testimony to the House Committee on Environment to support a bill that would authorize the University of Connecticut to receive and treat sewage from the Town of Mansfield.

Mr. Spak said members of the Four Corners Sewer Advisory Committee will update the Board on March 3 and hold a meeting with surrounding property owners on March 24.

#### **8. Update on Grants**

Ms. van Zelm said she had submitted a request for funding of public infrastructure for the project to Senator Lieberman as part of this year's appropriations process and would submit the same request to Congressman Courtney and Senator Dodd.

#### **9. Other**

Ms. van Zelm said the Howard Kaufman and Macon Toledano from LeylandAlliance would be invited to the March Committee meeting.

#### **10. Adjourn**

Mr. Pappanikou made a motion to adjourn the meeting. Mr. Barry seconded the motion. The motion was approved unanimously. The meeting adjourned at 5:45 pm.

*Minutes taken by Cynthia van Zelm.*

**Sara-Ann Chainé**

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**From:** Town of Mansfield [webmaster@mansfieldct.org]  
**Sent:** Monday, May 25, 2009 9:53 PM  
**To:** Sara-Ann Chainé  
**Subject:** Communications Advisory Committee: Approved Minutes: May 4, 2009  
**Follow Up Flag:** Follow up  
**Flag Status:** Orange

**Communication Advisory Committee  
Approved Minutes  
May 4, 2009 Meeting  
Audrey P. Beck Building**

Members present: Toni Moran, Aline Booth, Joyce Crepeau, Leila Fecho, Patrick McGlamery, and Richard Pellegrine

Staff present: Jaime Russell

Meeting called to order at 7:05 pm by Toni Moran

Minutes of April 6, 2009 approved with no changes. The notes recording the April 20, 2009, meeting that was not called to order due to a lack of quorum, were approved.

Thank you to Leila for her work on the Strategic plan for the town. It was completed and given to the town. Again, thank you Leila for your time and work on this.

There is an opportunity for filling the vacancy of one member to the committee as the Committee on Committees may have an interested person for the Committee. Additionally, Richard Pellegrine has also been approved for another 3 year term to the Communication Advisory Committee. Richard; thank you for your dedication to this committee.

Budget Process: The council has approved the budget and now it goes to the town meeting which plans are being made for the meeting on May 12, 2009 at the Mansfield Middle School at 7:00 pm. The town is planning on making a citizen's guide available at the town meeting. The committee is strongly advising that the town put up signs at the four schools, library, fire departments and any other town buildings or land to remind the citizens of the town meeting. These signs need to say the date, time, and where the town meeting is. Toni will email Matt Hart on what document will be available at the town meeting for the May 12, 2009. We have learned that the town council has agreed to fund taping/audio equipment for the town council meetings.

The Committee will be handing out a questionnaire/survey at the town meeting as Leila did for the referendum back in February. First we must get permission to do so from the town before this questionnaire is presented. The idea is to distribute it during the League of Women's Voters' dessert prior to the meeting.

The Committee received a letter from the Region 19 Chairman in response to the Committee's letter to Region 19 regarding referendums. The Committee approved a motion for our Chair to contact the Region 19 Chair re: their invitation to meet with the Region 19 Board of Education.

Our next meeting is May 18, 2009 at 7:00pm

Meeting adjourned at 8:55; motion made by Aline and seconded by Richard.

Submitted by Joyce Crepeau

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Town of Mansfield  
**CONSERVATION COMMISSION**  
Meeting of 15 April 2009  
Conference B, Beck Building  
**MINUTES**

*Members present:* Robert Dahn, Peter Drzewiecki, Quentin Kessel, Scott Lehmann, John Silander. *Members absent:* Joan Stevenson, Frank Trainor. *Others present:* Grant Meitzler (Wetlands Agent).

1. The meeting was **called to order** at 7:35p by Chair Quentin Kessel.
  
2. The **agenda** was altered to begin with **aquifer protection**. The Commission is on record as urging additional protection for stratified drift aquifers in Mansfield, which perhaps would take the form of new regulations governing development within 300 ft of such aquifers. Kessel met with Town Planner Greg Padick on Tuesday about this. Padick doubts that sweeping new regulations are needed, since most such aquifers are now covered by 2-acre residential zoning and (in his view) single-family homes do not pose a threat to them. Additionally, subdivision regulations and special permit requirements contain provisions that might be strengthened to further protect stratified drift aquifers. He also believes that new regulatory responsibilities might be a tough sell to the PZC and suggests that fairly minor additions to current zoning and subdivision regulations would suffice to give aquifer protection more prominence in PZC decision-making. Kessel asked Commission members to look over Padick's suggested additions before the May meeting and to consider whether they do in fact seem adequate to address our concerns.
  
3. The draft **minutes of the 18 March 09 meeting** were approved as written.
  
3. **IWA business.**
  - a. Lehmann participated in the **IWA field trip** earlier in the day; his report is attached.
  - a. **W1425 ( Stonemill Rd. bridge)**. The bridge over the Fenton at the Gristmill is in poor condition and needs to be retired; its double-arch concrete replacement would be slightly wider and longer. Silander questioned the need for a bigger bridge on a road that carries very little traffic and wondered if a wooden replacement had been considered. Meitzler replied that a wooden structure would be more expensive and less durable, and that state money is not available for a more modest structure. The Commission (1) agreed unanimously (motion; Drzewiecki, Silander) that the project should have no lasting impact on wetlands, assuming that appropriate sedimentation control measures are employed during construction (and that an Atwoodville-style fiasco will be avoided here), but (2) regrets that the proposed replacement is wider than necessary.
  - b. **W1426 (Hallock, Wormwood Hill Rd.)** A 3-lot subdivision is proposed for a (now) lightly wooded parcel on the E. side of Wormwood Hill Rd. near its junction with Rt. 89. The DAE for lot 2 would allow the septic system to be located even closer to the wetland to the S. than now shown; the septic system for lot 3 appears to be closer than necessary to this same wetland. The Commission (1) agreed unanimously (motion: Drzewiecki, Silander) that wetland impact would be minimized by moving the septic system closer to the house on lots 2 and (particularly) 3, but (2) is disappointed to see yet another application that exploits the common driveway clause without delivering clustered development.

- c. **W1427 (Hartley, Crane Hill Rd.)** The proposed gazebo has already been constructed, so the Commission saw no need to comment.
- d. **W1428 (Ponde Place, Northwood Rd.)** The applicant proposes to drill test wells in the NW portion of the parcel to determine if there is enough water for a large apartment complex; a wetlands permit is required because drilling equipment would be brought in on a woods road at the end of Northwood Rd. that is flanked by wetlands. After some discussion, the Commission agreed unanimously (motion: Drzwiecki, Silander) that (1) moving equipment in and out is unlikely to have a significant impact on wetlands, as long as silt barriers are installed as indicated, but that (2) other concerns about this project should be addressed:
- Testing will involve pumping a large volume (45K gpd) of water for a number of days. What is going to happen to this water? There is a potential for erosion if it is simply dumped down the steep slope toward Nelson Brook.
  - Draw-down of groundwater from testing will produce a “cone of depression” that may limit the output of other wells in the area.
  - Recent testing of wells along Hunting Lodge Rd. which are no longer used reveals less contamination from chemicals in the old UConn landfill than formerly, presumably because contaminated water from the landfill is no longer replacing water that is drawn from them. Drawing a lot of water from the test wells could reverse this trend, leading to contamination of other wells in the area.
- e. **W1429 (Exxon, CVS at 4 Corners)** DEP is requiring Exxon to pay for groundwater purification on an old gas station site now occupied by CVS at 4 Corners. A trench will be dug around along Rts. 44 and 195 to collect groundwater, which will then be treated, discharged into a storm sewer, and released to a wetland across Rt. 44. Since this is a DEP-mandated remediation, there does not appear to be reason for the Commission to comment.

**5. Rainbarrel Garden project.** The Town Manager has asked if Commission would agree to be listed as a sponsor of a rainbarrel garden talk/workshop later this spring. This is OK by us.

6. Adjourned at 9:05p.

Scott Lehmann, Secretary  
16 April 09; approved 20 May 09

Attachment: Report on 15 April 09 IWA field trip

W1427 (Hartley, 72 Crane Hill Rd). *A fait accompli*: the proposed gazebo has been constructed and the Town is collecting its \$155 permit fee. No apparent impact of significance on wetlands: the gazebo is separated from a large pond by an earthen berm; another small wetland at the edge of the road is about 80 ft away down a very gradual slope.

W1426 (Hallock, Wormwood Hill Rd 1/2 mile from Rt. 89). A 3 lot subdivision is proposed for a wooded parcel (thoroughly logged a few years ago) on the E. side of the road. The house on Lot 1 is about 50 ft from a small wetland on adjoining property to the N. The septic system on Lot 2 is about 100 ft uphill from a wetland; the DAE runs parallel to this wetland about 50 ft uphill from it. The septic system on Lot 3 is about 50 ft uphill from the same wetland; I don't see why it can't be moved closer to the house and out of the drainage for this wetland.

According to Greg Padick, IWA/PZC approval of a lot does *not* require that construction actually conform to the plan submitted – house & septic can go anywhere in an approved DAE unless special conditions are attached. I would suggest requiring that the septic system on Lot 2 not be sited any closer to the wetland than shown on this plan, and that the system on Lot 3 be located not lower than the 328 ft contour.

W1425 (Town of Mansfield, Stonemill Bridge). The existing bridge over the Fenton R. at the Gristmill needs to be replaced. A slightly longer double-arch concrete bridge with a narrower central pier is proposed; the river would be slightly less constricted than it is at present, and the new bridge would be a considerable aesthetic improvement. Water pumped out of coffer dams during construction would be directed to the field S. of Stonemill Rd, not dumped directly back into the river.

W1429 (Exxon, CVS site at 4 corners). Groundwater contaminated with gasoline additives will be pumped from wells on the site, treated, and discharged (via a DOT storm sewer) into a wetland N. of Rt. 44. The groundwater remediation process will be overseen by DEP, which one hopes can be trusted to assure that impact on wetlands is minimal.

W1428 (Ponde Place, Northwood Rd). The (would-be) developer is seeking permission to drill test wells to determine if enough water is available for the project. The test sites are in the NW portion of the parcel; drilling equipment would be brought in over the woods road that extends from Northwood toward Carriage House Apts. This road is flanked by wetlands, hence the application. Silt barriers would be placed along this road. Wetland impact from this phase will probably be minimal. However, 3 of the test wells are down a relatively steep slope and getting heavy equipment down to them could lead to erosion. The map does not show enough of the adjacent area to judge whether wetlands might be affected by it.

According to Greg Padick, there is now an EA for this project, but I have not seen it.

**MANSFIELD DOWNTOWN PARTNERSHIP  
MEMBERSHIP DEVELOPMENT COMMITTEE MEETING  
Mansfield Downtown Partnership Offices  
March 30, 2009  
8 AM**

**MINUTES**

Present: Betsy Treiber (Chair), Dolan Evanovich, Jim Hintz

Staff: Cynthia van Zelm

**1. Call to Order**

Betsy Treiber called the meeting to order at 8:03 am.

**2. Comments on Minutes**

Dolan Evanovich made a motion to approve the minutes of February 23, 2009. Jim Hintz seconded the motion. The minutes were approved.

**3. Update on Memberships**

Ms. Treiber said that 327 members had renewed for a total of \$18,425. There are 106 members who still need to renew. The membership donations have met the budget.

**4. Update on Outreach and Discussion of Further Outreach**

Mr. Evanovich said he had send notes to all the Deans, who are not members, to become members.

Ms. van Zelm will touch base with Tom Callahan, UConn Associate Vice President for Administration and Operations, to again see if there is a way to outreach to the departments in his jurisdiction.

Ms. van Zelm will send out a third renewal letter which includes the amount a member gave last year.

Mr. Evanovich asked Mr. Hintz if he can talk to John Saddlemire about membership outreach to the departments he oversees.

Mr. Evanovich suggested also giving an update on Storrs Center to the UConn Senate Executive Committee and also encouraging membership. Mr. Evanovich attends the meetings and said that Mr. Hedley Freake chairs the Committee.

**5. Adjourn**

The meeting adjourned at 8:25 am.

*Minutes taken by Cynthia van Zelm.*

**MANSFIELD DOWNTOWN PARTNERSHIP  
PLANNING AND DESIGN COMMITTEE  
Mansfield Downtown Partnership Office  
1244 Storrs Road**

**Tuesday, June 17, 2008**

**MINUTES**

Members: Steve Bacon, Leon Bailey, Karla Fox, Manny Haidous, Peter Millman, Ruth Moynihan, Frank McNabb

Guests: Macon Toledano, Ginny Walton

Staff: Cynthia van Zelm

**1. Call to Order**

Steve Bacon called the meeting to order at 5:05 pm.

**2. Public Comment**

There was no public comment.

**3. Review of Comments from Board of Directors on FINAL DRAFT of Sustainability Guidelines/Next Steps**

Macon Toledano reviewed the main changes made to the Sustainability Guidelines, based on further discussion by the Board of Directors and staff.

- 1) Cover was updated with date
- 2) With respect to Board member Frank McNabb's comment, regarding the distance to amenities, Section 2.1.2. was changed to half a mile vs. 5 minutes.
- 3) On page 14, the description of the residential section was changed to mention the allowance of home offices vs. professional offices, to be consistent with zoning requirements.
- 4) Starting with page 16, with respect to Board member Tom Callahan's comments, references to professional standards and federal standards, were verified to ensure that they were the most recent standards.
- 5) With respect to a comment from Board member Kristin Schwab, on page 17, invasive plant species are listed as prohibited.

6) On page 17, left in the possible use of a micro-irrigation system and added that it would be based on a mid-summer baseline case. Ms. Schwab said she understood that this would be addressed during the review of construction specifications.

7) Under Category BC-2, Water Use and Management, the previous version of the Energy Policy Act (1992) was referenced. It was updated to the Act of 2005.

The use of 20 percent less water than the water use baseline calculated for the building is proposed. At a prior Council meeting, Council member Helen Koehn asked if 35 percent could be used. Mr. Toledano said the 20 percent is the most current standard that LEED certification is using. Mr. Toledano will continue to monitor the standard.

8) There was discussion on whether Energy Star was the best standard for efficient water use for washers and dryers. Mr. Toledano said he would research this.

9) Mr. McNabb asked for further review of the use of barrier film for radon protection. Mr. Toledano said Steven Winter thought this was an issue best to be discussed during the review of construction specs but Mr. Toledano will review with him and Lou Marquet again.

10) Karla Fox suggested a paragraph in the introduction about how to deal with evaluating new technology that comes along that would allow for an even more efficient project. Manny Haidous seconded these comments and suggested adding the use of best management or state of the art practices. Cost was raised as a consideration as well. Ms. Fox suggested the following language: "best available technology that is economically feasible."

Mr. Bacon suggested that modifications to the sustainability guidelines could be reviewed as part of updates to the development agreement between Leyland and the Partnership. A schedule for review of the guidelines could be part of the agreement. Yearly?

With respect to next steps, Mr. Toledano will e-mail the Committee (through Executive Director Cynthia van Zelm) the changes that have been suggested at the meeting.

Mr. Bacon made a motion to recommend the June 10, 2008 version of the Sustainability Guidelines to the Board of Directors, pending three additional modifications by the Committee related to water use for washers and dishwashers, barrier film and/or pipes for radon protection, and additional verbiage on how to address evolution of technology. Ms. Fox seconded the motion. The motion was approved unanimously (7-0).

*Note: Changes to the Sustainability Guidelines were e-mailed to the Committee on July 22, 2008. They were approved by nine members of the Committee (a majority), and sent to the Board for its final approval. Final approval occurred by the Board of Directors at its August 2008 Board meeting.*

#### **4. Comments on Minutes**

Ms. Fox made a motion to approve the March 18, 2008 minutes. Mr. McNabb seconded the motion. The motion was approved unanimously.

#### **5. Adjourn**

The Committee adjourned at 6:30 pm.

*Minutes taken by Cynthia van Zelm.*

**MANSFIELD DOWNTOWN PARTNERSHIP  
PLANNING AND DESIGN COMMITTEE  
Mansfield Downtown Partnership Office  
1244 Storrs Road**

**Tuesday, April 21, 2009**

**MINUTES**

Members: Steve Bacon, Leon Bailey, Karla Fox, Chris Kueffner, Peter Millman, Frank McNabb, Karin Randolph

Staff: Cynthia van Zelm

**1. Call to Order**

Steve Bacon called the meeting to order at 5:05 pm.

**2. Public Comment**

There was no public comment.

**3. Approval of Minutes from June 17, 2008**

The minutes were not approved as there was not a quorum at the beginning of the meeting.

**4. Discussion of Committee Role**

The Committee spent some time talking about the role of the Committee. Karla Fox said she thought the Committee would have continued to meet during the period before site plans were brought before the Committee.

Mr. Bacon recapped the Committee's work. The Committee worked with Macon Toledano to develop design and sustainability guidelines for Storrs Center. The Committee also had quite a bit of input into the Special Design District application to the Planning & Zoning Commission. He commended the Committee for all its work on these documents.

Mr. Bacon said the next role for the Committee is to review building plans once they are available. He reiterated that the zoning that was approved requires the Board to review the site plans, hold a public hearing, and make a recommendation to the Mansfield Planning Director. [N.B. While the role of the Planning and Design Committee as first reviewer is not laid out in the zoning, it was adopted as a policy by the Partnership Board of Directors.]

Mr. Bacon said given the delay in time to get to site plans, in retrospect, the Committee probably should have met and been apprised of the status of the project.

The Committee also discussed what its role, if any, was in advising on uses in the new downtown. Mr. Bacon said that master developer LeylandAlliance's role is to determine who the tenants will be for Storrs Center. With their money at risk, they will make the final decision. They hired Cushman & Wakefield, and Live Work Learn Play to assist Leyland with leasing and marketing.

Cynthia van Zelm noted that the Board's Business Development and Retention Committee and Board discussed the programming of Storrs Center with Leyland some time ago at a meeting at the Greek Center.

Ms. van Zelm also pointed to the Frequently Asked Questions which do lay out a general plan for the types of uses and more specifics for Phase 1A (the first phase). Many Committee members thought it would have been helpful for this to be reiterated several times in public updates.

Ms. Fox and Frank McNabb thought that ultimately there was a need to continue to communicate with all the committees about status on a more timely basis especially because committee members can be the best advocates. They noted how important it is to keep repeating the key messages.

Ms. Fox expressed interest in seeing more details on Phase 1A.

Mr. Bacon said there is only one permit left – for improvements to Storrs Road. The plans were originally presented to the Planning & Zoning Commission in 2007 but since Storrs Road is a state road, the plans need to be approved by the CDOT Traffic Commission.

The Committee set a meeting date of May 19 (since changed to May 20). Mr. Bacon asked if preliminary Phase 1A elevation and square footage information could be shared. Mr. Bacon and Ms. van Zelm will follow-up with Mr. Toledano.

## **5. Adjourn**

The Committee adjourned at 6:55 pm.

*Minutes taken by Cynthia van Zelm.*

MANSFIELD AGRICULTURE COMMITTEE  
APPROVED Minutes of March 24, 2009 meeting  
Audrey P. Beck Municipal Building  
Conference Room B, 7:30 p.m.

1. Acting Chairman, Al Cyr, called the meeting to order at 7:35.
2. PRESENT: Al Cyr, Charlie Galgowski, Vicky Wetherell. Also attending: Kathleen Paterson, Larry Lombard, Kerri Landeck, Mary Bacon, Anne Wiant-Rudd, Jennifer Kaufman.
3. Minutes of the March 4, 2008, meeting were amended and approved.

**New Business**

4. Committee Projects in 2009

The committee discussed upcoming activities. The "Mansfield Country" brochure was reviewed, and revisions and potential places for distribution were considered. A letter to those listed in the brochure will request their revisions to the brochure. The 2008 brochure is now on the Mansfield website.

Jennifer mentioned that the Town could apply for a state Agricultural Viability grant (if available this year). The committee will discuss this at the next meeting.

Larry explained upcoming referrals from PZC, including subdivision regulation updates and revised zoning for the Pleasant Valley area.

Vicky suggested that the committee consider additional ways to promote local foods. Possible activities related to the Storrs Farmers Market and other venues were discussed.

**Old Business**

5. Town Council Referral: Feedback on Mansfield 2020: A Unified Vision

The committee reviewed the proposed "Action Steps" for working farms. A draft of the committee's comments will be circulated for review, then forwarded to the Town Manager's office. For consideration as part of the committee's review, Charlie summarized the USDA's 2004 Agriculture Resource Management Survey, which reported the status of farms in Connecticut and Tolland County. The committee will complete their comments on items in the "Action Plan" section at their next meeting.

6. The committee will contact Rebecca Canfield about drafting a letter concerning the state's spending limit for special vendors that provide local food to UConn.

7. The meeting adjourned at 9:20. Next meeting on Wednesday, May 6, 2009.

TOWN/UNIVERSITY RELATIONS COMMITTEE

Tuesday, April 14, 2009

Audrey Beck Municipal Building

Council Chambers

4:00 pm

Minutes

Present: P. Barry, M. Beal, R. Blicher, T. Callahan, J. Elkins, M. Hart, S. Keating (student representative), A.J. Pappanikou, E. Paterson, S. Rhodes

Staff: M. Capriola, J. Jackman, G. Padick

1. Opportunity for Public to Address the Committee  
None.

2. March 10, 2009 Meeting Minutes  
The minutes of March 10, 2009 were passed unanimously.

3. UConn Spring Weekend, Student Life Committee Recommendations  
Mr. Rhodes provided an overview of the Executive Summary, including recommendations, of the Student Life Committee's report on Spring Weekend. Mr. Rhodes suggested, and the group concurred that the Town-University Relations Committee should also serve as the oversight group for Spring Weekend (as outlined in the report's recommendations). Discussion occurred regarding the potential membership composition of both Town and University members. Mr. Hart suggested that the Committee review the enabling legislation from the Town Council in 1992 regarding membership; if the Committee recommends any changes to membership composition, a recommendation (and resolution) should be presented to the Town Council. Mr. Pappanikou made a motion, seconded by Mr. Barry and approved unanimously by the Committee, *"to accept the recommendation that the Town-University Relations Committee also serve as the standing Spring Weekend oversight committee, with the membership composition to be revised."* The Chairs agreed to reflect on the matter of membership and discuss it at a future meeting.

The Committee also discussed the recommendation from the report that a comprehensive annual report of Spring Weekend be prepared by the Town and the University; members concurred that the Memorial Day timeframe stated in the report was too aggressive and that a date in late summer or early fall would be more realistic.

4. Mansfield 2020: A Unified Vision (Strategic Plan)  
Mr. Hart provided an overview of the Town Council strategic planning referral to the Committee. Mr. Pappanikou recommended that the Committee dedicate its May 12<sup>th</sup> meeting to reviewing and commenting on the housing and university-town relations action plans. Members concurred with the recommendation.

5. Other  
None.

The meeting adjourned at 5:20pm, with a motion made by Mr. Pappanikou, seconded by Ms. Elkins, and approved by the Committee.

Next Meeting: May 12, 2009

Respectfully Submitted,  
Maria E. Capriola, Assistant to Town Manager, Town of Mansfield

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	141	147	159	136	146		1864	2008
road calls	25	30	21	18	14	24	18	16	14	17	20		217	221
dog calls	92	123	90	71	77	64	63	76	72	44	68		840	1021
cat calls	76	71	74	68	75	74	49	48	63	60	40		698	646
wildlife calls	17	7	7	4	4	5	8	5	7	11	5		80	72
Notices to license issued	10	18	8	14	4	3	6	5	5	5	10		88	102
Warnings to license issued	4	374	69	8	4	5	56	0	2	0	0		522	325
General warnings issued	3	8	4	2	0	3	3	8	5	2	8		46	35
Infractions issued	1	0	0	2	1	0	2	1	0	2	1		10	29
Notices to neuter issued	0	10	3	0	0	3	1	1	0	0	0		18	17
Dog bite quarantines	2	1	1	3	2	1	2	0	0	1	2		15	11
Dog strict confinement	0	0	0	0	0	1	0	0	0	0	0		1	1
Cat bite quarantines	0	1	0	0	0	0	0	1	1	0	0		3	4
Cat strict confinement	0	0	0	0	0	0	0	0	1	0	0		1	1
Dogs on hand at start of month	5	2	5	4	6	2	2	4	4	1	3		38	40
Cats on hand at start of month	11	30	24	16	18	8	6	10	7	5	19		154	108
Impoundments	39	27	27	28	18	22	19	14	21	35	16		266	247
Dispositions:														
Owner redeemed	8	6	13	6	9	7	4	4	8	6	4		75	57
Sold as pets-dogs	3	3	2	3	2	3	0	2	4	1	2		25	53
Sold as pets-cats	10	18	18	14	18	12	7	9	11	11	10		138	121
Sold as pets-other	0	0	0	0	0	0	0	0	0	0	0		0	0
Total destroyed	2	3	3	1	3	2	2	2	3	1	1		23	26
Road kills taken for incineration	1	0	1	0	1	1	0	1	1	1	1		8	12
Euthanized as sick/unplaceable	1	3	2	1	2	1	2	1	2	0	0		15	14
Total dispositions	23	30	35	24	32	24	13	17	26	19	17		260	257
Dogs on hand at end of month	2	5	4	6	2	2	4	4	1	3	6		39	40
Cats on hand at end of month	30	24	16	18	8	8	10	7	5	19	15		158	98
Total fees collected	\$984	\$1,259	\$ 1,373	\$ 924	\$ 1,048	\$ 513	\$ 301	\$581	\$ 749	\$ 606	\$ 963		\$9,301	\$ 9,019

Scotland dogs FY 08/09 to date  
Hampton dogs FY 08/09 to date

12                      Total                      12  
0

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Item #9

To the town council

We agree that the downtown project should go to a referendum but not as a question to see if it is or is not approved. This leaves another big loop hole. Even if everyone said no you would still go ahead with the project.

The question should ask - Do you want the project to be stopped now. That word now is necessary because even if it was a unanimous no the loop hole of not setting a date ~~means~~ <sup>means</sup> it could continue.

I have asked many people how they feel and so far the answer is "We don't need it". I also asked if they knew where the permission came from to give a handful of people to spend that kind of money and none of them remembered a referendum on it.

apparently we weren't the only ones who said that it should go to a referendum.

It is better to stop it now & lose the money spent than pay for it the rest of our lives. Nothing is guaranteed.

We also agree with Jane Blanchard's ~~and~~ article in the Chronicle that the budget meeting was stacked. It was very obvious.

Doris Holmes

Linda Holmes

PS If it goes to a referendum it ~~would~~ <sup>would</sup> be nice to have the regular voting

places be used. What it will cost  
is a lot cheaper than the downtown parcel.  
It means we would only have to go  
6 miles instead of 12.

**Editor:**

The Mansfield Town Council seems to have decided to define itself as a small-town political junta, and, in fact, rumor has it that not all of its members are in that loop.

They find it simpler to pack the annual budget hearing rather than put the budget to the voters, and apparently they plan to try to pass a \$293,000 bond issue without a referendum on that either, in order to qualify for our much-heralded first parking garage.

They seem to have no clue about the demographics of the town, or any idea of who exactly is going to park in this garage, or what the town and the university could really be doing in partnership, such as forming a transportation network to get the old folks off the streets.

Jane Blanshard  
Storrs

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# MEMORANDUM

Town of Mansfield  
Town Manager's Office  
4 So. Eagleville Rd., Mansfield, CT 06268  
860-429-3339  
capriolame@mansfieldct.org



To: Matt Hart, Town Manager

CC: Kevin Grunwald, Human Services Director  
Patricia Richardson, Senior Services Coordinator

Item #10

From: Maria Capriola, Assistant to Town Manager

Date: June 4, 2009

Re: Volunteer Drivers for Community Transportation Programs

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At the May 26<sup>th</sup> Council meeting, Council requested information regarding the use of volunteers for community transportation programs (more specifically, transport of elderly and disabled individuals to medical appointments).

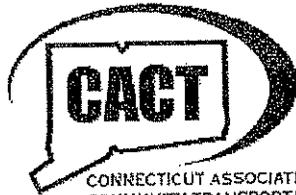
I have inquired with the Town's liability insurance carrier, CIRMA, regarding the matter. Their advice was consistent with research that our Human Services Department conducted a number of years ago on such programs; attached is the research/report that was conducted by Human Services and a number of area agencies.

If the volunteers were to utilize their own vehicles, the Town would be assuming a certain level of risk/liability. Additionally, if the Town was to coordinate or facilitate the program in any way, we would need to conduct background checks, etc. on the participating volunteers.

# Using Volunteer Drivers in Community Transportation

Researched, edited for TCEC and the Town of Mansfield

by  
Connecticut Association for Community Transportation  
Town of Mansfield Senior Center  
Town of Mansfield Social Services  
Hockanum Valley Community Council, Inc.



CONNECTICUT ASSOCIATION FOR  
COMMUNITY TRANSPORTATION



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## SECTION 2: How to be a Sponsoring Organization

There are certain things a Sponsoring Organization should do as a standard part of operating. This section provides an overview of requirements and best practices for Sponsoring Organizations.

### Characteristics of a Sponsoring Organization

The Legally Constituted Organization (Sponsoring Organization) is the key element in the development and operation of a volunteer driver program. A Sponsoring Organization:

1. Should assure that the Sponsoring Organization itself is protected and that it has sufficient organizational strength and structure to manage a volunteer driver program. [[Attachment 9 - Staying Out of Trouble](#)]
2. May choose to limit the exposure of their volunteers, their governing board, and their staff. Under Connecticut State law, it is possible for a Sponsoring Organization, private for-profit or non-profit, to amend its Articles of Incorporation to indemnify Directors and Officers, staff and agents (including volunteers) and to shield their personal assets from judgments in lawsuits for negligence. Form 1a. Indemnification Requirements for a Ct. 501©(3). [[Form 1a: Liability, Standards, and Indemnification](#)].
3. Must carry public liability insurance in order to limit liability of volunteers. Under this, a volunteer of a nonprofit organization or governmental entity shall not be personally liable for harm caused by an act or omission of the volunteer as long as they are performing within the scope of their duties. The harm cannot have been caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights and safety of the individual harmed by the volunteer. [[Attachment 2b - Volunteer Liability](#)]

### Limiting Financial Exposure Related to Risk

Fear of lawsuits can drive away volunteers. You can reduce that fear with the facts. Lawsuits against volunteers are rare, and actual liability is even less common. Moreover, insurance ordinarily can take care of a volunteer's legal defense and pay a claim if necessary so that personal property and savings aren't at risk.

In any situation, however, the possibility of a lawsuit is real. Hurting another person, damaging property, or violating someone's rights can lead to liability.

One purpose of lawsuits is to cause you to think carefully about risks and precautions, and to plan projects so that the desire to help doesn't result in more harm than good.

You can do a great deal to reduce the likelihood of an accident or improper action. Common sense can prevent or minimize most claims. In addition to relying on your own good judgment, you can learn from others about what went wrong when they conducted similar activities.

Not all pitfalls are obvious, though. Statutes impose liabilities that are not intuitive, and legal standards are constantly evolving. For more information about liability, insurance, and steps you can take to stay out of legal trouble, contact the Nonprofit Risk Management Center, 1001 Connecticut Avenue, NW, Suite 900, Washington, D.C., 20036; (phone) 202-785-3891; (fax) 202-833-5747.

For specific legal or insurance issues, there is no substitute for a professional. An attorney or insurance agent may be the best qualified to answer your questions.

The following are options for limiting the financial exposure of a Sponsoring Organization for risks associated with Volunteer Driver Programs. [[Attachment 2c - Limiting Liability](#); [Attachment 2d - Insurance Issues](#); [Attachment 2e - Volunteer Auto Liability](#)]

1. Purchasing Insurance, see "Insurance" below.
2. Waivers, Releases, Agreements to Participate, and Indemnification: These are all processes that a Sponsoring Organization, public or private, can use to limit and/or share program risks with riders and referring authorities. These procedures may be used when requested transportation is deemed to have special circumstances or risks. First, participants can be required to sign waivers. Note that while a waiver can reduce potential liability, it may be invalidated in court unless it meets very high standards. The waiver must be clear and conspicuous, and it must fully disclose the risks of the activity. The person signing it must understand that he or she is giving up the right to sue for injuries. Also, a court will not uphold a waiver signed by anyone under 18. In addition, parents may not be able to waive a child's rights, although they can waive their own right to recover for expenses they pay for their child.

Aside from waivers, a good participation form is a valuable means of obtaining informed consent. Having volunteers read and sign a participation form that describes the activity and the expected risks provides a defense if the participant later claims he or she would not have participated if the dangers had been explained.

3. The information and forms are samples only and should be reviewed by local attorneys with experience in this area of law. [[Form 1b: Waivers, Releases, & Agreements to Participate, & Hold Harmless](#), [1c: Trip Description](#), [Form 1d: Volunteer Driver Release](#)]
4. Finally, responsibility for an injury can be transferred to another organization through contracts and agreements. A hold harmless clause can be included to shift the liability away from an organization and its volunteers. Perhaps the most important point concerning contracts, consent forms, and waivers is that the forms and procedures MUST be carefully developed in accordance with state law and the specific circumstances of the project. Therefore, assistance from an attorney is highly advisable. In support of a good cause, an attorney may volunteer to draft an appropriate form.

#### What Type of Insurance is Needed?

As described in the previous section, insurance is an important part of limiting the financial exposure due to the risks associated with operating a passenger transportation program. Sponsoring Organizations should consider the information below when deciding what type and level of insurance they should carry.

#### Auto and Business Insurance

The Sponsoring Organization should maintain insurance coverage or self-insurance coverage that essentially covers the exposures addressed by the following policies: [[Link 1 - Risk Management Insurance Institute: www.nonprofit.org](#)]

1. Comprehensive General Liability: Coverage shall include, but is not limited to, contractual liability, products and completed operations, property damage, and employer's liability. Names of individuals insured should include directors and officers, employees, representatives, agents, and volunteers. Properly structured, this coverage will include employment practices, errors and omissions, directors and officers, and volunteer's personal liability. Coverage should be set at a minimum \$1 million for each incident.
2. Business Auto Liability: The volunteer's own automobile insurance is primary. The Sponsoring Organization's business auto liability would be secondary. The Sponsoring

Organization should be sure that their policy covers non-owned and for hire vehicles. Generally this policy would be in equal million dollar limits. Business Auto Coverage for any auto no less than \$1 million each accident is recommended. All Washington State non-profit transportation providers are required to have coverage of \$1.5 million.

3. Umbrella/Excess Liability: General liability and auto liability can be included under the umbrella. Many non-profit organizations are currently carrying \$5 million of umbrella excess liability coverage.
4. Volunteer/Employee Dishonesty: This insurance covers theft of funds and/or supplies by volunteers or staff. Most organizations will already have this coverage, sometimes called "bonding." Policies should be checked to insure each volunteer even though the risk may be low.
5. Directors and Officers Liability Insurance: If not covered by General Liability Insurance, Directors and Officers (D&O) coverage or Errors and Omissions (E&O) coverage can be purchased. This coverage should include liability due to employment practices, which can involve treatment of volunteers. Included in the coverage can be all past, present and future directors and officers, employees, volunteers, trustees, committee members, and the entity itself.
6. Volunteers' Liability Insurance: As an alternative to, or in addition to other existing liability coverage, the Sponsoring Organization should consider participating in a volunteers' liability insurance program. This insurance typically provides coverage for medical treatment when the volunteer is injured during their volunteer services.

### Medical Insurance

It is important that the Sponsoring Organization recognize that vehicle insurance does not cover injuries that may happen while the volunteer is involved in activities separate from operation of the vehicle. Many volunteers are retired persons who may have inadequate or no medical insurance coverage.

The risks to the volunteers can be covered by a variety of methods. Medical or accident insurance provides excess accident medical coverage directly to a volunteer when he or she is injured traveling directly to or from, or participating in, volunteer activities. If Medicare covers the volunteer, the coverage would be in addition to that coverage. If the volunteer has no other coverage, the policy would be primary.

Consider the following information when deciding the type of medical insurance your organization should use:

1. Under state law, state agencies and their subsets are required to document all volunteers' hours for the purposes of reporting to the Department of Labor. There is a small hourly charge (currently \$.06). The hours are reported monthly on the form that an organization submits. The coverage is restricted to treatment of injuries, including therapy.
2. Under state law, other public entities and non-profit organizations can elect to extend L&I coverage to their volunteers. The reporting mechanism and coverage is the same as for state agencies. A Sponsoring Organization that elects this option must pay for coverage for all volunteer's hours donated, not just the hours spent working in a particular job, e.g., volunteer driving.
3. Excess coverage (over and above volunteer's personal coverage) can be purchased from private insurance companies that have designed policies for this market. Most companies require all volunteers to be covered, not just those that are volunteering in one program, like transportation. Coverage is typically limited to \$25,000.

### Volunteer Insurance

1. Insurance generally can pay for your lawyer and any resulting finding of liability if someone sues. Thus, a lawsuit will not necessarily expose your personal property and savings.
2. Liability insurance policies that people buy mainly for other purposes may protect them as volunteers. Homeowners' and renters' policies ordinarily include liability protection against most accident claims, excluding vehicle accidents.
3. Personal auto policies generally apply to volunteer activity even if you are driving another vehicle. Volunteers who drive a large van or bus should check their policies to see if they are covered for that type of vehicle.
4. A volunteer also may have coverage under the insurance policy of an organization for which he or she serves. An organization may cover its volunteers under its general liability policy or under a special volunteer liability policy.
5. For a special event, an organization may be able to buy a policy limited exclusively to that event, which would cover all participants.
6. To be sure of coverage under any insurance policy, volunteers should talk with their agent, and read their policies carefully.
7. The combination of insurance, volunteer protection laws, waivers, and a good measure of common sense and respect for the rights of others can control the risk of liability for any volunteer program.

#### The Importance of Community Relations

The drivers for the Sponsoring Organization will influence the opinion and image that people in the community have of the Sponsoring Organization. The way each volunteer driver performs his or her duties will contribute, either favorably or unfavorably, to the Sponsor's image. The reality of providing public transportation service is that the public expects proficient driving, they take good performance for granted, and are quick to complain about poor performance. Well-defined and communicated policies can assist with public perception.

#### What Types of Personnel Policies Should Be in Place?

Many funding agencies require Sponsoring Organizations to have specific written policies in place. These policies apply to volunteers as well as paid employees. The following policies are recommended:

1. Americans With Disabilities Act (ADA): Operation of a volunteer transportation program may trigger responsibilities for compliance of Title III of the ADA. Those responsibilities depend on the legal status of the sponsor and/or the types and modes of other transportation services that are operated. Persons with certain disabilities cannot be transported in private cars. However, those persons may need to be referred to appropriate alternate service providers. If the POV service is on a donation basis, any costs related to the alternative services may need to be absorbed by the Sponsoring Organization.
2. Ethics.
3. Code of Conduct.
4. Drug Free Workplace.
5. Harassment.
6. Confidentiality.
7. Reporting Suspected Abuse, Neglect, Abandonment, and Exploitation.
8. Drug Testing: Drivers, including volunteers, of vehicles that have been manufactured to transport 16 or more passengers, including the driver, must have a valid commercial drivers license (CDL) with a passenger endorsement. Note that drivers holding a CDL, must be included in a drug alcohol testing program that complies with U.S. Department of Transportation regulations.

**Note:** While all of the above policies are recommended, many of the policies are required by various funding sources. Sponsoring Organizations should check with their funding agencies to determine what policies are required.

#### Payment and/or Donation Policies

The following information should be considered when developing and implementing Payment/Donation policies. [Form 35: Donation Policy]

1. A copy of the Sponsoring Organization's Payment and/or Donation Policy should be available to the POV volunteer and a copy posted in organization owned vehicles. The policy should also be included in brochures and advertising materials.
2. Programs should design a system that respects the individual's anonymity. Some Sponsoring Organizations request the support from the community and the riders in the form of donations, yet do not pressure those who cannot afford to pay.
3. Drivers should be well informed about the donation policy.
4. It is not appropriate for drivers to demand donations from riders.
5. Many riders prefer to mail a check to the Sponsoring Organization once a month rather than make a donation each time they ride.
6. In order to avoid misunderstandings and protect the rider's anonymity, a collection system that does not require drivers to handle cash is preferred.
7. When the Sponsoring Organization plans recreational trips outside of regular service hours, riders can be charged a fare in order to recapture some of the costs associated with the trip.

#### Are Volunteers Reimbursed?

Most Sponsoring Organizations reimburse volunteers for mileage and other authorized expenses. The Sponsoring Organization should have a form to be used by POV volunteers to document mileage and other expenses. The reimbursement should be based on the same current mileage rate used for paid employees. Reimbursement for other expenditures, such as meals, should be based on the actual expense the volunteer incurred or on a per-diem rate. [Form 36a: Reimbursement Voucher, Form 36b: Meal and Expenses Policy]

#### What About Funding?

Sponsoring Organizations should carefully weigh the contractual requirements of available funding sources. Many potential transportation-funding sources are currently difficult to administer in relationship to the operation of a volunteer transportation program. Potential problem areas are related to drug testing, driver certification, required training, record keeping, billing, accounting and audit procedures. Resolution of these issues is possible, but those solutions are beyond the scope of these guidelines. Agency Council on Coordinated Transportation (ACCT) staff members and others involved in this project can provide technical assistance related to specific problem areas. Additional technical assistance may be obtained from other Sponsoring Organizations.

#### Can the Services Be Subcontracted?

A Sponsoring Organization may elect to contract with other organizations that provide volunteer transportation. Most funding agencies require prior approval of all subcontracts. Subcontractors will also need to comply with all of the funding agency's requirements including, but not limited to:

1. Non-discrimination
2. Americans with Disabilities Act (ADA)

3. Driver training.  
Sponsoring Organizations should check with their funding agencies to verify all of the requirements that apply to volunteer driver programs.

#### Are Disabled Parking Privileges Available?

If a Sponsoring Organization meets the criteria it can apply to the Department of Motor Vehicles for disabled persons special license plates and placards. The application is available and any DMV office. [Form 37: Organizational Application for Disabled Person Parking Privileges]

Sponsoring Organizations should consider the following when using disabled plates and placards:

1. Sponsoring Organizations must report on the status of each permanent disabled parking placard or disabled person special license plate by April 30th each year.
2. Disabled parking privileges may only be used while providing transportation to persons with disabilities. Sponsoring Organizations should develop policies regarding appropriate use of the placards including a requirement for their return when a volunteer is no longer registered with a program.

#### What about Operating Across State Lines?

If a program operates vans across state lines and receives funding for those operations the program must complete the Federal Registration process. Completion of this process may affect the levels of insurance that the Sponsoring Organization must carry and require other changes in the operation of the volunteer driver program. [[Attachment 13 - Federal Interstate Registration Process Outline](#)]

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### SECTION 3: Important Information about Riders

This section contains information on policies and practices related specifically to persons who use the services provided by the Sponsoring Organization.

#### Who Are the Riders?

Riders of volunteer transportation networks are typically persons with special transportation needs including their personal attendants. However, some funding agencies, due to requirements associated with the funding program, may also that the service be available to the general public.

#### Should Riders Be Registered?

Sponsoring Organizations should register all riders they provide service to. [[Form 2: Rider Registration](#)] Some funding agencies require specific information regarding riders. Refer to Section 10 "Program Records" for more information. All riders, including escorts and children, should be registered separately. This information will be used to:

1. Determine program eligibility
2. Provide the Sponsoring Organization with emergency medical information. Including, but not limited to:
  - a. Name and phone number of emergency contact person
  - b. Name and phone number of personal physician
  - c. Advanced Medical Directives
  - d. Living Will

- e. Non-Resuscitation
  - f. Organ Donation]
3. Determine the most appropriate mode of transportation
  4. Provide needed data to funding agencies.

#### Rider Identification

Riders should be encouraged to have photo identification, either in the form of a driver's license or state identification card that they can obtain from the Department of Motor Vehicles.

#### Should Children Have Escorts?

Many Sponsoring Organizations choose to require that an adult, other than the volunteer driver, accompany riders under the age of 11. Many transit systems allow children, age of six and over, to ride unaccompanied.

#### Are Rider Surveys Useful?

Riders should be surveyed on a regular basis to determine their ideas about the quality of services that they are receiving. Surveying the riders will help improve the services provided by the Sponsoring Organization. [[Form 3: Rider Survey](#)]

#### What About Rider Grievances?

Occasionally riders will have grievances about aspects of the program, including restrictions and/or denial of services or the quality of the service they received. Sponsoring Organizations should have both procedures and forms for handling these situations. Rider's specific complaints can be recorded them on an Incident Report. However, it is also very important that the Sponsoring Organization documents all complaints and what actions were taken as a result. [[Form 31: Incident Report](#), [Form 4: Rider Grievance](#)]

### SECTION 4: Establishing and Managing a Volunteer Driver Pool

Maintaining a well trained, enthusiastic driving staff is key to the success of any volunteer transportation program. Whether a driver uses an agency-owned vehicle or their own vehicle (POV), he/she is responsible for the safety of all riders.

There are two important features to remember when developing or managing a volunteer driver workforce. Those are:

1. It is important to recognize that all drivers, whether using agency vehicles or their personal vehicles, should be appropriately trained to safely carry out their responsibilities.
2. All volunteer drivers who operate agency vehicles should follow the same policies and procedures as paid drivers (if any) operating similar vehicles for the Sponsoring Organization.

Sponsoring Organizations have the responsibility of assuring that transportation volunteers and staff have the tools necessary to be successful in their positions. Success depends on proper selection and management of volunteer and paid drivers including quality program orientation, training and evaluation.

#### How to Select Drivers

Sponsoring Organizations should ensure that all volunteer recruiting, screening, interviewing and selection processes are objective and free from discrimination. Potential volunteer drivers should

begin the process by filling out three initial application forms. [Form 5a: Driver Application; Form 5b: Vehicle Registration; Form 6: Availability]

### **Specific Qualifications:**

To protect the safety of passengers, minimum volunteer driver qualifications should be established. These include but are not limited to:

1. The driver should be at least 21 years of age.
2. Possess a valid driver's license appropriate for the type of vehicle to be operated.
3. Provide a minimum of two excellent references. [Form 7: References]
4. Be able to operate the assigned equipment.
5. Willing to attend required training courses and to follow the Sponsoring Organization's policies.
6. Not have a history of crimes against a person.
7. Have a self declared ability to physically carry out the essential job functions as listed in the job description. [Form 8: Statement of Medical Condition]
8. Not have an uncontrolled chronic illness such as epilepsy, diabetes, heart or respiratory problems. When indicated, a driver must be willing to provide a physician's statement qualifying him/her as physically able to drive. Suggested form is the one that goes with acquisition of a Commercial Drivers License (CDL). If the driver does not have medical insurance, the Sponsoring Organization may choose to pay for the physical exam. [Form 9: Medical Release]
9. Not abuse alcohol, drugs, and/or medication.

### **Driving History Requirements**

To protect the Sponsoring Organization, and the passengers they serve, minimum driving history information should be gathered. To determine the eligibility of volunteer drivers, based on driving history, the following guidelines may be used:

1. Paid or volunteer drivers are eligible to transport riders when their three-year unrestricted driving history (as recorded by the Department of Motor Vehicles) totals no more than four points on the rating scale. [Form 10a: Selection Guidelines, Form 10b: Selection Standards]
2. Drivers are required to inform the sponsoring agency if they no longer meet the eligibility requirements due to moving violations and/or collisions that may make them ineligible.
3. The driving history should be re-checked annually, for cause, or because of reasonable suspicion.

### **How Should Drivers Be Selected?**

As a provider of services to vulnerable populations, the Sponsoring Organization is responsible for following a proper selection process. This will minimize the chance of being challenged about those processes. The driver selection process should include the following:

1. Prospective volunteer reads and becomes familiar with the job description. [Form 11a: Driver Job Description; Form 11b: Essential Functions]
2. Applicant completes a position application at the Sponsoring Organization's offices. [Form 5a: Driver Application]
3. Applicant completes a Statement of Understanding. [Form 12: Statement of Understanding]
4. Manager reviews the application.
5. Manager conducts a personal interview.
6. A report from the Department of Motor Vehicles is obtained

7. A Criminal Record Check that covers the maximum time period possible.
8. A Federal Bureau of Investigation National (FBI) Criminal Records Check should be done if the applicant has not lived in Connecticut for three (3) years. It is suggested that local law enforcement agencies be used to properly complete the fingerprints. The FBI blue form (FD 258) is available through law enforcement authorities, but is not downloadable. The FBI will not take copies. The current charge is \$24. The FBI provides information that the person has, or has not, committed disqualifying crimes. [Form 15: Request for FBI Records Check]
9. If the driver will be using his or her own vehicle, the applicant's proof of insurance (Accord Form) should be checked for compliance with program standards. A copy of the Accord Form should be placed in the driver's file (when established).
10. If the prospective driver does not own an automobile then he/she must have an insurable record.
11. Once all steps have been completed, the applicant is selected and a driver file is established.

### Can Drivers Be Disqualified?

Occasionally, a new volunteer will be unable to successfully complete the required training courses, or a tenured driver will fail to maintain prescribed rider relations or safety standards. Complete, objective, written documentation is an essential part of any disqualification process. Sponsoring Organizations must be able to objectively defend their decisions when challenged. Disqualifications that prevent hiring, include but are not limited to:

1. Not in possession of a valid, appropriate, drivers license and/or insurance.
2. Physical restrictions preventing safe and proper handling of riders based on essential job functions listed in the job description.
3. Criminal history includes disqualifying crimes. [Attachment 4 - Disqualifying Crimes]
4. Inability to read/comprehend written materials, including road maps.
5. Reporting to training/work under the influence of a controlled substance, alcohol or medications that affect driving abilities.
6. Unwillingness to perform essential job functions.
7. Failure to adequately respond to instructions.

### Driver Review Process

In the event that a driver is involved in a moving violation and/or a collision the manager must be notified. The Manager should determine whether or not a review is warranted. The following process is recommended for review of moving violations and collisions:

1. The Manager will request a written explanation about the collision/s.
2. The Manager will review the driver's file and collision information and make a recommendation on the driver's continued eligibility or the need for additional training.
  - a. When reviewing eligibility, the Manager considers driving-related complaints or the need for additional training. The suggested maximum is three complaints or fewer, based on the severity of complaints.
  - b. The suggested method of reviewing complaints is to randomly call other riders for comments on the driver being reviewed.

### Driver suspension or termination

Occasionally, drivers must be suspended or terminated as a result of violations to the Sponsoring Organization's policies or complaints received by riders. Grounds for termination include but are not limited to:

1. Any time a current driver does not meet the requirements to be a new driver.

2. Theft.
3. Violence.
4. Reporting to work under the influence of a controlled substance, alcohol, or medications that affect driving abilities, based on the standards of the Drug Free Workplace Act.
5. Reporting to work under the influence of medication that has not been reported to and approved by the Sponsoring Organization.
6. Violations of the Drivers Code of Conduct. [Form 16: Drivers Code of Conduct]
7. Suspension or loss of driver's license or insurance.
8. Violation of program confidentiality or conflict of interest policies.
9. Repeated collisions or a single serious collision.
10. False documentation of program records.
11. Violation of Sponsoring Organization's Ethics Policy. [Form 17: Ethics Policy]
12. Violation of the Sponsoring Organization's Harassment Policy. [Form 18: Harassment Policy]

### Reasons for intervention

A Sponsoring Organization may choose an intervention program for less serious offences than those listed above. Such offences include, but are not limited to:

1. Moving violations.
2. Acquiring three points on the evaluation scale. [Form 10b: Selection Standards]
3. Rider complaint about driving performance or rider relations abilities.
4. Staff or driver observation of changes in the ability to perform essential job responsibilities.
5. Improper program documentation.

### Medical Restrictions

If driving has been restricted for any medical reason, a written physician's release should be required prior to returning the volunteer to driving. [Form 9: Medical Release]

### Performance Evaluations Are Important

A Sponsoring Organization must have a plan for conducting regular performance evaluations for all volunteer drivers. Evaluations serve as an important tool for both the Sponsoring Organization and volunteer. This provides an excellent opportunity for the manager to provide feedback to the volunteer about their performance; and provide the volunteer an opportunity to address issues they may be encountering. [Form 19: Driver Evaluation] Factors to consider when establishing an evaluation process:

1. Sponsors are encouraged to establish a schedule whereby all volunteers and staff receive at least annual performance evaluations.
2. The evaluation process should include a road performance evaluation for drivers.
3. The Manager or designee should ride along with the drivers while they are performing their duties. Attention should be paid to vehicle operations, rider care and general ability to meet program standards.
4. Performance evaluations are essential in securing equitable insurance rates and identifying drivers who may need intervention training or who should no longer transport riders.
5. Following a performance evaluation, the Manager and volunteer should meet to discuss the observations.
6. The performance evaluation and discussion should be documented and signed and become a permanent part of the personnel file.
7. If needed, a plan should be developed and additional training provided. Documentation of improvement should be included in the driver's file.

8. "Objective" documentation is always written, and it refers to what was seen, heard or measured. Objective documentation is not what was "felt" or "sensed", which is "subjective". Objective documentation of performance should be an on-going and common occurrence. This documentation is necessary for tracking driver development and for defense in litigation.
9. The Sponsoring Organization should establish a program of regular recognition for the volunteers.

#### What about Mixing Volunteers with Paid Employees?

A volunteer driver can create the same liability for a Sponsoring Organization as a paid driver. All employees and volunteers should be properly trained, supervised and managed under the same policies. Without proper management, conflicts can arise when volunteers and paid employees do the same or similar work. To avoid these conflicts, the following guidelines have been established for successfully managing volunteers and paid employees in the same program:

1. Discuss with staff how volunteers can be placed to improve services without displacing paid workers.
2. Assign volunteers and paid staff with the same care and have the same performance expectations of both.
3. Provide orientation/training equally to both paid staff and volunteers.
4. Establish a clearly defined chain of command.
5. Assure that all volunteers and paid staff have clear job descriptions, with accurate descriptions of responsibilities.

#### What Happens When Volunteers Leave the Program?

It is unfortunate when volunteers leave a program. There are many valid reasons for this occurring: diminished health, increasing age, moving, going on to other volunteer work, etc. When a volunteer decides to leave, the Manager should schedule an Exit Interview. [\[Form 20: Exit Interview\]](#). The interview can be done over the phone. The interview provides an opportunity to receive feedback about the volunteer's experiences.

#### What Type of Identification Should the Driver Use?

Photo identification cards are recommended for all volunteer drivers. The cards should identify the volunteer as a representative of the Sponsoring Organization. The cards assure the rider that the driver is a currently registered driver for the Sponsoring Organization. I.D. cards can be easily made using an instant or digital camera to take a picture of the driver. The resulting card can then be laminated or inserted into a simple convention badge blank. The I.D. card should be collected at retirement or termination.

### SECTION 5: Conduct of Drivers

As mentioned earlier in this Guide, driver conduct is one of the most important elements that contribute how the Sponsoring Organization is viewed by the public they serve. In addition, driver conduct policies can assist the Sponsoring Organization in ensuring the safety of riders.

#### Following Traffic Laws

All drivers must be familiar with and adhere to state and local traffic laws and regulations. Depending on the seriousness, violations of traffic laws and/or chargeable collisions can result in additional training or termination of the driver. Drivers who have their driver's licenses suspended or revoked are subject to immediate termination.

## Controlled or Illegal Substances

The use, sale, distribution or possession of intoxicating liquor, a controlled substance, a drug not medically authorized, or other substance which impairs the job performance of a volunteer must be strictly prohibited and result in swift disciplinary action. Drivers should also be required to report to the Manager any use of medically authorized drugs which may impair their job performance. Proper written medical authorization from a physician should be provided to the Manager in order to work when using such authorized drugs.

## Theft, Violence, and Gross Negligence

Sponsoring Organizations must have policies in place to prevent theft, violence, and gross negligence on the part of the volunteer driver. These policies should be strictly adhered to. The purpose of the policies is to protect not only the Sponsoring Organization and the riders, but also protect the driver from false accusations of misconduct.

In order to eliminate claims of theft, volunteers should not enter residences of riders or accept gifts or gratuities from riders. However, volunteers for some programs do enter the rider's homes as part of helping with housework and other duties. Policies for these activities should be developed to protect both the rider and the volunteer.

The following are examples of offences that are grounds for immediate termination:

1. Theft of funds, equipment, or services.
2. Gross negligence with regard to the safety and well being of self, riders, the general public, or program equipment.
3. Engaging in physical or verbal confrontations while on duty.
4. Failure to provide high quality rider service or to positively represent the Sponsoring Organization in the community.

## Confidentiality, Conflict of Interest, Code of Conduct, and Ethics

Confidentiality should be reviewed regularly in each program. Transportation volunteers often know or become familiar with riders. While it is desirable to establish a positive relationship with riders, it is important to avoid situations that can create "Conflicts of Interest". All transportation volunteers should sign a confidentiality statement and acknowledge an understanding of confidentiality rights.

[Form 21: Rider Confidentiality]

Violations of confidentiality or conflict of interest policies should be grounds for termination. The following serves as guidelines for the sharing and handling of information about riders by a transportation program's representatives.

1. "Right to Confidentiality" is breached when information received from or about riders is repeated to persons other than the Manager. Riders may confide in a trusted driver. It is tempting to share this information. Volunteer drivers are encouraged to share their concerns with the Manager, but not with other drivers, family or friends. Only information that the Manager "needs to know" can be communicated. Even the names of individuals receiving service from a program must not be shared with anyone outside the Sponsoring Organization.
  - a. Information about a rider must not be shared, unless it is necessary to obtain needed services, and the rider has given written consent. If a rider is not able to give permission to share information for their well being, the driver and Manager should use their best judgment to share information only to ensure that needed services are provided.
  - b. Under some circumstances, the transportation volunteer is required to share information. This applies when it relates to suspected abuse of children or vulnerable adults. If abuse is suspected, this information must be conveyed to the Manager, but not to other drivers, family or friends.

2. "Conflict of Interest" occurs when personal arrangements for transportation are made with riders outside the scope of duties as a program volunteer. Such arrangements are prohibited and can lead to serious liability issues for the driver and the Sponsoring Organization.
    - a. Riders should not have access to personal phone numbers and addresses of transportation volunteers. Rider requests for this information should be relayed to the Manager.
    - b. Transportation volunteers should not ask personal questions of professional services.
    - c. In addition, transportation volunteers may not accept gifts or gratuities.
    - d. Program personnel will not use, to their personal advantage, any rider information gleaned in the course of their duties.
    - e. Volunteers will not use the Sponsoring Organization's vehicles for personal business.
  3. All drivers should follow the Sponsoring Organization's Code of Conduct. [Form 16: Code of Conduct]
  4. Drivers should be familiar with all aspects of the organization's Ethics Policy. [Form 17: Ethics Policy]
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## SECTION 6: Training Volunteer Drivers

The quality of service and the Sponsoring Organization's access to insurance depend upon the driver's ability to effectively interact with the community and to safely operate specialized vehicles. Drivers who transport community members are legally held to a higher degree of care than any other driver on the road. A Sponsoring Organization should require specific training for all drivers operating vehicles or providing transportation services as part of a volunteer driver program. Training for all volunteers should be structured to conform to the duties in the job description. Programs should either identify a staff person or persons to be a trainer or can arrange for timely access to other trainers.

**Note:** Many funding agencies require certain types of training for volunteer drivers. Sponsoring Organizations should check with their respective funding agencies for their specific requirements.

### What About the Cost of Training?

The Sponsoring Organization should provide the required training at no cost to active volunteers. To ease the burden of the cost of outside training, the Sponsoring Organization may be able to get assistance by:

1. Requesting technical assistance from other transportation providers or volunteer organizations.

1. Take advantage of low cost training that is available through the local Transit Districts, local United Way, or AARP.

### Documentation is Important

Sponsoring Organizations are responsible for assuring their volunteers are current with all training requirements and that driver files are properly maintained with the appropriate certificates of training completion. Training documentation, including certificates of completion, should be maintained in driver files. More information on driver files is outlined in Section 10 - Program Records.

### Why Use a Driver Training Checklist?

A training checklist form should be used to document the training progress of transportation volunteers. [Form 22a: Training Standards; Form 22b: Training Checklist] The Training Checklist should be updated each time a training course is completed. In addition, Sponsoring Organizations should require that the drivers sign a statement acknowledging the training they received.

Sponsoring Organization may maintain a signature form for each training session or develop a composite form.

## Recommended Types of Training

Below are specific types of training that are recommended for all volunteer driver programs.

### Orientation/Logistics

Driver orientation training should cover all of the aspects that would usually be explained to any new employee, e.g., organizational mission and values, job description, expectations, completion of forms, reporting requirements, vehicle operation, public relations, ethics, code of conduct, harassment policies, and reimbursement procedures. [Attachment 5: Driver Orientation]

### Vehicle Operation, Lift Operation, Wheelchair Securement, and Road Experience

Upon acceptance of a volunteer, the volunteer driver should be given training on vehicle operations, lift operations and wheelchair securement. In addition, road experience observation and testing must be completed prior to transporting passengers. For drivers who only use their personal vehicles, vehicle orientation with lift operation and wheelchair securement is not required. However, road experience observation and testing is required for all drivers.

All training should be documented and become a permanent part of the volunteer's personnel file. [Form 23: Road Test; Form 24a: Lift Operation Procedures Checklist; Form 24b: Securement Procedures Checklist]. Note: Road testing should be repeated at least annually and for cause with all drivers. This is an opportunity to identify volunteers who may have developed undesirable driving habits or may be experiencing effects of aging that can affect driving ability.

### Controlling Exposure to Bloodborne Pathogens

Each Sponsoring Organization should provide appropriate training on transmission of Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens. Sponsoring Organizations should develop a plan to minimize exposure. The plan should be reviewed at least annually to ensure proper effectiveness in minimizing exposure. The controls contained in the plan are designed to be a guide for programs when designing their exposure control procedures. Bloodborne pathogen control training should be provided to volunteers prior to transporting or assisting riders in the Sponsoring Organization's vehicles. [Attachment 12: Bloodborne Pathogen Policy; Link 9 - Center for Disease Control [www.cdc.gov/niosh/topics/bbp/](http://www.cdc.gov/niosh/topics/bbp/); Link 10 - OSU Training Module: [www.pp.okstate.edu/ehs/modules/bbp/intro.htm](http://www.pp.okstate.edu/ehs/modules/bbp/intro.htm)]

Sponsoring Organizations should consider the following practices in relation to Bloodborne Pathogens:

1. Volunteers should sign a document verifying receipt of the instructions and their understanding of proper bloodborne exposure control procedures.
2. All vehicles used to transport riders should have a Body Fluid Precaution Kit stored in a convenient location inside the vehicle. Body Fluid Precaution Kits differ from First Aid kits in that they contain products and equipment to minimize exposure to infectious body fluids. The Red Cross provides instructions on how to make the kits.
3. The driver should document any exposure to body fluids. They may do this with the Exposure Incident Report Form and report. The form and report should then be turned in to the Manager. [Form 25: Exposure Incident Report]
4. The Manager should conduct a post-exposure evaluation and document any recommendations for follow-up.

**Note:** Training on Bloodborne pathogens is recommended for all volunteer programs; however, many funding agencies require this training be given to volunteers.

### **Defensive Driving Training**

Within 60 days following the initial driving assignment all drivers should complete an approved Defensive Driving Course (FLI/National Safety Council or Equivalent). This training is available through a variety of sources and formats and may soon be available through the Internet in a self-paced, self-scored format.

Note: Washington State law allows licensed drivers, age 55 and over, to receive reductions in private automobile insurance premiums if they complete an approved eight-hour vehicle accident prevention course. Each course includes information about the effects of aging on driving; driver problem areas such as yielding the right of way, driver awareness, speeding, passing, road signs and signals; and driving while under the influence of alcohol or drugs.

### **Passenger Assistance and Sensitivity Training**

Within 60 days following the initial driving assignment, all volunteer drivers should have Passenger Assistance Training (PAT), CTA Passenger Service and Safety Certification training (PASS), or an equivalent course. This training should emphasize sensitivity and assistance to elderly and persons with disabilities, communication with riders, and bloodborne pathogen exposure control. [Attachment 6: Etiquette and Behavior for Dealing With a Person With Disabilities; Attachment 7: Manual for Transportation of Persons with Disabilities; Attachment 8: Head Start-Requirements for Transporting Students with Disabilities; Link 18 - Easter Seals Family Caregiver Support Transportation Program: <http://www.easter-seals.org>]

### **Car Seats and Child Securement**

All drivers that are going to transport children in any vehicle should have training in current State and Federal requirements for car seats and booster chairs. In addition, they should be trained on how to properly install these devices. [Link 12 - State by State Child Restraint Laws: [www.statefarm.com/consumer/cpl4.htm#w](http://www.statefarm.com/consumer/cpl4.htm#w); Link 13 - National Safety Council: [www.nsc.org/safetyagenda/transp.htm#occpo](http://www.nsc.org/safetyagenda/transp.htm#occpo)]

Keep the following in mind when addressing the transportation of children:

1. It is recommended that vehicles owned by the Sponsoring Organization be equipped with child seats and booster chairs that can be properly fitted to the vehicle.
2. If the volunteer is using their POV, take care to ensure that the car seat or booster chair can be properly fitted to the vehicle.
3. Car seats provided by the rider's parents or personal representatives must not be used in either private automobiles or in the Sponsoring Organization's vehicles. This is because the privately owned car seat or booster chair may:
  - a. Not be a currently approved design
  - b. Have been in use during an accident
  - c. Be older than six years
  - d. Not be securable given the design of the car seat in comparison to the vehicle's seat belts
4. Drivers should be trained about proper seating positions related to operational airbags. Riding in a seat equipped with air bags can be dangerous even for adults with small statures.

### **CPR and First Aid, and Emergency Response**

First Aid and CPR training is optional for all drivers. Risk management professionals differ on the liability benefits and/or detriments of this training. Each Sponsoring Organization should develop a policy on this issue. If the training is not required, drivers should be trained how to access available emergency services. All of the Sponsoring Organization's vehicles should be equipped with two-way radios, cell phones or other communication devices that reliably operate in the service area. Some programs have developed cell phone loan programs for their POV drivers. An excellent source of Emergency Response training is the RTAP video and workbook, Emergency Procedures for Rural Transit Drivers.

### **Gatekeeper Training**

All transportation volunteers should receive Gatekeeper training. to give volunteer drivers a broad orientation to the social service network in the service area. With Gatekeeper training drivers can make appropriate referrals for other services that riders may need. The training on confidentiality can be included in the Gatekeeper training curriculum. [Form 26: Gatekeeper Information; Link 14 - Community Volunteer Services: [www.volunteercvs.org/down.cfm](http://www.volunteercvs.org/down.cfm)]

### **Abuse, Neglect, Abandonment, and Exploitation**

Certain defined professionals are required to report suspected abuse, neglect, abandonment, and exploitation of vulnerable adults and children. Social service program volunteers may be subject to these. Sponsoring Organizations should provide training on these issues and document completion of the training. [Form 27a: Description of Abuse, Neglect, Abandonment and Exploitation; Form 27b: APS Reporting Form]

### **Drug- Free Workplace**

All volunteers must have training about the Federal Drug-Free Workplace Act. Sponsoring Organizations should document the driver's understanding of this training. [Form 28: Drug-Free Workplace]

## **SECTION 7: Managing Vehicle Operations**

This section contains guidelines for the day-to-day management of vehicles, including private vehicles, used to provide passenger transportation services.

### **A. Vehicle Inspection**

To ensure the safety of both the passenger and the volunteer driver and make sure that all of the vehicle equipment is in proper working order, vehicles used to provide passenger transportation should be inspected daily. This is commonly called a pre-trip inspection. This is should be done with both Personally Owned Vehicles (POV's) and the Sponsoring Organization's vehicles, and should be completed prior to departing to pick up a rider. To accomplish this:

1. All drivers should be provided with information on how to properly inspect the vehicle. (see recommended inspection form)
2. Drivers should complete a pre-trip inspection even when using their own vehicle to provide service.
3. The Sponsoring Organization should periodically include "safety reminders" with any regular communications to volunteers, including mileage reimbursement vouchers.

### **B. Use of a Trip Plan**

Trip plans are designed to ensure the safety all drivers, including those who use their own vehicles. Sponsoring Organizations should have procedures for volunteers to follow in the event of a breakdown or accident during normal service delivery hours. Back-up plans should also be prepared for all trips provided when vehicles are loaned to other organizations or when volunteers are traveling outside the normal service area and/or service hours. A standard form may be used to assist in identifying back-up plans.

#### C. Inclement Weather

Every program should have a comprehensive plan for inclement weather. As technology advances accurate information is available through a variety of media including the Internet. Use the following guide when developing an Inclement Weather Plan:

1. If the Sponsoring Organization attempts service on inclement weather days, the driver can decline service if the driveway leading to the rider's location or if assisting the rider to or from the vehicle, is dangerous due to weather conditions. Sometimes the decision is made upon arrival at the rider's location. Service would automatically be cancelled if the Sponsoring Organization is closed due to inclement weather.
2. If weather and road conditions deteriorate through the day, only return trips should be attempted. The Manager or Coordinator can determine whether hazardous road conditions warrant ceasing services.
3. Requests for urgent medical rides and life-sustaining medical trips should **not** be provided in private cars in inclement weather. Appropriate referrals should be made to other modes including ambulances.
4. During inclement weather, if the trip is not urgent or life sustaining (e.g., dialysis), riders should be encouraged to reschedule.

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### SECTION 8: Vehicle Equipment and Maintenance

Sponsoring Organizations should set minimum standards for the vehicles used to transport their riders. This requirement includes vehicles owned by volunteer drivers. This section provides some minimum standards for equipment and maintenance. Many of the same considerations for vehicles owned by the Sponsoring Organization can be applied in setting standards for POV's. The Sponsoring Organization's vans and minibuses will usually have to meet ADA requirements.

#### A. Personally Owned Vehicles

Under state law there are minimum requirements for POV's used to provide passenger transportation services. The requirements state that the POV's shall:

1. Have a valid state license and registration.
2. Be equipped with functional heating and ventilation systems.
3. Have functioning, clean, accessible seat belts that meet state and federal guidelines.
4. Have functional doors and handles on all doors.
5. Have an accurate speedometer and odometer.
6. Have windows free from cracks; windshield chips must be properly sealed and not hinder vision.
7. Have functioning interior lighting within the passenger compartment.
8. Have adequate sidewall padding and ceiling covering.
9. Have two exterior rear view mirrors, one for each side of the vehicle
10. Not have damaged or broken seats, protruding sharp edges, etc. that may be hazardous to riders.

11. Have fully functioning lights, turn signals, and windshield wipers.
12. Have tires with tread depth exceeding state minimums.

#### B. Annual Safety Inspections

In addition to inspecting their own vehicles, Sponsoring Organizations should require POV safety inspections as part of their annual renewal process for volunteer drivers (see sample Maintenance Checklist). The volunteer should provide the Sponsoring Organization with a copy of a receipt showing that the volunteer driver has had his/her vehicle/s inspected by a qualified mechanic.

Sponsoring Organizations are encouraged to create inspection and maintenance incentive programs or cost reduction programs with local mechanics or service stations.

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### SECTION 9: Incidents, Accidents, and Collisions

Sponsoring Organizations should have detailed procedures for volunteers to follow in the event of incidents, accidents, and collisions. These will help minimize claims filed against the Sponsoring Organization and will provide the driver with clear directions about what the volunteer driver should do in these types of emergency situations. This section provides guidance on the types of policies and procedures that a Sponsoring Organization should implement.

#### A. Incident Reports

Volunteer drivers should use Incident Reports to document rider/driver accidents or any unusual occurrences (other than vehicle collisions). (see sample Incident Report form)

These might include:

1. Interactions with doctors and nurses
2. Gatekeeper information
3. Rider complaints

#### B. Auto Collisions

In the event of an automobile collision, it is especially important that a Sponsoring Organization provide volunteer drivers with clear instructions on the procedures to follow. Sponsoring Organizations are encouraged to prepare accident kits for all drivers. A kit should be kept in all vehicles owned by the Sponsoring Organization and should be provided to volunteer drivers operating POV's. Volunteers should be instructed to follow the procedures contained in the accident kit.

Typically these kits include:

1. Witnesses cards
2. Measurement tool
3. Pen or pencil
4. Chalk
5. Form to diagram accident
6. Emergency numbers and procedures

#### 1) Procedures and Record Keeping

- a. Complete and accurate records of any collision or claim of collision, no matter how slight, must be kept in a permanent file. "Permanent" refers to "as long as is required by law." Drivers should not admit fault to anyone other than the manager or police.
- b. Any claim of bodily injury or property damage must be reported to the manager immediately. Collision reports must be completed by the driver of the vehicle and reviewed by the Manager within 24 hours.
- c. All collisions, no matter how slight, should be reported to the Sponsoring Organization, and a collision report submitted. However, in the event of a serious collision, the volunteer driver should contact the Sponsoring Organization immediately. A serious collision involves severe property damage, personal injury or the potential for media involvement. (see sample Collision Report)

**2) The Collision Scene**

- a. In the rare case that a serious or disabling collision occurs, ideally the Manager, or designated representative, should immediately go to the scene of the collision to provide support and information. It is the responsibility of the Manager to represent the program at the collision scene in a way that avoids any further liability. The Manager should bring a camera to the scene to assist with the review process.
- b. Sponsoring Organizations may want to issue a plastic placard, to the volunteer, to hang on the rear view mirror. The card should state: "I am a volunteer driver for the Sponsoring Organization. In case of an accident notify the Sponsoring Organization by calling: (Phone #)." If law enforcement authorities can access the Sponsoring Organization's two-way communication system, that information should be included on the placard.
- c. Because drivers can be injured or become distraught at the scene of a collision, collision procedures and guidelines should be an important part of orientation training for new drivers.
- d. It is important that the driver document who was in his/her vehicle and any vehicle that was involved in the collision. This can be done with a disposable camera which is part of the vehicle's emergency equipment.

**3) Procedures for Managers at the Scene of a Collision**

Collisions of any type can be an upsetting situation for the driver. A distraught or injured driver can increase liability for the program by what he/she says at the collision scene. For example, when a driver tells riders or bystanders, "I'm so sorry, it's my fault," the potential for claims made against the program will dramatically increase. The program should pay claim expenses it is responsible for, but it should not pay additional expenses because of erroneous statements made at the scene of the collision. Managers should consider the following factors when called to the scene of an accident:

- a. Assure that riders are accounted for and are receiving proper emergency services.
- b. Separate the driver from the collision scene.
- c. Speak for the program and the driver.
- d. The driver should be available to answer questions from police and fire authorities.

**4) Media Relations at the Scene of a Collision**

Poor media relations at the scene of a collision can cause additional liability. Managers and program representatives should be familiar with and follow procedures when communicating with the media. Guidelines should be in place for employees or volunteers at the scene of a collision. The guidelines may include:

- a. Assume the media is present.
- b. Project a professional image.
- c. Maintain control of the situation.
- d. Do not quote hearsay or speculation.
- e. Do not accept responsibility for the collision.
- f. Explain "no comment" by saying, "I don't have enough information to answer that question accurately."
- g. Never speak "Off the Record".
- h. When interviewed on camera or video, carefully select the background. Stand in front of a neutral background, not in front of the crash.
- i. Contact the Sponsoring Organization immediately in the event of a serious collision.

#### 5) Collision Review

A Review Committee, consisting of the Manager and other program representatives, is responsible for reviewing collision reports. In the event of a collision, the committee comes together to review the details of the collision and make recommendations. All collisions must be evaluated for preventability. In each case, preventability is evaluated on the basis of the following statement: "Did the driver do everything reasonably possible to avoid the circumstances that led to this collision?"

### SECTION 10: Program Records

Sponsoring Organizations are responsible for maintaining appropriate records and for being knowledgeable about legal requirements related to timelines for maintaining records. The following is a list records that should be maintained:

#### A. Driver Records

The Sponsoring Organization must have a file containing all pertinent information about each driver. The Federal Privacy Act covers volunteer drivers. All personal information about the driver should be covered by a written confidentiality policy that parallels the organization's personnel policies. The following is a list of the documents, and related information, to be maintained in driver files: See Example: [\[Form 33: Personnel Records Checklist\]](#)

1. Original volunteer/employment application
2. Interview and reference check documentation
3. Criminal history documentation
4. Department of Licensing (DOL) history report and any subsequent history reports generated
5. Copy of current drivers license
6. Copy of training certifications
7. On-going objective documentation
8. Any documentation relevant to performance
9. Copy of current personal automobile insurance card. Insurance must be at least the State of Washington's minimum coverage requirement for POV drivers. Personal auto insurance verification must be kept current.

#### How About Vehicle Records?

Programs that use volunteers to drive vehicles owned by the Sponsoring Organization must have files containing records relevant to each vehicle. Vehicles and related records should be reviewed annually. A vehicle file should contain sections where the following documentation is maintained:

1. Vehicle maintenance schedule
2. Maintenance records
3. Maintenance receipts
4. Description of maintenance completed
5. Daily pre-trip inspections
6. Inventory of safety equipment
7. Maintenance records for related safety equipment (i.e. fire extinguishers)

#### What Records Should Be Kept on Riders?

Sponsoring Organizations are required to maintain specific information on the riders using the services. The rider information must be collected and properly maintained using a database or an adequate system done by hand if the agency does not have access to a computer. Rider information, collected by Sponsoring Organizations, will be used primarily for reporting purposes. In the event of an emergency, this information can also be valuable. Rider records should contain the following information:

1. Rider's name
2. Address
3. Phone number
4. Age
5. Ethnicity
6. Income level
7. Medicaid and/or other specific program eligibility
8. Mobility information (i.e., uses a wheelchair, cane)
9. Disability information (i.e., cerebral palsy, legally blind)
10. Height and weight of children under six years old
11. Name, address and phone number of emergency contact

An individual Sponsoring Organization may require additional information for specific program purposes. To assure that rider confidentiality is maintained, Rider files must be kept in a secure location.

#### How To Record Trip Information

Standard forms are used for reporting trip requests and completion. All trip requests and completed trip information must be properly documented. Trip request information should be recorded when the request is received and the trip completion information when the trip is completed. If a trip requests is deemed to be "special risk," special forms and procedures may be used for the trip. Many programs use "dispatching software" to electronically record trip information.

#### Trip Requests

Sponsoring Organizations are encouraged to develop a form to record information when a trip is requested. See example: [\[Form 34: Trip Request\]](#) Requests should contain the following minimum information:

1. Date the trip request was made
2. Trip date
3. Rider name, address and phone number
4. Destination address and phone number
5. Trip purpose
6. Appointment time
7. One-way or round-trip
8. Return pick-up time

9. Special rider information (e.g., uses a wheelchair, uses a cane, escort, child restraints required)
10. Emergency contact information. This information is very useful when a child or vulnerable adult is returned to a residence where no one is home as expected. Sponsoring Organizations should develop a policy requiring a personal care attendant (PCA) if there are repeated occurrences of drivers needing to use emergency contacts.

### **Trip Reports**

The driver must document trip completion information. This report may be combined into the reimbursement voucher and coupled with an Incident Report, if indicated. Driver reports typically contain the following information for each trip:

1. Date
2. Driver name
3. Rider name
4. Pick-up location
5. Destination location
6. Mileage at pick-up and drop-off
7. Volunteer or paid driver hours (not including down time)
8. Status of trip (no-show, late cancel, or completed)
9. "Gatekeeper" information, if indicated

### **Turndowns, Late Cancels and No-shows**

To properly manage a volunteer transportation program the Sponsoring Organization needs to collect accurate information on trip request status. When a rider's trip request is turned-down, the rider cancels the ride late or does not show for the ride, this information must be recorded. The following definitions apply:

1. **Turndown:** A trip is recorded as a turndown when the Sponsoring Organization is unable to provide the trip. A trip can be turned down for many reasons. For example, a driver may not be available to complete the trip, the schedule for the day may be full or the van may be down for repairs. If this occurs, the trip is recorded as a turndown. If a rider requests a round-trip ride, the result is two trip turndowns. This information is valuable in determining the unmet need in the community and for the development of funding proposals.
2. **Late cancel:** A trip is recorded as a late cancel when the rider cancels the scheduled trip with less than 24 hours advance notice. If the rider had requested a round-trip, the result is two late cancels.
3. **No-show:** A ride is recorded as a no-show when the driver arrives at the pick-up location and the rider is not there or refuses to board. If a rider was scheduled for a round-trip, the first leg of the trip is recorded as a no-show and the return trip is recorded as a late cancel. The driver log should document rider no-shows and late cancels.

### **New and Unduplicated Riders**

Sponsoring Organizations may be required to report data on new and unduplicated riders. Funding agencies may require this information to be reported differently. The following serves as an explanation for reporting new and unduplicated riders:

1. **New riders:** When a rider registers with the program and receives his/her first ride, that person is a new rider. New riders are only recorded once.
2. **Unduplicated riders:** Unduplicated riders are counted based on the fiscal year. Each rider is counted only once during the fiscal year, no matter how many times he/she receives service. The unduplicated rider count is the total number of people who received rides during the year.

3. When a rider is new and receives his/her first ride, that person is a new rider and an unduplicated rider.

### **Trip Purpose Definitions**

If rides must be counted by trip purpose on a service summary, the following terms could serve as a guide for identifying trip purposes:

<b>Trip Term</b>	<b>Ride Purpose</b>
Medical:	All medical appointments that are not life sustaining, including prescribed physical therapy, i.e. swim therapy.
Life-sustaining medical:	Dialysis, Chemotherapy, Radiation treatments.
Personal business:	Rides to meet personal needs. Examples include participation in Adult Day Care Center, visitation of spouse or others in nursing home, support group meetings and banking.
Supportive services:	Rides to an agency/organization that provides direct or supportive services to the rider. Examples include Social Security Office, Veteran's Administration Offices, Resource Centers, etc
Shopping:	Rides to any store, shopping center, mall or retail establishment.
School:	Rides, to meet personal educational needs, to local colleges, universities, and educational training programs or meetings.
Work:	Rides to and from a work/employment setting or assignment and work training.
Volunteer activities:	Rides to and from volunteer work setting or assignment, including from volunteer's home and to an individual senior's home if that is the work setting
Recreational:	Trips to museums, sightseeing, movies, opera, plays, etc.
Nutrition:	Rides to and from a meal site including restaurants.

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REC'D MAY 29

Mansfield Town Council  
Audrey P Beck Municipal Building  
4 South Eagleville Road  
Mansfield, CT 06268

May 25, 2009\*

Dear Members of the Mansfield Town Council:

We are concerned that the quality of library services would decline if we attempt to maintain present hours with reduced staff. The preservation of programs (services to seniors and preschool children are two such examples) would justify a reduction in hours where the numbers show the least library usage.

Safety is also a major concern, both in terms of the library space itself and the Auditorium. Enough staff needs to be present to carry out an emergency evacuation in a timely fashion and also to deal with threatening individuals and/or situations, as well as to keep library materials as secure from theft as possible.

We respectfully request that you reconsider Ms. Bailey's recommendations regarding library hours.

Sincerely,

**The Mansfield Public Library Advisory Board**



(Sheila Quinn Clark, Chair)

\*Submitted subsequent to our meeting of Thursday, May 14 plus, the providing of time for reflective commentary back from Board members.

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## **Planning, Acquisition, and Management Guidelines, Mansfield Open Space, Park, Recreation, Agricultural Properties and Conservation Easements**

(Approved by Mansfield Town Council Nov. 13, 1995, revisions approved Aug. 25, 1997 and xxx2009)

### **Background**

This document serves to guide the Town of Mansfield as it plans, acquires and manages the following:

- Open space, park, and recreation areas
- Agricultural properties
- Open space acquired as a result of subdivision, as appropriate
- Conservation easements

### **I Planning**

- A. The Planning and Zoning Commission (PZC) has a statutory responsibility to periodically review and update the Town's Plan of Conservation and Development (POCD), including open space, recreation and agricultural elements. Appendix J of the 2006 POCD contains a listing of Significant Conservation and Wildlife Resources. Appendix K contains the Open Space Acquisition Priority Criteria. These pertinent sections of the POCD are contained in **Attachment A**.
- B. The Town Council, Conservation Commission, Agriculture Committee, Open Space Preservation Committee, Parks Advisory Committee, Recreation Advisory Committee, Historical Society, various staff members and the public shall directly assist the PZC with its review and updating of the POCD. Interim studies and reports shall be encouraged on specific areas of Town and on various aspects of local goals to promote recreational opportunities and to protect and enhance valuable natural, agricultural or historic resources.
- C. The PZC and Inland Wetland Agency periodically shall review and update land use regulations to help implement community goals and objectives regarding the protection and enhancement of natural, agricultural, historic and recreational resources.
- D. The Town Council shall consider on an annual basis the allocation of funds and taxation policies to help implement community goals regarding the protection and enhancement of natural, agricultural, historic and recreational resources.

### **II Acquisition**

#### **A. Planning and Zoning Commission/Inland Wetlands Agency (IWA) Referrals**

Open space dedications associated with the PZC/IWA application process shall be referred to the Open Space Preservation Committee and, as appropriate, the Town Council, the Parks Advisory Committee, Agriculture Committee, and Conservation Commission for comments regarding proposed land or conservation easement dedications to the Town. Proposed open space dedications and conservation easements shall be evaluated taking into account site

and neighborhood characteristics, the proposed subdivision layout and resource information and priority criteria contained in Mansfield's POCD. Comments from committees shall be forwarded to the PZC/IWA and the Town Council. If deemed necessary, the Town Council may obtain or recommend obtaining expert advice to address management concerns and potential liabilities. Any Town Council comments or recommendations, including any obtained expert advice, shall be forwarded to PZC/IWA in association with the application review process. If a public hearing is held as part of the PZC/IWA application process, committee and Town Council comments must be submitted prior to the close of the public hearing.

The Town Manager is authorized to receive for the Town any open space dedication or conservation easement approved by the PZC/IWA application process. However, in the event that the Town Council expresses strong concern or opposition to a proposed open space dedication or conservation easement as part of the PZC IWA application process, the Town Manager is not authorized to accept the dedication without specific Town Council authorization.

#### B. Other potential open space acquisitions

##### 1. Step I-Committee Reviews

In response to a Town Council or staff referral or a committee initiative, the Open Space Preservation Committee shall conduct preliminary reviews of potential acquisitions and/or conservation easements. Potential acquisitions shall be evaluated based on resource information and priority criteria contained in Mansfield's POCD. As deemed appropriate, property owners shall be contacted, sites shall be visited and the Town's other land use commissions and committees shall be consulted. Available properties worthy of further consideration shall be referred to the Town Council with a background report. Said report shall identify important site characteristics and potential benefits. In addition, potential liabilities and management concerns shall be noted.

##### 2 Step II-Town Council Review

The Town Council shall review the Open Space Preservation Committee report in executive session and, as deemed appropriate, the Town Council shall take a field trip to the site. Where multiple properties are being reviewed, the Town Council may schedule an executive session meeting with the ~~PZC~~ and Open Space Preservation Committee to consider priorities.

##### 3. Step III-Negotiations, Grant Applications

After evaluation of site characteristics, potential benefits and management needs, the Town Council shall authorize the Town Manager to begin preliminary negotiations with property owners of land deemed suitable for further consideration. If appropriate, and if grant funds are available, the Town Manager shall direct staff to complete a grant application to subsidize the purchase of the identified property.

##### 4. Step IV-Appraisals, Consultants

Depending on preliminary negotiations, the Town Council may authorize the Town Manager to hire a real estate appraiser to prepare an opinion of value or appraisal report for potential properties or portions of said property. In addition, the Town Council may authorize the Town Manager to retain other expert advice to inform the Council on other management concerns and/or potential liabilities.

#### 5. Step V-Purchase Agreements

Subject to Town Council authorization, the Town Manager may negotiate and execute purchase agreements for potential acquisitions. Said purchase agreements shall be conditional upon final approval by the Town Council, following a Public Hearing. As appropriate, the Town Manager may utilize specialists, such as the Trust for Public Land, to negotiate and facilitate agreements.

#### 6. Step VI-Public Hearing

The Town Council shall hold a Public Hearing to receive public comment regarding a proposed purchase. Prior to the Public Hearing, neighboring property owners shall be notified by staff and, in situations where a referral has not yet taken place, the proposed purchase shall be referred to the PZC pursuant to Section 8-24 C.G.S.

#### 7. Step VII-Town Council Vote

Following the Public Hearing, the Town Council shall vote on whether to acquire the subject property.

#### 8 Step VIII-Property Preparation

After the Town Council votes to acquire the property, and before a management plan is approved, Town Staff, relevant committee members and other volunteers shall take appropriate steps to prepare the property for Town ownership. These steps may include, but are not limited to:

- Creating safe access
- Surveying land and marking boundaries, if appropriate
- Developing a map including boundary information, existing notable features such as trails, waterways, buildings and vistas

#### C. Sale of Town-owned Properties

In general, it is the Town's policy not to sell land or conservation restrictions acquired by the Town through purchase, donation or as a result of a PZC/IWA subdivision application process. In some instances, a deed restriction may prevent the Town from selling Town-owned land. In the unusual instances where Town lands and easements may be transferred to private ownership, clear benefit to the Town must be demonstrated. In these instances, the Town Council shall refer the property to PZC pursuant to Section 8-24 of the Connecticut General Statutes, and hold a Public Hearing to receive public comment regarding the proposed sale. In addition, staff shall notify neighboring property owners of the proposed sale.

D. Leasing of Town-owned Properties

1. **Agricultural Land**

The policy goals of the Town 2006 POCD encourage sustainable agricultural land use, and the conservation and preservation of Mansfield's agricultural resources (p.4). For this reason, when the Town acquires farmland or land with prime agriculture soils, it is Town policy that this land be actively farmed. When the Town initiates an agricultural lease of Town property, there shall be a formal "Request for Agricultural Services." The Town shall publish a legal notice requesting sealed proposals no less than 10 days prior to the date the proposals are due. The Mansfield Agriculture Committee, in conjunction with the Parks Coordinator and the Town Manager, shall be the entity responsible for the selection of the services rendered and for monitoring the leases. A sample lease for Town-owned agricultural land is contained as **Attachment B**.

2. **Other Land**

In instances where an individual requests to lease Town-owned property, this request shall be referred to the Open Space Preservation Committee and any other relevant committee to review. In general, it is the Town's policy to lease only Town-owned agricultural lands. In the rare instance when the Town agrees to lease other Town-owned land to a private party, clear benefit to the Town must be demonstrated. In these instances, the Town Council shall refer the property to PZC pursuant to Section 8-24 of the Connecticut General Statutes, and hold a Public Hearing to receive public comment regarding the proposed lease. In addition, staff shall notify neighboring property owners of the proposed lease.

III Managing Town Parks, Preserves, Open Space and Agricultural Land

A. Step I-Management Plan Assignments

The Town Manager, with the advice of committees and Town staff, shall assign the support role of a draft management plan to the appropriate Town staff, with input from appropriate committees.

As a general rule, the preparation of a draft management plan shall be a coordinated effort involving the Conservation Commission, Agriculture Committee, Parks Advisory Committee, Recreation Advisory Committee, Open Space Preservation Committee, Town staff, and, as appropriate, the PZC, Inland Wetland Agency and Beautification Committee. Responsibility for preparing a written draft management plan will be as follows:

- 1) The Conservation Commission shall provide input for draft management plans for undeveloped open space areas;
- 2) The Agriculture Committee shall provide input for draft management plans for properties with existing or proposed agricultural or horticultural uses;
- 3) The Parks Advisory Committee shall provide input for draft management plans for existing or proposed park areas with trails, community gardens or other recreational facilities;

4) The Recreation Advisory Committee shall provide input for draft management plans for properties with existing or proposed playgrounds or athletic fields.

5) The Open Space Preservation Committee shall provide input for draft management plans for properties with special characteristics reviewed during the acquisition process.

#### B. Step II-Drafting the Management Plan

##### *1) Format*

Management plans shall be prepared utilizing the general format contained in **Attachment C**. Each plan shall summarize the information gathered and presented during the acquisition process. In addition, the management plan shall document important site characteristics, concerns, and goals for the use of the property as well as recommended management and monitoring actions.

##### *2) Invasive Species*

Pursuant to Mansfield's Non-Native Invasive Species Policy (included as **Attachment D**) adopted on the staff level after briefing the Town Council at their 11/22/04 meeting, management plans shall include the development and implementation of an invasive control plan and prohibit the use of species banned by Public Act 04-203 of the State of Connecticut, with any subsequent revisions.

##### *3) Fiscal Notes and Budget Considerations*

Fiscal notes estimating the costs associated with managing the property shall be included as an attachment to the management plan. These fiscal notes shall serve to guide the Town Council and committee members as to *estimated* projected costs associated with implementing the management plan. More precise cost estimates shall be prepared annually for budget consideration by the Town Manager and Town Council as part of the annual Capitol Improvement Budget. When available, sources of grant assistance shall be investigated and grant applications shall be prepared by staff to implement goals and objectives stated in the management plan.

##### *4) Naming the Property*

The proposed name of the property shall be included in the draft management plan. In general, the Town of Mansfield shall name properties after a significant natural or historic feature. In some instances, it shall be deemed appropriate by the advisory committees, the Town Council, the PZC or staff to name a property in a different manner. Naming of properties after a person shall be limited to those properties that have been donated to the Town or made a specific condition of acquisition. In all cases, the Town Council, with advice from advisory committees and the PZC, shall make the final decision regarding the name of the property.

#### C. Step III-Staff and Committee Review

Staff shall provide comment and circulate the draft management plan to appropriate committees for final review before an abutters' review and public comment.

#### D. Step IV-Abutters' Review

After the preparation of a draft management plan or significant changes in a plan, the responsible staff member or committee member shall notify abutting property owners and schedule an abutters' meeting to provide opportunity for neighborhood comment.

#### E. Step V-Town Council Review

The Town Council shall review draft management plans or significant changes in a plan and, as deemed appropriate obtain additional information from the Town's various land use commissions/committees and staff. In rare instances the Town Council may choose to hold a Public Hearing to receive public input to the plan.

#### F. Step VI-Town Council Approval

The Town Council shall approve a new management plan or significant changes to an existing plan for Town-owned properties.

#### G. Step VII-Implementation

Implementing management plans shall be a coordinated effort among Town staff, advisory committee members, and volunteer stewards. Implementation shall be coordinated through the Parks and Recreation Department but may include staff from various other Town departments including the Department of Public Works, Planning Department, etc.

Plan implementation may include but will not be limited to:

- Structural improvements for public access and safety (such as establishing a parking area, constructing trails, improving wheelchair accessibility)
- Ecological management (such as inventorying natural resources, managing and controlling invasive species, encouraging native habitats, improving wildlife habitat)
- Maintenance of parking areas, signage, and boundary markers
- Monitoring of plan goals and objectives to ensure effective implementation
- Public outreach including public information and interpretive guides and maps, and use for education and research

#### H. Step VIII-Monitoring

Site conditions, including any new improvements, shall be monitored in accordance with the schedule established in the approved management plan by staff or appropriate volunteers. Any problems or issues uncovered shall be reviewed by staff and the commission /committee members that assisted in the preparation of the management plan. As appropriate, problems or issues shall be referred to the Town Council.

#### I. Step IX-Management Plan Update

The management plan(s) shall be updated as per the approved schedule or as often as deemed necessary by the Town Council or by the commissions/committees.

#### **IV Management of Conservation or Agricultural Easements**

A specific management plan is not needed for conservation or agricultural easements unless public access, trails or other municipal interests not adequately addressed in the easement are involved. If a management plan is appropriate, a draft shall be prepared, using the steps detailed in Section III of these guidelines. The Conservation Commission, with staff assistance, shall be responsible for periodically monitoring Mansfield's existing Conservation Easements. **Attachment E** contains a Conservation Easement Abstract and Monitoring/Inspection Form. The Agriculture Committee, with staff assistance, shall be responsible for periodically monitoring any agricultural easements.

Problems or issues uncovered shall be reviewed with staff. As appropriate, problems or issues shall be referred to the Town Council, PZC, or Inland Wetland Agency, depending on the specific easement document.

**Attachment A**  
**Pertinent Documents from the 2006 POCD**

2006 MANSFIELD PLAN OF CONSERVATION AND DEVELOPMENT

Effective Date: April 15, 2006

Adopted by Mansfield Planning and Zoning Commission: January 17, 2006

Endorsed by Mansfield Town Council: January 9, 2006

## APPENDIX K-OPEN SPACE ACQUISITION PRIORITY CRITERIA

The following open space acquisition criteria, are provided to assist in the evaluation of potential sites for additional preserved open space. All open space acquisition decisions should be based on a comprehensive review of specific site characteristics, information contained or referenced in this Plan and information obtained through an active public notice and review process. The listed criteria are not weighted to help establish priorities, but in general, sites that address multiple primary categories or that would be of town-wide significance in addressing a goal or objective of this Plan would have a higher priority than sites that address fewer primary categories or do not have Townwide significance. It also is noted that land availability, acquisition costs and budgetary priorities will also significantly influence open space acquisition decisions.

1. Identified or specifically referenced as a potential conservation, preservation or recreational area within Mansfield's Plan of Conservation and Development, the WINCOG Regional Land Use Plan or the Connecticut Policies Plan for Conservation and Development
  - Identified as a potential conservation area on Map 21
  - Identified as within one of Mansfield's significant conservation and wildlife resource areas in Appendix J
2. Conserves or preserves historic or archaeological resources
  - Site is located within or adjacent to a Plan-identified village area (see Map #5)
  - Site contains historic structures, sites or features including, but not limited to mill sites, cemeteries, foundations, stone walls (see Map 2)
  - Site is a recorded archaeological site
3. Conserves, preserves or protects notable wildlife habitats and/or plant communities
  - Site includes species listed by State or Federal agencies as endangered, threatened or of special concern (see Map #11 for DEP Natural Diversity Data Base data)
  - Site contains or helps protect vernal pools, marshes, cedar swamps, grasslands, waterbodies or other notable plant or animal habitats
  - Site is within a designated large contiguous interior forest area (see Map #11)
  - Site includes a diversity of habitats
4. Conserves, preserves or protects important surface or groundwater resources
  - Site is located within or proximate to a State-designated wellfield aquifer area, potential stratified drift wellfield area or existing public water supply well
  - Site is proximate to the Willimantic Reservoir or tributary watercourses and waterbodies
  - Site contains or is adjacent to significant wetlands, watercourses or waterbodies and acquisition will significantly help to protect the water resource
  - Site contains a flood hazard area
5. Conserves, preserves or protects agricultural or forestry land
  - Site contains prime agricultural soils or agricultural soils of State-wide significance, (particularly important when in association with an existing agricultural use)

2006 MANSFIELD PLAN OF CONSERVATION AND DEVELOPMENT

Effective Date: April 15, 2006

Adopted by Mansfield Planning and Zoning Commission: January 17, 2006

Endorsed by Mansfield Town Council: January 9, 2006

- Site is located within an existing agricultural area such as the area in southwestern Mansfield along Mansfield City Road, Stearns Road, Browns Road, Crane Hill Road and Pleasant Valley Road
  - Site contains prime forestry soils (particularly important when located within a large contiguous interior forest area or within a site implementing a long-term forest management plan)
  - Site would provide a significant buffer for an existing agricultural use
6. Conserves, preserves or protects important scenic resources
- Site contains scenic overlooks, ridgelines, open fields, meadows, river valleys and other areas or features of particular scenic importance. (Information contained on Map 12 should be utilized in considering relative scenic importance.)
  - Site contains significant roadside features such as specimen trees and noteworthy stone walls
  - Site abuts a Town-designated Scenic Road
  - Site is visible from existing roadways, trails and/or readily accessible public spaces
  - Site contributes to the scenic quality of one of Mansfield's historic village areas
7. Creates or enhances connections
- Site is located along the Willimantic River, the Nipmuck Trail or other State-recognized greenway or a potential town-wide or multi-town greenway or trail system
  - Site would expand an existing park or preserved open space area and contribute to a continuous area of open space, protect a wildlife corridor, and/or provide a new trail access between open space properties or from existing roads or subdivisions to open space properties)
  - Site would provide a new linkage from an existing or proposed residential neighborhood to an open space/park area, school or commercial area
  - Site provides a buffer area for existing trails
8. Creates or enhances recreational opportunity
- Site is physically suitable for future ballfields and other active recreational use
  - Site abuts an existing school, playground or active recreational site
  - Site provides new boating or fishing access to the Willimantic River or other significant watercourses or waterbodies
  - Site abuts or is within the watershed of existing outdoor public swimming site, such as Bicentennial Pond in Schoolhouse Brook Park
  - Site is located within or proximate to existing areas of higher-density/residential development

**Attachment B**  
**Sample Lease for Agriculture Land**

LEASE AGREEMENT

Made the        day of        2005, between the Town of Mansfield, acting herein by Matthew W. Hart, its Town Manager, a municipal corporation located in the County of Tolland, State of Connecticut, hereinafter referred to as "Lessor," and [insert name of farmer], hereinafter referred to as "Lessee".

WITNESSETH

That the said Lessor, for and in consideration of the covenants hereinafter reserved and contained, and to be kept and fulfilled on the part of said Lessee, has let and by these presents does grant, demise and farm let unto said Lessee for an initial sixty (60) month term or five (5) planting seasons.

AND IT IS FURTHER AGREED that if Lessee is found to be in default of any of the covenants herein contained, Lessor shall cause written notice of said default to be sent, by Certified Mail, to Lessee. In the event Lessee takes no steps to cure said default within fifteen (15) days after mailing of said notice, then it shall be lawful for Lessor, without further notice to re-enter and take possession of said leased premises, and such re-entry and taking possession shall end and terminate this lease.

AND THE SAID LESSEE does hereby further agree to comply with and conform to all the laws of the State of Connecticut, and the by-laws, rules, and regulations of the Town of Mansfield within which the premises hereby leased are situated, relating to health, nuisance, fire, highways, and sidewalks, so far as the premises hereby leased are, or may be, concerned, and to save the Lessor harmless from all fines, penalties, and costs for violation of, or non-compliance with, the same.

THE LESSEE will maintain the fields in good agricultural condition and will mow the field at least once a year.

THE LESSEE will submit by November 30 of each year a form enclosed in Attachment B to:

The Mansfield Parks Coordinator  
Parks and Recreation  
10 South Eagleville Rd.  
Storrs, CT 06268  
860-429-3015x110  
860-429-9773 (FAX)

Any restricted use pesticide must be applied by a licensed applicator. The plan will conform to agricultural practices recommended by the CT Cooperative Extension System or a comparable advisor.

The LESSEE agrees to refrain from the long-term storage of manure on the site. The temporary storage of hay is allowed until November 1 of each year.

THE LESSEE shall not cut, other than pruning, destroy or remove any trees without the consent of the Town of Mansfield, said consent to be in writing, and not unreasonably withheld; nor introduce farm or domestic animals; nor install any fencing.

At the end of the five (5) year period, beginning with the effective date of this lease, and at the end of any succeeding five (5) year term agreed to by the parties, the Lessor may review the terms and conditions of the lease to determine if it is in the best interests of the Town to continue the lease for additional five (5) year term and if so, whether any changes will be made in the lease at the discretion of the Lessor. The Lessee may terminate the lease with written notification prior to November 30 of any year. If the Lessee fails to meet the terms of the lease as contained herein, the Lessor may terminate the lease with a one-month written notice.

AND AT THE TERMINATION of lease as provided for above, the Lessee will quit and surrender the premises

\\fh-file-01.mansfield.mansfieldct.net\townhall\Recreation\_Kaufman\JS\_Plan,acquis,management\Samplelease.doc

hereby demised in as good state and condition as reasonable use and wear thereof will permit, damages by the elements excepted, and the said Lessor shall have the right to enter said premises for the same purpose of showing the same to applicants for hiring the same, at any time subsequent to the November 30 date. The Lessee shall have the first option of renewing this lease under terms to be set forth by the Town.

COMMENCING WITH the growing season of a year to be determined, the Lessee agrees to compensate the Lessor in an amount to be determined payable on or before February 1 of each year. Said amount will be negotiated prior to each subsequent growing season.

THE LESSEE and the Lessee's family shall be relieved of any obligation within this lease should the Lessee become incapacitated or unable to maintain the responsibilities entailed in this agreement.

THE LESSEE will maintain Workmen's Compensation coverage in accordance with the laws of the State of Connecticut if employees are hired to work the land. The Lessee will provide liability insurance with limits of not less than \$100,000.00 per occurrence, naming Lessor as an additional insured, insuring against loss or injury caused by Lessee's activity on the demised premises.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed, Sealed and Delivered  
In the Presence Of

TOWN OF MANSFIELD

\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
  
\_\_\_\_\_

**Attachment C**  
**Sample Management Plan**

# Mansfield Preserve Management Plan

## MANSFIELD LAND MANAGEMENT PLAN FOR PARK, RECREATION, OR OPEN SPACE PROPERTY

**NAME OF PROPERTY:** Mansfield Preserve.

**LOCATION OF PROPERTY:** Frontage on Gurley Road, Birch Drive and Main Street

**MAP/BLOCK/LOT :**

Smith Revocable Trust	10.43.35-1	28.76 acres	
Mansfield Heights Subdivision		10.43.12	1.6 acres
	<i>Total</i>		<i>30.36-acres</i>

**PUBLIC ACCESS:** Allowed, passive recreation only.

**PROPERTY CLASSIFICATION:** Open Space Preserve

**PURCHASE INFORMATION:**

Smith Revocable Trust: 28.76 acres for \$90,000 on 5/22/1996 from Open Space Fund.

Mansfield Heights Subdivision: 1.6 acres for \$1.00 on 9/27/1967

**AGENCIES THAT HELPED PREPARE MANAGEMENT PLAN:** Staff, Parks Advisory Committee, Open Space Preservation Committee

**DATE MANAGEMENT PLAN WAS PREPARED:** November 2007

**REVISION DATES:**

**DATE OF TOWN COUNCIL APPROVAL:**

**COMMITTEE REVIEW DATE:** PAC to review biannually

## **OVERVIEW**

Mansfield Preserve is a 30-acre parcel with frontage on Gurley Road, Birch Drive, and Main Street. The property is primarily wooded and contains a portion of Bundy Brook and an approximately 4-acre agricultural field, currently in hay production and leased to a local farmer. There are remains of the former Bundy Homestead. The Chipmunk Trail runs through the eastern portion of the property connecting Joshua's Trust's Gurleyville Gristmill to UConn's Fenton River Forest Tract.

## **MANAGEMENT GOALS**

### **A. Recreational**

Maintain trail system in conjunction with Connecticut Forest and Parks Association.

### **B. Ecological**

Maintain riparian buffer along Bundy Brook.

### **C. Agricultural**

Encourage sustainable agricultural practices on the agricultural field.

### **D. Historical**

Encourage interpretation of Bundy Homestead. Cooperate with Mansfield Historical Society and Joshua's Trust to preserve historical artifacts on the property.

## **INVENTORY**

### **A. Notable Physical Characteristics**

The northwestern portion of Mansfield Preserve contains a steeply sloping hemlock forest. The center of the property contains an approximately 4-acre agricultural field currently in hay production and leased to a local farmer. The eastern portion of the site contains a swampy area with an adjacent esker. Bundy Brook is located in the southern part of the forest. A mature stand of pines and other interesting vegetation is located along the Northern side of Bundy Brook.

### **B. Notable Special Features**

Mansfield Preserve contains approximately 0.25 miles of the Chipmunk Trail, which connects Joshua's Trust's Gurleyville Gristmill to UConn's Fenton River Forest Tract. The main entrance to the property is off of Gurley Road, where there is adequate parking. The former Bundy Homestead site is located in the southwest corner of the site and contains foundations, a root cellar and stone walls.

### **C. Notable Concerns**

Last revised on: 3/19/2009

Monitor the Bundy homestead area for debris. Obtain permanent easement for access to the field by farmer and for land management. The site contains steep slopes. Thus, trail should be planned to minimize erosion.

## **MANAGEMENT**

### **A. Preparation**

1. Develop, purchase and install appropriate preserve signage
2. Install boundary markers and signs as needed
3. Mark existing pedestrian trail leading out to Holly Drive (Torrey Trail).

### **B. Maintenance**

1. Maintain trailheads and trails in conjunction with Connecticut Forest and Parks Association, which maintains the Chipmunk Trail.

### **C. Ecological Management**

1. Prepare a natural resources inventory.
2. Based on the natural resource inventory, determine how to encourage native plant and animal communities and to control invasive plants.

### **D. Enhancements**

1. Encourage public participation by recruiting and training a volunteer steward
2. Solicit educational and research use
3. Create an interpretive trail guide

### **E. Monitoring**

1. Staff and/or volunteer annually monitor entrances, trails, and boundaries
2. Staff and/or volunteer annually update and review the management schedule

## **ATTACHMENTS**

- Attachment 1 Aerial Photo
- Attachment 2 Trail Map
- Attachment 3 Bundy Preserve Abutters List
- Attachment 4 Fiscal Notes
- Attachment 5 Property Deeds

Last revised on: 3/19/2009

**Appendix D**  
**Non-Native Invasive Species Policy**

**Non-Native Invasive Species Policy- Adopted on the Staff level after briefing the Town Council at their 11/22/04 meeting.**

To properly address non-native invasive species, use the resources available in the already established academic invasives community, and ultimately define the Town role, the Town enacted the following invasives policy:

The Town of Mansfield recognizes that the spread of invasive plants and animals is a serious environmental problem threatening our local natural ecosystems. Therefore, in the Town's continuing effort to preserve, restore, and protect native plant and animal communities of Mansfield, we establish this policy for invasives control.

- Include the development and implementation of an invasives control plan in Town properties' land management plans.
- Train staff and volunteers in control methods, and apply to selected sites.
- Educate residents about the invasives problem.
- Work with other groups concerned with invasives control.

Are you concerned about non-native invasive species such as Asiatic bittersweet, burning bush, multiflora rose, autumn olive, Russian olive and others? There are several excellent sources of information available through the Connecticut Invasive Plant Working Group (CIWPG), Invasive Plant Atlas of New England (IPANE), Natural Resources Conservation Service (NRCS).

**Attachment E**  
**Conservation Easement Abstract**  
**Conservation Easement Monitoring/Inspection Form**

**Mansfield Conservation Easement Abstract**

Location of Easement (address): \_\_\_\_\_

Name of Property: \_\_\_\_\_  
\_\_\_\_\_

Subdivision (if applicable): \_\_\_\_\_  
\_\_\_\_\_

Original Grantor: \_\_\_\_\_  
\_\_\_\_\_

Assessor's Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Date Easement filed on Land Record: \_\_\_\_\_

Size of Easement: \_\_\_\_\_

Current owner(s) (attach listing of all owners address and phone): \_\_\_\_\_  
\_\_\_\_\_

Method of Identifying Easement area (iron pins, medallions): \_\_\_\_\_  
\_\_\_\_\_

General Description of Easement area (special features, existing structures, roads, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of Easement restrictions (notation of unique or special conditions): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments (check all the apply)

- \_\_\_\_\_ Copy of Conservation Easement document
- \_\_\_\_\_ Survey Plan/Subdivision map
- \_\_\_\_\_ Topographic map with Easement boundaries
- \_\_\_\_\_ Aerial Photo
- \_\_\_\_\_ Photos with associated map/sketch indicating location and direction of photos
- \_\_\_\_\_ Record of ownership/property transfers
- \_\_\_\_\_ Monitoring Inspection Reports
- \_\_\_\_\_ Other (please describe)

**Mansfield Conservation Easement Monitoring/Inspection Report**

Location (address): \_\_\_\_\_  
\_\_\_\_\_

Name of property/subdivision: \_\_\_\_\_

Local contact/resident (as appropriate): \_\_\_\_\_  
\_\_\_\_\_

Monitoring visit notification:

Date letter was sent to owner/local contact: \_\_\_\_\_

Date/time of follow-up phone call: \_\_\_\_\_

Description of current land use abutting easement area: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Easement boundaries/markers (are boundaries present and visible): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Descriptions of observed human or natural alterations or encroachments to the conservation area \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Observations/Comments (List any potential problems/general condition of easement):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of your knowledge and observation, are the terms/conditions of the Conservation Easement being complied with? (please describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method/nature of inspection (personal visit, aerial, walked boundaries/spot-check interior, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and Time of Inspection): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all persons attending inspection (owner and others): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Monitor's name: \_\_\_\_\_

Monitor's signature: \_\_\_\_\_

Owner's/local contact's name and signature (where possible):  
\_\_\_\_\_  
\_\_\_\_\_

Attached support data (please describe) (i.e. photos, aerial photos, maps/illustrations/sketches, other): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Item #13

REC'D MAY 27

STATE OF CONNECTICUT  
**COURT OF PROBATE**

DISTRICT OF MANSFIELD

CLAIRE C. TWERDY  
JUDGE  
PATRICIA H. MAINES  
CLERK

4 SO. EAGLEVILLE ROAD  
STORRS/MANSFIELD, CT 06268  
TELEPHONE (860) 429-3313  
FAX (860) 429-4088

May 27, 2009

*Hand-delivered*

Mr. John A. Elsesser  
Town Manager, Coventry  
1712 Main Street  
Coventry, CT 06238

Mr. Matthew W. Hart  
Town Manager, Mansfield  
4 South Eagleville Road  
Storrs, CT 06268

RE: Re-structuring of the Probate Courts

Dear John and Matt:

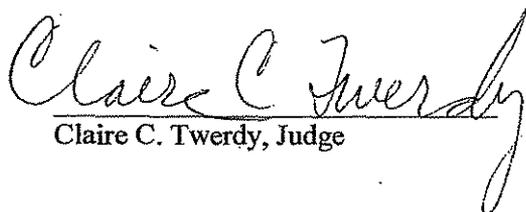
According to newspaper accounts, if the proposed probate legislation (H.B.#6385 ) passes the Senate, Governor Rell will sign the bill when it reaches her desk. I have heard informally that the Probate Assembly will then be provided an opportunity to construct the proposed re-constituted probate districts within a thirty day window.

At this point, I have received no official communications from Probate Administration, so I have no details to share with you at this time regarding re-structuring of the Mansfield Probate Court other than to say I believe our court must merge with a neighbor court. It is also my understanding that towns will not or may not be permitted direct involvement in the re-districting at this stage, if at all.

In the event the only involvement Mansfield and Coventry can have in this process is through its probate judge, I welcome your thoughts, comments and preferences regarding future consolidation of the Mansfield Court with one or more of our neighbor courts, if we even have options. I will tell you that Judge Cheryl Brown of the Tolland district (Towns of Tolland and Willington) approached me as she considers the Tolland probate district to be more compatible with Mansfield than with other districts on her borders. Our conversation remained general, no specifics. Each day, I pick up new information that sheds more light on the picture. At this point, I still prefer to keep an open mind without committing to a "plan" because none of the available information is official, plus I do not have all the facts.

Changes to the probate court system are imminent. I am available to discuss the restructuring of the probate court districts as it may specifically impact the Mansfield court, at least within the parameters explained above. I will contact your offices within a day or two to inquire if you are interested in meeting.

Very truly yours,

  
Claire C. Twedy, Judge

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**TOWN OF MANSFIELD  
TOWN CLERK**

MARY STANTON, TOWN CLERK

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

June 1, 2009

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

Dear Madam Mayor and Council Members,

On June 1, 2009 petitions under Article IV §C405 of the Mansfield Town Charter requesting the repeal of the budget adopted on May 12, 2009 and replacement of that budget with a substitute budget were filed in my office. The signatures on the petitions were checked against the registry list last revised, and were found to be sufficient. The petition was found to be in the form prescribed and signed by not less than two percent of the electors of the Town.

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

Sincerely,

Mary Stanton  
Town Clerk

CC: File

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TOWN OF MANSFIELD  
MEMORANDUM  
05/12/09

Item #15

TO: ✓ Matt Hart, Town Manager  
FROM: Lon R. Hultgren, Director of Public Works



**RE: Force Account Work Schedule – 2009 Construction Season**

As in past years we have attempted to schedule the work of the DPW through the construction season. This has been done on a spreadsheet which I have e-mailed to you and summarized generally by month below.

This year, because of three promised high-priority projects (Gurleville Cemetery expansion, Hunting Lodge Road walkway and the Davis Road gas line) combined with the reduction of force (we are down two full-time positions and four seasonal positions), we were not able to schedule many needed projects this year. These are listed at the bottom of this memo and will have to be postponed to the 2010 construction season (as it is we are already overbooked and may have to work some overtime just to respond to work that must be done this season). Because of this significant backlog, we will not be obligating the Town crew to do larger projects like the walkway, cemetery and gas line over the next few years so that we can get caught up on this work backlog.

<u>Month</u>	<u>Roads and Related Work</u>	<u>Grounds and Related Work</u>
April	Sand Sweeping Hunting Lodge Walkway Repair Plow Damage Other Service Requests	Cemetery Expansion Baseball Field Prep Soccer Field Prep S.E. Concession Bldg Sitework Trash Runs Begin Flower Bed Maintenance
May	Repair Plow Damage Clean Bridges Sand Sweeping Mansfield Center Walkway Maint. Grade Dirt Roads Begin Roadside Mowing Hunting Lodge Walkway Service Requests	Finish Cemetery Expansion Work Begin Turf Mowing Turf Fertilization and Overseeding Baseball/Soccer Field Maintenance Trash Runs Flower Bed Maintenance Lions Club Field Overseeding

<u>Month</u>	<u>Roads and Related Work</u>	<u>Grounds and Related Work</u>
June	Ditch Cleaning/Road Edging Signs and Guideposts Roadside Mowing Curbing Hunting Lodge Walkway Service Requests	Turf Mowing Soccer/Baseball Field Maintenance Trash Runs Prep Bicentennial Pond for Opening
July	Leveling & Patching for Road Surfacing Roadside Mowing Repair Knowlton Road at Town Line Begin Gas Line Trench on Davis Road Service Requests	Turf Mowing Baseball/Soccer Field Maintenance Trash Runs Flower Bed Maintenance
August	Catch Basin Cleaning Dirt Road Maintenance Roadside Mowing Road Resurfacing (by Contract) Chipseal Sweeping Screen Loam Pave Hunting Lodge Walkway Davis Road Gas Line Driveway Lips	Turf Mowing Baseball/Soccer Field Maintenance Prep Football/Field Hockey Fields Trash Runs Flower Bed Maintenance
September	Catch Basin Cleaning Guideposts and Signs Grade Dirt Roads Roadside Mowing Mountain Road Catch Basin Repairs Flush Sewer Lines Flush Culverts Repair Gurleyville Road Headwall Driveway Lips Depot Road @ 32 Drainage Work Highland Road Drainage Work Service Requests	Turf Mowing Soccer Fields Football/Field Hockey Fields Prep Turf Fertilizing and Overseeding Trash Runs Flower Bed Maintenance Lions Club Fields Sitework Park Projects
October	Guideposts and Signs Roadside Trimming Culvert Flushing Screen Sand Mansfield City Road Drainage (x2) Pleasant Valley Road Drainage Minor Paving Service Requests	Turf Mowing Soccer Fields Football/Field Hockey Field Maintenance Close Bicentennial Pond Separatist Road Re-plantings Flower Bed Maintenance Lions Club Fields Sitework Park Projects

<u>Month</u>	<u>Roads and Related Work</u>	<u>Grounds and Related Work</u>
November	Catch Basin Cleaning Guide Posts and Signs Dirt Road Maintenance Screen Loam/Sand Service Requests Bassetts Bridge Parking Lot Bike Route Maintenance	Trash Runs Leaf Pickup at Town Buildings Outlet Maintenance – Bicentennial Pond Lions Club Fields Sitework Minor Tree Maintenance

Projects/Work Not Scheduled in 2009

(As other projects are eliminated or done early, these will be worked into the schedule if possible.)

Catch Basin Repair – Stone Ridge Lane  
 Headwall Repair – Hunting Lodge Road Extension  
 Extend Drainage on Hunting Lodge Road in Front of Goodwin School  
 Drainage – Lower Cheney Drive  
 Drainage Improvements – Gravel Section of Woodland Road  
 Drainage Improvements – Lower Mount Hope Road  
 Dodd Road Bridge Replacement (Box Culvert)  
 Sidewalk Repairs  
 Overhead Limb Removal on Town Roads  
 Lower Tolland Turnpike Drainage (Ice Spot)  
 Woodland Road Drainage (Ice Spot)  
 Bassetts Bridge Road Drainage (Ice Spot)  
 Remove Well Stones – Mansfield City Road Near Crane Hill  
 Fire Pond Access Maintenance  
 Cemetery Road Drainage (Near End)  
 Intersection Changes (Bundy Lane at Gurleyville)  
 Intersection Changes (Crane Hill at Mansfield City Road)  
 Repairs to Mansfield Middle School Tennis Courts  
 Repairs to Sunny Acres Dugouts  
 Liner Installation for Community Center Ice Rink Area  
 Grub Control – Farrell Fields  
 Walkway Repairs/Re-Dusting Pavers at the Town Hall

Cc: Mark Kiefer  
 Grant Meitzler  
 Greg Padick  
 Curt Vincente  
 Tim Veillette  
 Craig Kilby  
 Jay Tuttle  
 Glenn Mooney  
 2009 File

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**TOWN OF MANSFIELD**  
TOWN MANAGER'S OFFICE

Sara-Ann Chainé, Executive Assistant to Town Manager

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

Fax To:

Chronicle: 423-7641; Journal Inquirer: (860) 646-9867; Daily Campus: 486-4388; WHUS: 486-2955; WILI: 456-9501; Hartford Courant: (860) 241-3866; Reminder Press: 875-2089

**\*\*PRESS RELEASE\*\***

(for immediate release)

POC: Lon Hultgren, (860) 429-3332

**Four Corners Sewer/Water Advisory Committee Informational Meeting**

The Four Corners Sewer/Water Advisory Committee will be sponsoring a Mansfield Community Informational Meeting to discuss the environmental, economic and aesthetic issues and proposed improvements related to the Four Corners area located around the intersection of Route 195 and Route 44 in Mansfield.

The meeting will be held on Tuesday, June 9, 2009 in the Council Chambers of the Audrey P. Beck Municipal Building. An informal discussion with the Advisory Committee and Town Staff will start at 6:30 pm. The informational session will start at 7:00 pm followed by a question and answer period. We will review the history, current proposal for public water and sewer, potential benefits of the project and the challenges that we must address for the project to reach completion.

The Four Corners area has suffered from serious water and sewer environmental issues for 20 years. It was recently described as a "ghost town" due to the continued closure of businesses and progressive blight. The Connecticut Department of Environmental Protection has indicated that remediation of the water and sewer issues is necessary either on a voluntary or state-mandated basis. The provision of public water and sewer service to the Four Corners area would mitigate these serious environmental problems. In addition, the project would create a significant opportunity for sustainable economic development resulting in an expanded tax base for Mansfield and provide a more attractive "gateway" to Mansfield and the University of Connecticut, reflecting the pride that we have in our community.

Please join us on June 9<sup>th</sup> to learn more about the project and to give us your input. Contact Gene Nesbitt at [ghnesbitt@charter.net](mailto:ghnesbitt@charter.net) or Lon Hultgren at 860-429-3332 or [HultgrenLR@mansfieldct.org](mailto:HultgrenLR@mansfieldct.org) for further information.

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**FOR IMMEDIATE RELEASE**

June 3, 2009

Contact: Harry Lassiter  
212-688-4800  
harry@thelassitercompany.com  
Cynthia van Zelm  
(860) 429-2740  
vanzelmca@mansfieldct.org

**STORRS CENTER SIGNS LETTER OF INTENT WITH  
MEXICAN STYLE RESTAURANT FOR FIRST PHASE OF PROJECT**

Fast-growing national chain sees new Mansfield "Main Street" as special opportunity

Storrs, CT...Storrs Center has announced a new letter of intent agreement with a national restaurant chain to be a tenant in the first phase of the project. Moe's Southwest Grill, a Mexican fare franchise, will be the second restaurant to make a preliminary commitment to the development. Last month, Vanilla Bean Café signed a similar letter of intent for Storrs Center.

Moe's Southwest Grill is a well-priced, "quick serve" restaurant featuring burritos, quesadillas, nachos, salads and fajitas. The Moe's experience centers on "welcoming your hunger and then satisfying it." Every meal is customized specifically for the customer. Owned by Atlanta-based Focus Brands Company, the operation has franchises across the country. In Connecticut, restaurant locations include West Hartford, New Haven, South Windsor and Milford.

Macon Toledano, Vice President of Planning and Development for master developer LeylandAlliance, states, "We welcome the early commitment from Moe's Southwest Grill. They exactly match one of the restaurant 'profiles'

targeted through our 'casting' process. Moe's will be a great addition to the commercial/retail tenant mix at the new Storrs Center Main Street."

Cynthia van Zelm, Executive Director of the Mansfield Downtown Partnership adds, "We expect Moe's to have a wide appeal to UConn students and faculty as well as local residents and visitors. Their reputation for relaxed dining at a reasonable price point should make them an ideal destination at Storrs Center."

#####

*Storrs Center will be a mixed-use town center and main street corridor at the crossroads of the town of Mansfield, Connecticut and the University of Connecticut. Located along Storrs Road adjacent to the University, the Town Hall, the regional high school, and the community center, Storrs Center will include a new town square across from the University's improved fine arts center. The new town center will occupy approximately 17 acres of the overall 47.7 acre site and will include a new Town Square and a smaller Market Square across from Town Hall. The remainder of the site will be preserved primarily for open space and conservation. The town plan will knit architecture, pedestrian-oriented streets, small lanes, and public spaces into a series of small neighborhoods that will make up the new fabric of the town center. Ground floor retail and commercial uses opening onto landscaped sidewalks and intimate streets will reinforce traditional street front activity and shared community spaces and will be supported by residences above and throughout the neighborhood. Storrs Center will combine retail, restaurant, and office uses with a variety of residence types including studios, town homes, condominium apartments and rental apartments. Structured and surface parking will be provided.*

**www.storrscenter.com**

**Matthew W. Hart**

**From:** Bart Russell [bart.russell@gmail.com]

**Sent:** Sunday, May 31, 2009 9:54 AM

**Subject:** COST TOWN LEADERS' E-BULLETIN: BUDGET, KEY BILLS IN "LIMBO" WITH UNCERTAIN OUTCOME

## Connecticut Council of Small Towns Town Leaders' E-Bulletin

**TO:** First Selectmen, Mayors and Managers  
**FROM:** Bart Russell, COST Executive Director  
**DATE:** 5/31/09

**Readers' Note:** COST derives its influence and strength at the Capital **directly** from its member town leaders. In order to maximize our potential as a strong voice for - and champion of - smaller towns and grassroots local government leaders, **COST depends on you** to make sure that your legislators hear - and respond to - your concerns. It really is true that you can make your voice count by weighing in ASAP with your state representative(s) and senator. You are a town leader in their districts. You carry enormous weight with them. Thanks for your strong support of COST, small towns and grassroots local government!

Please call or email your legislators to ask for their help on the bills and issues you care most about. Here are the toll-free telephone numbers you can use to reach your legislators at the Capital:

House Democrats: (800) 842-8267  
House Republicans: (800) 842-8270  
Senate Democrats: (800) 842-1420  
Senate Republicans: (800) 842-1421

### DEMOCRATS PASS MEASURE CALLING FOR SPECIAL SESSION ON BUDGET

Confirming rumors that a budget will not be in place before the legislature adjourns on June 3, House and Senate Democrats approved a bill calling for a special session on the budget. The state faces a two-year budget deficit projected at \$8.7 billion.

### GOVERNOR RELL OFFERS BUDGET ALTERNATIVE

Governor M. Jodi Rell recently outlined a revised budget which maintains level funding for most major municipal aid categories but does cut funding for certain programs, such as 100% of funding for the After School Program and Regional Education Service Centers. It also reduces funding for certain education grants by 10% because the funding is expected to be offset by federal American Recovery and Reinvestment Act funding, including Omnibus Education Grants, Head Start Services, Head Start Enhancement and Special Education. The proposed budget also eliminates funding for the Town Aid Road grant and, instead, bonds the program at \$22 million.

### AUTHORITY TO AMEND ADOPTED LOCAL BUDGETS – THE ECS “FIX”

The State Senate approved a measure late Friday to fix the ECS issue that could have resulted in a windfall for boards of education and left towns with a 14% shortfall. Section 19 of SB-939 allows towns to amend adopted local budgets for FY 10 to reduce their education appropriations by up to the amount of funding their local or regional boards of education will receive directly from the federal State Fiscal Stabilization Fund (SFSF) program according to the 2009 federal stimulus act. It applies to any town whose fiscal authority failed to account for boards' direct receipt of SFSF funds when passing its municipal budget before June 30, 2009. The bill overrides any statute, charter, or home rule or other ordinances to allow the following municipal bodies to make such a reduction: the board of finance, for municipalities that have such boards; the board of selectmen in a town with no board of finance; or any other local authority that makes appropriations for the school district.

### HEALTH CARE REFORM BILLS PASSED BY HOUSE AND SENATE

Both the House and Senate have approved two comprehensive health care reform bills:

**HB 6582- AN ACT ESTABLISHING THE CONNECTICUT HEALTHCARE PARTNERSHIP** - Generally referred to as the “Health Care Pooling Bill”, this bill requires the comptroller to convert the state employee health insurance plan, excluding dental, to a self-insured arrangement for benefit periods effective July 1, 2009 and later. (Pharmacy benefits are already self-insured.) It authorizes her to merge, on or after January 1, 2010, any health benefit plans she arranges into the self-insured state

plan. The bill requires the comptroller to offer coverage under the self-insured state plan, for certain employees and retirees, to (1) nonstate public employers beginning January 1, 2010; (2) municipal-related and nonprofit employers beginning July 1, 2010; and (3) small employers beginning January 1, 2011. Municipalities that apply and are approved for coverage must agree to benefit periods of at least two years.

**HB-6600 – AN ACT CONCERNING THE ESTABLISHMENT OF THE SUSTINET PLAN** - This bill establishes a nine-member Sustinet Health Partnership Board of Directors that must make legislative recommendations, by January 1, 2011, on the details and implementation of the "Sustinet Plan," a self-insured health care delivery plan, which critics are calling the first step toward a government-run, universal health care system. The bill specifies that these recommendations must address the establishment of a public authority or other entity with the power to contract with insurers and health care providers, set reimbursement rates, create advisory committees, and encourage the use of health information technology.

## **NEW UNFUNDED MANDATES MOVE FORWARD**

Despite recognition during these very difficult economic times that Connecticut's towns and cities need *relief* from costly mandates, the state legislature has passed several bills that will impose *additional* unfunded mandates on towns and cities:

**SB-735 will require municipalities to set aside a "reasonable amount" of not less than 1% of their TAR and LOCIP budgets for bike paths and sidewalks.** The bill includes provisions allowing a town's local legislative body to opt out of the mandate if it determines that (1) non-motorized usage is prohibited; (2) there is no need; (3) the accommodation of all users would be an excessively expensive component of the total project cost; or (4) the accommodation of all users is inconsistent with the state's or municipality's construction, maintenance, and repair program. The House is expected to vote on this bill on Monday.

**HB-5474 makes several changes regarding recycling,** including: 1) expanding the types of items that everyone must recycle, including plastic bottles, milk jugs, boxboard (e.g. cereal boxes), additional kinds of paper such as magazines; 2) requiring most municipalities by July 1, 2010 to offer curbside or backyard recycling, if they offer it for waste removal (unless they exceed the statewide average for recycling solid waste) and requires each solid waste collector that offers curbside or backyard residential garbage collection in a municipality to offer curbside or backyard collection of designated recyclable items to its customers; 3) requiring recycling receptacles at common gathering venues that already have solid waste collection and sell or give away designated recyclable items (e.g., sports arenas and other buildings that sell soda bottles); 4) prohibiting municipal zoning regulations from imposing restrictions on the size and type of recycling receptacles; 5) requiring solid waste contractors and their customers to address how the customers' recycling will be handled; and 6) requiring each local and regional board of education to develop and implement a recycling plan at each school under its jurisdiction. HB-5474 passed the House with only 4 "no" votes and now heads to the Senate.

**HB-6187 requires employers – including municipalities - with 50 or more full or part-time employees to provide such employees with paid sick leave accruing,** from the time the employee has worked 520 hours (40 hours a week for 13 weeks) within 12 months, at a rate of one hour for every 40 hours worked. Employees may accrue and use up to 32 hours of sick leave in 2010 and accrue and use up to 40 hours a year in each following year. Once employed for 1,040 hours (40 hours a week for six months), employees are entitled to use the accrued sick time if they or their child is sick or have a doctor's appointment or to deal with sexual assault or family violence issues. The measure was approved by the House in an 88-58 vote and now is before the Senate.

**HB-5021 will increase a town's health insurance costs by expanding the items that must be included as mandated health insurance coverage,** including prosthetic devices, wigs, certain hearing aids and ostomy related supplies. The bill is awaiting action by the Senate, after winning passage following a very long debate in the House.

## **MANDATE RELIEF?**

Despite widespread support for mandate relief, key bills are still awaiting action with only 3 days left to go.

**SB-772 is expected to be amended to delay the implementation of the FOI website posting mandate** and exempt towns with fewer than 10,000 from the mandate. The amendment also allows towns that are FOI compliant to post legal notices on their websites rather than in newspapers.

**HB-5526 – This bill will delay implementation of the in-school suspension mandate** and is currently awaiting action by the House.

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Barton Russell, Executive Director  
Connecticut Council of Small Towns  
1245 Farmington Avenue, 101  
West Hartford, CT 06107  
860.676.0770 Office  
860.676.2662 Fax  
www.ctcost.org

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, Conn., Monday, June 1, 2009 3

# Downtown planners to meet Tuesday

## Public to get update on Storrs Center

By CAITLIN M. DINEEN  
Chronicle Staff Writer

MANSFIELD — Residents who wish to hear a recap of progress from the Mansfield Downtown Partnership and the proposed Storrs Center Project are invited to attend the partnership's annual meeting Tuesday.

It will take place at 6 p.m. in the Greek Center on Dog Lane.

According to partnership Executive Director Cynthia van Zelm, the eighth annual meeting will be a review of everything that has occurred at the partnership over the past year.

It is a public meeting where partnership members get together to discuss current news and receive updates pertaining to the \$220 million Storrs Center project.

The proposed project is a mix of housing, retail shops and commercial buildings to be built along Storrs Road from Dog Lane to South Eagleville Road.

Van Zelm said the meeting will also include a look into the upcoming year and update residents on what they can expect to happen next for the project.

In addition to updates, the meeting will introduce two new directors to the partnership's board and members will vote on changes to bylaws.

Recently, town and partnership officials have come under fire from some Mansfield residents who said they do not feel included in the Storrs Center project.

Members of the group "Save Mansfield, CT" are pushing to have an advisory question on a referendum asking town residents if they want to keep supporting the project financially.

They are hoping the question could be added to the budget referendum — if the budget is successfully petitioned.

As of last week, the group was still collecting signatures for submission. The deadline for petition submission is Tuesday.

In the currently approved fiscal year 2010 budget, the partnership will receive a total of \$250,000 in funding.

The funding is a combination of \$125,000 from the University of Connecticut and \$125,000 from the Town of Mansfield.

Last week, Mansfield Mayor Elizabeth "Betsy" Paterson blasted those against the project saying it was "ludicrous" they felt excluded from the Storrs Center process.

Paterson said there have been more than 400 public meetings and opportunities for residents to be part of the project.

According to van Zelm, the meeting is another opportunity for interested residents to learn more about the proposed project.

"It's an important part," said van Zelm of updating and including area residents in the project. "It's part of what we do."

In addition to Tuesday's meeting, van Zelm and other partnership officials will have their monthly open house Thursday in the partnership office on located on 1244 Storrs Road.

The open house will take place between 5:30 and 6:30 p.m.

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**Opinion** 5/21
 

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**Chronicle**

 Lucy B. Crosbie  
*President*

 Kevin Crosbie  
*Publisher*

 Charles C. Ryan  
*Editor*
**Editorial**

# Towns stepped up where state failed

That area taxpayers — impacted by a severe recession and an alarming fiscal crisis in state government — have, without exception, to date, adopted budgets on the first go-around is a tribute to the efforts of local town officials.

Knowing that property taxes cannot keep up with ever-increasing municipal budgets, municipal officials labored successfully to restrain spending. Voters seemed to understand what a tough charge it was to come up with low- to zero-mill tax increases.

In turn, officials expressed gratitude for the public's decisive votes at town meetings and referendums that approved budgets in Windham, Coventry, Mansfield, Hebron, Hampton, Columbia, Lebanon, Chaplin, Andover, Scotland and Willington.

The date for the town budget meeting in Franklin, which has not had a mill increase in four years, will not be announced until June 10, on a proposed budget that is not expected to increase, but with a mill rate that will be impacted by revaluation.

Communities have had to scramble to balance budgets using some solutions — rainy day reserve funds, one-time stimulus money and some employee concessions — that won't be available next time around. Federal stimulus money, intended to be used to close achievement gaps and initiate education reforms, will instead be used by many towns to prevent budget shortfalls and layoffs. And since pension costs lag by one year, starting in mid-2010 many communities will have to come up with big money to cover last year's pension fund losses.

Public employee compensation constitutes the greater part of government spending, and union contracts largely exempt that compensation from cuts, insulating municipal employees from the world that taxpayers have to live in. Public employees, already well-paid, as they should be, have become what are called "fixed costs." Everything else is expendable. Reductions must come from the rest of the budget by cutting services, supplies and sports.

Some local officials were successful in obtaining concessions from union employees, mainly general town municipal workers, and from non-union workers, although teacher unions generally refused to agree to any freeze of wage or step increases.

Until the state suspends unfunded and underfunded mandates, adjusts the requirements of binding arbitration, boosts aid to education and towns, the cost of local government will continue to outrun the communities' ability to pay. The burden to fund municipal budgets depends on property taxes, which are income-blind, and especially hard on area residents who tend to be low-income and retirees.

Meanwhile, the state legislature has taken no effective action to streamline and lower the cost of state government. Needed long-term reforms go nowhere when state leaders are perpetually in crisis mode, muddling through with a focus on short-term fiscal solutions such as phantom employee union savings, postponing pension payments, increasing borrowing, and, of course, imposing tax and fee increases.

Our local representatives in the General Assembly seem content with maintaining business as usual, as the state faces a permanent fiscal crisis, in which without budget and tax reforms, deficits now estimated at \$9 billion over two years, will only increase. Democrat leaders seem committed to the same state agencies coming in with the same budgets, with added increases each year. The state budget process is more of a hindrance than a help, forcing local budget officials to guess how much state aid they will get.

Eastern Connecticut officials, thankful that their efforts to trim town spending were rewarded, must now implement the spending plans.

"Our work is just beginning," said Jeffrey Watt, chairman of the Hebron Board of Selectmen.

"We'll work within the resources given to provide taxpayers their value in services," pledged John Elsassor, Coventry town manager.

Voter budget turnout ranged from 10 percent in the town of Windham to 20 percent in Coventry. Of the 3,663 voters in Windham, only 732 cast ballots in Willimantic, 2,931 voted in the three villages, which proves it is the residents in the Windham First Taxing District who show up at the polls.

A disappointing postscript on the Windham budget referendum: while the Windham combined budgets included some \$938,000 in overtime, the town fathers cut out the measly \$1,000 annual appropriation for the Windham No Freeze Shelter. And no one seemed to care. Fat chance other towns will contribute dollars to the shelter if Windham won't even spend one cent.

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# Group pushes to put Storrs Center project to referendum

Item #21

By CAITLIN M. DINEEN 5/29  
Chronicle Staff Writer

MANSFIELD — Some citizens in town have decided the time has come for town officials to poll residents about their opinion of the proposed Storrs Center project.

In addition to the efforts made by a group of citizens called "Save Mansfield, CT" to send the town's education/government budget to referendum, the group is hoping to add an advisory question to the budget referendum ballot.

The question would ask residents if they want to keep supporting the project.

The proposed project is a mix of housing, retail shops and commercial buildings to be built along Storrs Road from Dog Lane to South Eagleville Road.

According to David Freudmann, a member of the group and resident of town, members of the town

council have been financially supporting the proposed \$220 million project for years, but have not formally asked residents their opinion.

For example, in the fiscal year 2010 budget, the Mansfield Downtown Partnership — the organization behind Storrs Center — is set to receive a total of \$250,000 in funding.

"I think it would be good to have an advisory question," said Freudmann, adding it could be non-binding and would simply gather the opinion of residents.

The Storrs Center project has recently come under fire from residents who said the project's progress has left residents in the dark.

However, town officials have said they are not certain what the procedures are for holding a referendum for an advisory question.

Mayor Elizabeth "Betsy" Paterson said she does

(Referendum, Page 4)

## Referendum sought on Storrs Center project

(Continued from Page 1)  
not think a question could be added to a budget referendum — if one were to happen.

Currently, Mansfield's budget has been approved at a town meeting, but a petition is being collected to decide the budget at a referendum — per recent town charter changes.

"I don't think it can be tacked on to a budget referendum," said Paterson. "But I don't know."

Town Hall employees — including employees in the town clerk's office — deferred comment to Town Manager Matthew Hart, who could not be reached for comment this morning.

The Mansfield Downtown Partnership's offices were closed today and officials there could not be reached for comment.

Paterson said she was not surprised by the suggestion to poll residents about their opinion of Storrs Center, but she said she thinks every step of the project has been made public.

"I think the idea that this hasn't been an open process is ludicrous," she said this morning.

According to Patterson, there have been more than 400 forums and public discussions pertaining

to the project since it first began nearly 10 years ago.

Town Council member Gene Nesbitt disagreed with Paterson and said he fully understood why residents would want a formal chance to express themselves.

"I can be sympathetic with residents," said Nesbitt, adding they do not have direct input to the project since decisions are finalized by the council.

"So many of the real discussions are not public," he said.

According to Nesbitt, he is not certain when a referendum would be held to poll residents, but he was confident it would happen eventually.

In attempts to curb spending on the project, Freudmann motioned to reduce funding for the project.

During the May 12 town budget meeting, Freudmann's motion was rejected by a majority of the 500 voters in attendance.

A similar, non-binding question was put to Franklin residents late last month regarding a controversial ash landfill proposal in town.

Voters resoundingly voted against supporting the project, giving the developers a clear picture of where the public stood on the issue.

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May 29, 2009

Newsstand 75 Cents

# H1N1 flu hits town

## First local case found in Mansfield

By **CAITLIN M. DINEEN**  
Chronicle Staff Writer

**MANSFIELD** — After breaking into national headlines last month, the H1N1 virus — most commonly known as “swine flu” — has finally arrived in the Windham region.

The state Department of Public Health Thursday reported that Mansfield has one confirmed case of the potentially dangerous flu.

This case is among 47 total cases confirmed in the state.

Other cases confirmed are residents from Berlin, Bloomfield, Cromwell, Danbury, East Windsor, Greenwich, Naugatuck, New Haven, Norwalk, Old Lyme, Prospect, Redding, Ridgefield, Simsbury, Trumbull, Waterbury,

West Haven, Weston, Westport and Wilton.

According to state health officials, the H1N1 virus is a new flu virus of swine origin. It is a respiratory disease of pigs, but does not normally spread to humans.

Eastern Highlands Health District Director Robert Miller said this morning he could not give details of the case, but would only confirm that one resident in Mansfield has contracted the virus.

Miller said he learned of the confirmed case early Thursday from state health officials.

According to Miller, it was only a “matter of time” before the virus affected someone locally.

Until the Mansfield case was

announced, the closest confirmed case was in Tolland, said Miller. Another case was confirmed in Bolton.

“My feeling is, and this is through information I’ve received, it’s clear that this virus is transmitted from person-to-person at a community level,” said Miller.

He said, once the virus is at this level, it is more likely to spread throughout the state.

In addition to the way it is transmitted, Miller said the fact this virus is a new strand to humans means people are more susceptible to it.

“Particularly given the fact (we have) little-to-no immunity to this strain,” he said.

(H1N1, Page 4)

# H1N1 flu arrives in Mansfield

(Continued from Page 1)

Mansfield Mayor Elizabeth “Betsy” Paterson said she learned of the confirmed case Thursday, but did not know any details about the victim.

However, she did say she believed the resident was recovering from the illness.

Despite the first locally confirmed case, Paterson and Miller said they do not think there is any reason for area residents to worry about the virus.

“I don’t think it’s a major concern at this point,” said Paterson, adding that without knowing the details of the case, it was hard to determine the severity of the virus in Mansfield.

Miller said he was not certain of the severity of the virus both locally and nationally.

“At this point we don’t know,” he said. “The

severity of this strain and the impact is uncertain at this time.”

He said there was not enough information “out there” to provide accurate information about the virus.

Miller said that with any new virus there is reason to be concerned because people and health officials do not know what the future of the virus may be.

“That’s the nature of the influenza virus,” said Miller. “It changes, it naturally evolves constantly.”

According to Miller, officials at the EHHD still advise people to practice “respiratory etiquette” and continue to wash their hands on a regular basis.

He said people should stay home when they are sick and should cough or sneeze into the crook of their arm.

“You can’t wash your hands enough,” said Miller, adding common sense methods of stopping transmission of any virus are the best ways to limit the spread of the H1N1 virus.

William Gerrish, a spokesman with the state Department of Public Health, said health officials are telling residents statewide to “be vigilant” with their health.

“I think it’s like with the seasonal flu,” he said. “It’s important to implement (regular respiratory etiquette) in our daily lives.”

Health and town officials said they could not comment on the possibility of this single case having a link to any local schools, as they have in other towns.

Mansfield Superintendent Frederick Baruzzi and Regional School District 19 Superintendent Bruce Silva could not be reached for comment this morning.

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Editor:

5/19

I was dismayed to read the comments of Mansfield Mayor Betsy Paterson in regard to the success of this year's Spring Weekend. Paterson visited the campus all three days and was pleased with what she saw. On Thursday night of Spring Weekend, University of Connecticut President Michael Hogan attended an unauthorized party at the Carriage House Apartments and appeared to be having a great time visiting with the students while a

large group of police were visible to help keep order. Am I missing something? It appears Hogan just gave his blessing to rule breaking students.

Spring weekend may be over for the university, but for those of us who live near off campus housing it is a year-round problem that is not adequately addressed by the university or the Town of Mansfield. Underage drinking continues to occur at these weekend parties and more students live in some of these houses than building codes allow. Unless the town aggressively investigates these rental units nothing will ever change.

The university could easily solve this problem by following through on police complaints and bringing the students on the rental agreement before the dean of students and threaten them with suspension if continued violations occur. The Town of Mansfield could fine the landlords for the behavior of their tenants.

Unless some significant changes occur, the students will continue to run the town as well as the university. Meanwhile, isolated homes around the community will have to live with a spring weekend many times throughout the year.

John Fratiello  
Storrs

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Editor: 5/20

I want to respond to Matt Proser's May 12 letter. First, I want to thank him for so aptly pointing out that the "relevant facts" regularly presented by those in favor of the Storrs Center Project are but opinions and, perhaps, wishful thinking, all of them ungrounded in "fact."

Next, I would like to share some of the sentiments from a blog by Economist.com last January. You can find it at [www.Economist.com/blogs/freexchange/2007/01/says\\_law.cfm](http://www.Economist.com/blogs/freexchange/2007/01/says_law.cfm) or at [www.savemansfieldct.org](http://www.savemansfieldct.org) under Storrs Center Project. This is a great article; I urge you to read it.

The article starts with "If you build it, they will come." It explains that the plan is to build an entire retail and residential area adjacent to campus. It goes on to describe Storrs, which it says is isolated, and to explain that historically businesses have failed to generate a profit in Storrs. That certainly is true.

There is reference to an article by Cynthia van Zelm, director of this project, where she said that she could think of no previous example of such a project. Mansfield will be the first. Let's hope it will be a successful first.

This article concludes that if the demand really existed to support such a "downtown," the town would already exist. That makes sense to me. This article is prescient and well written.

The Mansfield Council soon will enter into a binding contract for this project. This will commit the town to build and own two park-

## Letters to the editor

ing garages. Parking garages are known to be money pits. Every Mansfield citizen should learn as much as they can about this "downtown" project. There could be a big increase in your tax bill for this project. You should let your council members know how you feel about it.

Betty Wassmundt  
Storrs

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Editor: 5/27

The Mansfield Town Council seems to have decided to define itself as a small-town political junta, and, in fact, rumor has it that not all of its members are in that loop.

They find it simpler to pack the annual budget hearing rather than put the budget to the voters, and apparently they plan to try to pass a \$293,000 bond issue without a referendum on that either, in order to qualify for our much-heralded first parking garage.

They seem to have no clue about the demographics of the town, or any idea of who, exactly is going to park in this garage, or what the town and the university could really be doing in partnership, such as forming a transportation network to get the old folks off the streets.

Jane Blanshard  
Storrs

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Editor: 5/30

Others have pointed out that facts about the proposed Storrs Village development are not going to be available until long after shovels are put to ground.

Still, there are a few questions worth exploring more thoroughly:

- Traffic: Can route 195 support the additional load?

When the University of Connecticut is not in session, the road is nearly empty.

However, we all know what happens when the students return.

- Water: Are the consultants' predictions realistic? The summer of 2005, when UConn pumped the Fenton River dry, may not be as rare as assumed.

- Retail: Many national chains are closing stores in order to survive the current recession. Malls throughout the region are unable to find and keep solvent tenants.

The student market may be able to support one trendy clothes retailer and/or one low-priced restaurant, but it is unlikely to have the disposable income necessary for a "village."

- Plan B: If the retail element of the town's "mixed use" vision fails, what will the future look like?

If the village is ultimately just another residential complex — albeit one with two parking garages — will the judgments about traffic and water usage look so good in retrospect?

Will the dollars still work out to the town's advantage?

Michael Sangree  
Ashford

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tants' predictions but rather on the documented record of water management and conservation by the University of Connecticut and its water management agent, the Connecticut Water Company.

Enough water is being saved annually right now to cover Storrs Downtown's projected water needs. The project will be planned to be "water miserly" from the start.

Retail: Storrs Downtown does not rely on mall traffic nor on student purchasing. It will provide a variety of retail outlets for residents of the planned housing visitors from outside Mansfield, as well as town residents and UConn students as well as student and visitor customer base.

Traffic: the planned new configuration of Storrs Road (Route 195) will smooth and slow traffic. Changing the present "truck alley" will benefit all users of what will be our Main Street.

There is a large federal grant available for walkways and streetscaping south of Bolton Road, which needs only a yes vote at the June 8 town meeting to be unlocked for Mansfield's use. Let's move ahead for a planned, "green," and non-sprawl smart downtown!

Henry Krisch  
Storrs

Editor: 6/3

In his letter (*the Chronicle*, May 30), Michael Sangree raises some important questions about the Storrs Downtown project. These are not new questions, but they raise serious concerns and deserve serious answers. Fortunately, there are good answers available.

Water: the project does not rely on consul-

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Editor: 6/4

Mansfield has two active economic and community development projects. The Storr's Center project has been extensively discussed. The Four Corners area, recently described as a "ghost town," is the primary gateway to Mansfield and the University of Connecticut. There are serious environmental problems (water contamination and septic failures) that must be corrected in the near future as mandated by the Connecticut Department of Environmental Protection.

Current discussions are centered on procurement of public sewer and water for the Four Corners area. Completion of this vital infrastructure will alleviate the environmental problems, provide significant economic stimulus through increased tax base and jobs, help eliminate blight to provide a gateway to Mansfield to which we can be proud and improve the availability of goods and services to our residents.

The Four Corners Advisory Committee is hosting an information meeting on Tuesday, June 9, in the Mansfield Town Council Chambers. There will be an opportunity for informal discussions with advisory committee members and town staff starting at 6:30 p.m. The presentation will start at 7 p.m. followed by a question and answer period.

All interested Mansfield residents, regional agencies, legislative representatives and business representatives are encouraged to attend.

The presentation will include a brief history surrounding the problems at Four Corners, a discussion of the proposed sewer and water plans and fiscal impact as well as the challenges still to be met before the project can be completed. It is important that we have the input of all interested parties as we continue our discussions.

More information may be accessed on the town web site ([mansfieldct.org](http://mansfieldct.org) — click on Four Corners) or call the public works department at 429-3332.

Please be an active participant in the elimination of blight, remediation of environmental problems and promotion of economic development in the Four Corners area.

**Gene Nesbitt**  
**chairman**  
**Four Corners Sewer**  
**Advisory Committee**  
**Mansfield**

Editor:

On behalf of your debt-threatened readers in the Mansfield area, I thank you for opening your letters columns and your reporters' free work to years of fog and reasoning about a Wizard of Oz fiasco not even in your own bailiwick. Without you, we voters might never have known what hit us.

Some wondered why your loyal readers tolerated free publicity for a plot that intends to drain your own community of its future financial strength.

Brief questions revealed that no Windham customers saw any reason to go to Storrs to see temporary little stores trying to pay the rent. The business owners said that if they had ever considered Storrs a better place than Willimantic they'd learned better even before the gas station, the grocery store, the bookstore and the bank moved out.

Mere background. In your Monday issue, "the Mansfield Downtown Partnership and the proposed Storrs Center Project" used your reporter Caitlin M. Dineen to issue a free invitation to its annual meeting on Tuesday "at 6 p.m. in the Greek Center on Dog Lane."

Good trick! Free notice in an afternoon paper read by most readers 24 hours or less before the meeting. A meal to delay, babysitters, plans to cancel, transportation to arrange, just "to hear a review of everything that has occurred in the partnership over the past year?"

A talking head taking no questions.

Then, without meeting again for a year, these Wizards of Oz can spend \$250,000 of already budgeted and bagged gold, with no restrictions and no votes!

The mayor claims there have been more than 400 public meetings for "interested residents (not the voting public) to learn more about the project" (That's about 50 meetings for each dubious claim.) Executive Director Cynthia van Zelm calls this Tuesday meeting "an important part ... of ... including area residents in the project."

One slip of the tongue.

Everyone should squeeze into this meeting and accept this role. Everyone. Become a part of the Partnership. Join by registered letter.

Then the majority can fire the minority leaders. A bloodless coup. Even if this letter isn't read until after the meeting.

**Don O'Hara**  
**Mansfield Center**

**Editor:**

I want to reply to *the Chronicle's* report that Mansfield Mayor Elizabeth "Betsy" Paterson said that it is "ludicrous" that townspeople say they are excluded from the Storrs Center process.

I am one of those people. Surely I am told how wonderful this project is and I am told what permits have been secured. I have been told what is to be built in the first phase, etc.

I have been told how much tax revenue there will be from this project. But when I asked a councilor if this amount was gross or net, he did not know. I have not been shown a projection as to tax revenue and expense for each of the phases. Have you?

Do you know how long it will take to realize the projected tax revenue? I don't. I have been told that there will be about \$142,000 in revenue from the first parking garage to be used to hire employees, but I have not been shown any definite plan to see that it is possible to staff the garage with that much money. Have you? I've been told how many cars must use the garage in order to produce the projected revenue but I've been given no reason to believe that there will be this much use. Have you?

I've been told that there is a contract between the town and the developer being negotiated; all of this negotiation is done in secret session. I hear that this contract will commit the town to building a second parking garage. Do you know that?

Do you want the obligation to build a second parking garage without knowing where the money will come from? Would you like to know what is in this contract between the town and the developer before it is signed and sealed or would you rather have blind faith?

We taxpayers could be on the hook for lots of money with this project. Will the town be making financial concessions to the developer? I don't know. Do you?

Would you like to know if the majority of the voters in town support this Storrs Center Project? I would. You know, I think it pretty ludicrous that the mayor says that the townspeople are well informed.

There is a town meeting on Monday at 7 p.m. at the Smith Auditorium. I hope you know about it or that you will find out all about it and come to vote. You are free to phone me and I'll tell you what I know.

I am told that, technically, this vote will not be about the Storrs Center Project but I am betting that it will be and that all the supporters of the downtown have known about the need for this vote for several weeks and they will be at the meeting.

How much notice did you get for it? If you read all the legal notices, you saw it on Monday, June 1; that gives you one week's notice. Town management has known about the need for this meeting for some time but did they tell us? No. Did they put up their A-frame signs to tell us? No.

In fact, even some members of our council were not told until the last minute. Yet, our mayor says that it is "ludicrous" that people say they are not well informed.

Elections are in November. Is it time for a change? Hope you come to the meeting.

Betty Wassmundt  
Storrs

# Mansfield budget to go to referendum

6/2 By **CAITLIN M. DINEEN**  
Chronicle Staff Writer

**MANSFIELD** — The town budget is not a done deal after Monday's announcement that sufficient signatures have been collected to send the matter to referendum.

A group of residents started a petition campaign May 16 to give more residents an opportunity to decide Mansfield's fiscal future.

Monday, Town Clerk Mary Stanton and Mayor Elizabeth "Betsy" Paterson sent out a public notice officially announcing the referendum.

It has been scheduled for June 16 in the Audrey P. Beck Municipal Building.  
(Mansfield, Page 4)

## *How Mansfield's budget gets sent to referendum:*

- Collect signatures of 2 percent — or 251 signatures — of the registered voters in town.
- Submit signatures collected within 21 days of the town's budget meeting to the town clerk's office for verification.
- Once verified, the town clerk will set a date and location for the referendum.
- The referendum for the 2009-10 budget will take place June 16 with polls open from 6 a.m. to 8 p.m. in the Audrey P. Beck Municipal Building.

# Mansfield budget to go to referendum

(Continued from Page 1)

cial Building. Voting takes place from 6 a.m. to 8 p.m.

Under the recently revised charter, residents have 21 days following the town budget meeting to collect the signatures of 2 percent of the registered voters in favor of a referendum and submit them to the town clerk's office.

This year, those petitioning had to collect 251 signatures.

Citizens — part of the "Save Mansfield, CT" organization — collected 443 signatures to send the budget to a town-wide referendum. "Save Mansfield, CT" is a group of concerned residents and taxpayers.

According to Mansfield resident and group member David Freudmann, the signatures were submitted Monday.

It is the second year in a row that the organization successfully petitioned a budget to referendum.

Last year's campaign, however, was more controversial and involved more volunteers trying to drum up signatures.

A year ago, members of the same group collected 556 signatures when their second petition was submitted successfully. Their

first petition was rejected by the town clerk because some signatures were collected before the town budget meeting was held.

This year, Freudmann said the organization did not "pull out all the stops" when they were collecting signatures.

"We're pleased with the number (of signatures)," he said, adding the group wanted to collect the required amount and then some extra "cushion" signatures.

This is the second year residents could petition a budget to referendum under the revised charter.

Freudmann said a referendum was a chance for more people to turn out to participate in the budget process.

Traditionally, the town budget meeting generally has had a low voter turnout.

Of the more than 12,000 registered voters in Mansfield, only 552 votes — or 4.6 percent — were cast during the May 12 town budget meeting held in Mansfield Middle School.

At the town meeting, the \$43.01 million town/education budget

was approved with 463 votes in favor and 89 votes against it.

Despite the overall decrease in spending, the town's mill rate will increase due to state funding losses and less local tax revenue. The town expects to see a \$1.2 million loss in revenue during fiscal year 2010.

The tax rate will increase 0.47 mills from 25.24 mills to 25.71 mills. For a home assessed at \$200,000, taxpayers will see an increase of \$94 in taxes next year to \$5,142 if the budget is approved at referendum.

Paterson said she was not surprised the petition was successful, but she is confident the budget will pass for a second time.

"The town meeting is usually indicative of the (voters') feelings," she said. "And (they were) overwhelmingly for the budget."

Freudmann said a referendum allows residents with varying schedules to vote at a time that works best for them instead of needing to attend the town meeting.

Paterson said she thought more people would turn out to vote for the budget, but was unable to speculate how many voters would participate in the referendum.

The paper ballots for the referendum will ask residents if they are in favor of the currently adopted budget.

There will also be two advisory questions on the ballot:

- If the budget is defeated, is the town budget portion too high or too low?
- If the budget is defeated, is the school budget portion too high or too low?

According to Town Manager Matthew Hart, if the current adopted budget is defeated, it will then go back to the town council for a final decision.

Once the budget is voted upon, according to the charter, there is no further chance for discussion or vote as voters get one shot at a referendum.

Still, Freudmann said petitioning for a referendum lets council members know some residents are unhappy with the current budget.

"I think sending it back to the council still serves a purpose," said Freudmann. "It shows people are dissatisfied with it."

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## Mansfield council says <sup>5/27</sup> 'yes' to fire services fees

By **CAITLIN M. DINEEN**  
Chronicle Staff Writer

**MANSFIELD** — Town council members voted unanimously in favor of an ordinance allowing town officials to charge for fire prevention services in town.

The ordinance — entitled "An Ordinance Establishing a Fee Schedule for Fire Prevention Services" — was endorsed by the council's finance subcommittee before it went to public hearing Tuesday night.

The hearing was held during a regular town council meeting and preceded the vote.

Currently, fire prevention services offered to contractors looking to build new commercial buildings or apartment buildings with three or more units do not have to pay for review plans or progress reports. With the passing of the ordinance, contractors will now need to foot that bill.

"The fee schedule really is to recover costs for the engineering function (of the fire marshals)," said Mansfield Fire Marshal John Jackman Tuesday.

Services contractors will now need to pay for include reviewing plans, certificates of occupancy and progress inspections.

The ordinance reads the fire plan review fee will be 65 percent of the building permit fee.

The building permit fee is not a set cost and is based on the value of the construction, materials and labor of the structure.

The cost for the certificate of occupancy will range from \$100

to \$1,000. The fee will be based on the amount of floor area in the structure.

During the budget process, town council members planned to adopt the proposal and already budgeted \$35,000 in new revenue for the town through this service fee.

Mansfield resident Betty Wassmundt questioned how the \$35,000 was calculated before council members voted in favor of the proposal.

"It seems like you're projecting a lot of new construction to realize \$35,000," said Wassmundt.

According to Jackman, he used the number of new commercial construction that took place between June and December 2008 to determine how much revenue could be generated from instituting the fees.

Jackman said he thought the projected revenue would be fairly accurate, as the timeframe which he based his figure on was not during a time of booming construction.

Council member Helen Koehn said if the town needed the revenue so badly, officials should consider charging for other fire marshal permits and services.

However, Jackman said he was not sure if the town would be within legal statutes if they starting charging for other services.

Wassmundt said she was against charging more for new development in town because she believes Mansfield has a reputation for being a difficult town for development.

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6/2

# Mansfield is closer to a green town hall

## *Fed funding may go for energy savings*

By **CAITLIN M. DINEEN**  
Chronicle Staff Writer

**MANSFIELD** — The Audrey P. Beck Municipal Building may get a boost in energy conservation methods this year as the town is set to receive federal stimulus funding.

According to Town Manager Matthew Hart, Mansfield will receive \$97,000 from the American Recovery Reinvestment Act.

Funds will be distributed under the Energy Efficiency Conservation Block Grant component of the act.

"We are very pleased to be getting that funding," said Hart.

Hart said he thought the funding would be used to purchase an energy management system for the town's municipal building.

"At this point, we believe that the purchase of an energy management system for the Beck Municipal Building would be the most prudent use for this funding," said Hart.

"But we'll also look at other options," he said.

Town officials have already begun to reduce their carbon footprint in town by implementing new, energy efficient methods.

Any improvements made to the municipal building will add to upgrades that have already been done.

To reduce energy use at the municipal building, the town had the building weather-stripped — plugging up areas where cold air may enter the building.

In addition to fixing the exterior, a maximum and minimum building temperature was established in the municipal building.

Other energy saving methods in town include adding solar panels and installing a co-generation plant at the Mansfield Community Center.

A co-generation plant is one unit that can simultaneously produce heat and power from one fuel source.

Mansfield Middle School has already undergone renovations to change the facility from an electrical heat building to a natural gas-fueled facility.

This project began in April.

Council member Gene Nesbitt said updating the municipal building was logical since various other projects have already been done to make other town buildings green.

"The energy efficiency push has been a major goal for the town council for quite a while," said Nesbitt.

He said he thought energy efficient projects were high on the town council's lists of investments and the municipal building has not been fully upgraded.

"If (the awarded amount) takes care of the expenses, it's the logical thing to do," said Nesbitt.

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# Mansfield may charge for fire inspections

By **CAITLIN M. DINEEN**  
Chronicle Staff Writer

MANSFIELD — Town councilors tonight will accept public input for a proposal adding fees to local fire prevention services.

The public hearing will take place at 7:30 p.m. in the Audrey P. Beck Municipal Building.

The ordinance — entitled “An Ordinance Establishing a Fee Schedule for Fire Prevention Services” — has been endorsed by the council’s finance subcommittee.

If the ordinance is passed, it will allow town officials to charge contractors building new commercial buildings for the fire marshal services they will receive in town.

“This is proposing a shift in

where the money comes from to pay for these services,” said Mansfield Fire Marshal John Jackman this morning.

Services include reviewing plans, certificates of occupancy and progress inspections.

The ordinance reads that the Fire Plan Review fee will be 65 percent of the building permit fee.

The building permit fee is not a set cost and is based on the value of the construction, materials and labor of the structure.

The cost for the certificate of occupancy will range from \$100 to \$1,000. The fee will be based on the amount of floor area in the structure.

Once passed, payment for these services would be passed to con-

tractors associated with the new building.

He said services are currently paid through the town’s general fund budget.

Jackman said these fee services only apply to commercial buildings and apartments buildings with three or more units.

“A typical homeowner (in a one or two family dwelling) will never see a fee for this,” said Jackman this morning.

During the budget process, town council members planned to adopt the proposal and have budgeted \$35,000 in new revenue for the town through this service fee.

Jackman said he did not think passing this fee onto contractors would deter development in town.

According to Jackman, contractors and others associated with new commercial properties are used to paying various fees during the pre-construction and construction periods of development.

“This fee will not amount to several thousand dollars for the contractor,” he said, adding the fees would not “make or break” a project.

He said the economic sustainability of any new business or commercial building will likely push the building “forward” even with additional fees in town.

Jackman said Mansfield is not the first town to place these fees on new development.

“We’re finding many municipalities are doing this,” said Jackman. “This really is a user fee.”

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5/26

## Memorial Day memories

*Members of the Mansfield Volunteer Fire Department salute during 'Taps' at the Old Mansfield Center Cemetery ceremony Monday morning. Mansfield officials had Memorial Day remembrances at local cemeteries.*



Fran Funk

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# Petition seeks referendum on town budget <sup>5/28</sup>

By **CAITLIN M. DINEEN**  
Chronicle Staff Writer

**MANSFIELD** — With a deadline to collect signatures and submit them to the Mansfield town clerk's office approaching, one group of citizens says it wants to send the town's recently approved budget to referendum.

Under the town's recently revised charter, residents have the opportunity to petition the budget to referendum by collecting the signatures of 2 percent of registered voters.

The petition must be submitted within 21 days of the budget decision, meaning 251 signatures must be submitted to the town clerk for verification by June 2.

The \$43.01 million, 2009-10 town/education budget was approved by voters at a May 12 town meeting.

Of 552 votes cast during the meeting, 463 were in favor and 89 opposed.

As the budget stands, taxpayers will see an increase in the

town's mill rate due to expected declines in incoming revenue.

It will increase 0.47 mills from 25.24 mills to 25.71 mills. For a home assessed at \$200,000, taxpayers will see an increase of \$94 in taxes next year to \$5,142.

According to resident David Freudmann, a group of concerned citizens called "Save Mansfield, CT" has already collected the required amount of signatures, but plans to continue collecting them until the deadline.

The group's web site — [www.savemansfieldct.org](http://www.savemansfieldct.org) — posted a notice May 16 that a petition was being started in efforts to send the budget to referendum.

Freudmann told town council members Tuesday the petition had been going around and he anticipated the budget going to referendum.

He said he could not predict if the vote would overturn the town meeting results, but he said a referendum would allow for more

(Petition, Page 4)

# Petition seeks budget referendum

(Continued from Page 1)

voters to participate.

"(Holding a referendum) increases voter accessibility," said Freudmann.

Last year, the budget was sent to referendum and more than 2,000 voters participated while only 469 voters participated in the town budget meeting in 2008. In a close vote, the referendum passed the same budget approved at last year's town meeting.

According to Freudmann, not every registered voter may be able to get to a town meeting. He said having a referendum allows voters with small children, those who don't like

driving at night and those with non-normal work schedules to vote at their convenience.

Typically, referendum polls are open between 6 a.m. and 8 p.m., though some towns have poll times from noon to 8 p.m.

"We feel, in the United States, people shouldn't have to jump through hoops to exercise their franchise," said Freudmann.

The May 12 town meeting had some competition for voter turnout as it was scheduled at the same time as an E.O. Smith High School band concert.

Some town officials said they were not surprised by the petition.

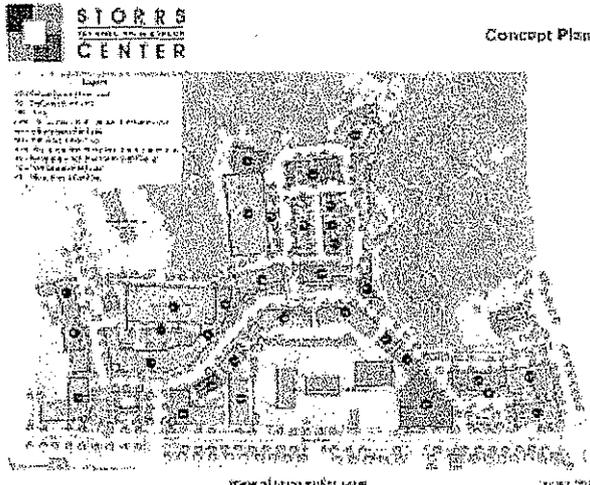
"From my perspective, the electors have the right to circulate a petition," said Town Manager Matthew Hart, adding referendum questions would ask voters if they agree with the current budget, if they think it is too high or if the budget is too low.

Town Council member Gene Nesbitt said he was "sort of expecting" a petition because he thinks some town residents prefer a more formal voting process.

"I think a lot of residents feel strongly for the referendum," he said, adding the referendum may not necessarily be about defeating the budget, but looking for a larger turnout.

## BL Companies hired for Storrs Center "Main Street"

by: Brenda Sullivan | HTNP.com Editor Monday, June 1st, 2009



Storrs Center concept plan as of February 2009

BL Companies, a Meriden-based engineering firm, has been retained to provide engineering services for the modifications to Storrs Road (Route 195) related to the "downtown" Storrs Center development.

It represents the next step in the pre-construction phase of Mansfield's new "Main Street."

In a statement released today, Mansfield's Public Works Director Lon Hultgren said, "We're pleased to announce that BL Companies is on board for the final design and documentation of the Storrs Road improvement plan. They are an extremely competent and technically proficient firm, who were selected from a list of candidate firms based on their qualifications, track record on similar projects and their competitive proposal."

Executive Director of the Mansfield Downtown Partnership Cynthia van Zelm said this part of the project still needs one more state permit.

"We are hoping for an approval from the State Traffic Commission soon for Storrs Road... This is the final pre-construction approval required for the project," she said.

BL Companies will be responsible for final design recommendations for the road, including placement of utilities, lighting and landscaping, traffic signals, signs, permit application guidelines, and implementing designs for pedestrian traffic, drainage and streetscape improvements.

BL Companies is already a member of the Storrs Center team. It has provided civil engineering, environmental sciences, landscape architecture and transportation engineering services and has conducted traffic studies for Storrs Road/Route 195.

Posted June 1, 2009

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## New fees expected to boost town revenues

by: Caitlin M. Dineen | Staff Writer Thursday, May 28th, 2009



During the budget process, town council members planned to adopt the proposal and budgeted \$35,000 based on the service fees.

Town council members voted unanimously in favor of an ordinance that will allow town officials to charge for fire prevention services.

The vote on "An Ordinance Establishing a Fee Schedule for Fire Prevention Services" followed a public hearing on Tuesday, May 26, held before the regular town council meeting.

Currently, contractors building new commercial buildings, or apartment buildings with three or more units, do not have to pay for review plans or progress reports. Under the new ordinance, contractors will now need to foot that bill.

Mansfield Fire Marshal John Jackman explained, "The fee schedule really is to recover costs for the engineering function [of the fire marshals]."

During the budget process, town council members planned to adopt the proposal and budgeted \$35,000 based on the service fees.

At the public hearing, Mansfield resident Betty Wassmundt questioned how the \$35,000 was calculated. "It seems like you're projecting a lot of new construction to realize \$35,000," she said.

Jackman said he used the figures for new commercial construction between June and December 2008 to determine how much revenue could be generated from instituting these new fees.

Jackman said he thought the projections would be fairly accurate because his figures were based on conservative estimates of construction activity.

Council member Helen Koehn commented that if the town needs the revenue so badly, officials should consider charging for other fire marshal permits and services.

However, Jackman said he wasn't sure if it would be within legal statutes if the town began charging for other services.

Wassmundt said she was opposed to new fees for new construction because she believes Mansfield already has a reputation for being a difficult town for development.

Contractors will now need to pay for reviewing plans, certificates of occupancy and progress inspections.

The fire plan review fee will be 65 percent of the building permit fee. The building permit fee is not a set cost; it is based on the value of the structure's construction, materials and labor.

The certificate of occupancy fee will range from \$100 to \$1,000, based on the structure's floor area.

Posted May 27, 2009

Contributed by The Chronicle.

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