



**TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
MONDAY, July 27, 2009  
COUNCIL CHAMBERS  
AUDREY P. BECK MUNICIPAL BUILDING  
7:30 p.m.**

**AGENDA**

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**OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL**

**FUTURE AGENDAS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

REGULAR MEETING-MANSFIELD TOWN COUNCIL

July 13, 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, Lindsey, Nesbitt, Paterson  
Excused: Haddad, Paulhus, Schaefer

II. APPROVAL OF MINUTES

Mr. Clouette moved and Mr. Nesbitt seconded to approve the minutes of the June 22, 2009 minutes. Council members offered corrections and additions. The Town Clerk will review the records of the meeting for clarification. The motion to approve the minutes as amended passed. Ms. Lindsey requested copies of the two ordinances approved at the last meeting be disseminated to the Town Council. The Clerk will do so.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, reported that a CNN poll listing the nicest places to live did not include Mansfield in the top 100. He would like the Council to strive to make that list next year. He also commented that he saw Public Work Employees "killing time" at the General Store during working hours and an EMT working out at the Community Center during his shift while his partner sat in the ambulance. He would like the Council to review this policy.

Mr. Clouette moved and Ms. Koehn seconded to move Item 4, Presentation: UConn Climate Action Plan, as the next item of business. The motion passed unanimously.

IV. TOWN MANAGER'S REPORT

Town Manager Matt Hart distributed his Town Manager's report and a memorandum on the Inter-local Agreement with Columbia (January 1- June 30, 2009). The memorandum is an update for the Council on the specifics of the recently completed inter-local agreement with Columbia for financial services. The net revenue to the Town was \$6,890.

Mr. Hart also announced that he and new Council member, Meredith Lindsey, had an opportunity to meet and discuss Mansfield's form of government, current issues, and Ms. Lindsey's interest and goals. Mr. Hart stated that he is looking forward to working with Ms. Lindsey.

Mr. Hart will look into the issue of employees at the General Store during working hours raised by Mr. Hossack. He also commented that the Town's

employee wellness program is something Mansfield can be very proud of and one of the components of that program encourages firefighters and EMTs to exercise at the Community Center during their shifts.

V. OLD BUSINESS

1. Community/Campus Relations

The Town Manager announced the Town/University Committee would not meet in July. The Committee's recommendation to modify the makeup of the Town/University Committee will be brought before the Council. Mayor Paterson reported that she and co-chair Jim Hintz are working to develop a more organized agenda for the upcoming fall schedule of the Community Campus Partnership.

2. Community Water and Wastewater Issues

The Town Manager will be attending the Department of Public Health's forum on regional drinking water supplies to be held tomorrow, July 14<sup>th</sup>. Ms. Koehn will also attend.

3. Freedom of Information Act Policy Update

Assistant to the Town Manager, Maria Capriola reviewed the implementation of the changes to the procedures for handling Freedom of Information requests. The newly instituted process allows for a more organized and timely response to those requests. Ms. Capriola also reviewed the number and nature of the requests and described recently held training sessions, facilitated by Freedom of Information Education Specialist Tom Hennick. A training session was conducted for staff, and a separate one for advisory board members and the public.

Mr. Clouette requested the process be named the Freedom of Information Administrative Procedures.

VI. NEW BUSINESS

4. Presentation: UConn Climate Action Plan

The Town Manager introduced and welcomed Rich Miller, Director of the UConn office of Environmental Policy and Meghan Ruta, Climate Action Plan Project Manager. Mr. Hart noted that President Hogan has appointed him to the 8-member UConn Climate Action Task Force.

Mr. Miller, who serves on the Town of Mansfield's Sustainability Committee, commented that the partnering efforts between the Town and the University show the importance of the issue to both entities.

Meghan Ruta presented the Council with an overview of UConn's Climate Action Planning Process. She briefly explained the reasons for and effects of the climate change that is currently underway. Ms. Ruta outlined the steps taken by the University in pursuance of the goal to be carbon neutral by 2050. In describing the emission reduction strategy, Ms. Ruta noted that energy generation is responsible for 84% of UConn's emissions and transportation is responsible for 13% of their emissions.

Ms. Ruta will provide an electronic copy of her presentation to the Council as well as a copy of the draft energy report the group has been working on. She also recommended the Town view the Clean Air Cool Planet website which has a user-friendly Small Town Carbon Calculator component.

Mayor Paterson thanked Ms. Ruta for her presentation and Mr. Miller for being so willing to partner with the Town whether it is for a request for information or a willingness to participate in the Town's endeavors.

Mr. Clouette moved and Mr. Nesbitt seconded to recess as the Town Council and to convene as the Mansfield Resource Recovery Authority. Motion passed unanimously.

#### 5. MRRA, Single Stream Recyclable Processing Agreement

Mr. Clouette moved and Ms. Duffy seconded, effective July 13, 2009, to authorize the Town Manager to execute a single stream recyclable processing agreement by and between Willimantic Waste Paper Company, Inc, and the Town of Mansfield, for an initial term to run from July 1, 2009 through June 30, 2014.

Members discussed the concept of single stream recycling. Lon Hultgren, Director of Public Works, stated the reason single stream recycling is now beneficial is that the technology of sorting has gotten better and Willimantic Waste Paper Company has made the necessary investments to make this technology effective. Any possible changes in the operation of Town transfer station will have to be carefully studied by staff, as the current process is very efficient.

Mr. Clouette suggested, as a friendly amendment, to add, "...as a successor agreement to the existing contract" after the word "execute". Agreed to by Ms. Duffy, the motion, as amended, passed.

#### 6. MRRA, Solid Waste Collection Fees – In-yard and Long Driveways

Mr. Clouette moved and Ms. Duffy seconded, effective October 1, 2009, to set the in-yard refuse/recycling collection fee surcharge at \$12.00 for driveways up to 300 feet and \$15.75 for driveways longer than 300 feet.

Ms. Koehn expressed concern for the disabled and elderly who might not be able to move their refuse and recycling to the curb. Members agreed

that this was a concern not just for the disabled but also for the frail. Staff will review the established policies of the Town regarding waivers to determine both the current process and possible options.

Mr. Clouette moved to table the motion to the next meeting at which time the information will be presented. Seconded by Ms. Koehn the motion passed.

Mr. Clouette moved and Ms. Lindsey seconded to adjourn as the Mansfield Resource Recovery Authority and reconvene as the Town Council.

The motion passed unanimously.

#### 7. Staff Report on Storrs Center Parking

The Town Manger opened the discussion by asking Director of Public Works Lon Hultgren and Mansfield Downtown Partnership Inc, Executive Director Cynthia van Zelm to discuss their initial research and recommendations for a comprehensive parking management plan. Staff would like to gain Town Council input before making any recommendation for a Parking Steering Committee.

Ms. Koehn suggested, prior to forming an advisory committee, the Council first make the decision whether parking is a municipal responsibility and how to best manage the parking. Other members expressed concerns that they do not have enough expertise and knowledge to make the necessary decisions. There was also a concern expressed that if the Council alone makes all the decisions, two of the largest stakeholders, UConn and Region 19, would have no input.

Mr. Nesbitt distributed an outline describing a broader based view of a steering committee, which would look at all related parking issues in Storrs Center. His view is that the steering committee, made up of a broad base of stakeholders, would take a look at the management, construction and financing of the project and provide the information to the Council.

By consensus the Council agreed that the Staff would use Mr. Nesbitt's outline as a starting point and make recommendations for a broad based steering committee.

#### VII. DEPARTMENTAL AND COMMITTEE REPORTS

No Reports

#### VIII. REPORTS OF COUNCIL COMMITTEES

Mr. Nesbitt reported the next meeting of the Four Corner Sewer Advisory Committee will be held on July 21, 2009 and focus on the general design of the system in relation to the Plan of Conservation and Development.

Ms. Koehn, reporting for the Personnel Committee, stated the group discussed transparency in government. She also reported that although the Quality of Life Committee had no quorum they did discuss the concept of a student rental zone.

Mr. Clouette, Chair of the Finance Committee, reported the Finance Committee reviewed the budget process and agreed that the focus on programs in the budget workshops, the citizen guides, the mailing, the pared down presentation at the Town Meeting and the use of the projector to show the motions currently in order were all very helpful. The members also discussed how individual members' requests for information are handled given the time constraints of the process. Those present at the Finance Committee meeting discussed whether or not a majority of members should agree that specific information would be helpful. The Committee agreed that a structure for resolving requests for information be established. They agreed that all request for information should be addressed and perhaps the Council needs more feedback from staff regarding the restraints of time. The group also suggested the beginning point of the budget should be a review of the goals and objectives of each department and then determine how budget changes affect those goals. Mr. Clouette also announced that a copy of the approved budget would be provided to each Council member.

Ms. Duffy moved to recommend that Saul Nesselroth be appointed as an alternate member of the Ethics Board and that Kevin Grunwald be appointed as a member of the Windham Regional Community Council. The motion to approve the recommendations passed unanimously.

IX. REPORTS OF COUNCIL MEMBERS

No Reports

X. PETITIONS, REQUEST AND COMMUNICATIONS

Mayor Paterson expressed her displeasure at the letters regarding the reduction in Toddler Time at the Library. She was not upset with the signers of the letters, but rather was concerned that the letters were distributed by staff. The Mayor noted that the Council did not cut the program, that was the decision of the director.

Ms. Koehn questioned whether staff is prohibited from entering into the politics of the Town. The Town Manager will prepare a response to the citizens explaining the process and thanking them for writing. He also stated that once the Council makes a decision the job of staff is to implement that decision.

XI. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, reiterated his request for a Council initiated referendum regarding the Downtown Project. Using reverse psychology he asked the Council to raise his taxes next year.

Betty Wassmundt, Old Turnpike Road, discussed the cost analysis of the inter-local agreement with Columbia.

Ed Smith, Storrs Road, complimented the Council and the Town Manager on their work, commenting that good government was one of the reasons he moved to Mansfield.

XIII. FUTURE AGENDAS

None

XII. ADJOURNMENT

Mr. Nesbitt moved and Ms. Lindsey seconded to adjourn the meeting at 10:20 p.m.

Elizabeth M Paterson, Mayor

Mary Stanton, Town Clerk

Town Manager's Office  
Town of Mansfield

# Memo

To: Town Council  
From: Matt Hart, Town Manager *MWH*  
CC: Town Employees  
Date: July 13, 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:

### Community-Campus Relations

- *Passing of Chief Williams* – The UConn Fire Department announces with deep regret the passing of Chief Francis J. Williams. Funeral arrangements are as follows: Calling hours on Wednesday, July 15<sup>th</sup>, 2009 from 2:00PM – 4:00PM and from 7:00PM – 9:00PM at Watkins Funeral Home, 142 East Center Street, Manchester, CT; Funeral on Thursday, July 16<sup>th</sup>, 2009 at 11:00AM, Storrs Congregational Church, 2 North Eagleville Road, Storrs, CT. All attendees are asked to park at the University Of Connecticut-Storrs "C" lot, which is located off of North Hillside Road. Shuttle buses will transport attendees to the church. At the request of the family, the burial is to be private.

### Council Action Items/Requests for Information

- *Assisted/Independent Project* – per the Council's request, I contacted Mr. Ray Washburn at Masonicare to request a status report regarding this project. Mr. Washburn has informed me that Masonicare has purchased an option on a parcel of property in Mansfield. This is a challenging time to obtain financing, and Masonicare is waiting for the equity markets to clear up before proceeding with facility modeling and other important tasks. I did get the impression from Mr. Washburn that Masonicare remains strongly committed to the Mansfield project.
- *Regionalism Sub-committee* – with the assistance of the subcommittee, I am working on a draft request for qualifications to retain a qualified consultant to assist in preparing a study regarding existing and future police services and demands. I intend to provide the subcommittee with a draft in the August/September timeframe.

### Departmental/Division News

- *Member of the Year Award* – Lon Hultgren, Director of Public Works, was recently presented with the "Member of the Year Award" for the New England Chapter of the American Public Works Association (APWA). Lon currently serves as the New England chapter's Secretary-Treasurer. Lon recently edited the New England Chapter's "50 Year History" book that was published in 2008. The New England chapter is one of sixty-nine chapters in the country and consists of over 1,000 members from Connecticut, Massachusetts, New Hampshire, Rhode Island, and Vermont. The New England chapter is 54 years old and a Member of the Year Award is awarded to a member annually.
- *Probate Court Redistricting Plan* – Probate Judge Claire Twerdy has informed me the probate assembly has approved a plan for 50 courts. The plan does consolidate the Coventry-Mansfield Court into a larger district, now to include the towns of Tolland and Willington in addition to Coventry and Mansfield. There are many important issues that need to be resolved, such as the physical location of the consolidated courts. I will be meeting with Judge Twerdy to discuss the consolidation, and will inform the Council of the next steps related to this initiative.

- *Recycling News* - Effective immediately, Willimantic Waste Paper, the recycling processor who is contracted by the Town of Mansfield, will take all types of plastic containers with the cans and bottles grouping. Plastic containers are no longer limited to #1 and #2 types. Examples of acceptable plastic containers include buckets, take-out containers, yogurt containers and cups. Please remove all food and rinse out containers. These plastics can be grouped with metal cans, aluminum foil and trays, milk and juice cartons, drink boxes, glass bottles and jars. The plastics that are not included in this grouping are garden hoses, plastic bags and any kind of Styrofoam. Styrofoam peanuts are accepted for reuse at the Mansfield transfer station. Plastic bags are recycled at the transfer station, Big Y and Champions store.

#### Future Agenda Items

- *Community transportation program* – Town Council to review and discuss this issue, particularly as it relates to transportation for seniors, adults with visual impairments and persons with disabilities. Council also to review the pros and cons of utilizing volunteer drivers as part of such a program.
- *Connecticut Local Pass-Through Justice Assistance Grant (CT Local JAG Program)* – Mansfield is slated to receive \$9,100 in federal stimulus funds; staff is preparing an application for Council review and endorsement
- *Mansfield 2020, Strategic Plan* – staff will present the feedback received from the various advisory boards and committees that were asked to comment on the plan, along with recommended next steps for the project
- *Mansfield Downtown Partnership, Storrs Center Project* – staff to review current status of negotiations related to development agreement with master developer, and commercial and financial information provided in confidence
- *Mansfield v. Windham Water Pollution Control Authority* – staff to review next steps of pending litigation with Town Council
- *Program Sponsorship Signs/Banners at Mansfield Skate Park* – Town Council to review recommendation from Recreation Advisory Committee
- *Planning, Acquisition and Management Guidelines for Open Space, Park, Recreation, Agricultural Properties and Conservation Easements* – Town Council to review recommended revisions to the guidelines
- *Town-University Relations Committee* – Town Council to review committee's recommendation to revise the composition of its membership in order to facilitate its new oversight responsibilities for University Spring Weekend

#### Member Organizations

- *Mansfield Downtown Partnership* – a few items of interest regarding the Downtown Partnership and the Storrs Center Project:
  - Storrs Automotive, the automotive repair business now located at 4 Dog Lane in Mansfield, has signed a letter of intent agreement with Storrs Center to be a tenant in the first phase of the project. The business, which has a long-established presence in Storrs, is the first "relocation" tenant currently in an existing Storrs site to make a preliminary commitment to the new "Main Street" development. Plans call for Storrs Automotive to take space in Building DL2, which will be started in Phase 1A of the project.
  - Check out the new *Festival on the Green* website for the latest information on this annual community event by visiting [www.mansfieldct.org](http://www.mansfieldct.org) and clicking on the Partnership logo. The *Festival on the Green* link is on the left of the Partnership website.

### Upcoming Events

- *Tour de Mansfield: Village to Village 2009* – This Saturday, July 18, 2009, the Mansfield Community Center, the Mansfield Downtown Partnership and the Town of Mansfield are proud to present the Fourth Annual Tour de Mansfield: Village to Village. This event is a family-oriented activity for area residents, designed to encourage exercise through cycling, promote awareness of the scenic beauty of Mansfield's villages and bring the community together around a social and recreational activity. The day is designed to appeal to riders of all levels, and will include a 5-mile Family Fun ride and 20 or 40 mile Challenge rides. The rides will start and end at the Mansfield Community Center and will conclude with a barbecue. For registration information, please go online at [www.mansfieldct.org](http://www.mansfieldct.org) and click on the bike tour logo, or you can pick up a registration form from one of many locations including the Mansfield Town Hall and the Community Center.

### Upcoming Meetings

- Historic District Commission, July 14, 2009, 8:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Public Safety Committee, July 15, 2009, 3:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Conservation Commission, July 15, 2009, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Ethics Board, July 16, 2009, 4:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Committee on Committees, July 20, 2009, 6:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, July 20, 2009, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Communications Advisory Committee, July 20, 2009, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Open Space Preservation Committee, July 21, 2009, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Four Corners Sewer Advisory Committee, July 21, 2009, 7:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Sustainability Committee, July 22, 2009, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Personnel Committee, July 23, 2009, 6:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Solid Waste Advisory Committee, July 23, 2009, 7:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Town Council, Monday, July 27, 2009, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building

# MEMORANDUM

Town of Mansfield  
Town Manager's Office  
4 So. Eagleville Rd., Mansfield, CT 06268  
860-429-3336  
Hartmw@mansfieldct.org



To: Town Council  
From: Matt Hart, Town Manager *MH*  
CC: Maria Capriola, Assistant to Town Manager; Cherie Trahan, Director of Finance  
Date: July 13, 2009  
Re: Inter-local Agreement with Columbia (January 1 – June 30, 2009)

I would like to provide the Town Council with an update regarding the inter-local agreement with the Town of Columbia, which expired on June 30, 2009. As you will recall, at the January 26, 2009 meeting the Town Council discussed and approved the execution of an inter-local agreement with the Town of Columbia for the provision of certain financial services. Due to the absence of a Finance Director, the Town of Columbia was interested in purchasing financial services from Mansfield. The short term agreement represented an opportunity for Mansfield to not only realize additional revenue, but to evaluate whether a long-term relationship would be feasible. Early on in the budget season, I encouraged all departments to look for additional sources of revenue as it relates to regionalism and this was an opportunity to determine if a financial service sharing agreement between Mansfield and Columbia would be feasible.

Since our Finance Department already had an extensive workload, we acknowledged that the services would need to be provided primarily outside of the regular work week. The Town was fortunate enough to have staff willing to absorb as much possible during the regular work week and put in additional hours as needed. Then Controller Cherie Trahan estimated that the net revenue to the Town for the period of February 2, 2009 to June 30, 2009 would total approximately \$9,000 out of the \$15,000 fee for services, depending on how many hours were provided outside of the normal work week. Cherie and I further confirmed that this was a temporary measure and that if the agreement was to be continued, the work would need to be performed within a regular workweek. The rationale behind the concept of sharing services is to increase our revenues and to drive down the cost of financial services for both communities. Staff also agreed to be cognizant of any opportunities that the Town might lose because of time spent supporting another community.

I am happy to report that we have had a very successful arrangement with Columbia. Columbia has been more than pleased with the services it is receiving and wishes to continue until their charter revision is complete and they can hire a Finance Director, at which time Columbia and Mansfield will reassess a regional effort. As you know, the Town Council recently authorized the execution of a successor agreement that will expire on June 30, 2010.

Due to time needed to obtain authorization from the appropriate entities in Columbia, Mansfield began to provide the services on March 9, 2009. Pursuant to the agreement, the fee was prorated at \$11,510. The Town's accountant spent an average of two mornings a week at the Columbia location. The Controller devoted an average of 2 hours per week to work related to Columbia, with some time spent at the Columbia location and some time here in Mansfield. I have attached an analysis of the revenue received and compensation paid for time outside of the normal work week, as well as how each figure was calculated. This additional compensation was awarded under section 6.2(c) of the Town's Personnel Rules, which allows the Town Manager to authorize in exceptional circumstances overtime payments for salaried staff. This payment was warranted, in my view, due to staff's willingness to work hours in addition to the regular workweek in an effort to realize additional revenue for the Town of Mansfield and to advance our efforts to promote regionalism. It is also important to note that staff did not earn any compensatory time for the hours devoted to Columbia.

To summarize:

Revenue Received	\$11,510
Wages Paid (incl. benefits)	<u>\$ 4,620</u>
Net Revenue to Mansfield	\$ 6,890

In closing, I appreciate the opportunity to present this short report to the Council.

Attach: (1)

**Cost Analysis of Interlocal Agreement with the Town of Columbia  
for Financial Services through June 30, 2009**

**Calculation of Fee for Services to Columbia:**

	Accountant	Controller	Total	
Straight Time Rate of Pay	\$ 26.28	\$ 49.11		
Overtime Rate of Pay	\$ 39.42			
Hours of support - Straight time Rate	66	32		
Hours of support - Overtime Rate	66			
<b>Cost of salaries</b>	<b>\$ 4,336.20</b>	<b>\$ 1,571.52</b>	<b>\$ 5,907.72</b>	
Plus Benefits @ 28%	1,214.14	440.03	1,654.16	
<b>Total Cost of Salaries &amp; Benefits</b>			<b>\$ 7,561.88</b>	
Net Profit			3,948.12	52.2%
<b>Charge to Columbia</b>			<b><u>\$ 11,510.00</u></b>	

**Calculation of Stipends:**

	Accountant	Controller	Total	
Rate of Pay - overtime	\$ 39.42			
Rate of Pay - straight-time		\$ 49.11		
Hours Compensated (excess of normal work week)	63.25	31.25		
<b>Stipend Paid (rounded)</b>	<b>\$ 2,495.00</b>	<b>\$ 1,535.00</b>	<b>\$ 4,030.00</b>	
Plus Benefits Paid @ 14.65%	365.72	225.00	590.40	
<b>Total Stipends Paid Plus Benefits</b>			<b><u>\$ 4,620.40</u></b>	
<b>ACTUAL NET REVENUE TO MANSFIELD</b>			<b><u>\$ 6,889.61</u></b>	

## Expanded Parking Steering Committee Discussion

Matt's initial proposal is to focus on the management aspects of Storr's Center parking. I submit that all of the issues related to parking in the Storr's Center area should be openly discussed and most should become part of the charge of a Parking Steering Committee. Many of these are policy related and have not been discussed in any open format.

### Specific issues

1. Management (oversight) of parking – Management authority?
2. Operations
  - review of assumptions used for expenditure/cost projections (all components of parking including garage 1 and garage 2, surface parking, adjacent parking areas)
3. Public transportation component (coordination with regional and state authorities)
4. Parking garage 1
  - a. Construction
    - Fixed cost basis vs. contingencies for cost-overruns (relates to Design build vs contract)
    - Design
    - Construction oversight for town
    - If cost overruns- source of additional funding
  - b. Dissemination of information to the public
5. Parking garage 2
  - a. Costs and financing alternatives including different types of bonding (revenue vs general obligation)
  - b. Dissemination of information to the public
6. Members of Parking Steering Committee
  - Suggest:
    - a. Contractor familiar with both design build and traditional contracts
    - b. Public transportation person (both from design and operational aspects)
    - c. Parking garage operations/management experience member
    - d. Mansfield residents-
    - e. U-Conn
    - f. Mansfield Downtown Partnership
    - g. E.O Smith
    - h. Council representation

I envision the Parking Steering Committee will review, study, and make recommendations to the Council that will lead to defined policies and recommendations related to the various issues associated with parking in and around Storrs Center. I would use town staff and town consultants as resources, not appointed members of the steering committee. Since several of the items are town policy issues that must be defined prior to a Town-Leyland contract, I would not include Leyland as a separate representative. They would still have input through the MDP.

This committee would not be expected to be a long-standing Management/operations advisory committee, but rather would be charged with developing recommendations in all of the areas noted.

The Council would need to provide administrative support to the Committee. The Committee would need to have access to all information that is not proprietary from the Town, Consultants and MDP..

PAGE  
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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant to the Town Manager; Cynthia van Zelm, Executive Director, Mansfield Downtown Partnership  
**Date:** July 27, 2009  
**Re:** Assistance Agreement with DECD for Parking Garage/Transit Hub

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**Subject Matter/Background**

On May 11, 2009, the Town Council approved a resolution authorizing the Town Manager to execute and file an application for \$10 million for the parking garage/transit hub with the Connecticut Department of Economic and Community Development (DECD), to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions and revisions thereto, and to act as the authorized representative of the Town of Mansfield.

The resolution was signed by Town Clerk Mary Stanton and forwarded to the Connecticut Department of Economic and Community Development (DECD) along with the Financial Assistance Proposal signed by Town Manager Matthew Hart.

On July 14, 2009, Ms. Van Zelm was informed by staff at the DECD that the state had cited the incorrect funding source on the resolution approved by Council. The funding source should be Public Act 07-7, JSS, Sec. 100 (b) (c) (1) which authorized the \$10 million for the parking garage/transit hub and not the Urban Act.

Staff has attached the corrected resolution, which needs to be approved by the Town Council with the correct reference to the funding source.

**Financial Impact**

The resolution as corrected presents no additional impact to the Town beyond what was contemplated with the initial resolution.

**Recommendation**

With the Council's approval of the attached resolution, the correct funding source will be referenced. Staff will then forward a certified copy of the corrected resolution to the DECD as part of the required documents for the Storrs Center intermodal center.

Staff recommends that the Council adopt the attached resolution.

**Attachments**

- 1) Resolution authorizing the Town Manager to execute and file an application for \$10 million for the parking garage/transit hub with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions and revisions thereto, and to act as the authorized representative of the Town of Mansfield



### Certified Resolution of the Town of Mansfield

I, \_\_\_\_\_, \_\_\_\_\_ certify that below is a true and correct copy of a resolution duly adopted by the Town of Mansfield at a meeting of its Town Council duly convened on \_\_\_\_\_ and which has not been rescinded or modified in any way whatsoever.

\_\_\_\_\_ Date

\_\_\_\_\_ Mary Stanton, Town Clerk

WHEREAS, pursuant to Connecticut Public Act 07-7, JSS, Sec. 100 (b) (c) (1), the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the Town of Mansfield make an application to the State for \$10,000,000 in order to undertake Parking Garage/Transit Hub and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF MANSFIELD;

1. That it is cognizant of the conditions and prerequisites for state assistance, as imposed by Connecticut Public Act 07-7, JSS, Sec. 100 (b) (c) (1);
2. That the filing of an application for State financial assistance by the Town of Mansfield in an amount not to exceed \$10,000,000 is hereby approved and that the Town Manager is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Mansfield.
3. That it adopts or has adopted as its policy to support the following nondiscrimination agreements and warranties provided in subsection (a)(1) of Connecticut General Statutes sections 4a-60 and 4a-60a, respectively, as amended by Public Acts 07-142 and 07-245, and for which purposes the "contractor" is the Town of Mansfield and "contract" is said Assistance Agreement:

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental

retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved.

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation.



Item #4

**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager  
**CC:** Maria Capriola, Assistant to the Town Manager  
**Date:** July 27, 2009  
**Re:** Mansfield 2020: A Unified Vision

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**Subject Matter/Background**

As you know, last fall Town Council held a workshop regarding *Mansfield 2020: A Unified Vision*. At that workshop the Council recognized that many of our advisory committees and elected boards have significant expertise relevant to one or more vision points in the strategic plan, and asked those committees and boards for their feedback regarding the specific vision points and related action plans. Most of the assigned committees have completed their review and their responses are attached. Some responses are still pending.

At this time, I believe it would be appropriate for Council to formally adopt the *Mansfield 2020* vision and nine supporting vision points:

- K-12 Education and Early Childhood Development
- Historic and Rural Character, Open Space and Working Farms
- Housing
- Public Safety
- Recreation, Health and Wellness
- Regionalism
- Senior Services
- Sustainability and Planning
- University/Town Relations

In my view, the overall vision and the nine vision points were well-drafted and refined by the participants in the *Mansfield 2020* process. Furthermore, I believe the vision and vision points have been embraced by the organization and serve as important guiding principles for budgeting, goal setting and policy-making. However, as discussed previously I would not see the need for the Council to adopt all of the discrete action plans and action items that fall under the nine vision points. In my view, some of the plans and action items are not feasible and many need to be refined and prioritized.

Additionally, in consultation with our department heads I have been working on developing a tenth vision point related to the Town Government as an organization. This vision point is in draft form, and in early August I will be conducting a special staff

meeting to solicit input and feedback from a broader range of employees. I would also seek the Council's review and approval of the Town Government vision point.

As a second step, I recommend that the Council schedule another workshop on the strategic plan. At the workshop, I suggest that the Council focus on the following:

- Review the comments received by the advisory committees and elected boards; refine the plan as appropriate
- Make assignments to advisory committees and/or elected boards (Council will see that many of these groups are working on various aspects of *Mansfield 2020*)
- Review, refine and act on the Town Government vision point
- Prioritize the Council's work under the plan

If the Council is amenable to this suggestion, I suggest we conduct the workshop during your second meeting in August with the understanding that we will keep the overall agenda for that meeting as minimal as possible to reserve the bulk of our time for the *Mansfield 2020* discussion. The workshop would also comport nicely with the Council annual review of my performance, which does include a goal-setting element.

### **Recommendation**

As explained above, at this point staff recommends that the Town Council formally adopt the *Mansfield 2020* vision and nine supporting vision points. In addition, I have suggested that we conduct a workshop to discuss various items related to the strategic plan. I do not think the scheduling of the workshop requires a formal motion; this could be accomplished by consensus of the Council.

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

*Move, effective July 27, 2009 to adopt the Mansfield 2020 vision and nine supporting vision points as presented in Mansfield 2020: A Unified Vision.*

### **Attachments**

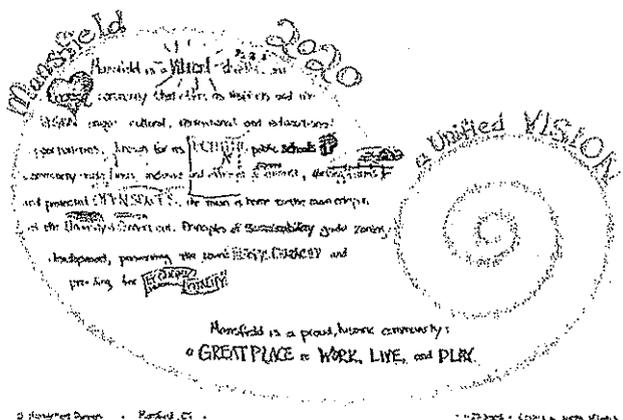
- 1) Mansfield 2020 Vision and Nine Vision Points
- 2) Advisory and Elected Board Responses to Mansfield 2020
- 3) Draft Government Vision Point

## Mansfield 2020 Unified Vision and Priority Vision Points



The Future Search process resulted in the following unified vision and priority vision points. In addition to the priority vision points listed here, a comprehensive list of vision points developed and considered are detailed in the "Vision Search" section of the report. The unified vision establishes the overarching themes for Mansfield's future.

### Unified Vision



Mansfield is a vibrant, diverse and caring community that offers its residents and the region unique cultural, recreational and educational opportunities. Known for its excellent public schools, community-wide events, inclusive and efficient government, working farms and protected open spaces, the town is home to the main campus of the University of Connecticut. Principles of sustainability guide zoning and development, preserving the town's historic character and providing for economic vitality. Mansfield is a proud historic community:

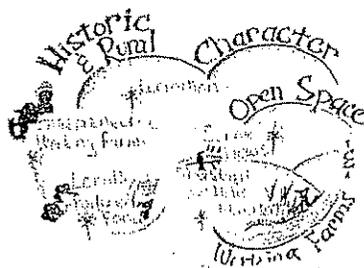
A great place to live, work and play.

## Priority Vision Points



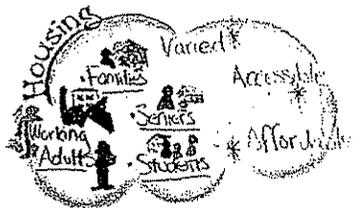
### K – 12 Education and Early Childhood Development

Mansfield provides high quality, holistic education for all children/youth in town while celebrating the individuality of each child. Funding for education has broad support from the community.



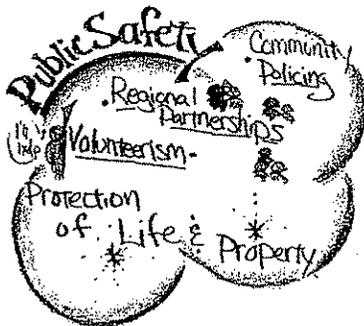
### Historic and Rural Character, Open Space and Working Farms

Mansfield's cultural history together with its woodlands, open fields, and working farmlands, remain an integral part of the Town's character providing locally produced food, abundant wildlife habitat, scenic views and inviting recreational opportunities. Through collaboration with the University of Connecticut and the Connecticut Department of Agriculture, Mansfield is known as an incubator site for a growing number of entrepreneurial farms and farmers.



### Housing

Mansfield has varied types of affordable and accessible housing that meets the needs of everyone, especially families, working adults, seniors and students.



### Public Safety

Mansfield's public safety services—police, fire and EMS—have appropriate resources to serve the present and future needs of the community. The community emphasizes the protection of life and property, and the importance of regional partnerships, volunteering and community policing.



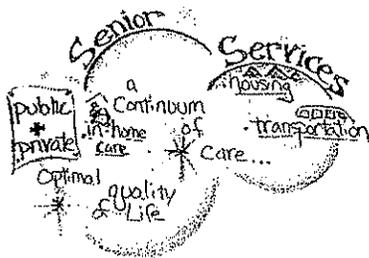
**Recreation, Health and Wellness**

The Town of Mansfield has a variety of quality recreation facilities and programs that build a sense of community and citizen health and wellness. The community center is a key asset that promotes health, fitness and well being. Outdoor parks and facilities assist in this effort. These resources provide safe, affordable and accessible places to enhance the quality of life of people of all ages and socioeconomic levels.



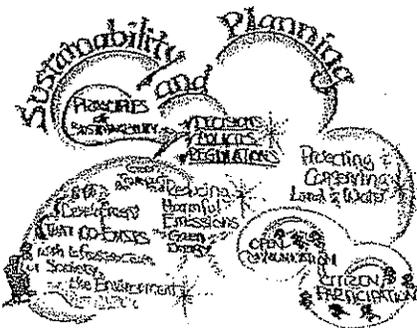
**Regionalism**

Mansfield is a leader in developing regional strategies for addressing common concerns such as public works and infrastructure, public health and safety, education, economic development, transportation, natural resources, housing, health and recreation. Shared resources and expertise and other cooperative efforts lead to economies of scale, preservation of resources, and improved quality of life.



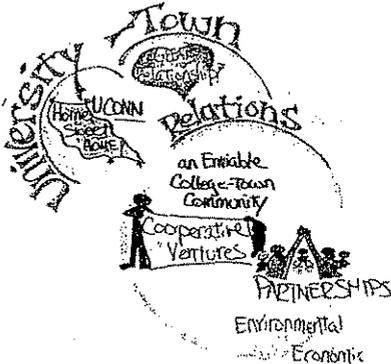
**Senior Services**

Through public and private efforts, Mansfield provides a continuum of care services such as: housing, transportation and in-home care to create an optimal quality of life for an aging population.



**Sustainability and Planning**

Principles of sustainability guide the decisions, policies and regulations of the Town government and its regional partners. In order to achieve quality of life and economic prosperity for current and future generations, Mansfield protects and conserves land and water resources, reduces harmful emissions by promoting green transportation and energy, and plans for development that coexists with infrastructure, social and environmental resources.



**University/Town Relations**

Mansfield, home to the University of Connecticut main campus, has built an enviable college-town community. Mansfield has established and maintained a good relationship with UConn through many cooperative ventures and partnerships including sustainable environmental and economic partnerships.

Section	Committee	Action Plan Page #'s	Received / Notes
Historic Character	Open Space Preservation Committee	20-21	Yes
	Historic District Commission	20-21	Forthcoming
	Conservation Commission	20-21	Yes
	Agriculture Advisory Committee	20-21	Yes
	Cemetery Committee	20-21	Yes
Housing	Housing Authority Board	24-26	Yes
	Quality of Life Committee	24-26	In Process
	Planning and Zoning Commission	24-26	Yes
	Advisory Committee on the Needs of Persons with Disabilities	24-26	No Comment
	Town/University Relations Committee	24-26	Yes
	Commission on Aging	24-26	Yes
K-12 Education/Early Childhood	Mansfield Advocates for Children	15	Yes
	Youth Services Advisory Committee	14	Yes
	Mansfield Board of Education	16-18	Yes
	Regional School District 19 Board of Education	16-18	In Process
Public Safety	Mansfield Volunteer Firefighters Association	29, 31	
	Emergency Management Advisory Committee	32	
Recreation, Health and Wellness	Parks Advisory Committee	34-36	Yes
	Recreation Advisory Committee	34-36	In Process
	Eastern Highlands Health District	34-36	Yes
Senior Services	Senior Center Association	42-48	No Comment
	Commission on Aging	42-48	No Comment
Sustainability and Planning	Four Corners Sewer Advisory Committee	53-55	Yes
	Transportation Advisory Committee	60	Yes
	Communications Advisory Committee	61-62	Yes
	Planning and Zoning Commission	56-57, 60	Yes
Regionalism	Mansfield Board of Education	38-40	Yes
	Regional School District 19 Board of Education	38-40	In Process
Town/University	Town/University Relations Committee		Yes

MANSFIELD STRATEGIC PLAN – Agriculture Committee comments

**ACTION PLAN VISION POINT: HISTORIC AND RURAL CHARACTER, OPEN SPACE AND WORKING FARMS**

**ACTION ITEM:** Preserve existing farms in Mansfield while increasing the number of farms and farming opportunities.

**What constraints or obstacles need to be overcome to be successful?**

The committee recommends substituting a more specific comment than the current one:

Barriers to new farms: high value of land (purchase price and property taxes), development pressure, need for supplementary off-farm income, current land use and zoning regulations.

**What positive factors are in place to help make this action item successful?**

Add these items: more interest in locally produced food, good farmland still in production, open space fund available to protect farmland, UConn as a local resource, people value rural scenes.

**What individuals might you need/want to include?**

Add these items: E. Ct. Resource and Conservation District, The Last Green Valley, Inc., WINCOG, Ct. Dept. of Agriculture, Ct. Farm Bureau, E.O. Smith Vo-Ag. Dept., Working Lands Alliance, suggest adding Economic Development to the Planning Dept.

**What Department or agency should take the lead responsibility to make this happen?**

Currently there is no staff person or agency with agricultural knowledge to lead this effort. This action item probably should be a cooperative effort of several town committees and commissions along with the resource agencies listed above.

**ACTION STEPS** (Committee comments are in italics)

1. Expand/encourage the purchase/use of local produce in schools, senior center and various state institutions

*This is an ongoing committee activity.*

2. Inventory current and prospective suitable farm sites town-wide to provide possible opportunities for current and future farmers.

*This has been completed.*

MANSFIELD STRATEGIC PLAN – Agriculture Committee comments –

3. Investigate funding and financing sources to support farmland preservation, farming or farm enhancement projects, such as private foundations, town, state and federal grants and programs, in addition to tax incentives.

*This is an ongoing committee activity.*

4. Create the Mansfield Farm Cooperative and seek a Coordinator responsible for:

- 1) expanding markets for Mansfield farm produce;
- 2) supporting and educating farmers about various markets, educational or financial opportunities;
- 3) expanding the Storrs Farmers Market;
- 4) educating the public of all ages about the benefits and challenges involved in local farming;
- 5) exploring regional benefits of a commercial kitchen and USDA slaughterhouse and smokehouse facilities for small farmers.

*The committee considered each item separately:*

*Mansfield Farm Cooperative and Coordinator: The committee recommends that the Town encourage a regional cooperative. This would include more farms and be more effective.*

*Sub items 2) and 4) are ongoing committee activities.*

*Sub items 1), 3), and 5) are not appropriate committee activities, but the committee could support other organizations' actions.*

5. Work with legislators to enact legislation to enable the preservation of farmland.

*This is a Town Council activity, but the committee could advise the Council on legislative items.*

***Recommended additional action steps:***

***6. The committee recommends that the town apply for a Farm Viability grant from the Ct. Dept. of Agriculture to address some of these action steps.***

***7. The committee recommends education of the community and town officials about the revenue benefits of farmland.***

***8. The committee recommends exploring a regional approach to addressing some of these action steps.***

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE  
UNIVERSITY-TOWN RELATIONS COMMITTEE RESPONSE**

<b>Action Plan Being Reviewed (PLEASE INSERT): Housing Action Plans</b>
Is this action plan a current priority of your Committee?  <i>Not at this time.</i>
Is this action plan a future priority of your Committee?  <i>Not at this time.</i>
Is this action plan feasible in whole or in part? Please elaborate.  <i>Depends upon available resources, UCONN housing plans, and Mansfield Housing Authority housing plans.</i>
Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?  <i>Housing development off-campus (private party/partner (e.g., developer or financier) would be subject to review and approval of the Planning and Zoning Commission. UCONN owned housing would not be subject to PZC approval, but would be subject to the State permitting process.</i>
Does this action plan have merit?

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

What work has been done, if any, to date on items referenced in this action plan?

- *This Committee has not had an advocacy role for housing initiatives.*
- *This Committee has not had responsibility for coordinating or implementing housing initiatives.*
- *The Committee on Community Quality of Life, Mansfield Building and Housing Inspection Department, Mansfield Housing Authority, and UCONN Office for Off-Campus Student Services, and MCCP are working on items related to this action plan.*

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

*Undergraduate students rent a significant number of off-campus housing units in Mansfield and have a significant impact on the community as a result. The housing action plans should reflect an emphasis to resolve issues related to undergraduate off-campus housing.*

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

*Utilize public investment (direct and indirect resources) as leverage for off-campus private and non-profit development.*

- *Examples include but are not limited to the Storrs Center project, Community Development Block Grant program (housing, infrastructure improvements).*

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

*The Committee may be willing to take on a limited role related to the Housing action plans.*

- *The Committee may be in a unique position for information sharing purposes*
- *The Committee may be able to assist in coordination efforts.*

**MANSFIELD 2020: A UNIFIED VISION  
 BOARD/COMMITTEE FEEDBACK TEMPLATE  
 UNIVERSITY-TOWN RELATIONS COMMITTEE RESPONSE**

<b>Action Plan Being Reviewed (PLEASE INSERT): Town-University Relations Action Plans</b>
<p>Is this action plan a current priority of your Committee?</p> <p><i>In a broader sense, the action plans as a whole are a priority of the Committee. Of particular interest is the improvement of the relationship between students and Town residents; the Committee is currently working on restructuring its membership which will improve student and citizen involvement.</i></p>
<p>Is this action plan a future priority of your Committee?</p> <p><i>By assuming the responsibility of the Spring Weekend oversight group, the Committee will be focusing efforts related to improving student-town resident relations. The Committee will continue its work on other Town-University relationship issues (i.e. exploring joint partnership opportunities and sharing information about matters of importance to both the University and the Town).</i></p>
<p>Is this action plan feasible in whole or in part? Please elaborate.</p>
<p>Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?</p>
<p>Does this action plan have merit?</p> <p><i>Yes.</i></p> <ul style="list-style-type: none"> <li><i>• The Committee has played a role in improving the relationship between students and Town residents and in strengthening University-Town partnerships. The Committee will continue to support efforts in these areas.</i></li> <li><i>• The Committee has not played a large role in encouraging students to participate in the greater community, creating and supporting opportunities for diversity in Town, or strengthening interaction between the University and local agriculture/businesses. However, the Committee is interested in the ideas presented in these action plans and would be willing to provide assistance on these plans.</i></li> </ul>

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

What work has been done, if any, to date on items referenced in this action plan?

- *The Committee and its members have been working on items #1-3 noted in the action steps of the "improve relations between students and Town residents" action plan. Most notable is that the Committee will be assuming the responsibility as the Spring Weekend oversight group as noted in the Board of Trustees recent report.*
- *The Committee has assisted students in participating in the electoral process and in local government.*
- *MCCP has had some involvement in encouraging students to participate in the greater community.*
- *The Mansfield Building and Housing Inspection Department and the UCONN Office for Off-Campus Student Services have also worked on items related to the action plans.*

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

*Yes, the Committee would recommend proceeding with all of the action plans outlined under the vision point "Town-University Relations." The Committee would also recommend that it regularly share information with the Mansfield Community Campus Partnership.*

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

*Yes, the Committee would be willing to provide assistance on all action plans outlined under the vision point "Town-University Relations."*

# MEMORANDUM

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



To: Eastern Highlands Health District Board  
Recreation Advisory Committee  
Parks Advisory Committee

cc: Curt Vincente  
Jay O'Keefe  
~~Bob Miller~~

From: Matthew Hart, Town Manager  
Maria Capriola, Assistant to Town Manager

Date: February 6, 2009

Re: Strategic Planning – Mansfield 2020: A Unified Vision

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## BACKGROUND

As many of you know, Mansfield recently underwent a community visioning process as part of a Town Council strategic planning initiative. Nearly 70 people participated in two visioning weekends during winter 2007/2008. Another 200+ stakeholders from the community commented on the ideas generated during the visioning process through a series of open houses and an on-line "wiki" in early 2008. Throughout the spring and summer of 2008, many of these participants continued to meet and refine their recommended vision points and action plans for Mansfield 2020: A Unified Vision.

Through this process, nine vision points emerged as priorities for the community:

- K-12 Education and Early Childhood Development
- Historic and Rural Character, Open Space and Working Farms
- Housing
- Public Safety
- Recreation, Health and Wellness
- Regionalism
- Senior Services
- Sustainability and Planning
- University/Town Relations

A Strategic Planning Steering Committee consisting of Council members, staff, board members, citizens and other stakeholders assisted in guiding and coordinating the process. In September 2008, Mansfield 2020: A Unified Vision was presented to the Town Council by the Steering Committee. Mansfield 2020: A Unified Vision is reflective of the status and ideas of the participating community stakeholders at a specific point in time.

**ACTION NEEDED**

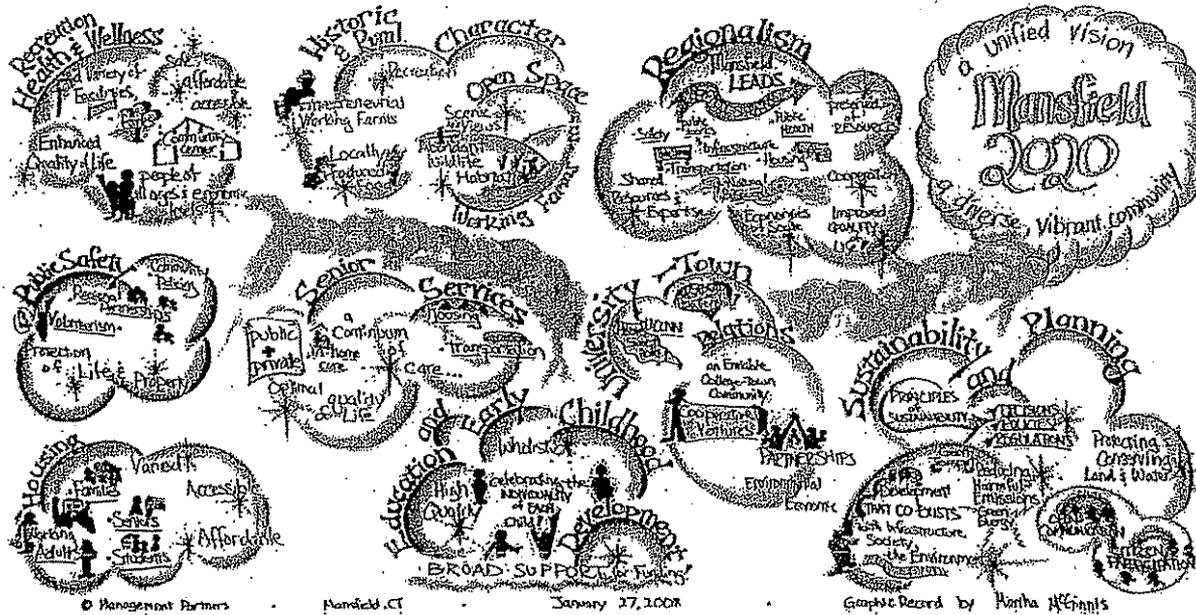
Town Council is currently in the process of reviewing the merits of the recommendations presented in the plan. Council has determined that your Committee has significant expertise relevant to one or more vision points in the strategic plan. As a result, Council respectfully requests your review and feedback regarding the Recreation, Health and Wellness vision point and related action plans<sup>1</sup>. They are attached for your review. Please review the attached information and complete the attached template for each action plan assigned to you for review. Please provide the completed template(s) to the Town Manager's Office no **later than April 1, 2009**. Your assistance will aid Council in determining action plans and steps for its strategic plan, as well as prioritization of items within the plan. Once prioritization of the plan has occurred, Council will likely seek guidance and assistance from your Committee in regards to implementation.

If you have questions regarding this memorandum please contact your assigned staff person or Maria Capriola or Sara-Ann Chaine in the Town Manager's Office at 860-429-3336.

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<sup>1</sup> Pages 34-36, Mansfield 2020: A Unified Vision

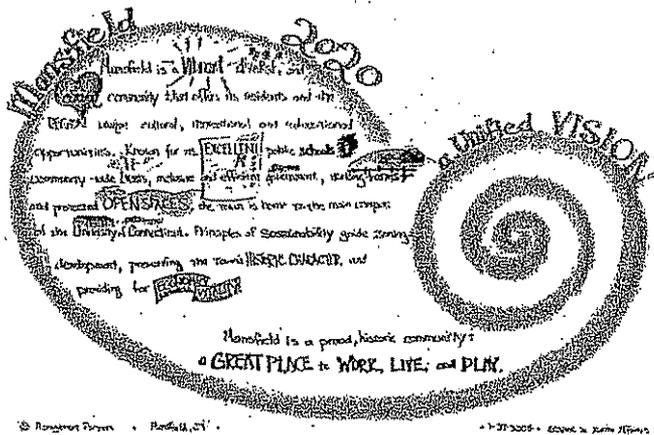
## Mansfield 2020 Unified Vision and Priority Vision Points



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### Unified Vision

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historic character and providing for economic vitality. Mansfield is a proud historic community: A great place to live, work and play.

## Priority Vision Points



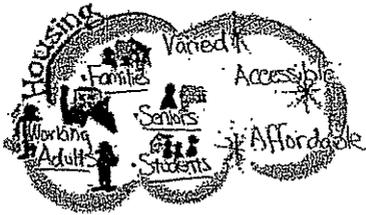
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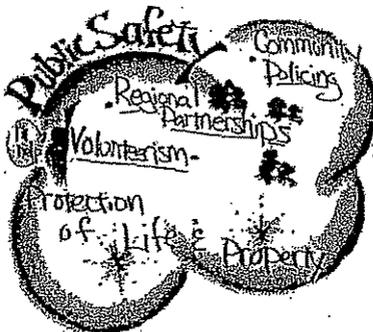
### Historic and Rural Character, Open Space and Working Farms

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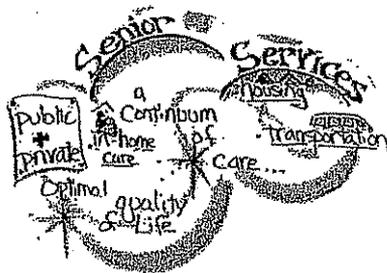
**Recreation, Health and Wellness**

The Town of Mansfield has a variety of quality recreation facilities and programs that build a sense of community and citizen health and wellness. The community center is a key asset that promotes health, fitness and well being. Outdoor parks and facilities assist in this effort. These resources provide safe, affordable and accessible places to enhance the quality of life of people of all ages and socioeconomic levels.



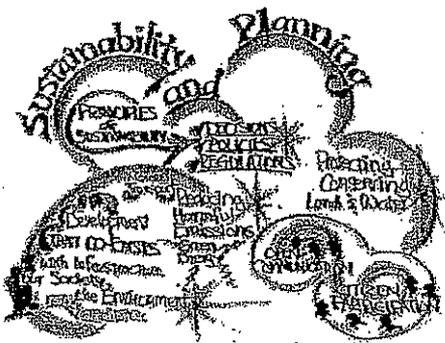
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**Senior Services**

Through public and private efforts, Mansfield provides a continuum of care services such as: housing, transportation and in-home care to create an optimal quality of life for an aging population.



**Sustainability and Planning**

Principles of sustainability guide the decisions, policies and regulations of the Town government and its regional partners. In order to achieve quality of life and economic prosperity for current and future generations, Mansfield protects and conserves land and water resources, reduces harmful emissions by promoting green transportation and energy, and plans for development that coexists with infrastructure, social and environmental resources.



### University/Town Relations

Mansfield, home to the University of Connecticut main campus, has built an enviable college-town community. Mansfield has established and maintained a good relationship with UConn through many cooperative ventures and partnerships including sustainable environmental and economic partnerships.



# MANSFIELD 2020: A UNIFIED VISION

## Recreation, Health and Wellness

The Town of Mansfield has a variety of quality recreation facilities and programs that build a sense of community and citizen health and wellness. The community center is a key asset that promotes health, fitness and well being. Outdoor parks and facilities assist in this effort. These resources provide safe, affordable and accessible places to enhance the quality of life of people of all ages and socioeconomic levels.

### Recreation, Health and Wellness (RHW) Action Items

- Educate public (employers, individuals, Town Council) about the benefits of recreation, health and wellness
- Conduct a needs assessment of RHW including facilities (indoor and outdoor), programs and the use of technology
- Ensure adequate financial support for recreation, health and wellness



## ACTION PLAN VISION POINT: RECREATION, HEALTH AND WELLNESS

**Action Item:** Educate public (employees, individuals, Town Council) about the benefits of recreation, health and wellness

**What constraints or obstacles may need to be overcome to be successful?**

**What positive factors are in place to help make this action item successful?**

Seasonal brochure, Parks and Recreation's website, Parks and Recreation Department presence at all region events

**What individuals might you need/want to include?**

Major employers, Chamber of Commerce

**Who else may be working on this or is interested in its success?**

Insurance companies, Windham Community Memorial Hospital, Eastern Connecticut Health Network (ECHN), colleges, *EHHO, VNA EAST*

**What department or agency should take the lead responsibility to make this happen?**

Parks and Recreation Department

**How will we know if we are successful?**

Increase in town usage for recreation, health, wellness activities, facilities

Action Steps	Desired Target Date
1. Conduct series of recreational seminars. Use technology to make seminars more accessible (ie. video tape, online seminars, etc.)	TBD
2. Utilize current research by educating through current e-newsletters	TBD
3. Dedicate space in brochures to emphasize recreational, health and wellness benefits i.e., current research	TBD
4. Expand community events to encourage active participation	TBD
5. Create interactive website	TBD
6. Collaborate with town and regional agencies that share a common mission	TBD

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

What work has been done, if any, to date on items referenced in this action plan?

Action Step #2 - BeWell program e-newsletter targets public sector employees  
 Action Step #3 - EHHO has distributed many brochures promoting and facilitating healthy behaviors and wellness.  
 Action Step #4 - EHHO, through our HEAL and Womens healthy heart programs and BeWell programs, have created or expanded many events or programs that encourage active participation. Action Step #5 - EHHO has BeWell website for employees.  
 Action Step #6 - EHHO established "Matters of the Heart Partnership"

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

proceeding in whole.

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate. ① I would recommend "Branding" this action item i.e. BeWell. If the objective is to educate the public on the benefits of "Health & Wellness", then they learn and retain information easier from a recognized brand. ② Partner and coordinate with EHHO to support EHHO's existing initiatives in this area.

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

- ① Join Organizations, or movements, with like mission that would support efforts i.e. "Northwest Nation Alliance". See - [www.healthiestnation.org](http://www.healthiestnation.org)
- ② We "Brand" our efforts to educate the public.
- ③ We seek grant monies to support our efforts to educate public

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

Yes, as such assistance pertains to the mission of the Health District.

## **ACTION PLAN VISION POINT: RECREATION, HEALTH AND WELLNESS**

**Action Item:** Ensure adequate financial support for recreation, health and wellness

**What positive factors are in place to help make this action item successful?**

Restructured department/Town budget to identify community activities and facility membership

<b>Action Steps</b>	<b>Desired Target Date</b>
1. Create non-profit support organization to enhance revenues	TBD
2. Explore opportunities for state and federal funds to support programming	TBD
3. Broaden guidelines for financial assistance to allow for greater participation	TBD
4. Foster public and corporate partnerships	TBD
5. Educate the public as to the value of recreational, health and wellness	TBD

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

What work has been done, if any, to date on items referenced in this action plan?

Action Step #2 - Health District has procured many grants in the past to promote health & wellness.

Action Step #5 - The Health District has many initiatives and programs that provides information and education on the value of health & wellness.

Action Step #4 - Member Towns of the Health District support such education with contributions to the H.D.

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

proceeding in whole.

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

Certainly. Partnering with the health district to promote initiative would allow us to pool resources.

I would also look beyond state and federal funding sources. There may be non-profit foundations with funding opportunities.

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

Yes, as such assistance pertains to the mission of the Health District.

## **ACTION PLAN VISION POINT: RECREATION, HEALTH AND WELLNESS**

**Action Item:** Conduct a needs assessment of Recreation, Health and Wellness including facilities (indoor and outdoor), programs and the use of technology

<b>Action Steps</b>	<b>Desired Target Date</b>
1. Hire consultant to assist Town with study of region-wide RHW needs	TBD
2. Optimize use of technology to gain information and efficiencies of operation	TBD
3. Create a detailed survey online	TBD
4. Continue to evaluate current trends and integrate those trends into programs and services	TBD
5. Use a variety of research methods to connect with all demographics	TBD

<b>Action Steps</b> (Begin each with a verb)
1. Expand the capacity of the Youth Service Bureau to serve grandparents who are raising their grandchildren. This is an increasing trend, and these families have complex needs that cannot easily be met by a single agency. The existing monthly group for "Grandparents Raising Grandchildren", serves as a significant support, but does not have adequate resources to assist these families with the financial assistance and family counseling that they need.
2. Extend the existing Cope Groups throughout the entire school year, and expand the services offered to include family members. The participants in these groups are frequently at risk due to losses that they have experienced, and when groups end the impact is felt by the school staff who continue to offer services. One suggestion is to publicize these groups on the schools' websites to promote their availability to a larger number of families.
3. Develop early intervention services to respond to the needs of families of children who have been identified as needing pre-school services. Research has shown that early intervention programs can minimize the need for more intensive services later in a child's life. One mechanism to do this would be to have staff attend the existing CAN meetings.
4. Increase the frequency of the existing Children's Grief Group to twice yearly, and extend the availability of these services to participants beyond the initial 6-week group. Our experience has shown that there is an ongoing demand for the services offered through this group.
5. Decrease the number of referrals out of the YSB, to ensure that families who choose to can be served within the parameters of the Youth Service Bureau.
6. Provide more support to students as they transfer to E.O. Smith High School.
7. Actively identify youth in the community who may be identified as "at risk", including those who are living in families where domestic violence is a concern.
8. Expand the Youth Work Employment program to a larger number of youth to assist in building critical developmental skills related to responsibility and autonomy.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

What work has been done, if any, to date on items referenced in this action plan?

*NONE*

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

*The plan seems a bit disjointed. Hiring a consultant to outline a better thought out action plan, I think, would help.*

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

*I don't know.*

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

*No*

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

*Yes, as it pertains to the mission of the health district*

# Cemetery Committee

## MANSFIELD 2020: A UNIFIED VISION BOARD/COMMITTEE FEEDBACK TEMPLATE

<b>Action Plan Being Reviewed (PLEASE INSERT):</b> <i>Historical and Rural Character</i> <i>Protect and maintain Mansfield's Burial Grounds</i>
Is this action plan a current priority of your Committee? <i>The action plan describes the purpose of the Cemetery Committee ... to protect and maintain the cemeteries in Mansfield</i>
Is this action plan a future priority of your Committee? <i>yes</i>
Is this action plan feasible in whole or in part? Please elaborate. <i>yes - Funds are in place (270) to support both the maintenance and repairs to the Town owned cemeteries. There is in place a maintenance plan and an annual review of needed repairs</i>
Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)? <i>State Statutes state that any inactive cemetery be maintained by the town. As current cemetery associations become inactive the Town assumes responsibility.</i>
Does this action plan have merit? <i>yes</i>

MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE

What work has been done, if any, to date on items referenced in this action plan?

Work is ongoing

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

The committee strongly supports any potential ordinance that would serve to protect stonewalls. In the past there have been stones removed from a number of cemetery walls.

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

- Introduction of an ordinance to protect stonewalls
- Inclusion of cemetery areas in scenic road designations
- Make citizens aware of the wealth of knowledge regarding Mansfield to be found in the cemeteries and in the Townhall vault.

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

yes

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE  
YOUTH SERVICES ADVISORY COMMITTEE**

<b>Action Plan Being Reviewed:</b> Expand Youth Services
<p>Is this action plan a current priority of your Committee?</p> <p>Yes, the Committee believes that the capacity of the Youth Service Bureau needs to be expanded to meet the needs of youth and families in the community. We believe that the plan needs to be refined to clarify the steps that would lead to this expansion. Please see the attached Action Plan, which expands what was originally developed.</p>
<p>Is this action plan a future priority of your Committee?</p> <p>See above.</p>
<p>Is this action plan feasible in whole or in part? Please elaborate.</p> <p>The fact that the Town of Mansfield has reduced revenues impacts the feasibility of expanding the Youth Service Bureau. It may be possible that by demonstrating the need for services and current capacity of the staff a strong case could be made to acquire resources from other sources.</p>
<p>Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?</p> <p>Not applicable.</p>
<p>Does this action plan have merit?</p> <p>The plan has merit based on the perceived value of services offered and the ongoing demand from the community to expand services. It may be necessary to more clearly identify the outcomes resulting from this expansion to justify the need to do this.</p>

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

What work has been done, if any, to date on items referenced in this action plan?

Staff are working on a power point presentation and this will be presented to the Board of Education on April 16, 2009.

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

Proceed; continue to collect data to demonstrate both client need and outcomes.

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

Not at this time.

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

Committee members would like to see the Town Council and the Board of Education rely on them more consistently regarding the needs for services offered to children and families in town.

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

Yes; the Committee would like to be more involved.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK  
MANSFIELD BOARD OF EDUCATION RESPONSE**

**Action Plan Being Reviewed K-12 Education and Early Childhood Development Focus on Holistic Education**

Is this action plan a current priority of your Committee?

*The Mansfield Board of Education has five goals which are:*

- 1. Help every student to be a confident and successful learner.*
- 2. Enhance both professional development opportunities and the benefit of evaluation for staff.*
- 3. Monitor and regularly assess the district's facilities in terms of space, security needs, and maintenance.*
- 4. Foster and increase communication between the Board of Education and the community it serves.*
- 5. Reduce energy consumption and minimize the district's environmental impact.*

*This first goal strives to address the holistic education focus you refer to through the breadth of its program for students in grades K-8.*

Is this action plan a future priority of your Committee?

*The Mansfield Board of Education would certainly participate with other towns, school districts in a review of current programs and services in an effort to maximize the student experience.*

Is this action plan feasible in whole or in part? Please elaborate.

*A facilitated process would require some funding, in addition to a time that could be arranged to maximize participation on the part of those towns and four districts.*

Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?

*Any action plan implemented by the various boards of education and/or town agencies in support of this action on a voluntary basis would be legal.*

Does this action plan have merit?

*The plan as described would provide a vehicle for discussing the current level of holistic education being conducted for students at all schools.*

*The plan should define holistic education early in the process so districts, schools, parents, and community will understand what we are looking for and hoping to expand.*

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

What work has been done, if any, to date on items referenced in this action plan?

*The Mansfield Public Schools reviews all curriculum areas on a five year rotating cycle. The balance between the many curriculum elements and finite amount of instructional time in the school day, week, and year are always a consideration in these reviews.*

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

*Defining holistic education before proceeding would be helpful as would descriptions identifying schools that exemplify holistic education so that a comparison to what currently exists can be made, as well as best practice.*

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

*Funds would be needed for EASTCONN facilitation of work groups.*

*A survey could be administered around the various action items using the town website at no cost.*

*Update on action items could be provided to the community via a website and/or electronic newsletter.*

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

*The Mansfield Board of Education seeks to provide relevant information to parent regarding the child and his/her progress in a variety of areas.*

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

*The Mansfield Board of Education would be willing to participate with other groups in exploring implementation strategies.*

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

<b>Action Plan Being Reviewed: K-12 Education and Early Childhood Development Promote Healthy Lifestyles</b>
Is this action plan a current priority of your Committee? <i>The Mansfield Board of Education adopted a Wellness Policy on June 8, 2006 which supports this action plan.</i>
Is this action plan a future priority of your Committee? <i>The Mansfield Board of Education advocates through curriculum, policies, and practices healthy lifestyles for students and staff.</i>
Is this action plan feasible in whole or in part? Please elaborate. <i>The district implements a Human Development and Health Education Curriculum which promotes healthy lifestyles for grades K-8.</i>
Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)? <i>To the extent that the action plan references and/or compliments adopted policies and procedures, it would be legal. All current policies and procedures have been reviewed by attorneys for legality on a year basis given changing legislation.</i>
Does this action plan have merit? <i>Healthy lifestyles is a goal for all district staff and students and to the extent the action plan would support this endeavor it would certainly have merit.</i>

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

What work has been done, if any, to date on items referenced in this action plan?

*The district has developed and implemented a Wellness Policy.*

*The district has implemented a K-8 curriculum entitled Human Development and Health Education Curriculum.*

*The district provides information, support, and/or referrals as appropriate to students and parents, as well as provides a wellness program for employees.*

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

*Healthy lifestyles prior to entering schools might be a way to advocate earlier in the child development process and create an opportunity for children to succeed upon entering the public school system.*

*Mansfield's Children's Blueprint shares this same action plan as a major initiative from birth to grade three.*

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

*Creation of partnerships and networks between the various groups who are aware of needs and/or provide services would be a low cost way to explore ways to collaborate for the betterment of children's lifestyles.*

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

*The Mansfield Board of Education provides a comprehensive screening process for all students as required by State Statute and regulation and working with other town agencies, seeks to address all identified students and/or parent lifestyle needs.*

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

*School/District staff would be willing to share current programs being implemented, as well as provide assistance, as needed, regarding priorities related to lifestyle issues.*

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

**Action Plan Being Reviewed** K-12 Education and Early Childhood Development Improve coordination of curricula, administration and transportation among Region 19 towns.

Is this action plan a current priority of your Committee?

*The Mansfield Board of Education will participate with members of the other three districts board of education in a study of regionalization, as well as a review of specific curriculum areas.*

Is this action plan a future priority of your Committee?

*The Mansfield Board of Education will review any and all information provided during the study and endorse and/or implement those items and/or actions that are in the best interests of the district's students, parents, staff, and community.*

Is this action plan feasible in whole or in part? Please elaborate.

*The discussion of regionalization has a process in place initiated by the Region 19 Board of Education.*

Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?

*The study as defined by Region 19 is legal and is preliminary in its review of the feasibility of full or partial regionalization.*

Does this action plan have merit?

*Given the economic times, the review would seem appropriate from a fiscal viewpoint and may prove beneficial from a programmatic view as well.*

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

What work has been done, if any, to date on items referenced in this action plan?

*The district has conducted several articulation events with Ashford, Willington, and Region 19 discussing curriculum, instruction, and assessment.*

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

*The Region 19 study should proceed as currently outlined.*

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

*Members of the study committee will volunteer time from each of the four school districts to explore regionalization. There may be costs associated with facilitation of the process.*

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

*The Mansfield Board of Education seeks to provide a quality, comprehensive program for all students pk-8 leading to a successful high school experience in preparation for whatever challenges the student wishes to pursue.*

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

*The Mansfield Board of Education will participate in the Region 19 study, receiving reports, and acting on the recommendations if and when they are made.*

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE  
MANSFIELD BOARD OF EDUCATION**

<b>Action Plan Being Reviewed: Regionalization</b>
Is this action plan a current priority of your Committee? <i>The Mansfield Board of Education will participate with members of the other three districts board of education in a study of regionalization, as well as a review of specific curriculum areas.</i>
Is this action plan a future priority of your Committee? <i>The Mansfield Board of Education will review any and all information provided during the study and endorse and/or implement those items and/or actions that are in the best interests of the district's students, parents, staff, and community.</i>
Is this action plan feasible in whole or in part? Please elaborate. <i>The discussion of regionalization has a process in place initiated by the Region 19 Board of Education.</i>
Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)? <i>The study as defined by Region 19 is legal and is preliminary in its review of the feasibility of full or partial regionalization.</i>
Does this action plan have merit? <i>Given the economic times, the review would seem appropriate from a fiscal viewpoint and may prove beneficial from a programmatic view as well.</i>

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

What work has been done, if any, to date on items referenced in this action plan?

*The district has conducted several articulation events with Ashford, Willington, and Region 19 discussing curriculum, instruction, and assessment.*

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

*The Region 19 study should proceed as currently outlined.*

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

*Members of the study committee will volunteer time from each of the four school districts to explore regionalization. There may be costs associated with facilitation of the process.*

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

*The Mansfield Board of Education seeks to provide a quality, comprehensive program for all students pk-8 leading to a successful high school experience in preparation for whatever challenges the student wishes to pursue.*

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

*The Mansfield Board of Education will participate in the Region 19 study, receiving reports, and acting on the recommendations if and when they are made.*



**PLANNING AND ZONING COMMISSION  
TOWN OF MANSFIELD**

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CONNECTICUT 06268  
(860) 429-3330

Tuesday, March 17, 2009

To: Maria Capriola, Assistant to Town Manager  
From: Planning and Zoning Commission  
Re: Mansfield 2020

At a meeting held on 3/16/09, the Mansfield Planning and Zoning Commission agreed to submit the attached response to the Mansfield 2020, Housing and Sustainability and Planning Visions Points and Action Steps that were referred to the Commission. Please contact Gregory J. Padick, Director of Planning if you have any questions.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

**Action Plan Being Reviewed: HOUSING**

Encourage UConn to provide more housing, particularly for grad students.

**Is this action plan a current priority of your Committee?**

No.

**Is this action plan a future priority of your Committee?**

In general this issue is not within the PZC's regulatory jurisdiction. The PZC does expect to refine zoning provisions for multi family housing in areas with adequate infrastructure.

**Is this action plan feasible in whole or in part? Please elaborate.**

Yes. Mansfield needs to continue work with UConn officials to address land use impacts associated with student housing. Increasing the supply of safe and appropriately located student housing will help decrease land use impacts for other Mansfield residents.

**Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?**

Yes.

**Does this action plan have merit?**

Yes.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

**What work has been done, if any, to date on items referenced in this action plan?**

- With respect to action step #3, the PZC recently revised a number of regulations regarding multi-family housing.
- The need for adequate sewer and water infrastructures has been identified as an important issue by both the Town and University and steps are being taken to address this issue.

**Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.**

Student Housing issues are very important in Mansfield and need to be retained as priorities. These issues should continue to be pursued by the Town/University Relations Committee.

**Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.**

No.

**Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.**

The PZC has not specifically compared Plan of Conservation and Development recommendations with Strategic Plan vision points and action items. In general, these documents have very consistent recommendations but a precise comparison may identify additional activities.

**Will your Committee be willing to provide future assistance with implementation of the strategic plan?**

The PZC/IWA plans to help address all issues and Strategic Plan recommendations that are within their statutory authority.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

**Action Plan Being Reviewed: HOUSING**

Promoting Neighborhood Cohesion

**Is this action plan a current priority of your Committee?**

Partially. Revising the Zoning definition of family is a priority, but in general this issue involves controlling behavior and active enforcement. Zoning revisions are not expected to significantly alter behavior.

**Is this action plan a future priority of your Committee?**

Yes. With respect to considering appropriate regulatory revisions.

**Is this action plan feasible in whole or in part? Please elaborate.**

Yes. This is an important Town issue that is actively being pursued by Town and University officials and advisory committees.

**Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?**

Yes.

**Does this action plan have merit?**

Yes.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

**What work has been done, if any, to date on items referenced in this action plan?**

Mansfield's Regulatory Review Committee is actively reviewing the Zoning Definition of Family and potential revisions are expected to be brought to Public Hearing in late spring/early summer 2009.

**Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.**

All identified action steps have merit, but target dates need revision to be more realistic. These are to a great degree "ongoing" issues.

**Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.**

Fine amounts should be reviewed and, where appropriate, increased to enhance enforcement.

**Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.**

The PZC has not specifically compared Plan of Conservation and Development recommendations with Strategic Plan vision points and action items. In general, these documents have very consistent recommendations but a precise comparison may identify additional activities.

**Will your Committee be willing to provide future assistance with implementation of the strategic plan?**

The PZC/IWA plans to help address all issues and Strategic Plan recommendations that are within their statutory authority.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

**Action Plan Being Reviewed: HOUSING**  
Encourage affordable, accessible housing

**Is this action plan a current priority of your Committee?**

Yes, but only with respect to regulatory issues.

**Is this action plan a future priority of your Committee?**

Yes.

**Is this action plan feasible in whole or in part? Please elaborate.**

Yes. Providing housing opportunities for all income groups has been a Mansfield priority for decades. However, to a great degree the construction of affordable units is dependent on having adequate infrastructure to support higher densities and private sector investment. The Storrs Center Project, the planned sewerage of the Four Corners area, the recent attention being given to water supply needs and recent regulation revisions will help promote affordable housing units.

**Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?**

Yes.

**Does this action plan have merit?**

Yes.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

**What work has been done, if any, to date on items referenced in this action plan?**

In the fall of 2008, Zoning Regulations were revised to incorporate a 20% affordable housing requirements for multi-family developments in DMR zones.

**Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.**

This important issue needs to be retained and made a Town priority.

**Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.**

No. There may be significant Town costs to increase public infrastructure capacity.

**Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.**

The PZC has not specifically compared Plan of Conservation and Development recommendations with Strategic Plan vision points and action items. In general, these documents have very consistent recommendations but a precise comparison may identify additional activities.

**Will your Committee be willing to provide future assistance with implementation of the strategic plan?**

The PZC/IWA plans to help address all issues and Strategic Plan recommendations that are within their statutory authority.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

<p><b>Action Plan Being Reviewed: SUSTAINABILITY &amp; PLANNING</b> Land Use Policies/Regulations</p>
<p><b>Is this action plan a current priority of your Committee?</b></p> <p>Many of the identified action steps are PZC priorities.</p>
<p><b>Is this action plan a future priority of your Committee?</b></p> <p>Yes, with respect to all issues within the PZC/IWA statutory jurisdiction.</p>
<p><b>Is this action plan feasible in whole or in part? Please elaborate.</b></p> <p>Partially. Some action items involve cost issues that may not be within Mansfield's control or ability to afford. Some action items may exceed the PZC's statutory right.</p>
<p><b>Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?</b></p> <p>The PZC is not aware of any legal restrictions that would prevent pursuing the identified action items.</p>
<p><b>Does this action plan have merit?</b></p> <p>Yes.</p>

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

**What work has been done, if any, to-date on-items referenced in this action plan?**

The PZC has adopted a number of zone changes and regulation changes since the Plan of Conservation and Development was updated in 2006. Revisions include refined stormwater management, shared parking, public transit and pedestrian improvement requirements and provisions to discourage development in areas without public infrastructure. This work is ongoing.

**Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.**

The PZC will be working on many of the action items, others will need to be addressed by the Town Council, advisory committees and staff.

**Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.**

Regulation revisions have limited cost to the Town (staff services).

**Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.**

The PZC has not specifically compared Plan of Conservation and Development recommendations with Strategic Plan vision points and action items. In general, these documents have very consistent recommendations but a precise comparison may identify additional activities.

**Will your Committee be willing to provide future assistance with implementation of the strategic plan?**

The PZC/IWA plans to help address all issues and Strategic Plan recommendations that are within their statutory authority.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

<b>Action Plan Being Reviewed: SUSTAINABILITY &amp; PLANNING</b> Create/implement sustainable transportation systems.
<b>Is this action plan a current priority of your Committee?</b>  Yes. Mansfield's Plan of Conservation and Development is oriented toward promoting development in areas with public infrastructure. This will enhance sustainable transportation opportunities.
<b>Is this action plan a future priority of your Committee?</b>  Yes, with respect to regulatory aspects.
<b>Is this action plan feasible in whole or in part? Please elaborate.</b>  Partially. Mansfield's density is still relatively low for supporting public transit. Transportation infrastructure has many cost elements that will be difficult to implement.
<b>Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?</b>  Yes.
<b>Does this action plan have merit?</b>  Yes.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

**What work has been done, if any, to date on items referenced in this action plan?**

The PZC has adopted a number of zone changes and regulation changes since the Plan of Conservation and Development was updated in 2006. Revisions include refined provisions for shared parking and pedestrian and public transit amenities and rezonings designed to discourage development in areas without public infrastructure.

**Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.**

The PZC will continue to work on regulatory elements. Other elements will need to be addressed by the Town Council, advisory committees and staff.

**Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.**

- Regulation revisions have limited cost to the Town (staff services).
- Other transportation action items involve significant cost issues.

**Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.**

The PZC has not specifically compared Plan of Conservation and Development recommendations with Strategic Plan vision points and action items. In general, these documents have very consistent recommendations but a precise comparison may identify additional activities.

**Will your Committee be willing to provide future assistance with implementation of the strategic plan?**

The PZC/TWA plans to help address all issues and Strategic Plan recommendations that are within their statutory authority.

**MANSFIELD 2020: A UNIFIED VISION**  
**BOARD/COMMITTEE FEEDBACK TEMPLATE**  
**Communications Advisory Committee**

**Action Plan Being Reviewed (PLEASE INSERT):** Vision Point: Sustainability and Planning,  
Action Item: Promote public participation and efficiency in town government and the public education of town residents.

**Is this action plan a current priority of your Committee?**

Yes, noting that the audience categories we have identified to focus on are town employees, council members, volunteers, citizens and community organizations (the strategic plan references specifically educational institutions, which we will address as important community organizations).

**Is this action plan a future priority of your Committee?**

Yes.

**Is this action plan feasible in whole or in part? Please elaborate.**

Yes, work has begun, see below.

**Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?**

There are State statutes and regulations regarding freedom of information regarding government in general and particular agencies too numerous to list here. In our review of the most recent Region 19 Referendum, we encountered a statute which significantly inhibits the Town's ability to communicate with its residents after a referendum date is established. March 16, 2009 letters from our committee to the Town Council and Region 19 relay our findings regarding C.G.S. §9-369b which prohibits all advocacy on behalf of referenda by town officials, or the expenditure of government funds to advocate for a referenda.

In order to comply with this statute, the Region 19 Board of Education, acting upon the advice of their bond counsel, removed all information regarding the referendum from their website, with the exception of the motions authorizing the referendum and the actual question to be asked.

An exit poll of voters made clear that well over half of the voters decided how to vote AFTER the referendum date was set and the information that had informed the Board's decision had been removed from public view (a full 61% of the 43 respondents decided how to vote in the month prior to the referendum; 49% made their decision how to vote over a month prior to the referendum). Therefore, we believe that most voters made their decisions based on unnecessarily limited information.

There is an exception, in §9-369b(d):

(d) Any municipality may provide, **by ordinance**, for the preparation and printing of concise summaries of arguments in favor of, and arguments opposed to, local proposals or questions approved for submission to the electors of a municipality at a referendum for which explanatory texts are prepared under subsection (a) or (b) of this section. Any such ordinance shall provide for the establishment or designation of a committee to prepare such summaries, in accordance ... continued on next page...

... continued from page 1...

with procedures set forth in said ordinance. The members of said committee shall be representatives of various viewpoints concerning such local proposals or questions. The committee shall provide an opportunity for public comment on such summaries to the extent practicable. Such summaries shall be approved by vote of the legislative body of the municipality, or any other municipal body designated by the ordinance, and shall be posted and distributed in the same manner as explanatory texts under subsection (a) of this section. Each summary shall contain language clearly stating that the printing of the summary does not constitute an endorsement by or represent the official position of the municipality.

The Communications Advisory Committee strongly recommends that the Council consider passing an ordinance that allows for the creation of a committee to prepare "concise summaries of arguments in favor of, and arguments opposed to, local proposals or questions approved for submission to the electors".

As we learn more, we will continue to provide the Council with our recommendations.

**Does this action plan have merit?**

Yes.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

**What work has been done, if any, to date on items referenced in this action plan?**

Our committee has made recommendations regarding announcements of budget meetings and referenda, made recommendations to the documentation of the May 13, 2008 Budget documentation, made recommendations to the FY 2008/2009 Citizen's Budget Guide which has been published and distributed in March 2009 (related to action step 1), and recommended specific informational items be promoted in the hierarchy of the Town Web Site (related to action step 2).

Significant progress has been made on Action Step 4 already. Resident Ric Hossack has graciously volunteered his time and skill to video tape the Town Council meetings since September, 2008. Our committee submitted a letter to the Council in December 2008 commending Mr. Hossack on his ability to respond to requests for improvement in the audio capture and reiterated the need for regular reminders at the meetings for presenters to speak directly into the microphones provided.

We will continue to discuss communications as it relates to referenda and the budget, submitting our recommendations as appropriate to the Town Council.

**Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.**

Our committee approves proceeding with Action Steps 1-9. Regarding Action Step 9, it is within our purview to recommend the town offer general workshops to staff and citizens to increase awareness and understanding of the governance process (not specifically workshops focusing on sustainability). It is clearly part of our mission to make recommendations on how to engage a wider audience in the process, thereby empowering a greater percentage of our citizens to more effectively participate in the governance process.

**Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.**

We are in the process of identifying the available communications channels, evaluating the cost-effectiveness of each and reviewing best practices. We will make recommendations to the Town Council as appropriate.

**Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.**

See approved Committee Mission Statement, Values Statement and Goals.  
In the coming year, we will focus more on budgetary and referenda issues, and interagency cooperation (Region 19, K-8 Board of Ed, and Town).

**Will your Committee be willing to provide future assistance with implementation of the strategic plan?**

Absolutely.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**



**Mansfield Advocates for Children**

**Action Plan Being Reviewed: "Provide affordable early care and education from birth through kindergarten."**

Is this action plan a current priority of your Committee?

- 1. Yes, this is currently a MAC Priority: We have sub-committee dedicated to this issue; we have been working on this for a number of years. It is a part of the Graustein Discovery Action plan, and it fits into our School Readiness agenda.**

Is this action plan a future priority of your Committee?

- 2. Future Priority: Yes, (see above) it is ongoing work for us and now we have involved the UCONN Work/Life Committee to partner with us. We have also integrated it into our Blueprint for Mansfield's Children strategic plan.**

Is this action plan feasible in whole or in part? Please elaborate.

- 3. Feasibility study is a question; who would fund this? Current economic realities have an impact on this. Our sub-committee is currently in the process of researching the feasibility of this. The feasibility related to cost is dependent on what can be done in the short-term and what can be done in the longer-term. It is also a function of what age group is being looked at, and where the care and education is taking place.**

Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?

NA

Does this action plan have merit?

**Yes; we have seen and heard support for this in the one-on-one parent interviews, data that was collected by the MAC Infant/Toddler study, and in the Blueprint survey.**

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

What work has been done, if any, to date on items referenced in this action plan?

**As we said above this topic has been studied for several years. MAC's Infant/Toddler sub-committee has shared its data collection work with the Uconn Work/Life Committee and they helped to identify stake holders. A study by UCONN was done on this issue even before MAC's Infant/Toddler sub-committee began collecting data. This issue came forward in the Full Day Kindergarten survey of 2004, so we know our town has a history with these issues. The Education sub-committee of the 2020 Community Planning Group brought up this issue. There has been ongoing work on this issue. There has been community collaboration between the library, schools, childcare centers and schools. We have done some asset mapping in our Blueprint plan for this. The Blueprint Plan, regular Discovery work, School Readiness grant, all work with Graustein and in tandem with State (and private philanthropic organizations), initiative around early childhood; grounded in RBA.**

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

- 4. Yes, we recommend actively proceeding! Specific areas of the action plan need to be more clearly defined in terms of steps and actions. A feasibility study must be completed to identify needs, resources and options. A family resource center may be one prospect for alternative educational support. We feel we have well-documented the importance of quality early care and education in Mansfield for future development.**

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

**We recommend looking at available space in public schools that could be used for play groups, pre-school classes, and a family resource center. Using Results Based Accountability to communicate with local elected officials, we will present prioritized list of low cost or no cost recommendations first. A possible addition of pre-school in a new school building, or use old school space. A low cost solution may be to identify unlicensed and non-accredited childcare providers and assist them in becoming licensed and accredited, as well as help establish play and learn groups, and babysitting co-ops. The Blueprint strategic planning group may use a focus group as a strategy to refine the action plan around this issue. Another strategy may be to communicate with Mansfield's groups and clubs for a community Family Resource Center.**

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

**Yes, the next big step necessary to move this issue would be a feasibility study. We hope to find adequate funding to assist us in completing a feasibility study on the issue of increasing quality infant/toddler care in Mansfield. Much of the feedback we have**

been receiving indicates that Mansfield would be a prime candidate for a family resource center. Further study would be necessary. A virtual family resource center is another low cost option we are considering.

Much of the feedback we have received in the process of our Blueprint work has been about the lack of connectedness residents feel-especially those with children younger than school age or children with disabilities as well as International families. Better communication, better transportation and better family-based opportunities for coming together are all important options for further study. (MFIP), health, transportation, community connectedness. MAC puts out the Mansfield Family Information Packet and may be developing an on-line version of that.

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

**Yes! That is the mission of Mansfield Advocates for Children. We will continue to provide expert feedback to Town Council and Board of Education around issues related to young children.**

MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK

From: 4-Corners Sewer Advisory Committee

*Is this action plan a current priority of your Committee?*

Action plan- land use policy/reg:

The 4- Corners project involve action steps 1b, 1c, 1e, and 1f. The 4-Corners Sewer Study Advisory Committee will provide guidance in the planning and implementation of these action steps as it relates to the 4-Corners enhancement and development.

Action plan- Economic Development:

The 4-Corners Sewer Study Advisory Committee is actively involved in discussions which will lead to recommendations concerning sewer and water infrastructure and the mixed used development in the designated 4-Corners district. The specific action steps that the committee will contribute to include 2, 3, 6, 7, 8, and 9.

*Is this action plan a future priority of your Committee?*

Most applicable steps will be involved in the current activities of the committee.

*Is this action plan feasible in whole or in part?*

Given the time, interest and resources, the action plan should be feasible in the whole.

*Is this action plan legal?*

Not applicable to this committee.

*Does this action plan have merit?*

This action plan does have merit by providing the framework and incentives to pursue current and future economic activities.

*What work has been done, if any, to date on items referenced in this action plan?*

The 4- Corners Sewer Study Advisory Committee was authorized by the Town Council. Its 9 members have been meeting bimonthly since December. Areas of study up to this point are the 2008 4- Corners Sewer feasibility plan, options for public water in the 4- Corners area, clarification of UConn policy and timetable for water and sewer, exploring funding options and planning to hold a 4-Corners property owners meeting to provide information on the project and to solicit stakeholder input.

*Would you recommend proceeding or deleting this action plan? In whole or in part?*

The committee supports implementation of the action plan in its whole as need and resources are identified.

*Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify?*

The committee's specific focus on the development and enhancement of the 4-Corners district including public sewer and water is covered by the current vision points including environmental and quality of life sustainability issues.

*Will your Committee be willing to provide future assistance with implementation of the strategic plan?*

The committee charge is limited to the 4-Corners project; thus active involvement in other unrelated activities would have to be authorized. The committee would be willing to offer comments and opinions as it relates to the 4-Corners project if requested.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE  
Mansfield Housing Authority**

**Action Plan Being Reviewed (PLEASE INSERT): HOUSING**  
Encourage UConn to provide more housing, particularly for graduate students and staff, and to upgrade the quality of existing graduate student housing. (Responding to page 24)

*Is this action plan a current priority of your Committee?*

Yes. We have been working for over a year with the town and UCONN to come up with a plan to build housing for moderate income families which includes graduate families.

We do not agree with Action Step #2 that UCONN should provide housing for all undergraduates on campus as that would be detrimental to the apartment complexes in town. Full apartment complexes provide property taxes which the town desires and the town does not have a large enough population base to absorb all those vacant units if all undergraduates were housed on campus.

Action step #3 is contradictory in that it first says "...on-campus and near-campus" then says "reinstate graduate families and couples on campus."

We do not agree with Action Step #4 that Mansfield or UCONN should provide incentives for faculty and/or staff to buy houses in Mansfield. It would be a better use of funds to build or buy moderate income houses that would be sold to moderate income families. When vacated, they should be sold back to the Housing Authority or the Mansfield Non-Profit Housing Development Corp., to be resold again to moderate income families. This would keep those properties moderate income and if done in the right places, could result in keeping properties owner occupied where desirable.

*Is this action plan a future priority of your Committee?*

Yes.

*Is this action plan feasible in whole or in part? Please elaborate.*

Not all of the action steps are practicable or preferable. See the answer to the first question.

*Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?*

We believe so. However, we cannot discriminate against graduate students in affordable housing. We can create preference points when putting families on the waiting list but cannot create preferences for non students or citizens or non-citizens.

*Does this action plan have merit?*

Yes.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

*What work has been done, if any, to date on items referenced in this action plan?*

For the past year we have been working with the town and UCONN to put together a vision for additional housing that would increase moderate income housing and graduate student housing while reducing student partying in certain areas of town. To that end, we tried to get a technical assistance grant from the state to get us started on a feasibility plan. A resolution in support of the grant is required from PZC. They refused to provide a resolution for us to move forward with the grant submittal.

*Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.*

Deleting Action Step 2 for the reasons previously stated in question 1.  
Deleting Action Step 4 for the reasons previously stated in question 1.  
Revise Action Step 3 to say that the Town, UCONN and the Housing Authority work to identify solutions to moderate income families which includes graduate student families.

*Are there low-cost or no-cost solutions that can be utilized to implement this action plan? If so, please elaborate.*

No. Providing/building housing will require capital.

*Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.*

Yes. None of the points on housing include accommodations for Assisted Living quarters.

*Will your Committee be willing to provide future assistance with implementation of the strategic plan?*

Yes. We will continue to meet with both the town and UCONN to create housing for those who live and work in Storrs whether they are students or not.

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

**Action Plan Being Reviewed (PLEASE INSERT): HOUSING**  
Promoting neighborhood cohesion/preventing blight problems/reduction in property maintenance problems. (Responding to page 25)

*Is this action plan a current priority of your Committee?*

No, except for the overlap in planning moderate income housing which could have the dual purpose of providing solutions to blight and partying students.

*Is this action plan a future priority of your Committee?*

No.

*Is this action plan feasible in whole or in part? Please elaborate.*

*Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?*

Unknown Too many facets to the plan

*Does this action plan have merit?*

Yes

MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE

*What work has been done, if any, to date on items referenced in this action plan?*

We have not been a part of the planning on this issue and therefore have not participated. We regret that the town has not availed itself of one of its assets, the Housing Authority.

*Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.*

Action step #3- occupancy rules would require a much stricter inspection and enforcement program than currently exists.

Proceed with Action Step 2, 7, 8, and 9.

Proceed with Action Step 6 provided that if an incidence log is kept to document violations that enforcement actions be strong enough to deter future violators.

We believe action steps 4 and 5 could provide problems in defining the term "family" and by defining a "business." The current tax law (federal) would disagree. There would be other issues in applying this for owners of 2 rentals in Mansfield. Also, the conditions of one in Mansfield and one in another town, or one in Mansfield and one in another state. We see difficulties with the implementation of this.

*Are there low-cost or no-cost solutions that can be utilized to implement this action plan? If so, please elaborate.*

If enforcement included fines, it could be a source of revenue to help reduce the costs of implementation.

*Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.*

No

*Will your Committee be willing to provide future assistance with implementation of the strategic plan?*

Yes. However we would like to be part of future planning and not only consulted at the end. The charter and bylaws of the Mansfield Housing Authority and of the Mansfield Non-Profit Housing Development Corp., both sanctioned by the town of Mansfield, include empowerment to actuate low and moderate income housing within their jurisdictions.

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**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

<p><b>Action Plan Being Reviewed (PLEASE INSERT): HOUSING</b> Encourage affordable, assessable housing (Responding to page 26)</p>
<p><i>Is this action plan a current priority of your Committee?</i></p> <p>Yes. We are addressing this issue through the Mansfield Housing Authority and the Mansfield Non-Profit Housing Development Corporation. We are currently working with both the town and UCONN to address affordable housing for people who work in Mansfield, including graduate students.</p>
<p><i>Is this action plan a future priority of your Committee?</i></p> <p>Yes.</p>
<p><i>Is this action plan feasible in whole or in part? Please elaborate.</i></p> <p>The action plan is feasible. However, to move ahead we need some money to create and plan. PZC refused to provide a resolution endorsing the application for assistance and certifying that it will consider the creation of one or more housing incentive zones. There is no obligation on the part of PZC, only that they will consider it. Without the support of PZC resolution we are unable to submit the grant. PZC was not interested because of (1) a potential loss of control of the detailed application review process for new multi-family developments; (2) the perceived waste of tax payers money for unnecessary consultant study; (3) having to follow statutory guidelines regarding density and approval processes that may not be appropriate in Mansfield and (4) it is unlikely that the state will meet the financial commitments included in Home CT legislation. This action appears to be in direct conflict with the Housing Action Plan set by the Mansfield 2020 Vision.</p>
<p><i>Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?</i></p> <p>Yes. We believe so.</p>
<p><i>Does this action plan have merit?</i></p> <p>Yes.</p>

MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE

*What work has been done, if any, to date on items referenced in this action plan?*

An effort was made by Kevin Grunwald, Greg Padick and Rebecca Fields to get a Technical Assistance Grant from the state, but they could not get the required resolution from PZC.

*Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.*

We would strongly recommend proceeding with Action step #5 and encourage PZC to use current zoning of smart growth and cluster housing and especially be flexible enough to "revise as appropriate."

*Are there low-cost or no-cost solutions that can be utilized to implement this action plan? If so, please elaborate.*

No.

*Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.*

We are trying to produce affordable rentals and purchase property while simultaneously reducing the student partying problems, particularly on Hunting Lodge Road. We are trying to address multiple problems with one solution by producing and controlling housing choice.

*Will your Committee be willing to provide future assistance with implementation of the strategic plan?*

Yes. Also, at the appropriate time the Mansfield Non-Profit Housing Development Corporation could become involved.

Open Space Preservation Committee comments, February, 2009

#### Historical and Rural Character, Mansfield 2020 plan

1. The overall vision statement for Historical and Rural Character lists several items that have no action plans: woodlands, wildlife habitats and scenic views. These are important factors in the Town's character. If there are action plans for these items, the OSPC suggests that these plans be referred to us for review since these items are included in the Town's open space preservation priorities. If these action plans do not exist, the OSPC recommends that they be drafted and distributed for review.

#### 2. Working Farms Action Plan

The OSPC supports preservation of farmland and reviews agricultural properties proposed for preservation. We recommend that this plan be referred to the Agriculture Committee for specific comments.

#### 3. Historical Action Plan

Note that the Historical action plan is not related to the OSPC's activity, so we do not have comments on this item.

4. The OSPC recommends that action plans for Regionalism and for Sustainability be referred to us for review because both areas involve preservation of natural resources, which is an important goal of the open space preservation program.

MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE

(Transportation Advisory Council)

Action Plan Being Reviewed (PLEASE INSERT): *Sustainable Growth & Planning*

Is this action plan a current priority of your Committee?

*Yes*

Is this action plan a future priority of your Committee?

*Yes*

Is this action plan feasible in whole or in part? Please elaborate.

*In part. Some elements will take years to implement and depend on regional cooperation.*

Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?

*Yes, but legislative action is needed to allow some of the action steps.*

Does this action plan have merit?

*Yes*

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

What work has been done, if any, to date on items referenced in this action plan?

1. Bikeway - walkway network.
2. Bus stops & route modifications.
3. Coordination (some) with Union Transportation

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

Proceeding ... review elements first.

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

None that we can think of

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

Begin evaluating/discussing regional options through WINCOG.

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

Yes

~~AKC~~  
4/29/09

## Conservation Commission

The Commission has been asked by the Town Council to comment on the action items and plans for the "Historic and Rural Character, Open Space and Working Farms" and "Sustainability and Planning" sections of the Mansfield 2020 Strategic Plan.

Their focus appears to be largely tangential to the present concerns of the Commission. However, many of the goals and proposals announced in these sections seem to us worthwhile, among them:

- developing "Town ordinances to protect stone walls"
- constructing "a coherent walking and biking network"
- facilitating "cluster development in areas without supportive public infrastructure"
- modifying "building codes using LEED and other sustainable standards"

At the same time, the Commission is disappointed to find that little or no attention is given to issues of particular interest to it, viz. to wetland and aquifer protection and to preservation of open space (insofar as it is not agricultural). The State statutes enabling the creation of town Conservation Commissions include these specific responsibilities.

1. Although open space is mentioned in the title of the "Historic and Rural Character" section, there is *nothing at all* in the section that addresses its preservation, except insofar as preserving farms preserves open space. The action items focus on farmland and historic preservation.

Even so, the action steps listed appear to be insufficient to "Preserve existing farms in Mansfield". At present, the only land in Mansfield that is, in effect, zoned agricultural is that in the state Agricultural Land Preservation System; the rest of Mansfield's farms are zoned RAR90. If we are serious about preserving agricultural land, we ought to be pursuing changes in zoning laws and regulations that permit such land to be zoned agricultural.

2. Water issues seem to be viewed in terms of providing infrastructure for moving water to consumers rather than protecting sources and wetland habitat.

- The "Economic Development" action item lists "Limitations on available water resources and infrastructure" as a constraint on development and calls for "Implementation and completion of specific sewer and water projects".
- The only nod to water quality issues in the "Land Use" action item is action step 1d ("Refine storm water management requirements to reduce ... runoff and improve runoff quality").
- Most of the action steps under the "Sewer/water" action item concern infrastructure. The only ones to address water quality directly are 12 ("Promote clean groundwater recharge through regulatory requirements that meet or exceed storm water best management practices") and 13 ("Review current regulations and implement new regulations when needed to protect existing and/or potential sources of potable water ...")

The Commission (which, we note, is not listed among those with an interest in water/sewer issues) would like to see (1) an explicit recognition that water is not just a commodity but plays an essential role in sustaining the natural areas that contribute so much to the rural character of our Town and (2) an explicit commitment to protecting aquifers. We note that the Town's Plan of Conservation and Development includes a statement on the importance of preserving the health of the Town's aquifers, and that the Conservation Commission is working with the Town Planner and the PZC to do so.

**MANSFIELD 2020: A UNIFIED VISION  
COMMISSION ON AGING FEEDBACK**

Action Plan Being Reviewed: A Board of Senior Citizens to oversee and coordinate senior affairs i.e., Assisted Living
Is this action plan a current priority of your Committee? No, only in the sense that we intend to re-examine our charge and determine if we can meet the needs expressed by those desiring this action
Is this action plan a future priority of your Committee? Yes (see above)
Is this action plan feasible in whole or in part? Please elaborate. Yes – we can determine if we can fill this need
Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)? We think so
Does this action plan have merit? yes

**MANSFIELD 2020: A UNIFIED VISION  
COMMISSION ON AGINF FEEDBACK**

What work has been done, if any, to date on items referenced in this action plan?  
It will be on our next agenda

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.  
Put on hold any need to further establish a board.

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

Will your Committee be willing to provide future assistance with implementation of the strategic plan?  
Yes

**MANSFIELD 2020: A UNIFIED VISION  
COMMISSION ON AGING FEEDBACK**

Action Plan Being Reviewed: Encourage area businesses to provide part or full-time employment opportunities for seniors

Is this action plan a current priority of your Committee?

No

Is this action plan a future priority of your Committee?

No

Is this action plan feasible in whole or in part? Please elaborate.

Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?

Does this action plan have merit?

If we had a lot of businesses in town with a chamber of Commerce perhaps a pool of available seniors would be helpful

**MANSFIELD 2020: A UNIFIED VISION  
COMMISSION ON AGING FEEDBACK**

What work has been done, if any, to date on items referenced in this action plan?  
Some local businesses, like Walmart and Big Y, already hire part-time seniors

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

*COA*

<p>Action Plan Being Reviewed: Human Services maintains, updates and distributes a listing of agencies that provide home care and health services to seniors who choose to remain in their homes</p>
<p>Is this action plan a current priority of your Committee? Our committee feel that this is our number one priority.</p>
<p>Is this action plan a future priority of your Committee? Yes</p>
<p>Is this action plan feasible in whole or in part? Please elaborate. Yes, we need to have staff work to keep an updated list/portfolio of what is available for seniors when circumstances present themselves. With the current advancements of computer technology, we hope that there could be perhaps an intern (or town staff) who could work to input this data and monitor it to make certain that it continues to be current.</p>
<p>Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)? Yes</p>
<p>Does this action plan have merit? "At Your Fingertips" is not current and in order to make it useful it needs to current at all times.</p>

**MANSFIELD 2020: A UNIFIED VISION  
COMMISSION ON AGING FEEDBACK**

What work has been done, if any, to date on items referenced in this action plan?  
Commission have reviewed it and other models and have ideas of how it can be implimented

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.  
This is our number one priority.

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.  
An intern?

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

Will your Committee be willing to provide future assistance with implementation of the strategic plan?  
Yes

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

*COA*

Action Plan Being Reviewed: Mansfield has a town-wide coordinated transportation system which benefits all levels of our population

Is this action plan a current priority of your Committee?

Yes – what we currently have in place is not town-wide. It is only centered around the Senior Center and the Storrs area.

Is this action plan a future priority of your Committee?

Yes, this is one of our top three.

Is this action plan feasible in whole or in part? Please elaborate.

Not necessarily, town-wide, but some extension into more densely populated areas of town would be good.

Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?

Yes

Does this action plan have merit?

With more and more seniors living at home (or attempting to live at home) public transportation will become more and more necessary. Also with them living longer.

**MANSFIELD 2020: A UNIFIED VISION  
COMMISSION ON AGING FEEDBACK**

What work has been done, if any, to date on items referenced in this action plan?  
Continue to recommend financial support of "Dial A Ride" programs

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.  
Continue

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.  
This is a costly program which makes it very restrictive.

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

Will your Committee be willing to provide future assistance with implementation of the strategic plan?  
Yes

**MANSFIELD 2020: A UNIFIED VISION  
COMMISSION ON AGING FEEDBACK**

<p><b>Action Plan Being Reviewed (PLEASE INSERT):</b> Create a new centrally-located Senior Center for the mature segments of our population</p>
<p>Is this action plan a current priority of your Committee? Renovation and enlargement of the current location has been considered and examined. For the cost it is felt that probably we would be better off with a new facility. This is not our most pressing priority, but it is one of our top three.</p>
<p>Is this action plan a future priority of your Committee? yes</p>
<p>Is this action plan feasible in whole or in part? Please elaborate. With more and more seniors living longer and requiring more services, more space is necessary.</p>
<p>Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)? Yes, however zoning may limit our ability to expand current facilities satisfactorily.</p>
<p>Does this action plan have merit? Yes</p>

**MANSFIELD 2020: A UNIFIED VISION  
BOARD/COMMITTEE FEEDBACK TEMPLATE**

COA

What work has been done, if any, to date on items referenced in this action plan?

Architectural plans have been developed and priced for renovations of the existing facility, which has been proven to be costly and restrictive.

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

Proceed, since there may be plans to close schools it must be stressed that the senior center needs to be centrally located (and that appears to be near its current location).

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

Only renovation and that does not seem to be well received.

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

Whatever is done must keep in mind the need to be centrally located, on a bus line and within walking distance for some.

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

yes

**MANSFIELD 2020: A UNIFIED VISION  
COMMISSION ON AGING FEEDBACK**

Action Plan Being Reviewed: Study implications of tax relief for residents who are 70 years and older

Is this action plan a current priority of your Committee?

No

Is this action plan a future priority of your Committee?

No

Is this action plan feasible in whole or in part? Please elaborate.

To some degree

Is this action plan legal (i.e. statutory, regulations that exist that would not make the plan legal)?

Does this action plan have merit?

Not for our committee at this time

**MANSFIELD 2020: A UNIFIED VISION  
COMMISSION ON AGING FEEDBACK**

What work has been done, if any, to date on items referenced in this action plan?

Would you recommend proceeding or deleting this action plan? In whole or in part? Please elaborate.

Are there low cost or no cost solutions that can be utilized to implement this action plan? If so, please elaborate.

Does your Committee have other priorities relevant to the vision points not currently identified in the action plans that are important to identify? If so, please elaborate.

Will your Committee be willing to provide future assistance with implementation of the strategic plan?

**Town of Mansfield  
Strategic Planning Team  
Government Vision Point  
July 1, 2009**

**Town government vision point**

The Mansfield community enjoys an open and ethical government that is efficient and effective in providing a broad range of quality services designed to promote and achieve the 2020 Unified Vision. In support of this vision the Town Government espouses the following core values:

- Accountability
- Citizen and customer focus
- Civility and respect
- Dedication
- Effectiveness
- Efficiency
- Fairness
- Inclusion and diversity
- Innovation
- Quality and excellence
- Transparency

**Action items**

- A. Human resources and organizational development (from Good to Great) – evaluate human resource processes to promote core values. Action steps:
1. Update personnel rules and policies
  2. Develop performance management process (employee performance review)
  3. Develop formal employee development and training program
  4. Assess and refine organizational structure
- B. Performance measurement and assessment – enhance process to measure effectiveness and efficiency, and related organizational outcomes. Review and evaluate management systems to promote accountability, efficiency and effectiveness and other core values. Action steps:
1. Participate in ICMA performance measurement consortium
  2. Conduct citizen satisfaction survey
  3. Review and evaluate key management systems against best practices for comparable communities
  4. Evaluate range of programs and services, and identify core services that support Council policy and comport with core values. Focus on what we do best.

- C. Communications and information technology – continue to improve communications and information technology to better serve residents and staff. Continue efforts to promote open and transparent government. Decentralize web capabilities and communicate our successes. Action items:
1. Prepare and implement communications policy, with goal to enhance citizen and staff communication abilities and to promote open and transparent government
  2. Complete Website upgrade
  3. Develop IT strategic plan focused on applications and systems integration
- D. Council/staff relations – develop a process to ensure and promote positive council/staff relations, in furtherance of organizational vision, goals and objectives.
1. Develop and conduct comprehensive council/staff orientation
  2. Conduct annual retreat/planning workshop for council and senior staff
- E. Advisory committee/staff relations – develop a process to ensure and promote positive committee/staff relations, in furtherance of organizational vision, goals and objectives.
1. Develop standard orientation program for advisory committees
  2. Review advisory committee structure to review assignments and responsibilities, and to determine whether any reorganization would be appropriate
  3. Develop recognition program to recognize advisory committee service



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MH*  
**CC:** Maria Capriola, Assistant to Town Manager; Lon Hultgren, Director of Public Works; Virginia Walton, Recycling Coordinator  
**Date:** July 27, 2009  
**Re:** MRRA, Solid Waste Collection Fees – In-yard and Long Driveways

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**Subject Matter/Background**

At the July 13<sup>th</sup> meeting, the Council raised questions regarding rates that elderly and disabled persons pay for in-yard collection service. We have researched this policy and can report the following:

1. The cost of in-yard service is reduced by 90 percent for persons with disabilities or verifiable medical conditions that would make bringing refuse and recyclables to the curb difficult.
2. There is no specific fee waiver for the elderly; however, if age has created the disability, then the above disability waiver may apply.
3. The Human Services Department makes the determination regarding an individual's eligibility for a reduced fee or a fee waiver.
4. In addition to the above, fee waivers of 50 percent and 90 percent are available for low income households.

As summarized previously, due to the cost-of-living increases that are built into the single-family collection contract, we are now in the position where we are losing money on this service. Consequently, as detailed in the attached memo, the Solid Waste Advisory Committee and staff are recommending that the in-yard collection fees be increased to allow the Town to cover its costs to provide this service.

**Financial Impact**

As illustrated in the attached memo, the Town currently has 58 in-yard customers that pay an \$11.50 per month surcharge for this service, which costs the Town \$11.94 to provide. The Town also has eight customers that are paying \$15.00 per month for longer driveways, and this service costs the Town \$15.70 per month. The combined loss to the Town is \$31.12 per month or \$373.44 per year. These monthly losses will cease and this service will be returned to a "break even" basis if the recommended \$12 and \$15.75 surcharges are enacted.

**Recommendation**

For the reasons enumerated above, staff recommends that the Council in its role as the Mansfield Resource Recovery Authority (MRRA) increase the in-yard refuse/recycling collection fee surcharge to \$12.00 for driveways up to 300 feet and \$15.75 for driveways longer than 300 feet.

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

*Move, effective October 1, 2009, to set the in-yard refuse/recycling collection fee surcharge at \$12.00 for driveways up to 300 feet and \$15.75 for driveways longer than 300 feet.*

**Attachments**

- 1) V. Walton re: SWAC Rear-Yard Trash Service Fee Increase Recommendation

TOWN OF MANSFIELD  
DEPARTMENT OF PUBLIC WORKS



Lon R. Hultgren, P.E., Director

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CONNECTICUT 06268-2599  
(860) 429-3331 TELEPHONE  
(860) 429-6863 FACSIMILE

MEMO TO: Lon Hultgren, Director of Public Works

FROM: Virginia Walton, Recycling Coordinator *V. Walton*

DATE: July 2, 2009

RE: Solid Waste Advisory Committee Rear Yard Trash Service Fee Increase Recommendation

The Town of Mansfield provides rear yard trash service for single-family residents for an additional fee. For driveways up to 300 feet, the fee currently charged is \$11.50 per month. For driveways over 300 feet, it is \$15.00. These fees do not cover the hauler's charge for service. Mayo and Sons is paid \$11.94 per month for 300 foot driveways and \$15.70 for driveways longer than 300 feet. We last adjusted the Town's single-family collection rates, including in-yard service, in January 2006. With the annual cost of living increases for the trash contractor, these two fees are no longer covering our costs.

In-Yard Collection	Hauler's Charge	Town's Charge to Residents	Monthly Difference	Number of Service Locations	Monthly Loss	Recommended Charge to Residents	Percent Increase
Up to 300 ft. driveway	\$11.94	\$11.50	(-) \$0.44	58	(-) \$25.52	\$12.00	4%
Over 300 ft. driveway	\$15.70	\$15.00	(-) \$0.70	8	(-) \$5.60	\$15.75	5%

The Solid Waste Advisory Committee recommends that the two rear yard trash service fees should be increased to \$12.00 and \$15.75 to cover the Town's cost. The increase will be implemented in the next billing cycle, October 1, 2009.

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Item #6

**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager  
**CC:** Maria Capriola, Assistant to Town Manager; John Jackman, Deputy Fire Chief/Fire Marshal; David Dagon, Fire Chief  
**Date:** July 27, 2009  
**Re:** Swearing in of Deputy Fire Marshal

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**Subject Matter/Background**

I am very pleased to inform you that Captain Uri Lavitt, member of the Mansfield Fire Department, has completed the coursework and passed the examination necessary to be appointed as Deputy Fire Marshal. At Monday's meeting, we plan to appoint Captain Lavitt and to swear him in as Deputy Fire Marshal.

I would like to congratulate Captain Lavitt upon his accomplishment, and to acknowledge his service to the town. I am confident that he will do a fine job in his expanded role with Mansfield Fire and Emergency Services.

I would respectfully request that the Town Council move this item to its first item of business for Monday's meeting.

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Item #7

**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager  
**CC:** Maria Capriola, Assistant to the Town Manager; Gregory Padick, Director of Planning; Curt Vincente, Director of Parks and Recreation; Jennifer Kaufman, Parks Coordinator  
**Date:** June 11, 2009  
**Re:** Revised Planning, Acquisition and Management Guidelines for Mansfield Open Space, Park, Recreation and Agricultural Properties, and Conservation Easements

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**Subject Matter/Background**

In November 1995, the Town Council reviewed and approved the Planning, Management and Acquisition Guidelines for Mansfield Open Space, Park, Recreation and Agricultural Properties, and Conservation Easements. In August 1997, this document was revised and again reviewed and approved by the Town Council. Since 1997, the Town of Mansfield has acquired and is managing over 2,000 acres of Town-owned land and conservation easements.

Staff, along with members of the Open Space Preservation Committee, Parks Advisory Committee, Conservation Commission, and Agriculture Committee, has recently updated these guidelines.

Changes to the original document include reversing the order of acquisition and management to reflect how the process actually occurs and the inclusion of open space dedications associated with the PZC/IWA application process. In addition, the following documents have been included in the guidelines as appendices:

- Pertinent sections from the 2006 Plan of Conservation and Development
- A sample lease for agriculture land
- A sample management plan
- The Town's non-native invasive species policy
- A conservation easement abstract and conservation easement inspection form

PZC reviewed these revised guidelines at their meeting of July 6, 2009. The attached letter from the Planning and Zoning Commission recommends approval of the proposed guidelines subject to the addition of a sentence that would provide the PZC/IWA an opportunity to comment on any approved regulatory open space dedication that,

pursuant to the guidelines, needs subsequent Town Council approval. Staff has reviewed PZC's comments and has incorporated the commission's suggested revisions within the draft guidelines.

**Recommendation**

Unless the Town Council wishes to make further revisions, staff recommends that the Council adopt the proposed update to the guidelines.

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

*Move, effective July 27, 2009, to approve the proposed 2009 update to the Planning, Acquisition and Management Guidelines for Mansfield Open Space, Park, Recreation and Agricultural Properties, and Conservation Easements.*

**Attached**

- 1) Proposed 2009 update to Planning, Acquisition, and Management Guidelines for Mansfield Open Space, Park, Recreation, Agricultural Properties and Conservation Easements
- 2) July 7, 2009 letter from Mansfield Planning and Zoning Commission
- 3) Planning, Management and Acquisition Guidelines, Mansfield Open Space, Park, Recreation and Agricultural Properties (Approved by Mansfield Town Council Nov. 13, 1995, revisions approved Aug. 25, 1997)

# 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. In such event, before acting the Town Council will provide the PZC/IWA an opportunity to comment on the subject dedication or easement.

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 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

Statues, 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 Statues, 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 invasives 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**

## 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

\\th-file-01.mansfield.mansfield.ct.net\townhall\Recreation\KaufmanJS\_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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



PLANNING AND ZONING COMMISSION  
TOWN OF MANSFIELD

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CONNECTICUT 06268  
(860) 429-3330

Tuesday, July 07, 2009

To: Town Council  
From: Planning and Zoning Commission  
Re: 2009 Draft Update: Planning, Acquisition and Management Guidelines

At a meeting held on 7/6/09, the Mansfield Planning and Zoning Commission unanimously adopted the following motion:

"That the Planning and Zoning Commission communicate to the Town Council that it has reviewed the draft revisions to Mansfield's "Planning, Acquisition and Management Guidelines" and recommends approval subject to the addition of the following sentence at the end of the last paragraph of Section II.A: "In such event, before acting the Town Council will provide the PZC/IWA an opportunity to comment on the subject dedication or easement."

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

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

**I Planning**

A. The Planning and Zoning Commission has a statutory responsibility to periodically review and update the Town's Plan of Development, including open space, recreation and agricultural elements. In the 1993 Plan of Development, agricultural resources are addressed on pages 61 through 68; recreational facilities are addressed on pages 115 through 120 and open space issues are addressed on pages 126 through 148.

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 Planning and Zoning Commission with its review and updating of the Plan of Development. 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 Planning and Zoning Commission 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 Management of Existing Open Space, Park, Recreation and Agricultural Properties**

**A. Step I**

The Town Manager, with the advice of committee members and other Town staff, shall assign the preparation of a draft management plan to the appropriate Town committee (see Step III).

**B. Step II**

Prior to the preparation of a draft management plan, or significant changes in a plan, the responsible committee (see step III) shall notify abutting property owners and provide opportunity for neighborhood comment.

C. Step III

A draft management plan or plans shall be prepared utilizing the Town Council approved format. Each plan shall document important site characteristics and any site concerns, immediate, short term and longer term goals for the use of the property and recommended management and monitoring actions. 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 members and, as appropriate, the Planning and Zoning Commission, Inland Wetland Agency and Beautification Committee. Responsibility for preparing a written draft management plan will be as follows:

- 1) The Conservation Commission shall prepare draft management plans for undeveloped open space areas;
- 2) The Agriculture Committee shall prepare draft management plans for properties with existing or proposed agricultural or horticultural uses;
- 3) The Park Advisory Committee shall prepare draft management plans for existing or proposed park areas with trails, community gardens or other recreational facilities;
- 4) The Recreation Advisory Committee shall prepare draft management plans for properties with existing or proposed playgrounds or athletic fields.
- 5) The Open Space Preservation Committee shall prepare draft management plans for properties with special characteristics reviewed during the acquisition process.

D. Step IV

The Town Council reviews draft management plans and, as deemed appropriate, obtains additional information from the Town's various land use commissions and committees and staff. As deemed appropriate by the Town Council, a Public Hearing may be held.

E. Step V

The Town Council approves a specific management plan or plans or significant changes in a plan for Town owned open space/recreation properties.

F. Step VI

The committee preparing the draft plan (see Step II) in association with staff members shall take appropriate actions to implement Town Council approved management actions. As appropriate, cost estimates shall be prepared for budget consideration by the Town Manager and Town Council. As appropriate, sources of grant assistance shall be investigated and grant applications shall be prepared by staff. For projects requiring Planning and Zoning Commission or Inland Wetland Agency approval, formal applications shall be prepared, reviewed with the Town Council and submitted for approval. The Town Council shall retain

the right to make a final decision whether to implement the project and which committee shall have oversight responsibility.

G. Step VII

Site conditions, including any new improvements, shall be monitored in accordance with the schedule established in the approved management plan. Any problems or issues uncovered shall be reviewed by the commission or committee that prepared the draft management plan (see Step II) and staff. As appropriate, problems or issues shall be referred to the Town Council.

H. Step VIII

The management plan(s) shall be updated as per the approved schedule or as often as deemed necessary by the Town Council or by one of the committees.

III Management of Conservation or Agricultural Easements

The Conservation Commission, with staff assistance, shall be responsible for periodically monitoring Mansfield's existing Conservation Easements. The agriculture committee, with staff assistance, shall be responsible for periodically monitoring any agricultural easements. Any problems or issues uncovered shall be reviewed with staff. As appropriate, problems or issues shall be referred to the Planning and Zoning Commission, Inland Wetland Agency or Town Council, depending on the specific easement document. 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 II of these guidelines.

IV Acquisition of Open Space, Park, Recreation and Agricultural Properties

A. Step I

In response to a Town Council or staff referral or a committee initiative, the Open Space Preservation Committee shall conduct preliminary reviews of potential open space/recreation acquisitions. Potential acquisitions shall be evaluated based on resource information and priority criteria contained in Mansfield's Plan of Development, factors contained in an Open Space Matrix approved by the Town Council and Planning and Zoning Commission, other pertinent studies or reports and individualized knowledge of the Town. 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, recommended goals and potential uses.

B. Step II

The Town Council shall review the Open Space Preservation Committee report and, as deemed appropriate, the Town Council shall take a field trip to the site and refer the potential purchase (under Section 8-24 CGS) to the Planning and Zoning Commission. Where multiple properties are being reviewed, the Town Council may schedule an executive session meeting with the Planning and Zoning Commission and Open Space Preservation Committee to consider priorities.

C. Step III

After evaluation of site characteristics and potential uses, the Town Council shall authorize the Town Manager to begin preliminary negotiations with property owners of land deemed suitable for further consideration.

D. Step IV

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.

E. Step V

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.

F. Step VI

The Town Council shall hold a Public Hearing to receive public comment regarding the 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 Planning and Zoning Commission pursuant to Section 8-24 C.G.S.

G. Step VII

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

H. Step VIII

A Management Plan, as per Section II of these guidelines, shall be prepared for the acquired property.



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt*  
**CC:** Maria Capriola, Assistant to Town Manager; Jessie Shea, Planning Office;  
 Robert Miller, EHHD Director  
**Date:** July 27, 2009  
**Re:** Small Cities Program Amendment

---

**Subject Matter/Background**

Currently the Town has Small Cities program income available to fund housing rehabilitation and related projects. Staff supports funding a mixed-use (residential/commercial) housing rehab project at Storrs Road, which is the location of the Mansfield Center General Store. The funds would be used to correct a serious septic system problem. The septic situation is considered to be a serious condition that must be remedied in the immediate future; if the problem is not corrected, the Mansfield General Store will have to close and the family living in the building will not have a functioning septic system. The proposed rehab project complies with the spirit of the Community Development Block Grant (CDBG) housing rehabilitation program, which provides no interest loans to low/moderate income eligible households in order to correct detrimental deficiencies in their existing properties.

The proposed rehabilitation project is estimated to cost no more than \$50,000. Since program income was generated from single-family housing rehab projects, a resolution must be adopted by Council in order to use program income on a mixed-use building. The Council's resolution must then be followed by program amendment approval from the Department of Economic and Community Development (DECD), the state agency responsible for administering the federal program. DECD has indicated to staff that it will approve the program amendment for this project upon Council's adoption of the resolution.

The program amendment process requires a 15 day comment period following a public notice posted in our local newspaper. The Town received only one comment regarding the project during the public comment period; the individual presenting the comment was seeking clarification as to which building on Storrs Road would be in receipt of the Small Cities funds.

**Financial Impact**

As of June 30, 2009, the Town's approximate balance of Small Cities program income is \$120,000, which is more than sufficient to fund the proposed project. If approved, the funding would be granted to the owners of 534 Storrs Road as a loan and a lien would

be placed on the property. At the time of resale or other transfer in ownership of the property, the lien would be repaid to the Town and the funds would go back into the CDBG program income fund to be used on future community development projects. Additionally, spending program income will assist us in applying for future rounds of Small Cities funding. DECD now has a policy that program income accounts cannot exceed \$50,000 at the time of submitting competitive grant applications.

**Recommendation**

Staff recommends that the Town Council adopt the following resolution in order to enable staff to utilize Small Cities program income funding to remedy the serious septic system problem at 524 Storrs Road.

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

*Whereas, the Town of Mansfield has received funds under the Connecticut Small Cities Community Development Block Grant (CDBG) Program for a Housing Rehabilitation Revolving Loan Program, administered by the State of Connecticut, Department of Economic and Community Development, pursuant to Title I of the Housing and Community Development Act of 1974 as amended; and*

*Whereas, the Town of Mansfield has expended those funds pursuant to Title I of the Housing and Community Development Act of 1974, the Code of Federal Regulations, and the Assistance Agreement; and,*

*Whereas, those funds received by the Town of Mansfield have generated Program Income.*

*NOW THEREFORE, BE IT RESOLVED BY THE Town Council:*

- 1. That it is cognizant of the conditions for the use of Program Income as prescribed by Title 24, Part 570, Section 489(e) and (f) of the Code of Federal Regulations.*
- 2. That it realizes Program Income is governed by Title I of the Housing and Community Development Act of 1974.*
- 3. That it may use Program Income only for the following activities:*
  - a. The activity that generated the program income if the activity continues to meet the requirements of Title I of the Housing and Community Development Act of 1974.*
  - b. Any additional activity that meets the requirements of Title I of the Housing and Community Development Act if the Town receives DECD's written approval to fund it with Program Income.*
- 4. That it may use Program Income to fund Administrative and Program soft costs within the following limits:*

<i>Administrative Costs</i>	<i>16%</i>
<i>Total Administrative and Program Soft Costs (Housing Rehabilitation Activities <u>Only</u>)</i>	<i>25%</i>

*Total Administrative and Program Soft Costs* 21%  
*(All Activities Except for Housing Rehabilitation)*

5. *That it is hereby amending the Program Income Plan(s) that was adopted for the original activity that generated the Program Income to permit the funding of additional activities from that Program Income.*

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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:** July 27, 2009  
**Re:** Memorandum of Understanding between the Town of Mansfield and the University of Connecticut regarding the Town-University Relations Committee

---

**Subject Matter/Background**

Attached please find a proposed Memorandum of Understanding between the Town of Mansfield and the University of Connecticut regarding the Town-University Relations Committee. The Town-University Relations Committee is presenting this MOU as a result of its acceptance of oversight responsibility for University Spring Weekend.

To facilitate this new responsibility, the Committee is recommending a change and expansion in its membership, which is detailed in the proposed MOU. As recommended, the committee would total 18 members comprised as follows:

- From the Town (8 members\*):
    - The Mayor
    - The Town Manager
    - A member of PZC, designated by PZC
    - An additional member of the Town Council, designated by the Council
    - A member representing the Mansfield business community, designated by the Council
    - Three other citizens of Mansfield, designated by the Council
  - From the University (7 members):
    - The President or his/her designee
    - The Vice President and Chief Operating Officer
    - The Vice President for Student Affairs
    - The Associate Vice President for Administration and Operations
    - The Associate Vice President for Public and Environmental Safety
    - The Director of Off-Campus Student Services
  - From the Student Body (2 members):
    - The President of the Undergraduate Student Government or her/his designee
    - The Chair of the External Affairs Committee of the Undergraduate Student Government or her/his designee
- \*Members will have three year staggered terms and will be eligible for reappointment.*

- From the Mansfield Community Campus Partnership (1 member):
  - A student, resident, or staff representative from the Mansfield Community-Campus Partnership selected by the Partnership

**Recommendation**

For the reasons referenced above, staff recommends that the Town Council authorize the Mayor to execute the proposed memorandum of understanding with the University.

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

*MOVE, effective July 27, 2009, to authorize Mayor Elizabeth Paterson to execute the attached Memorandum of Understanding between the Town of Mansfield and the University of Connecticut regarding the Town-University Relations Committee.*

**Attachments**

- 1) Supplemental Memorandum of Understanding between the Town of Mansfield and the University of Connecticut regarding the Town-University Relations Committee

SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE TOWN OF MANSFIELD, CONNECTICUT  
AND  
THE UNIVERSITY OF CONNECTICUT

SUBJECT: University / Town Relations Committee

1. This Memorandum of Agreement amends the original memorandum of April 27, 1992, constituting and charging the University / Town Relations Committee. The April 27, 1992 memorandum is attached.
2. The Committee agrees with the recommendation of the University Board of Trustees' Student Life Committee, that the Town of Mansfield and the University of Connecticut administrative and student leadership establish a standing committee through which all efforts and initiatives related to Spring Weekend are cooperatively addressed.
3. At its regular meeting on April 14, 2009, the University / Town Relations Committee agreed to act as this recommended standing committee and to focus future Committee attention on the issues surrounding Spring Weekend.
4. To address this additional responsibility, the University / Town Relations Committee agrees to expand its membership to more adequately represent constituents with interest and expertise in the issues surrounding Spring Weekend.
5. This additional focus adopted by the University / Town Relations Committee is not intended to replace or supersede the responsibilities of other Town and/or University committees or officials. Rather, it is an effort to combine more effectively the efforts of all parties to address the issues presented by Spring Weekend.
6. The Committee will also continue to discuss other issues of interest to the Town and the University, as it has since its inception in 1992. These discussions have proven to be valuable in distributing information about ventures and initiatives of interest to all parties and in resolving disagreements.
7. The Committee will continue its oversight of Spring Weekend until such time as the Committee, by approval of its members, shall decide that such focus is no longer necessary or appropriate.
8. The Town / University Relations Committee shall be constituted as follows:

From the Town (8)

1. The Mayor
2. Town Manager
3. A member of the Planning and Zoning Commission, designated by the PZC
4. An additional member of the Town Council, designated by the Town Council
5. A member representing the Mansfield business community, designated by the Town Council
6. Three other citizens of Mansfield, designated by the Town Council

These will be three-year staggered terms if not ex officio appointments. Members are eligible for reappointment.

From the University (7)

1. The President or his/her designee
2. The Vice President and Chief Operating Officer
3. The Vice President for Student Affairs
4. The Associate Vice President for Administration and Operations
5. The Associate Vice President for Public and Environmental Safety
6. The Director of Off-Campus Student Services

From the Student Body (2)

1. The President of Undergraduate Student Government or her/his designee
2. The Chair of the External Affairs Committee of the Undergraduate Student Government or her/his designee

From the Mansfield Community-Campus Partnership (1)

1. A student, resident, or staff representative from the Mansfield Community-Campus Partnership, selected by the Partnership.

9. The Committee shall meet monthly, in the Town Hall.

10. The Committee shall be co-chaired by the Mayor of Mansfield and the President of the University or his/her designated member on the Committee.

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Elizabeth C. Paterson  
Mayor, Town of Mansfield

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Michael J. Hogan  
President, University of Connecticut

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(Date)

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(Date)



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager  
**CC:** Maria Capriola, Assistant to Town Manager; Gregory Padick, Director of Planning; Planning and Zoning Commission; Conservation Commission  
**Date:** July 27, 2009  
**Re:** Draft 2009 Windham Regional Land Use Plan

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**Subject Matter/Background**

In the June 22, 2009 agenda packet, copies of a draft 2009 update of the Windham Regional Land Use Plan update (portions attached), a summary of changes from the 2002 plan (attached) and a 6/15/09 report from the Director of Planning (attached) were distributed to the Town Council. The Director of Planning testified at a July 1<sup>st</sup> public hearing on the draft plan and the WINCOG Regional Planning Commission extended the comment period on the draft plan until August 5<sup>th</sup>, 2009.

At its July 20<sup>th</sup> meeting, the Conservation Commission reviewed the draft plan and their comments (attached) were emailed to Town Council and Planning and Zoning Commission members. At its July 20<sup>th</sup> meeting, the Planning and Zoning Commission discussed the recommendations from the Director of Planning and the Conservation Commission and authorized the PZC Chairman to submit comments (7/21/09 draft letter attached) to the WINCOG Regional Planning Commission. In keeping with past practice, the PZC has invited the Council to authorize the Mayor to co-endorse with the PZC Chairman the draft letter.

The PZC authorized comments, which generally support the proposed regional plan update, recommend a number of mapping revisions which, in the judgment of the Planning and Zoning Commission and Director of Planning, will make the regional plan more consistent with Mansfield's Plan of Conservation and Development, Mansfield 2020: A Unified Vision and recent economic development initiatives. The draft letter explains the rationale for each of the recommended map revisions.

One of the PZC recommended map revisions has not been supported by the Conservation Commission. The draft regional plan removes from a development classification an area south of Pleasant Valley and west of Mansfield City Road that has been zoned Industrial Park since the 1960's and is included in development classifications in the current State Land Use Plan and 2002 Windham Regional Land Use Plan. This area is one of a very limited number of areas in Mansfield that can be served by public water and sewer systems and, therefore, could support appropriately planned and designed medium to high density development. In the PZC's viewpoint,

including this area within the adjacent "regional center" classification will promote local and regional economic development and affordable housing goals and objectives.

The subject area south of Pleasant Valley Road is scenic and contains prime farmland soils, wetlands and floodplains. It is also underlain by a stratified drift aquifer. These factors are the primary reasons why the draft plan has classified this area as "high priority preservation" and why the Conservation Commission does not support the PZC recommended revision that would include this area as part of the adjacent Willimantic "regional center" classification. This area has been and continues to be studied by the PZC, in collaboration with affected property owners, in an effort to both protect these resources and to allow an appropriate mix of medium density development designed in a cluster pattern. Of importance, a majority of this area is owned by one property owner, which will facilitate appropriate planning and design of future land uses. Classification of this area in the "regional center" category will assist the PZC with the ongoing effort to collaboratively plan for both appropriate economic development and resource protection.

#### **Financial Impact**

The regional land use plan is an advisory document and, based on current statutes, does not control municipal land use policies and regulations. However, consistency with a regional land use plan is an important consideration for updates of the State Conservation and Development Policies Plan and for infrastructure and economic development grants. It is anticipated that over time the regional plan will have greater importance in Connecticut and, therefore, it is in a Town's interest to seek consistency between local, regional and state land use plans.

#### **Recommendation**

For reasons cited above, in the 6/15/09 memorandum from the Director of Planning and in the attached 7/21/09 draft letter, it is recommended that the Mayor be authorized to co-endorse with the PZC Chairman the PZC approved comments on the draft 2009 Windham Regional Land use plan. Alternatively, the Town Council could submit an independent letter or decide not to submit comments on the draft plan.

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

*Move, effective July 28, 2009, to authorize the Mayor to co-endorse with the Planning and Zoning Commission Chairman comments on the draft 2009 Windham Regional Land use Plan. The comments shall be based on a 7/21/09 draft letter authorized by the Planning and Zoning Commission.*

#### **Attachments**

- 1) Portions of the Draft 2009 Windham Regional Land Use Plan
- 2) Summary of changes from the 2002 Windham Region Land Use Plan
- 3) 6/15/09 memo from the Director of Planning
- 4) 7/19/09 email from the Mansfield Conservation Commission Chairman
- 5) 7/21/09 draft letter endorsed by the Planning and Zoning Commission.

# PORTIONS OF DRAFT PLAN

DRAFT

WINDHAM REGION

LAND USE

PLAN

2009

Prepared 2009 by Regional Planning Commission and WINCOG Staff  
Adopted \_\_\_\_\_ by Windham Region Council of Governments

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WINDHAM REGION COUNCIL OF GOVERNMENTS

700 Main Street  
Willimantic, Connecticut 06226

[WWW.WINCOG.ORG](http://WWW.WINCOG.ORG)

## INTRODUCTION

The Windham Region Council of Governments (WINCOG) is the state-designated regional planning organization (RPO) serving the Windham Planning Region. WINCOG has nine member\* towns: Chaplin, Columbia, Coventry, Hampton, Lebanon, Mansfield, Scotland, Willington, and Windham.

The Windham Planning Region encompasses 327 square miles in eastern central Connecticut. The largest urban centers are Willimantic (the urban portion of the Town of Windham) and Storrs (location of the University of Connecticut in the Town of Mansfield). The region is predominantly rural and is characterized primarily by undeveloped forestland. In 2000, the population of the Windham Planning Region was approximately 83,000 people.

The Windham Region Land Use Plan 2009 supersedes the plan of the same name adopted in 2002. The plan outlines regional goals, policies, and recommended actions for implementing the vision for regional land use over the next ten years. While the plan is advisory to local governments, WINCOG staff will provide technical assistance to member towns to encourage and assist with its implementation.

The following plan has been prepared through the cooperative efforts of Regional Planning Commissioners who are appointed representatives or alternates from each municipal planning commission, the chief elected officials of the member municipalities, other local planners and commissioners and WINCOG staff.



\* The Town of Ashford lies within the Windham Planning Region but is not a member of the Council of Governments.

**\* VISION FOR THE FUTURE \***

**REGIONAL  
GOALS & ACTIONS**



**LAND USE CATEGORIES:**

1. REGIONAL CENTERS
2. RURAL COMMUNITY CENTERS
3. COMMERCIAL NODES
4. PRESERVATION AREAS
5. RURAL CONSERVATION AREAS
6. HISTORIC AREAS

**POLICIES BY LAND USE CATEGORY**



• RECOMMENDED ACTIONS	• RECOMMENDED ACTIONS
• RECOMMENDED ACTIONS	• RECOMMENDED ACTIONS

# ★ VISION FOR THE FUTURE ★

The future envisioned for the Windham Region includes:

- Vital urban centers and villages that are attractive and rewarding places to live, learn, work, shop, and recreate.
- An efficient public transportation system made possible by areas of high-density development and cost-effective public utilities.
- Diversified economic growth and quality jobs in development areas.
- Efficient energy use and conservation practiced through proper siting of development and use of green building practices.
- Unfragmented rural areas with active agriculture and other sustainable rural employment and which preserve scenic vistas and the rural character of the region.
- Preserved critical environmental resources such as unfragmented wildlife habitats and water supply recharge areas.
- Preserved cultural, historic, and archaeological resources.
- A range of housing options to meet the varied needs of residents.
- Effective land use controls and incentives that make this vision a reality.

## REGIONAL GOALS

The Windham Region Land Use Plan is based on the following nine goals.

1. **Development, especially intensive development, should be concentrated in areas where there is public water and sewer, public transportation service and facilities, sidewalks, schools, and other community infrastructure.** Infill development of vacant or under-utilized properties within regional centers is the highest development priority. New investment in infrastructure, if necessary, should focus on improving infill capacity. Implementing this objective will tend to:
  - a. Encourage the efficient use of existing urban land, reduce the pressure to prematurely develop rural land, and improve our ability to protect natural resources, such as unfragmented wildlife habitats, prime farmland, forest and water resources, among others.
  - b. Concentrate urban activity, which will help to revitalize regional centers, improve the quality and variety of cultural, commercial, housing, and employment opportunities, and improve the potential for public transportation.
2. **Safe, comfortable, high-quality housing should be available to all residents of the region at a cost they can afford.** The location, size, cost, and general variety of the region's housing stock and related community facilities should meet the different housing needs of the elderly, families, single person households, students, and other residents. New housing should be integrated with existing regional and rural community centers (such as apartments over stores) to encourage the vitality and safety of these centers after business hours. Residential land use regulations should allow flexible design standards that minimize impacts on topography, wildlife habitats, and water resources. Specific regional housing needs should be identified and local efforts should cooperatively focus on improving housing for all residents. Programs should be developed to help finance projects that bring vacant or derelict housing into conformance with building and safety codes.
3. **Public transportation should be promoted and expanded** to reduce energy consumption, alleviate congestion, increase mobility and job access, and promote responsible growth policies. More specific public transportation recommendations are included in the *Regional Transportation Plan 2005*.
4. **Energy-efficient development should be encouraged within the region** as part of an effort to conserve our nonrenewable energy resources, preserve and improve air quality, and to lower utility costs. Proper siting of development, along with proper building design, will result in a significant long-term reduction in energy consumption. The use of non-conventional methods (e.g. solar, wind, energy from waste, geothermal, etc.) for energy production should be encouraged, especially for heating and industrial use. Residential development should be designed for energy efficiency both in transportation (e.g. transit-oriented development) and energy consumption (e.g. solar, geothermal, etc.). Further development in the Windham Region should not degrade the air quality of the Region.

5. **Economic growth should be focused in areas with existing public infrastructure.** Infill development and reuse of underutilized sites such as brownfields are the highest priority for commercial and industrial uses.

**High-quality jobs** that foster creativity and provide opportunities for advancement would serve the interests of the region best. Attention should be given to retaining existing businesses and seeking additional businesses that are compatible with the region's clean environment.

**Agriculture and Agricultural Products** should be strongly encouraged for the strength and diversity which they add to the regional economy, to help make New England more self-sufficient in its food supply, to preserve the rural landscape currently committed to agriculture, and to encourage the expansion of such areas. A variety of devices should be considered to achieve this, including the promotion of new and existing agricultural uses, promotion of heritage tourism, continuation of preferential tax programs, public acquisition of development rights to agricultural lands and other development rights transfer programs.

**Home-based businesses** should be encouraged as long as they do not detract from the rural-residential character in which the businesses are located. Home-based businesses help rural town tax bases, provide in-town employment, and provide needed services without altering the rural character of an area.

More specific economic development recommendations are included in the *Northeastern Connecticut Economic Partnership Comprehensive Economic Development Strategy and the Windham Region Council of Governments Regional Economic Development Implementation Study*.

6. **The heritage of the Region should be preserved.** The Windham Region, part of the last large tract of predominantly rural land in the Boston-to-Washington megalopolis, is also known for its important place in colonial and industrial history. The Region contains many classic examples of the traditional Connecticut landscape: small colonial towns with white-spined churches and charming town greens; farm fields, barns, and stone walls; as well as distinctive mill villages. These features are testament to the Region's colonial, agricultural, and industrial past and help create our unique regional identity and spirit. Efforts to preserve the heritage of the region such as the Quinebaug-Shetucket Heritage Corridor's Action Plan, Main Street programs, Historic Districts, "Favorite Places" studies, historical and archeological studies, and farmland and open space preservation programs should be supported and expanded.
7. **Development in the Windham Region should not degrade water quality.** Land within and surrounding public water supply recharge areas, lake watersheds, inland wetlands, and river and stream corridors should be used in a manner which protects water quality and quantity, preserves aquatic habitats, minimizes hazards to life and property from flooding, provides access (visual and/or physical) for recreational purposes, and retains to the maximum extent possible lake shores and stream banks in an undeveloped state such that their beauty can be enjoyed by future generations.

8. **Wildlife habitats should be preserved because they are critical to the health of our natural environment and are the foundation of ecological communities.** Wildlife habitats can include: *unfragmented* forest blocks with habitat value indicators such as large size, a high ratio of interior habitat to exterior habitat, the presence of water resources, a high percentage of productive forest soils, and adjacency to existing preserved open space; corridors that facilitate wildlife movement between unfragmented blocks such as wetland and watercourse corridors and utility corridors; significant species' habitats (including rare, endangered, threatened, and species of special concern) and significant natural communities such as cedar swamps as inventoried in the CT Natural Diversity Database. Wildlife habitats should be identified, prioritized, and targeted for preservation as open space. Priority wildlife areas should be incorporated into local plans of conservation and development with special attention to those wildlife habitats most at risk of being developed.
  
9. **Municipal land use controls should foster and create strong, cohesive community centers and discourage expansion into valuable farmland and woodland.** Good local land use regulations are key to making the vision for the future of the Windham Region a reality.

## REGIONAL LAND USE ACTIONS

These regional land use actions apply to all land use categories. They are comprehensive in nature and should be applied at every possible opportunity.

- **Call for Tax & Educational Funding Reform.** Connecticut's over-reliance on the municipal property tax to fund education is an important factor driving sprawl. Towns must compete to attract business in order to grow their Grand List. This results in scattered development that is wasteful of both economic and natural resources and directly conflicts with the goals set forth in this plan. A new system is clearly needed.
- **Implement Flexible Land Use Regulations.** Zoning and subdivision regulations should not rely on "cookie-cutter" dimensional and use standards. They should implement conservation values and encourage compatibility with traditional development patterns and the landscape. They should focus on excellence in site design, landscaping, and architecture and may encourage historic preservation and economic development in appropriate areas. Design review procedures should be implemented for new development to preserve rural and neighborhood character.
- **Encourage Future Road Network Planning.** Commissions may implement village-density development and may promote connectivity and natural resource conservation by drafting a future road network map. When practical, the future road network map as well as context-sensitive road design, traffic calming and access management techniques should be used to maintain rural character and implement conservation and development goals.
- **Use Best Management Practices and Low Impact Development.** Require best management practices (BMP's) such as the reduction of impervious surfaces, on-site stormwater treatment, soil erosion and sedimentation control techniques, and invasive species control to minimize disruption of the natural environment.
- **Encourage Alternative/Community Septic Systems in Priority Development Nodes.** Village-density development in rural areas cannot happen without managed septic treatment such as alternative and community systems. These modern methods of septic treatment protect environmental resources and promote responsible growth. These new technologies should be promoted for their utility in making responsible growth development possible in rural areas.
- **Consider Intermunicipal Revenue Sharing.** With tax revenue sharing, towns may mutually benefit by encouraging economic development in towns with the infrastructure to support it and by compensating rural towns for remaining rural.
- **Consider a Transfer of Development Rights Program.** A transfer of development rights program (TDR) is a system that allows for the transfer of development potential away from rural areas to areas with a higher capacity for development. A TDR program compensates rural landowners to keep their land open while providing incentives to build in areas with underutilized capacity.

## 1. REGIONAL CENTERS

**REGIONAL CENTERS** have the highest development densities, public water and sewer systems, public transportation service and other public services. These areas already have the utilities, transportation access, services, and other characteristics that make intensive landuse most efficient and appropriate.

**REGIONAL CENTERS** are the highest priority for all forms of redevelopment and development including commercial, urban-density residential, and industrial. Remediation and infill are strongly encouraged where these areas have become derelict, contaminated (brownfields), or otherwise underutilized. The intent is to promote the vitality and revitalization of these areas and encourage actions that make these areas attractive and rewarding places to live, learn, work, shop, and recreate. All development in **REGIONAL CENTERS** must be sensitive to existing neighborhoods and environmental concerns.

There are two distinct **REGIONAL CENTERS** in the Windham Region:

- **Willimantic** including portions of the Route 6 corridor in North Windham and the Eastbrook Mall in Mansfield, and
- **Storrs Downtown** including the University of Connecticut Main Campus and Mansfield Four Corners (intersection of Rte. 44 and Rte. 195).

### **CORRESPONDENCE WITH STATE PLAN**

**REGIONAL CENTERS** are primarily designated on the State of Connecticut Conservation and Development Policies Plan (2005-2010), as: "Regional Centers" (red), "Neighborhood Conservation Areas" (pink), and "Growth Areas" (orange).

## **POLICIES FOR REGIONAL CENTERS**

- Encourage development of new jobs and commerce in regional centers.
- Encourage adaptive reuse of existing buildings and redevelopment of derelict sites.
- Encourage locating new public buildings in downtown or central locations with convenient pedestrian access.
- Encourage improved multi-modal transportation access to regional centers and links between regional centers.
- Encourage a mix of compatible uses such as residences and offices or small stores.
- Encourage buildings, façades and signage that are in harmony with the surrounding neighborhood in scale, style, and height.
- Encourage sidewalk, lighting, signage, and landscaping improvements that create a pedestrian-friendly environment.
- Encourage the creation and renovation of urban parkland and recreation areas and encourage linkages to larger park systems, trails, and greenways.
- Encourage an increased diversity of urban housing options including studios, apartments over stores, accessory apartments, and condominiums.

## **SPECIFIC POLICIES FOR DESIGNATED DISTRICTS:**

### **Willimantic:**

- As the primary regional center, Willimantic should be the highest priority for development.
- Cooperative relationships between the downtown community and Eastern Connecticut State University should be developed and encouraged. These alliances should recognize the potential inter-relationships between the communities and focus on the mutual benefits that may be attained through collaborative economic development.
- The Regional Planning Commission encourages the implementation of those recommendations contained in The Willimantic Downtown Revitalization Plan - "Willimantic! Putting the Puzzle Together." (1994), the Willimantic section of the Windham Plan of Conservation and Development (2007), and the City Rivers Plan (1976), where they are consistent with the policies noted above.

### **Route 6 Corridor in North Windham:**

- Consider interconnections of sewer service to encourage infill development within the immediate vicinity of the Route 6 Willimantic Bypass terminus. Extensions to the existing sewer service easterly along Route 6 should be considered only after all infill development opportunities have been exhausted.
- Strongly encourage regulations to protect the Route 6 corridor in Chaplin and Hampton from strip development.

- While North Windham is highly developed, it contains diverse and significant natural communities including 80-acres of Atlantic White Cedar swamp south of Route 6, the Windham Airport which contains a vestigial pitch pine community as well as habitat for rare and threatened invertebrate species, and the Mansfield Hollow Lake area. DEP's Natural Diversity Database, a listing of general areas of concern with regard to state and federally listed Endangered, Threatened, and Special Concern species and significant natural communities, lists eight occurrences in North Windham. Large commercial and infrastructure development in this area should be sensitive to these species and communities as well as to critical environmental concerns such as the Willimantic Reservoir. Runoff and habitat encroachment are the most critical issues that could do harm in these areas.

**Eastbrook Mall Area:**

- Encourage improvements to pedestrian and bicycle access.

**Storrs Downtown & Four Corners:**

- Development should be sensitive to water resources and public water supply recharge areas particularly as it relates to impacts to the Fenton and Willimantic Rivers systems.
- Public transportation and multi-modal transportation improvements should be supported to relieve road congestion and to provide better access to the university without increasing the need for parking spaces.
- Support the implementation of the plans for Storrs Center as envisioned by the Mansfield Downtown Partnership.

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**RECOMMENDED ACTIONS FOR REGIONAL CENTERS**

- Evaluate and amend existing zoning regulations, as necessary, to make **REGIONAL CENTERS** the highest priority for redevelopment and development and to encourage compatible, mixed land uses and a variety of housing options.
- Develop effective design review procedures for new development and significant improvements to existing development in historic, commercial, trafficked, and highly visible areas.
- Use tax incentives and grants to provide financial assistance for the rehabilitation, restoration, and adaptive reuse of derelict buildings and sites for all land uses.
- Pursue funding to rehabilitate streetscapes and existing parks and to purchase additional land for parks, recreation areas, and greenway linkages.
- Improve transit service and expand the successful pre-paid transit fares program.
- Support improved inter-regional public transportation services to link **REGIONAL CENTERS** in the Windham Region with other urban areas.

# APPENDIX A

## ACTION TABLE

Municipal land use commissions, particularly zoning commissions, and elected officials hold the powers and authorities that are necessary to fulfill the goals of the Windham Region Land Use Plan. While action must take place at the municipal level, the Windham Region Council of Governments will join municipalities in implementing the plan by providing guidance and technical assistance for municipal regulatory and policy changes. This ACTION TABLE has been developed as a guide to help municipalities implement land use regulations and other policies that are consistent with the plan's recommendations.

RECOMMENDED ACTIONS	ROLE	REFERENCE
<b>ZONING</b>		
<b>Evaluate and amend Zoning Regulations as necessary to:</b>		
<ul style="list-style-type: none"> <li>• Create flexible zoning regulations that focus on excellence in site design, landscaping, and architecture. They should not rely on "cookie-cutter" dimensional and use standards.</li> </ul>	Zoning Commission	See page 9
<ul style="list-style-type: none"> <li>• Develop effective design review procedures for new structures and significant improvements to existing structures in historic, commercial, trafficked, and highly visible areas.</li> </ul>	Zoning Commission	See page 9
<ul style="list-style-type: none"> <li>• Require best management practices (BMP's) such as the reduction of impervious surfaces, on-site stormwater treatment, soil erosion and sedimentation control techniques, and invasive species control to mitigate the impact of development.</li> </ul>	Zoning Commission	See page 9
<ul style="list-style-type: none"> <li>• Make <b>REGIONAL CENTERS</b> the highest priority for development and redevelopment.</li> </ul>	Zoning Commission	See page 12
<ul style="list-style-type: none"> <li>• Encourage development that contributes to and reinforces the character of <b>RURAL COMMUNITY CENTERS</b>.</li> </ul>	Zoning Commission	See page 14
<ul style="list-style-type: none"> <li>• Encourage the siting of new construction in areas with development priorities rather than in <b>RURAL CONSERVATION AREAS</b>.</li> </ul>	Zoning Commission	See page 21
<ul style="list-style-type: none"> <li>• Encourage clustered, small- and medium-scale commercial and industrial development in <b>COMMERCIAL NODES</b>. Zoning regulations may include:               <ol style="list-style-type: none"> <li>a. strong buffering provisions to reduce potential negative impacts on adjacent parcels especially along zone boundaries,</li> <li>b. reduced building setbacks to allow for cluster development,</li> <li>c. parking standards based on anticipated need, not on gross floor area or other fixed standard,</li> <li>d. parking areas located in rear or side yards rather than between the building and the street,</li> <li>e. the use of shared entrances for adjacent developments, and</li> <li>f. flexible signage standards that focus on excellence and efficiency in design.</li> </ol> </li> </ul>	Zoning Commission	See page 16

<ul style="list-style-type: none"> <li>Encourage compatible, mixed land uses and a variety of housing options in priority development areas.</li> </ul>	Zoning Commission	See page 12, 14
<ul style="list-style-type: none"> <li>Encourage the use of effective design review procedures to implement civic design objectives.</li> </ul>	Zoning Commission	See page 14
<ul style="list-style-type: none"> <li>Encourage protection of <b>PRESERVATION AREAS</b>. Regulations should discourage any structural development or resource utilization in <b>PRESERVATION AREAS</b> unless directly compatible with preservation values.</li> </ul>	Zoning Commission	See page 19
<ul style="list-style-type: none"> <li>Encourage the following conservation values in <b>RURAL CONSERVATION AREAS</b>: conservation of natural resources such as productive forest and farmland soils, creation of the least possible impact on the existing topography and vegetation, contribution to rural character by either blending with traditional rural structures and development patterns or by using existing topography and vegetation to create the least visible presence on the landscape.</li> </ul>	Zoning Commission	See page 21
<ul style="list-style-type: none"> <li>Encourage historic preservation and compatible redevelopment in <b>HISTORIC AREAS</b>. Regulations should be flexible and focus on encouraging historic preservation priorities.</li> </ul>	Zoning Commission	See page 24
<ul style="list-style-type: none"> <li>Preserve rural road frontage by limiting the number of curb cuts and by upgrading roads only along the existing footprint.</li> </ul>	Zoning Commission	See page 21
<ul style="list-style-type: none"> <li>Require substantial justification for the removal of or damage to distinguishing features such as stone walls and healthy, mature trees.</li> </ul>	Zoning Commission	See page 14
<ul style="list-style-type: none"> <li>Reduce the visual impact of signage and lighting.</li> </ul>	Zoning Commission	See page 22
<ul style="list-style-type: none"> <li>Require all applicants to inquire with the Department of Environmental Protection to determine if there is potential for state and federally listed Endangered, Threatened, and Special Concern species and significant natural communities in the vicinity of the development area.</li> </ul>	Zoning Commission	See page 19
<ul style="list-style-type: none"> <li>Require all applicants to inquire with the State Archeologist to determine if there is existing or potential for archeological sites within or in the vicinity of the development area.</li> </ul>	Zoning Commission	See page 24
<b>PLANNING</b>		
<b>Evaluate and amend municipal Plans of Conservation and Development as necessary to:</b>		
<ul style="list-style-type: none"> <li>Identify existing or potential <b>RURAL COMMUNITY CENTERS</b> (or their equivalent).</li> </ul>	Planning Commission	See page 14
<ul style="list-style-type: none"> <li>Identify <b>RURAL CONSERVATION AREAS</b> (or their equivalent).</li> </ul>	Planning Commission	See page 21
<ul style="list-style-type: none"> <li>Prioritize and identify <b>PRESERVATION AREAS</b> (or their equivalent).</li> </ul>	Planning Commission	See page 19
<ul style="list-style-type: none"> <li>Proactively identify existing or potential <b>COMMERCIAL NODES</b> (or their equivalent) in municipal Plans of Conservation and Development. Collaborate with adjacent towns in identifying these areas.</li> </ul>	Planning Commission	See page 16
<ul style="list-style-type: none"> <li>Identify Historic Areas (or their equivalent) in municipal Plans of Conservation and Development.</li> </ul>	Planning Commission	See page 24

<b>Evaluate and amend Subdivision Regulations as necessary to:</b>		
<ul style="list-style-type: none"> <li>Promote cluster subdivisions that provide strong incentives to reduce lot sizes while conserving open space.</li> </ul>	Planning Commission	See page 21
<ul style="list-style-type: none"> <li>Provide flexible design guidelines and focus on implementing conservation. Subdivision regulations should not rely on "cookie-cutter" dimensional standards.</li> </ul>	Planning Commission	See page 9
<b>Additionally:</b>		
<ul style="list-style-type: none"> <li>Encourage alternative/community septic systems as part of a coordinated development strategy to allow village-density, clustered, responsible growth development in rural areas.</li> </ul>	WINCOG, other	See page 9
<ul style="list-style-type: none"> <li>Investigate a transfer of development rights (TDR) program at the local and/or regional level to provide incentives to build in areas with development priorities while pursuing the protection of open space and compensation for rural landowners.</li> </ul>	Planning Commission, WINCOG, other	See page 9
<ul style="list-style-type: none"> <li>Conduct natural resource inventories on a regional and municipal level to help identify <b>PRESERVATION AREAS</b>, particularly unfragmented forest blocks, wildlife corridors, and other open space priorities.</li> </ul>	Conservation Commission, WINCOG, other	See page 19
<ul style="list-style-type: none"> <li>Create Historic District and Historic Properties Study Committees and Commissions.</li> </ul>	Selectmen	See page 24
<ul style="list-style-type: none"> <li>Continue to seek designation of historic buildings, sites, and districts in appropriate inventories such as the State and National Register of Historic Places.</li> </ul>	Historic Properties Commission, other	See page 24
<ul style="list-style-type: none"> <li>Create separate Conservation Commissions.</li> </ul>	Selectmen	See page 19
<b>FISCAL/ECONOMIC</b>		
<ul style="list-style-type: none"> <li>Call for property tax and educational funding reform to eliminate pressure on towns to compete with each other to attract business in order to grow the Grand List.</li> </ul>	WINCOG, other	See page 9
<ul style="list-style-type: none"> <li>Consider intermunicipal revenue sharing to encourage economic development in towns with the infrastructure to support it while compensating rural towns for remaining rural.</li> </ul>	Economic Development Commission, Selectmen, WINCOG, other	See page 9
<ul style="list-style-type: none"> <li>Implement the strategies and partnerships outlined in the Northeastern Connecticut Comprehensive Economic Development Strategy and the Windham Region Council of Governments Economic Development Implementation Plan.</li> </ul>	Economic Development Commission, Selectmen, WINCOG, other	See page 9
<ul style="list-style-type: none"> <li>Conduct cost-benefit analyses to determine the fiscal benefits of open space on the tax base.</li> </ul>	Economic Development Commission, Selectmen, WINCOG, other	See page 19
<ul style="list-style-type: none"> <li>Use tax incentives and grants to provide financial assistance for the rehabilitation, restoration, and adaptive reuse of historic, derelict, or existing structures that contribute to the character of the community.</li> </ul>	Economic Development Commission, Selectmen, other	See page 12, 14, 24
<ul style="list-style-type: none"> <li>Create and develop a municipal open space acquisition fund.</li> </ul>	Selectmen	See page 19

<ul style="list-style-type: none"> <li>Pursue funding to rehabilitate or improve streetscapes, parks, and other public spaces in ways that enhance and contribute to community character.</li> </ul>	Economic Development Commission, Selectmen, WINCOG, other	See page 12, 14
<ul style="list-style-type: none"> <li>Pursue grant funding from state and regional agencies to aid in the protection of qualified <b>PRESERVATION AREAS</b>. Funding should be sought for any activity that may further the understanding of the need for open space.</li> </ul>	Conservation Commission, Selectmen, WINCOG, other	See page 19
<b>OPEN SPACE</b>		
<ul style="list-style-type: none"> <li>Pursue acquisition or protection of priority <b>PRESERVATION AREAS</b> for open space through either donation or sale to land preservation organizations such as Joshua's Trust and others or through the purchase or transfer of development rights.</li> </ul>	Conservation Commission, Selectmen, other	See page 19
<ul style="list-style-type: none"> <li>Extend and connect existing preserved open spaces to create interconnected blocks of protected land and create linkages between existing greenways such the Charter Oak Greenway and the Nipmuc Trail.</li> </ul>	Conservation Commission, Selectmen, other	See page 19
<ul style="list-style-type: none"> <li>Create a comprehensive registry of conservation easements on a regional and municipal level and use this registry in identifying preservation priorities.</li> </ul>	Conservation Commission, WINCOG, State	See page 19
<ul style="list-style-type: none"> <li>Encourage the creation of passive recreation areas.</li> </ul>	Conservation Commission, Selectmen, other	See page 19
<b>COMMUNITY CHARACTER</b>		
<ul style="list-style-type: none"> <li>Rehabilitate and improve streetscapes, town greens, and other important community places by planting trees, installing information boards, attractive signage, and downward directed lighting, and by providing public amenities such as benches, waste bins, and restrooms.</li> </ul>	Downtown Committees, NRZ's, Selectmen, other	See page 12, 14
<ul style="list-style-type: none"> <li>Utilities should be placed underground to remove visual clutter, contribute to historic character, and improve the overall quality of the streetscape.</li> </ul>	Downtown Committees, NRZ's, Selectmen, other	See page 12, 14
<b>TRANSPORTATION</b>		
<ul style="list-style-type: none"> <li>Assist municipalities with future road network planning to implement village-density development and promote connectivity and natural resource conservation.</li> </ul>	Planning Commission, Selectmen, Downtown Committees, NRZ's	See page 9
<ul style="list-style-type: none"> <li>Improve local public transportation services.</li> </ul>	WRTD	See page 12
<ul style="list-style-type: none"> <li>Improve inter-regional transit services that link Willimantic and Storrs with other urban areas.</li> </ul>	WRTD	See page 12
<ul style="list-style-type: none"> <li>Expand the successful pre-paid transit fares program.</li> </ul>	WRTD	See page 12
<ul style="list-style-type: none"> <li>Depending on the proposed use and location, development designs should consider pedestrian access and cohesion with existing residential neighborhoods or rural community centers.</li> </ul>	Zoning Commission	See page 12, 14
<ul style="list-style-type: none"> <li>Permit new loop and through roads as appropriate. New roads should contribute to rural character by avoiding excessive widths and by creating the least possible impact on existing topography, vegetation, and existing features. Cul-de-sacs, if necessary, should only be used for short road segments.</li> </ul>	Planning Commission, Selectmen	See page 22

## APPENDIX B

### METHODOLOGY TO PRIORITIZE PRESERVATION AREAS

This system was developed to prioritize the extensive natural resources in the Windham Region. The mapping generally indicates areas with multiple natural resource values on a regional scale.

Natural Resource map layers were overlaid in ArcView 9.3. Where layers overlapped, their respective resource values were added together.

NATURAL RESOURCE MAP LAYERS	RESOURCE VALUE
State Designated Greenways (depicted as 500' wide corridors)	2
Unfragmented Forest Tracts (> 500 acres and < 4% developed)	
Priority Forest Tracts	2
High Priority Forest Tracts	3
Undeveloped Prime & Important Farmland Soils (> 5 acres)	2
100 yr. Floodplain & Wetland Soils	1
Water Buffers (500' Lakes, 200' Ponds/Rivers, 100' Streams)	2
Public Water Supply Watershed	1
Aquifer Protection Areas and Potential Stratified Drift Aquifers	2
Areas Adjacent to Existing Permanently Protected Open Space	2

Areas with resource value of one were dropped from the Preservation Area category.

The final resource values range from two to fourteen and are divided into two categories:

- Priority Preservation Areas = Values 2-3, and
- High Priority Preservation Areas = Values 4-14.

Lastly, the vector data was converted to a grid at a scale of one cell = 1/4 acre to make it appear more generalized.

More specific data for site- and town-level resource analysis is available at the Windham Region Council of Governments.

5/20/09

## Summary of proposed changes to Windham Region Land Use Plan to date

### Overview

The Regional Planning Commission updated the Windham Region Land Use Plan to:

- reflect changes in the WINCOG boundary (i.e. added Willington/removed Ashford),
- reflect new policy requirements for regional plans (i.e. compact, transit accessible, pedestrian-oriented mixed use development patterns and land reuse, a.k.a. “smart growth”),
- improve existing language for clarity of message, and
- update and improve mapping of conservation and development priorities.

### Vision Statement

- Rewrote bullet #2 (development efficiency) for more emphasis on public transit and density.

### Regional Goals

- Rewrote and expanded goal regarding public transit.  
*Impetus for change: need for more emphasis on transit-accessibility and sustainability.*

### Regional Actions

- Rewrote and expanded goal regarding community and alternative septic systems.  
*Impetus for change: recognition that village-density development in rural areas cannot happen without community or alternative septic treatment.*
- Rewrote goal regarding future road planning.  
*Impetus for change: recognition that planning commissions have the authority to dictate development patterns through road layout planning.*

### Regional Centers (formerly Central Areas with Public Utilities)

- In Policy section: add **signs** to list of things that are encouraged to be in harmony with the surrounding neighborhoods in terms of scale, style and height
- In Policy section: add **signage** to list of things that are encouraged to create a pedestrian friendly environment
- In Recommended Actions: change the term structures to **development** to include signs  
*Impetus for change: need to address signage*
- In Recommended Actions: added language supporting Mansfield Downtown Partnership

### Rural Community Centers

- In Policy section: add Signage should contribute to and reinforce the character of the Rural Community Center

**TOWN OF MANSFIELD  
OFFICE OF PLANNING AND DEVELOPMENT**

GREGORY J. PADICK, DIRECTOR OF PLANNING

Memo to: Mansfield Planning and Zoning Commission  
From: Gregory Padick, Director of Planning  
Date: June 15, 2009  
Re: Draft Windham Regional Land Use Plan 2009



As previously communicated, the Windham Regional Planning Commission is in the process of updating the 2002 Windham Region Land Use Plan. We have just been informed that the Windham Region Planning Commission will hold a public hearing on the draft Regional Land Use Plan on Wednesday July 1, 2009 in the Buchanan Auditorium of the Mansfield Public Library, 54 Warrenville Rd Mansfield Center, CT 06250 at 7:00 p.m. At this hearing, anyone may submit written or verbal testimony. Written comments will be received until August 6<sup>th</sup>, and may be addressed to WINCOG, 700 Main St., Willimantic, CT 06226. A copy of the plan is available at <http://www.wincog.org/publications.html#land> or by calling 860-456-2221.

I have reviewed the draft 2009 plan and will attend the July 1<sup>st</sup> Public Hearing. Based on my review to date, I have the following comments for consideration by the PZC.

- The 2009 draft plan is clearly written and well organized. It includes a specific vision and a listing of regional goals and land use actions. There are specific policies and recommendations for each of the six (6) land use categories utilized in the plan. Appendix A lists numerous action recommendations for consideration by municipal and regional representatives. Four (4) maps are utilized to present land use data. Of importance, the text and mapping note that the mapping should be used as a guide and that any location may contain characteristics for more than one (1) land use category.
- A two (2) page summary, dated 5/20/09, which was distributed with the draft plan, presents the major revisions from the current 2002 plan.
- My review of the text of the draft plan indicates that the stated vision, goals, policies and recommendations for regional land use actions are fully consistent with Mansfield's 2006 Conservation and Development and the State's current Conservation and Development Policies Plan. The draft plan also is considered to be consistent with the recently prepared Mansfield 2020: A Unified Vision.
- My review of the mapping indicates that the depicted land use categories generally are consistent with Mansfield's 2006 Plan of Conservation and Development and the State's Land Use Plan mapping. However, a few variations have been identified that warrant comment and further consideration. More specifically, the draft Regional Plan does not include within the Storrs Regional Center a Mansfield designated medium to high density age restricted residential classification north of Route 44 and west of Cedar Swamp Road. This area is within the planned Four Corners Sewer-service area. In addition, the draft Storrs Regional Center does not include another medium to high density age restricted residential classification off of Maple Road adjacent to the nursery and rehabilitation center. This area has been identified for a potential assisted living project by a Town designated preferred developer. The draft plan also does not include land south of Puddin Lane between Freedom Green and Storrs Road or land south of Pleasant Valley Road and west of Mansfield City Road within the Willimantic Regional Center. All of these areas are considered "Planned Development Areas" in Mansfield's 2006 Plan of Conservation and Development and warrant further consideration for inclusion into regional center classification.

With the noted exception of some mapping inconsistencies, the proposed draft 2009 Windham Regional Land Use Plan text and mapping are considered to be consistent with Mansfield 2006 Plan of Conservation and Development and our recently prepared Strategic Plan: Mansfield 2020: A Unified Vision. Following the July 1, 2009 Public Hearing, I will work with Mansfield representatives to prepare a letter expressing Mansfield's comments.

Cc: Town Council, Conservation Commission, ~~Open Space~~ Open Space Preservation Committee

## Gregory J. Padick

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**From:** Kessel, Quentin [quentin.kessel@uconn.edu]  
**Sent:** Sunday, July 19, 2009 8:43 PM  
**To:** Gregory J. Padick; P&Z / Inland Wetland Commission; Town Council  
**Cc:** Conservation Comm  
**Subject:** CC Motion

Good People: Below, please find a portion (Item 6) of our July 15, 2009 Conservation Comm Commission Minutes that I was directed to forward to you. It addresses a potential conflict between the 2009 Windham Region Land Use Plan and the Mansfield Plan of Conservation and Development. Sincerely yours, Quentin Kessel, Conservation Commission Chair.

Town of Mansfield  
CONSERVATION COMMISSION  
Meeting of 15 July 2009  
Conference B, Beck Building  
(DRAFT) MINUTES

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

1. The meeting was called to order at 7:30p by Chair Quentin Kessel.

(break)

6. 2009 Windham Region Land Use Plan. This is an update of the Windham Council of Governments 2002 Regional Land Use Plan. Kessel attended a public hearing concerning it on 01 July. Town Planner Greg Padick has drafted comments for consideration by the PZC; written comments on the plan will be received until 06 August. The Commission unanimously agreed to the following motion (Kessel, Trainor):

The Mansfield Conservation Commission endorses, with one exception, the comments on the "Draft Windham Region Land Use Plan 2009" in the June 15, 2009 letter from Greg Padick, Director of Planning, to the Mansfield Planning and Zoning Commission.

The exception is as follows: the Windham Region Land Use Plan designates a small portion of southern Mansfield as a "High Priority Preservation Area," whereas in Mansfield's Plan of Conservation and Development much of this same area is designated for development (e.g., a portion is zoned as an industrial park). The Conservation Commission values the Windham Region Plan's methodology to prioritize preservation areas (Appendix B), which takes into account data from Mansfield's Plan. Much of this area is prime farmland, beneath which is one of Mansfield's major aquifers. It is a Class I viewshed bordered by one of Mansfield's officially designated Scenic Roads. There seems to be a stream running through it that is designated as a flood hazard zone.

For these reasons, the Mansfield Conservation Commission urges the Town of Mansfield to accept the Windham Region Plan's designation of "High Priority Preservation Area" for this portion of Mansfield.

A copy of this portion of the minutes is to be forwarded to the Director of Planning, the Mansfield Planning and Zoning Commission, and the Mansfield Town Council.

(break)

8. The meeting adjourned at 9:23p. Next meeting: 7:30p, Wednesday, 19 August 09.

Scott Lehmann, Secretary  
16 July 09

## 7/21/09 Draft

July 30, 2009

Windham Regional Planning Commission  
c/o Ms. Jana Butts  
700 Main Street  
Willimantic, CT 06226

Re: Draft 2009 Windham Regional Land Use Plan

Dear Regional Planning Commissioners and staff:

Mansfield's Planning and Zoning Commission and Town Council, with the assistance of Mansfield's Conservation Commission and staff, have reviewed the draft 2009 Windham Regional Land Use Plan. The following comments and recommendations for revisions are forwarded for your consideration:

1. The Regional Planning Commission and its staff are congratulated for their excellent work in updating the 2002 Regional Land Use Plan. This important document is clearly written and well organized. The plan's visions for the region and the goals, policies and recommendations for regional land use actions are consistent with Mansfield's 2006 Plan of Conservation and Development; Mansfield's 2008 Strategic Plan; Mansfield 2020: A Unified Vision; and the current State Conservation and Development Policies Plan. The precise action recommendations contained in Appendix A will facilitate implementation by municipal and regional officials.
2. The draft plan's refined recommendations for promoting sustainable development in areas with public infrastructure, protecting the regions historic and natural resource features and increasing public transportation opportunities are particularly important. The plan's specific support of Mansfield's Storrs Center project is appreciated.
3. Subject to the specific map revision recommendations provided in items #4 and #5 below, the draft mapping included with the regional plan also is considered to be consistent with current, local and State land use plans. The use of four separate maps to present land use data is a significant improvement.
4. State owned land along Route 44 (east of Route 32), containing the University of Connecticut's Depot Campus and the Bergin Correctional Center, should be included in a regional center classification. This area is served by UConn's sewer and water systems and contains many existing high-density uses. The university has identified this area for future growth and is in the process of updating a master plan for the Depot Campus. University officials can provide more information regarding future land use plans for this area.
5. Although the plan mapping clearly notes that it should be used as a guide, the boundaries for the region's two Regional Center designations are specifically delineated and likely will be used for future determinations of whether a land use project is consistent with the plan. Future grants and land use permits may be affected by this mapping. It is essential that the Regional Center boundaries be delineated carefully after receiving comments from affected towns. There are few areas in our region with existing or potential public sewer and water service and appropriate opportunities for development need to be provided if the overall vision, goals and policies for the region are to be achieved.

Mansfield representatives have identified five (5) recommended revisions to the depicted regional centers that warrant your reconsideration. We have spent a considerable amount of time studying areas that are appropriate for future development and these areas should be included with the regional center land use

classification. More specifically:

- a. Two areas designated in Mansfield's Plan of Conservation and Development as Medium to High Density Age Restricted Residential should be included in the Storrs Regional Center (see attached map).
  - The northerly area (north of Route 44 and west of Cedar Swamp Road) contains existing commercial uses and is within Mansfield's Planned Four Corners sewer service area.
  - The southerly area (west of Maple Road and south of the Mansfield Nursing and Rehabilitation Center) is the site of a planned assisted living and age restricted housing project by a Mansfield designated preferred developer. This site is adjacent to existing sewer and water service areas.
  
- b. Three areas designated in Mansfield's Plan of Conservation and Development as "Planned Development Areas" should be included in the Willimantic Regional Center (see attached map).
  - The easterly area (east of Storrs Road from the Willimantic Water Works to the Windham Town Line) contains "Planned Office/Mixed Use", "Medium to High Density Residential", and "Planned Business/Mixed Use" classifications in Mansfield's Plan. This area is served by existing water and sewer service and a number of properties have redevelopment opportunities.
  - The second area (south of Puddin Lane between the Freedom Green development and Sawmill Brook) is classified as "Medium to High Density Residential" in Mansfield's Plan. This area contains two larger parcels that could be utilized for multi-family housing.
  - The westerly area (south of Pleasant Valley Road and west of Mansfield City Road) is classified as "Agriculture/Medium to High Density Residential/Open Space" in Mansfield's Plan. The land has been zoned Industrial Park since the 1960's and is included in development classifications in the current State Land Use Plan and 2002 Windham Regional Land Use Plan. This area is one of a very limited number of areas in Mansfield that can be served by public water and sewer systems and therefore, could support appropriately planned and designed medium to high density development. Including this area within the regional center classification will promote local and regional economic development and affordable housing goals and objectives.

It is recognized that this scenic area contains prime farmland soils, wetlands and floodplains and that it is underlain by a stratified drift aquifer. This area has been and continues to be studied by the PZC, in collaboration with affected property owners, in an effort to both protect these resources and allow an appropriate mix of medium density development designed in a cluster pattern. Of importance, a majority of this area is owned by one property owner, which will facilitate the appropriate planning and design of future land uses. Classification of this area in the regional center category will assist Town officials with our ongoing efforts to collaboratively plan for both appropriate economic development and resource protection.

Thank you for affording Mansfield officials an opportunity to comment on the 2009 Draft Land Use Plan for the Windham Region. If you have any questions regarding Mansfield's comments and recommendation, please contact Mr. Gregory J. Padick, Mansfield Director of Planning at (860) 429-3329 or [padickgi@mansfieldct.org](mailto:padickgi@mansfieldct.org)

Very Truly Yours,

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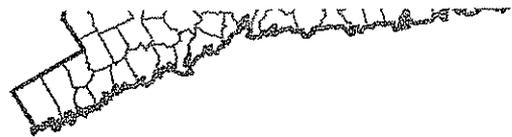
Rudy J. Favretti, Chairman, Mansfield Planning and Zoning Commission and Inland Wetland Agency

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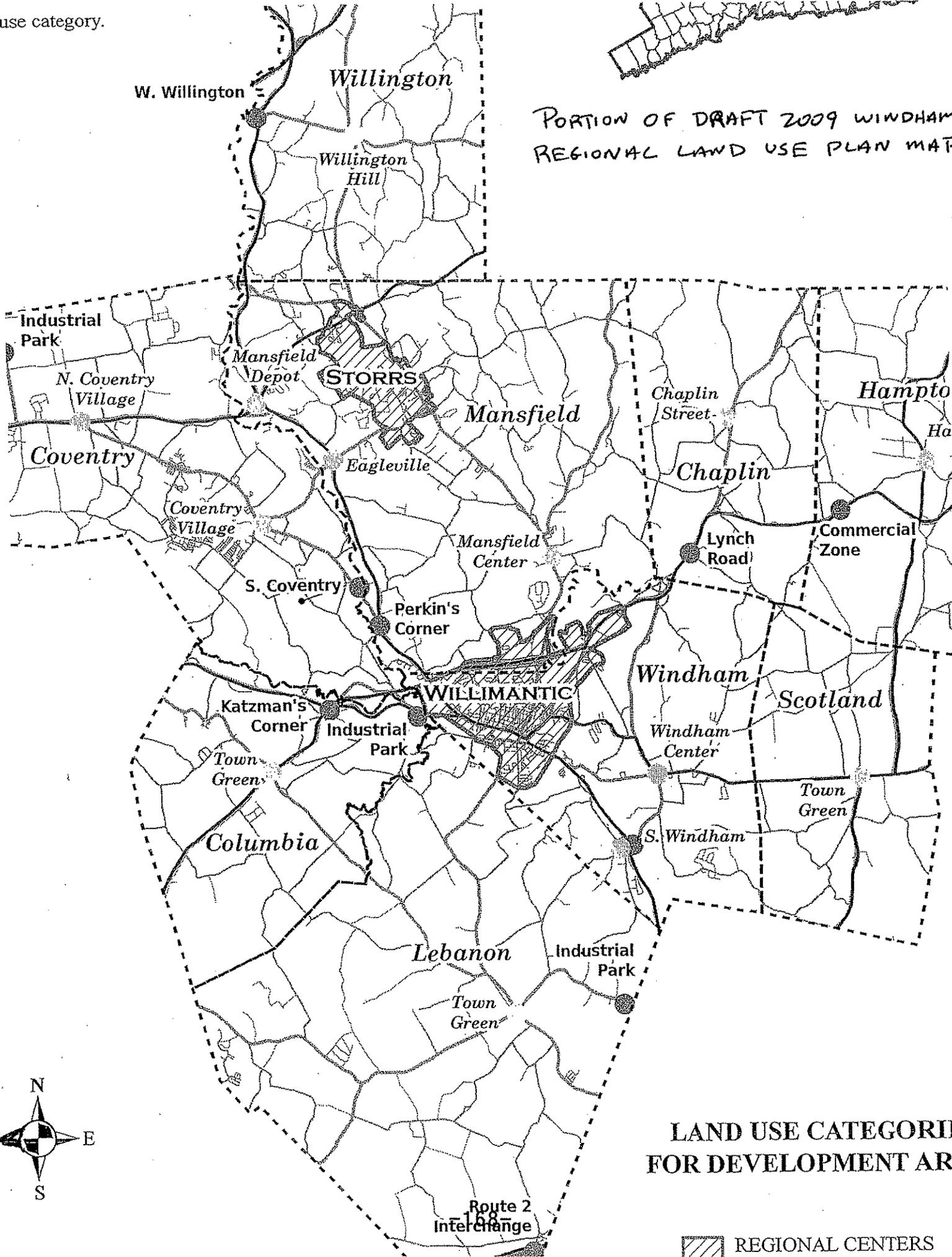
Elizabeth Paterson, Mayor, Mansfield Town Council

CC: Mansfield Planning and Zoning Commission, Mansfield Town Council,  
Mansfield Conservation Commission; Mark Paquette, Executive Director, WINCOG

use category.



# PORTION OF DRAFT 2009 WINDHAM REGIONAL LAND USE PLAN MAP



## LAND USE CATEGORIES FOR DEVELOPMENT AREAS

 REGIONAL CENTERS



AREAS RECOMMENDED FOR INCLUSION IN REGIONAL CENTER CLASSIFICATION

PORION OF DRAINAGE AREA

PROPOSED MANSFIELD FOUR CORNERS SEWER SERVICE AREA



PROPOSED AGE RESTRICTED/ASSISTED LIVING HOUSING SITE

(\*) AREAS RECOMMENDED FOR INCLUSION IN REGIONAL CENTER CLASSIFICATION

TOWN OF MANSFIELD  
Ethics Board  
Thursday, June 4, 2009  
Audrey Beck Municipal Building, Conference Room B  
4:30pm

Minutes

Members Present: Mike Sikoski, David Ferrero, Nancy Cox, Win Smith, Nora Stevens  
Staff Present: Maria Capriola, Assistant to Town Manager

I. APPROVAL OF MINUTES FROM 5/14/09

A motion was made by Ms. Stevens and seconded by Mr. Sikoski to adopt the minutes of May 14, 2009 as presented. The minutes were approved unanimously as presented.

II. PUBLIC COMMENT

None.

III. CHAIRPERSON'S REPORT

Discussion occurred regarding Town employees providing references and endorsements for companies that have performed satisfactory work for the Town.

V. DISCUSSION ON ETHICS CODE

The Board continued to review and discuss Ms. Cox's suggestions regarding the Ethics Code. Recommended changes and pending items for further discussion are attached to these minutes. At the 6/4 meeting the following decisions were made:

- Not to include a subsection on disclosure by applicants (all in favor);
- To include a subsection on recusal. Recusal is not intended to extend to staff members providing information on employee benefits and human resources issues that apply to the larger workforces as a whole. The recusal "rule of necessity" is not intended to force the tabling of Board discussions;
- To add subsections on "first year of employment," "private employment," "post-employment," "Quid Pro Quo," "fees and honorariums," "endorsements," and "whistleblowing." (all in favor).

VI. FUTURE AGENDAS AND MEETING SCHEDULE

The next meeting will be held July 16, 2009 at 4:30pm

VII. ADJOURNMENT

The meeting adjourned at 6:30 pm.

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

## Chapter 25: ~~ETHICS~~, CODE OF

### Notes on Recommended Changes Decided Up To the 5/14/09 meeting:

- **Strikethrough** = recommended deletions reached by consensus or majority of members
- **Bold/Italics** = recommended revisions by consensus or majority of members
- **Comment boxes** indicate items for further discussion

[HISTORY: Adopted by the Town Council of the Town of Mansfield 6-26-1995, effective 8-7-1995. Amendments noted where applicable.]

### § 25-1. Title.

This chapter shall be known and may be cited as the "Code of ~~Ethics~~."

### § 25-2. Purpose.

- A. The purpose of these standards is to guide town officials, elected and appointed, town employees and citizens by establishing standards of conduct ~~for persons in the decisionmaking process~~. It is intended to strengthen the tradition of *good* government in the town.
- B. Good government depends on decisions which are based upon the merits of the issue and are in the best interests of the town as a whole, without regard to personal gain.
- C. In pursuit of that goal, these standards are provided to aid those involved in decisionmaking to act in accordance with the public interest, use objective judgment, assure accountability, provide democratic leadership and uphold the respectability of the government.

### § 25-3. Definitions.

As used in this chapter, the following words or phrases shall have the meanings ascribed to them in this section:

- A. **APPEAR**— *Any form of communication including: in person, through another person, by letter, by telephone or by electronic media.*
- B. **CONFIDENTIAL INFORMATION** — ~~Any information concerning the property, business or affairs of the town not generally available to the public. *not discloseable under or subject to FOI rules (chapter 14, § 1-210 C.G.S.)*~~ *Any information, whether transmitted orally or in writing, which is obtained by reason of the public position or office held and is of such a nature that it is not, at the time of transmission, a matter of public record or public knowledge as defined by Chapter 14, § 1-210 C.G.S.*
- C. **CONFLICT OF INTEREST** - *An official or employee may not use his or her position/office in a manner which he or she knows may result in a personal or financial benefit, not shared with a substantial segment of the town's*

population, for any of the following:

- a) himself or herself;
- b) a member of his or her household;
- c) an outside employer/business of his or hers, or of a member of his or her household;
- d) a customer or client;
- e) person or entity from whom the official has received an election campaign contribution totaling more than \$200 in the aggregate during the past election cycle (this amount includes contributions from a person's immediate family or business);
- f) a substantial debtor or creditor of his or hers, or of members of his or her household; or
- g) a nongovernmental civic group, union, social, charitable, or religious organization of which he or she (or a member of his or her household) is an officer or director.

- D. EMPLOYEE — Any person receiving a salary, wages or compensation from the town for services rendered.
- E. IMMEDIATE FAMILY — Any parent, brother, sister, child spouse or co-habiting partner of an individual as well as the parent, brother, sister or child of said spouse or co-habiting partner, and the spouse or co-habiting partner of any such child or any dependent relative who resides in said individual's household.
- F. INTEREST IN A PERSONAL OR FINANCIAL SENSE — *A relationship in which a direct or indirect personal or financial benefit might be received. "Financial benefit" includes: money, service, entertainment, or any promise of these or anything else of value. This term does not include campaign contributions authorized by law.*

*For the purpose of this Code, the same meaning as the courts of this state apply, from time to time, to the same phrase as used in §§ 8-11 and 8-21, C.G.S. 2.*

- G. ~~MINISTERIAL ACT~~—*An action performed without the exercise of judgment or discretion as to the propriety of the act. An example of a ministerial act is the granting of a marriage license by a town clerk.*
- H. OFFICIAL — Any person holding elective or appointive town office, paid or unpaid, including members and alternate members of town agencies, boards and commissions, and committees appointed to oversee the construction or improvement of town facilities, or any other board, commission or agency that perform legislative or judicial functions or exercise financial authority (collectively hereinafter referred to as "body"). "Official or employee" does not include a judge, justice, or official or employee of the court system.
- I. OUTSIDE EMPLOYER OR BUSINESS—*This term includes: any substantial business activity other than service to the town; any entity of which the official/employee is a member, official, or employee, and from which he or she receives compensation; any entity located in the town or which does business with the town, in which the official/employee has an ownership interest; and any entity to which the official or employee\* owes, or is owed, more than \$10,000. For purposes of this definition,*

Comment [MEC1]: Group Tabled to future meeting

*"compensation" does not include reimbursement for expenses.*

**J. SUBORDINATE--Another official/employee whose activities an official or employee directs/supervises.**

§ 25-4. Guidelines established.

*If an official or employee is speaking before a body as an elector during public comment, said person shall disclose their name, address, and public affiliation, regardless of whether the affiliation is indirect or direct to the matter in which the person is speaking.*

A. Use of town assets. No official or employee shall use or permit the use of town funds, services, property, equipment, owned or leased vehicles or materials for personal convenience or profit, except when such services are available to the public generally or are provided in conformance with established *written* town policies for the use of such officials or employees. *This applies not only to objects such as cars and trucks, but also to travel and other expense reimbursements, which may not be spent on anything but official business.*

B. Fair and equal treatment.

**1. Special Consideration--**No official or employee shall grant or accept any special consideration, treatment or advantage to or from any person beyond that which is available to every other person.

**2. Representation--***An official/employee may not represent any other person or entity before the town, nor appear in any matter not before the town, but against the interests of the town. However, it is acceptable for elected officials to represent constituents without compensation in matters of public advocacy. Volunteer members of established boards and commissions may represent persons and entities before, or appear before, any town department, agency, board, or commission other than their own.*

**3. Appearances--***An official or employee may not appear before any town department, agency, board or commission, except on his or her own behalf or on behalf of the town. Every time an official or employee appears or when he or she writes a letter to the editor or other publicly distributed correspondence regarding the Town, he or she is required to disclose whether he or she is appearing in an official capacity or as a private citizen. If the speech or writing is in response to criticism or other communication directed at his or her official role, the official/employee may respond only in his or her official role.*

**4. Political Solicitation--***An official/employee may not request, or authorize anyone else to request, that any subordinate participate in an election campaign or make a political contribution. Nor may he or she engage in any political activity while on duty for the town, or with the use of town funds, supplies, vehicles, or facilities.*

**5. Patronage--**No official or employee may use his or her influence to obtain an

appointment of another person to any position as a reward for political activity or contribution.

6. **Nepotism**--No official or employee may appoint or hire a member of his or her household to any type of employment with the town without first obtaining a waiver pursuant to XXXX. No official or employee may supervise or be in a direct line of supervision a member of his or her household. If an official or employee comes into a direct line of supervision of a member of his or her household, he or she will have six months to obtain a waiver.

C. Conflict of interest.

- (1) Disqualification in matters involving a personal or financial interest. No employee or official shall participate in the hearing or decision of the body of which he or she is a member upon any matter in which he or she is interested in a personal or financial sense. The fact of such disqualification shall be entered on the records of such body. Nothing contained herein shall be construed as to prevent any elected official or employee from submitting a competitive sealed bid in response to an invitation to bid from any body of the town, provided that such person does not thereby violate Subsection C(2) of this section.
- (2) Disclosure of confidential information. No official or employee shall disclose or use any confidential information obtained in an official capacity for the purpose of advancing his or her financial or personal interest or that of others.
- (3) Gifts and favors. No official or employee or member of his or her immediate family shall solicit or accept any gift or gifts having a value of fifty dollars (\$50.) or more in value in any calendar year, whether in the form of service, loan, thing, promise or any other form, from any person or persons who to his or her knowledge is interested directly or indirectly in business dealings with the town. This prohibition shall not apply to lawful political contributors as defined in § 9-333(b), C.G.S. **Gifts of property, money, or services received by an official or employee and given nominally to the town must be accepted by a resolution of the council.**
- (4) Use of influence. No official or employee shall solicit any business may engage in a financial transaction including charitable contributions, directly or indirectly, from another official or employee **especially one** over whom he/she has any direct or indirect control or influence with respect to tenure, compensation or duties. Charitable events or fundraising activities subject to general sponsorship by the Town are exempted from this section.
- (5) Representation of private or adverse interest. No official or employee shall appear on behalf of a private interest before any body of the town, nor shall he or she represent an adverse interest in any litigation involving the town.
- (6) Disclosure of interest. Any official or employee who has a personal or financial interest in any matter coming before any body of the town shall make the same known to such body in a timely manner **immediately before any action.** and Such interest shall be disclosed on the records of such body.

Comment [MEC2]: To be discussed further; this language is a proposal and has not yet been approved.

**Annual Disclosure.**

**1. Officials, Employees, and Others Who Are Required to File:**

**a. Elected officials;**

- b. *Department heads and those authorized to act on their behalf (e.g., first deputies);*
  - c. *Candidates for elected office and political party committee officers*
2. *Time and Place for Filing. Annual disclosure statements (for the calendar year) are to be filed with the Ethics Board:*
- a. *Within one-hundred-and-twenty days after the effective date of this section;*
  - b. *Within thirty days after taking one of the job titles or positions listed in subsection 1 of this section; and*
  - c. *No later than May 15 of each year thereafter*
  - d. *Candidates for elected office, shall file the annual disclosure statement with their filing of the certificate of candidacy or declaration of intent and no later than May 15 of each year thereafter.*
3. *Contents of Annual Disclosure Statement. The annual disclosure statement will include:*
- a. *The location of any real estate in the town, or within one mile of the boundary of the town, in which the person disclosing, or his or her immediate relative, has a financial interest, and the type of financial interest. This section does not apply to an official or employee's primary residence.*
  - b. *With respect to each outside employer or business of the person disclosing:*
    - i. *Its name (if any);*
    - ii. *The nature of its business or if it is an entity, the type of entity;*
    - iii. *The person disclosing's relationship to it, such as sole proprietor, owner, partner, official, director, member, employee, bondholder, or shareholder.*
4. *The names and addresses of all relatives employed by the town as employees, contractors, or consultants, including relatives\* who work for or are subcontractors of contractors, consultants\*, or subcontractors.*
5. *Failure to disclose the information with respect to a person disclosing's spouse or other relative does not constitute a violation of that subsection if the person disclosing made a good faith effort to obtain the information.*

**Recusal**

- 1. *An official or employee must refrain from acting on or discussing a matter before the town, if acting on the matter, or failing to act on the matter, may result in personal or financial benefit. Such an official or employee should join the public if the recusal occurs at a public meeting, leave the room if it is not a public meeting, file with the Town Clerk a signed statement disclosing the reasons for recusal, or state this information on the public record of that board or commission.*
- 2. *If a board or agency member is requested to recuse himself or herself with respect to a matter because he or she has a conflict of interest, the member must decide whether to recuse himself or herself. If the member decides not to recuse himself or herself, the remaining must consider any relevant evidence concerning such claimed conflict of interest, as defined in this code, and vote whether or not to allow the request and require that the member refrain from*

*participating in the matter.*

**3. Rule of Necessity: If recusal would leave a board with less than a quorum capable of acting, or if the official/employee is the only person authorized by law to act, the official/employee must disclose the nature and circumstances of the conflict to the Ethics Commission and ask for an advisory opinion.**

- (7) **First year after termination.** No official or employee shall, ~~during the first~~ **within one** year after termination of **his or her last date of** service or employment with the town, appear before any body of the town or apply to any department in relation to any case, proceeding or application in which he or she personally participated during the period of his or her service or employment, or which was under his or her active consideration **official responsibility as a municipal employee.**
- (8) **First Year of Employment.** No official or employee shall award a contract or participate in an action benefiting a person that formerly employed him or her within one year of entering Town employment or service.
- (9) **Private employment.** No official or employee shall engage in or accept private employment or render service that is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of official duties or give the appearance of impropriety, unless otherwise permitted by law.
- (10) **Post-Employment Employment.** Any official/employee shall not accept employment with a party to a contract with the town, within a year after the contract was signed, when he or she participated substantially in the negotiation or award a contract of \$50,000 or more.
- (11) **Quid Pro Quo.** No official or employee shall discuss or accept an offer of future employment with any person doing or seeking to do business with the town if the official or employee has reason to believe that the offer of employment is intended as reward for an action or failure to act.
- (12) **Fees and Honorariums.** No official or employee may accept a fee or honorarium for an article, appearance, or speech in his or her official capacity. He or she may receive payment or reimbursement for necessary expenses related to any such activity.
- (13) **Endorsements.** No official or employee in his or her official capacity may publicly endorse products or services; this does not prohibit an official or employee from answering inquiries by other governmental officials, consumer organizations, or product information services regarding products or services.

**D. Reporting Requirements and Whistleblower Provisions.**

**(1) Complicity with or Knowledge of Others' Violations.** No one may encourage anyone to violate any provision of this code. If an official/employee suspects that someone has violated this code, he or she is required to report it to the relevant individual, either the employee's supervisor, appointing authority, or the Ethics Board. Anyone who reports a violation in good faith will be protected by the provisions of Section 2.

**(2) Whistle-Blower Protection.**

A. Neither the town nor any person, including officials and employees, may take or threaten to take official or personal action against any official, employee, or against any member of their family because that person, or a person acting on his or her behalf, (a) reports or files a complaint with the Ethics Board regarding an alleged violation of this code, or (b) is requested by the Ethics Board to participate in an investigation, hearing, or inquiry of the Ethics Board. The provisions of this section are not applicable when the reporter of a violation knowingly made accusations or other statements that were malicious and false.

#### § 25-5. Board of ~~Ethics~~.

- A. There is hereby established a Board of ~~Ethics~~ consisting of five (5) members who shall be electors of the town. The members shall be appointed by the Town Council and shall serve for a term of three (3) years, ~~except that, of the initial Board, two (2) members shall serve for a term of two (2) years, and one (1) member for a term of one (1) year.~~
- B. Alternate members. In addition to the regular members, the Town Council shall appoint two (2) alternate members who shall serve in the absence of a regular member. The initial appointments shall be for a term to expire on June 30, 1996. Thereafter, all **Alternate member** appointments shall be for two-year terms.
- C. No more than three (3) members and no more than one (1) alternate member shall be of the same political party at any time.
- D. ~~No member or alternate shall contemporaneously be an employee or official of the town on any other board.~~ **Members of the Board may also serve as members of advisory committees. Members of the Board should not simultaneously serve as a member of an elected board of the Town or be an employee of the Town.**

#### § 25-6. Organization and procedure.

The Board of ~~Ethics~~ shall elect a **Chair, Vice Chair, and Secretary annually. Rules and procedures shall be established. Confidentiality must be maintained in order to protect the privacy of public officials, employees and citizens, including the provisions of Sec 1-82(a)-(f) of the Connecticut General Statutes. The Board shall keep records of its meetings, planning to meet at least four times a year and at such other times as deemed necessary by any member.** Chairperson and a Secretary and shall establish its own rules and procedures, which shall be available to any elector of the town through the Town Clerk's office. ~~Rules and procedures shall be established within six (6) months of the initial appointment of all~~

~~members and alternates. The need to maintain confidentiality in order to protect the privacy of public officials and employees and citizens [including the provisions of § 1-82a(a) through (f), C.G.S.] shall be considered when establishing the rules and procedures. The Board shall keep records of its meetings and shall hold meetings at the call of the Chairperson and at such other times as it may determine. Practices regarding recordkeeping, release of documents, and notice of meetings will be consistent with Connecticut general statutes pertaining to freedom of information and ethics boards.~~

#### Provision for Filling Vacancies of the Board

Requirement for the Ethics Code to be reviewed and updated at least every five years.

#### Duties of Town Clerk.

The Town Clerk must maintain on file for public inspection and, with respect to disclosure statements, index in alphabetical order by the last name of the relevant official, employee, candidate, or applicant the following documents:

- (1) A copy of the code of ethics and amendments thereto;
- (2) A statement that the town has established an Ethics Board, and its composition;
- (3) A copy of the form of annual statement of financial disclosure;
- (4) A list of the names and offices, or positions, of all officials and employees required to file annual disclosure statements;
- (5) Copies of all transactional, applicant, and annual disclosure statements filed pursuant to this code.

#### 6. Maintenance of Records of the Ethics Board

##### Maintenance of Disclosure Statements.

1. The Town Clerk must transmit promptly to the Ethics Board copies of each transactional and applicant disclosure statement filed pursuant to this code.
2. The Ethics Commission must index and maintain on file for at least seven years all disclosure statements filed with it pursuant to this code.

##### Public Inspection of Records; Public Access to Meetings.

1. Unless otherwise stated in this code, the records of the Ethics Board will be available for public inspection. Records available for public inspection include all disclosure statements, advisory opinions (with names and other necessary details omitted to protect anonymity, unless the requesting party states otherwise in writing), all requests for waivers and related papers and decisions, and all papers filed and all decisions made in an Ethics Board proceeding after a finding, formally or presumed, of probable cause.

2. After a finding, formally or presumed, of probable cause, all hearings before the Ethics Board concerning alleged misconduct will be open to the public. All meetings, or parts of meetings, of the Ethics Board that are not directly related to an investigation or other consideration of complaints prior to a finding of probable cause will be open to the public.

Comment [MEC3]: To be discussed

§ 25-7. Powers and duties.

- A. **Advisory Opinions.** The Board of Ethics shall render advisory opinions with respect to the applicability of this Code of Ethics in specific situations to any body, or any official, employee or elector pursuant to a written request or upon its own initiative. *Advisory opinions for the purposes of this code shall be defined as an official, employee, or body of the town seeking an advisory opinion with respect to whether his, her, or its own action might violate a provision of this code.* The Board may also issue guidelines on such *general ethics* issues as, for example, ~~ex parte communication~~. Such opinions and guidelines, until amended or revoked, shall be binding on the Board and reliance upon them in good faith by any officer or employee in any action brought under the provisions of this chapter. Any request or opinion the disclosure of which invades the personal privacy [as that term is used in C.G.S. § 1-19(b)(2)] of any individual shall be kept confidential in a personnel or similar file and shall not be subject to public inspection or disclosure. The Board may make available to the public such advisory opinions which do not invade personal privacy. ~~and take other appropriate steps in an effort to increase public and officials' awareness of this Code of Ethics.~~
- B. **Inquiries.** *Any member of the public may submit an inquiry asking whether a current official or employee has failed to comply with the Code or asking about the appropriateness of conduct. An individual initiating an inquiry must do so in writing and in conformance with procedures established by the Board. The initiating individual must sign the form under penalty of false statement. The Board may itself initiate an inquiry regarding a possible violation of the Code.*
- B. **Complaints.** The Board shall establish procedures by which the public may initiate
- C. **complaints** alleging violations of this Code. The Board itself may also initiate such complaints. The Board shall have the power to hold hearings concerning the application of this Code and its violation and may administer oaths and compel attendance of witnesses by subpoena. Such hearings shall be closed to the public unless the respondent requests otherwise. If the Board determines the respondent has, in fact, violated the provisions of this Code, it shall file a memorandum of decision which may include a recommendation for action, with the Town Council or other appropriate body. The recommended action may include reprimand, public censure, termination or suspension of employment, removal or suspension from appointive office or termination of contractual status, except that no action may be recommended which would violate the provisions of the state or federal law. In the case of union employees, such recommended action does not constitute a unilateral change in conditions of employment. No such recommendation shall limit the authority of the Town Council under the Charter of the town or under any ordinance, statute or any other law. Any discussion by the Town Council or other body of an individual affected by the memorandum of decision shall be in executive session, unless the individual affected requests that such discussion be held in open session.

Upon the finding of a violation of the Ethics Code, the Town Council shall review and respond within 90 days to the Ethics Board with a statement of the disposition of the case.

Comment [MEC4]: To be discussed

- C. Any complaint received by the Board must be in writing and signed under oath by the
- D. individual making said complaint, under penalty of false statement (C.G.S. § 53a-157b).
- E. Correspondence. The Board welcomes and encourages communications from the public regarding ethics issues relevant to this code, even if they do not fall within the categories of an advisory opinion, inquiry, or complaint. Communications will be handled on a case-by-case basis and at the discretion of the Board. The Board will take appropriate steps in an effort to increase public and officials' awareness of this Code of Ethics.

F. Waivers.

1. Upon written application and a showing of compelling need by the applicant, at an open session after public notice, the Ethics Commission may in exceptional circumstances grant the applicant a waiver of subsections [Here we have to specifically list the sections of the code for which a waiver may be sought.]

2. Waivers must be in writing and must state the grounds upon which they are granted. Within ten days after granting a waiver, the Ethics Commission must publish a notice setting forth the name of the person or entity requesting the waiver and a general description of the nature of the waiver in the official newspaper designated by the town for legal notices. All waiver applications, decisions, and other records and proceedings relating to waivers will be indexed and maintained on file by the Ethics Commission.

Comment [MEC5]: To be discussed

§ 25-8. Annual report.

Each year, at a time to be determined by the Board, it shall prepare and submit to the Town Council an annual report of its actions during the preceding twelve (12) months and its recommendations, if any. Additional reports, opinions and recommendations may be submitted by the Board to the Town Council at any time. In all such submissions, the Board shall be scrupulous in its avoidance of the undue invasion of the personal privacy of any individual.

§ 25-9. Distribution of Code of Ethics, Training

In order that all public officials and employees are aware of what constitutes ethical conduct in the operations of the government of the Town of Mansfield, the Town Clerk *appropriate officials* shall cause a copy of this Code of Ethics to be distributed to each and every official

Training and Education.

The Ethics Board will hold an annual workshop for new and old officials and employees to discuss this code, its values and goals, its enforcement, and the ways in which it has affected their work and the working of the town government.

Comment [MEC6]: To be discussed

and employee of the town.

**§ 25-10. Appeals.**

A decision by the Board of ~~Ethics~~ may be appealed in the manner allowed by the general statutes.

**§ 25-11. Severability; conflicts with other provisions.**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this ordinance, or any part thereof, is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this chapter. Furthermore, should any such provisions of this chapter conflict with any provisions of the Personnel Rules of the Town of Mansfield, the collective bargaining agreements of the Town of Mansfield or the Connecticut General Statutes, the relevant provisions of the Personnel Rules, collective bargaining agreements and/or the Connecticut General Statutes shall prevail.

APPENDIX A

Sample Annual Disclosure Statement  
Annual Disclosure Statement for 2009  
Town of Mansfield, Connecticut

\_\_\_\_\_  
Last Name First Name Initial

\_\_\_\_\_  
Title Department, Agency, or Body

\_\_\_\_\_  
Work Address Phone No.

\_\_\_\_\_  
Home Address Phone No.

If the answer to any of the following questions is "none," please so indicate. If you have more than one entry for any of the sections, please fill out separate sheets and attach to these sheets. If you could not obtain the required information from a spouse or other relative, set forth your efforts to obtain information on a separate sheet attached to this statement.

1. Real Estate.

List the address or, if there is no address or if the address provides insufficient information to describe a large piece of property, description of each piece of real property in this town, or within one mile outside its boundaries, that you, your spouse, or other relative own or have a financial interest in. "Relative" means your spouse, child, step-child, brother, sister, parent or step-parent, or a person you claimed as a dependent on your latest state income tax return.

\_\_\_\_\_  
Name of Relative and Relationship to You

\_\_\_\_\_  
Address or Description of Real Estate

\_\_\_\_\_  
Type of Financial Interest (e.g., owns or partnership)

2. Your Outside Employers or Businesses.

List the names and address of the principal or local office of any outside employers or businesses from which you receive compensation for services rendered or goods sold or produced, or of which you are a member, official, or employee. Also include any entity in which you have an ownership interest, except a public corporation of which you own less than five percent of the outstanding stock or stock valued at less than \$50,000, whichever is less (such a public corporation need be listed only if it does business with or in the town). Identify the type of entity (e.g., partnership, corporation, self-employment, or sole proprietorship), and list your relationship to the employer or business (e.g., employee, owner, partner, official, director, member, or shareholder).

\_\_\_\_\_  
Name of Employer or Business

\_\_\_\_\_  
Nature of Business

\_\_\_\_\_  
Type of Entity

\_\_\_\_\_  
Your Relationship to Employer or Business

**3. Your Spouse's or Domestic Partner's Employer or Business.**  
List the information in question 2 for your spouse or domestic partner.

\_\_\_\_\_  
Name of Employer or Business

\_\_\_\_\_  
Nature of Business

\_\_\_\_\_  
Type of Entity

\_\_\_\_\_  
Relationship to Employer or Business

**4. Employed Relatives:**

List the names and addresses of all relatives employed, directly or indirectly, as employees, contractors, or consultants, by the town during the prior year. See 1 above for definition of "relative."

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

----- Comment [MEC7]: To be discussed

TOWN OF MANSFIELD/DEPARTMENT OF CORRECTION  
PUBLIC SAFETY COMMITTEE  
WEDNESDAY, April 15, 2009  
Bergin Correctional Facility

Minutes

Members Present: A. Barberet, R. Blicher, Warden E. Higgins, J. Kodzis, C. Lary, C. Paulhus, W. Stauder (Chair), S. Thomas

Members Absent: G. Cole, R. Pellegrine, W. Solenski

Staff: Maria Capriola (Town of Mansfield), Deputy Warden N. Kearney (DOC)

I. CALL TO ORDER

The meeting came to order at 1:05p.m.

II. MINUTES

Ms. Barberet made a motion, seconded by Mr. Paulhus to adopt the minutes of January 14, 2009. Minutes of January 14, 2009 were approved unanimously.

III. WARDEN'S REPORT AND DISCUSSION

Warden Higgins provided an update on the prison population; it is currently at 1,089 inmates. A general discussion occurred regarding the list of offenses.

Warden Higgins also provided an update on education and programming opportunities at Bergin. The school is doing well and there have been no significant changes in staffing. A GED graduation ceremony will occur in summer. The garden is up and running again; they are using the fresh produce generated from the garden internally at Bergin as well at local senior centers and soup kitchens. Staff will be implementing a new inmate assessment tool that will assist in matching up programming needs of inmates. Staff continues to run domestic violence, anger management, re-entry and other programs.

Deputy Warden Kearny updated the Committee on the Prison Outreach Program. Staff goes to schools across the state with inmates; inmates share their stories with students and talk about the importance of making good decisions. Deputy Warden Kearney also updated the Committee on Bergin work crews. Bergin inmate work crews are assisting the DOT and towns with road work and litter pick-up, for example. Bergin will continue to assist with litter pick-up in Mansfield after Spring Weekend. Bergin is exploring the feasibility of work crews assisting with clean-up from events, etc. at the UCONN campus in Storrs; Major Blicher respectfully requested to be notified in the event that Bergin work crews are scheduled to be on campus.

IV. COMMUNICATIONS

Mansfield Prison Fence Topped with Razor Wire, March 25, 2009, *Mansfield Today*:  
General discussion occurred regarding the recent article on the razor wire installation. Warden Higgins provided an update and indicated that the installation is nearly complete.

V. CHAIRPERSON'S REPORT

None.

VI. OPPORTUNITY FOR PUBLIC TO SPEAK

Mr. Gene Barberet was present and asked questions about programming at Bergin.

VII. ADJOURNMENT

The meeting adjourned at 1:45 p.m. Following adjournment, members took a tour of educational facilities at Bergin.

Respectfully submitted,  
Maria E. Capriola, M.P.A.  
Assistant to Town Manager



COMMITTEE ON COMMITTEES  
June 15, 2009 @ 6:00 p.m.  
Room B, Audrey P Beck Building

Present: Leigh Duffy (Chair), Gene Nesbitt and Bruce Clouette  
Chair Leigh Duffy called the meeting to order at 6:00 p.m.  
Minutes of the May 18, 2009 meeting were approved as presented.

Ms. Duffy has set up a chart showing the new terms of office as approved by the Town Council and will forward the information to the Town Clerk.

The Committee agreed to recommend that Saul Nesselroth be appointed to the Ethics Board. Ms. Duffy will contact the chairman Mike Sikoski to see if he has any objections and member Win Smith to ascertain his interest in serving as a full member. The Committee also agreed to appoint Kevin Grunwald to the Windham Regional Community Council.

Ms. Duffy will contact the chair and members of the Recreation Advisory Committee to determine the status of the Committee. She will also advertise for volunteers for the following committees: Open Space, Recreation, Transportation, Parks Advisory and Arts Advisory. Ms. Duffy will also contact current members of the Personnel Appeals Board to see if they are still interested in serving.

Mr. Clouette will contact members of the Art Advisory Committee and contact area towns to see if there is any interest in organizing a regional Building Board of Appeals,

Mr. Nesbitt will contact Kevin Grunwald and ask him about membership on the Mansfield Advocates for Children, the Social Service Advisory Committee and the Youth Advisory Council.

Members agreed to revise their plan for a Volunteer Recognition event to coincide with the Town Picnic. Mr. Clouette will check with the Mayor and Sara-Anne Chaine to make sure they are comfortable with the addition of this event to the Town Picnic. Mr. Clouette will also find a supplier for blue ribbons for the volunteers.

A motion to adjourn passed at 6:55 p.m.

Mary Stanton, Town Clerk

Town of Mansfield  
**CONSERVATION COMMISSION**  
Meeting of 17 June 2009  
Conference B, Beck Building  
**MINUTES**

*Members present:* Quentin Kessel, Scott Lehmann, John Silander. *Members absent:* Robert Dahn, Peter Drzewiecki, Joan Stevenson, Frank Trainor. *Others present:* JC Beall, Katrina Higgins, Grant Meitzler (Wetlands Agent), Greg Padick (Town Planner).

1. The meeting was **called to order** at 7:40p by Chair Quentin Kessel.

2. The draft **minutes of the 20 May 09 meeting** were approved as written.

3. **IWA referral W1433 (Beall & Higgins, Wormwood Hill Rd).** The applicants propose a single family house on a wooded lot on the S. side of Wormwood Hill Rd., about 500 ft. from the Ashford town line. (The lot is the "first cut" from one of the Green family parcels.) Portions of its driveway and septic system lie within 150 ft. of (and uphill from) a small wetland, c.120 ft. away at their closest points; the reserve septic system lies wholly within 150 ft. of the wetland, c.80 ft. away at its closest point. The wetland is probably not a vernal pool, as it appears to contain standing water only briefly. A **motion** (Kessel, Silander) finding no significant wetland impact as long as the erosion and sedimentation controls shown on the map are in place during construction was adopted – Kessel & Silander voting in favor, Lehmann (a friend of the applicants) abstaining.

4. **Windham Region Land Use Plan.** The Windham Council of Governments (WinCOG) is updating its 2002 Regional Land Use Plan for towns in the Windham Region. According to Town Planner Greg Padick, this plan is purely advisory. However, granting agencies pay attention to it, so any inconsistencies between the regional plan and state & town plans should be resolved before the 2009 update is approved. The Town aims to submit its comments to WinCOG by 06 August.

WinCOG's goal is to keep the region attractive; the regional plan's strategy is to encourage development in certain areas and to conserve the rest. Proposed land uses are shown on maps. Padick pointed to two areas in which Mansfield's land-use plans and what these maps call for are not compatible:

- The regional plan calls for preserving the area S. of Pleasant Valley Rd. and W. of Mansfield City Rd. from development, while Mansfield proposes a mixture of preservation and development.
- The Warren property off Maple Rd. is now under contract for an assisted living facility, so this area would be intensely developed, though it is not identified as a development area on the regional map.

Padick suggested that CC members look carefully at the text and maps of the proposed 2009 update (available online at [www.wincog.org](http://www.wincog.org)) before the Commission's 15 July meeting, with a view to formulating comments for the Town at that meeting.

5. **Common driveways.** Padick indicated he would be happy to discuss "Common driveways: their use and abuse" at another time.

**6. Aquifer protection.** Padick reviewed the status of stratified-drift aquifer (SDA) protection in Mansfield. The state-mandated municipal aquifer-protection program covers only SDAs with existing wells serving 1,000 or more people: in Mansfield, only the University's level-A mapped Willimantic and Fenton River well-fields qualify. Most of the other SDAs in Mansfield are in areas zoned 2-acre residential, which, in Padick's view, provides sufficient protection for them. The significant exceptions are the Storrs and Pleasant Valley areas, where more intense development could degrade SDAs.

Padick believes that present regulations, if appropriately updated, would provide adequate protection for SDAs. An Aquifer Protection Overlay Zone setting forth special rules for development in aquifer areas is not needed, in his view. The prohibitions on certain kinds of development found in the Tolland and Ridgefield overlays can be achieved by zoning regulations. In particular, permitted uses of the Pleasant Valley zone can be restricted by prohibiting certain activities and/or requiring applicants to show that the activities they propose will not threaten the aquifer.

At the same time, Padick pointed out that most towns protect aquifers to protect water supply, whereas Pleasant Valley has access to all the water it needs from Mansfield Hollow Reservoir. At some point, the cost of increased aquifer protection will exceed its benefits. Protection for SDAs would be enhanced by prohibiting trucks carrying fuel oil and other hazardous materials on roads over these aquifers, but few would judge such a trade-off to be acceptable.

Padick suggested that the CC consider at its July meeting what changes to the Town's zoning regulations are needed to protect SDAs, and communicate its recommendations to him. He would then aim to provide a draft of revisions for consideration at our August meeting.

**7. CL&P Interstate Reliability Project.** CL&P's filing with the Connecticut Siting Council will be put off until fall, Padick reported.

**8. Ponde Place.** As far as Padick knows, the Ponde Place developers don't yet have a well permit from the Department of Public Health, which has asked them to study the effect of withdrawals on the movement of ground water from the old UConn chemical landfill.

**9. Blight.** Silander observed that many of the houses along Hunting Lodge Rd. are in poor shape and asked what the Town could do about it. Padick indicated that the Quality of Life Committee is working on it. The root of the problem, in his view, is a shortage of suitable off-campus student housing, which creates pressure for conversions.

**10.** The meeting **adjourned** at 9:05p. Next meeting: 7:30p, Wednesday, 15 July 09.

Scott Lehmann, Secretary  
18 June 09; approved 15 July 09

**ARTS ADVISORY COMMITTEE**  
Meeting of Tuesday, 02 June 2009  
Mansfield Community Center (MCC) Conference Room

MINUTES

1. The meeting was called to order at 7:11p by Acting Chair Blanche Serban. *Members present:* Kim Bova (from 7:35p), Scott Lehmann, Joan Prugh, Blanche Serban. *Members absent:* Jay Ames, Tom Bruhn. *Others present:* Jay O'Keefe (staff).

2. The draft minutes of the 05 May 09 meeting were approved, with the correction to the MCC art display schedule (item 8) that Blanche Serban's medium is oil, not acrylic.

3. **Correspondence.** WindhamARTS is arranging a show ("Wisdom of the Ages") by over-65 artists at its gallery in Willimantic, and would appreciate help in getting the word out. The exhibit period is 18 June to 07 July, but applications are due by 05 June.

4. **Coffee House programs.** Joan has a number of people in mind to approach about doing "coffee-house" programs at the MCC, including a flamenco guitar group. She will see if any of them are interested in doing a program this fall.

5. **Art display forms.** Scott sent drafts of the revised Art Display Policy & Artist's Consent and Estimation of Art Value form and the revised Art Installation Check List to the AAC for comment in early May. A few small changes to the Check List relating to notifying MCC staff were suggested by Jay O'K and incorporated into a final version. The revised forms are apparently OK with everyone and should be used for subsequent exhibits.

6. **MCC art displays.**

a. DCF would like to display framed photos of children in need of adoption sometime in 2010. The AAC agreed that this was a worthy proposal. Jay O'K will ask DCF when it would like to exhibit the photos and in which display areas.

b. **Liviu Cupceancu** from Tolland has applied to show works in various media – acrylic, oil, drawing, wood sculpture, linoprint – during the summer quarter; a CD with photos of the proposed works was included in the application. The AAC approved the exhibit after viewing these photos on Jay O'K's computer monitor. Mr. Cupceancu can have all the MCC exhibit space; however, the wood sculpture could be displayed only for one month (15 July to 15 August), as the cases are committed to the Festival on the Green after that. Blanche will contact him about the exhibit and also suggest that he submit an application to show sculpture at another time. Scott will contact **Sylvia Smith**, who was willing to move her show up to the summer quarter, to let her know that she should again plan on the fall.

c. In conjunction with their current exhibits, Blanche and Alex Delehanty would like to have an **artist's reception** from 5:00p to 6:00p on Friday, 12 June, assuming the Community Room is available (Jay O'K will find out). AAC members are encouraged to attend. Kim suggested inviting the **press** to these receptions; more publicity could generate more interest among artists in showing their work at the MCC. T. C. Karmel, who still does occasional pieces for *the Chronicle*, should be invited.

d. Blanche suggested that arranging a **juried show** – perhaps in the MCC's Community Room sometime in the winter – with a prize funded from a modest exhibit fee, might also help generate interest.

Exhibit Period	Entry cases		Sitting room		Hallway	
	Double-sided	Shelves	Upper (5)	Lower (3)	Long (5)	Short (2)
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>		<i>Liviu Cupceancu</i> (various media)			
Fall 15 Oct – 15 Jan	<i>William Stallman?</i> (found object sculpture)				<i>Sylvia Smith</i> (water media)	

7. **Know Your Towns Fair.** Scott suggested having a table at this year's Know Your Towns Fair (12 September), at which the AAC could advertise (1) opportunities for artists to display/perform at the MCC and elsewhere in Mansfield and (2) the existence of local arts groups – theatre, music, visual arts, etc. There was general agreement

that this would be worth doing.

**8. Adjourned** at 8:12p. Next meeting: Tuesday, 07 July 09, 7:00p.

Scott Lehmann, Acting Secretary, 02 June 09; approved 07 July 09

MANSFIELD ZONING BOARD OF APPEALS – REGULAR MEETING  
MINUTES  
JUNE 10, 2009

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

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

Alternates – Accorsi

Absent: Alternates – Clauson, Gotch

**KENNETH R. BONDI – 7:00 PM**

To hear comments on the application of Kenneth R. Bondi for a Variance of Art VIII, Sec A to create a new non-conforming lot, requiring a variance of 108' for frontage and 50' for sideline setback at 57 Middle Tpke.

Today Mr. Bondi faxed information regarding this hearing to the town of Coventry. Greg Padick, Town Planner, told him that a town must be notified of a hearing when the property is within 500' of the town line.

Bonnie Potocki, Zoning Agent from Coventry, called and requested that this hearing be continued due to the late notification and because the information they received was not complete.

Mr. Bondi said that the railroad believed this was a legal lot until Greg Padick told them it wasn't. Unfortunately, when the lot was approved in 1995, the notice for the land records was never filed. This was never a conforming lot, but due to zone changes, the non-conformity has changed. The railroad has not attempted to acquire adjoining property to make it a conforming lot. Their goal is to sell the lot.

A Neighborhood Opinion Sheet was submitted, showing no objections from abutters.

Mr. George Thompson, who owns the store across the street from the property, spoke in favor of the application and said that he would like to see another business come in.

The hearing was continued until the July 8<sup>th</sup> meeting. The applicant will send complete information to the town of Coventry.

**APPROVAL OF MINUTES FROM MAY 13, 2009**

Wright moved to approve the minutes of February 11, 2009 as presented.

Motion passed

**BUSINESS MEETING**

Pellegrine reminded committee members that June 15, 2009 is the public hearing for the revisions to the Zoning & Subdivision Regulations. She pointed out that some of the proposed changes include items that have come before ZBA and encouraged members to show support for these changes.

**ADJOURNMENT**

Meeting was adjourned at 7:34 p.m.

Respectfully Submitted,

Julie Wright  
Secretary

To: Town Council/Planning & Zoning Commission  
 From: Curt Hirsch, Zoning Agent *CH*  
 Date: July 2, 2009

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

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	18	17	12	144	183
Certificates of Compliance issued	21	14	18	147	194
Site inspections	58	29	35	556	732
Complaints received from the Public	9	6	8	61	41
Complaints requiring inspection	6	4	3	37	27
Potential/Actual violations found	3	5	1	57	39
Enforcement letters	10	28	8	124	149
Notices to issue ZBA forms	3	1	1	9	19
Notices of Zoning Violations issued	1	1	0	56	45
Zoning Citations issued	2	2	0	16	28

Zoning permits issued this month for single family homes = 1, multi-fm = 0  
 YEAR END - 2008/09 fiscal year total: s-fm = 16, multi-fm = 0



**Town of Mansfield  
Personnel Committee  
June 29, 2009**

**Audrey Beck Municipal Building, Conference Room B**

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

I. CALL TO ORDER

The meeting came to order at 6:00p.m.

II. MINUTES of 5/5/09

The minutes of 5/5/09 were adopted with amendments by the Committee.

III. TOWN MANAGER PERFORMANCE EVALUATION PROCESS & TIMELINE

The Committee reviewed and discussed possible revisions to the performance evaluation form used for the Town Manager. The Committee asked Mr. Hart to have ICMA coordinate a 360 degree evaluation process for him. The 360 degree process will be used as a professional development tool and Mr. Hart will provide a verbal report of what he learned from the process during his evaluation review<sup>1</sup> with Council. Mr. Hart offered to complete both the self-evaluation form and the Council's evaluation form during his self-evaluation process. The Committee would like to explore the feasibility of completing the evaluation forms through Survey Monkey or a similar online tool; Ms. Capriola agreed to help Mr. Haddad with the efforts in updating the form, creating an online tool, and establishing a timeline for the process.

IV. RESOLUTION ON OPEN AND TRANSPARENT GOVERNMENT

Ms. Koehn is researching potential documents that could be available via the Town's website; she will provide samples to the Committee at a future meeting.

V. ADJOURNMENT

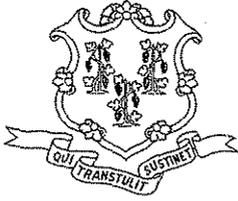
The Committee stated that future agenda items will be: policy on Council and Mayor communications (on behalf of the Council as a whole); comp time policies and procedures; resolution on public hearings/ordinances.

The meeting concluded at 7:30 p.m.

Respectfully Submitted,  
Maria E. Capriola  
Assistant to Town Manager

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<sup>1</sup> Would most likely be unable to implement and complete this process for the current evaluation period.



# STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

REC

Item # 11

July 13, 2009

Mr. Matthew W. Hart  
Town Manager  
4 South Eagleville Road  
Mansfield, CT 06268

Re: Notification of Violation of Federal Environmental Protection Agency (EPA) National Primary Drinking Water Standard.

Dear Mr. Hart:

On May 20, 2009, Public Act 09-30 was signed into law by Governor M. Jodi Rell. This Public Act requires a chief elected official to be notified of a public water system violation if the source of public drinking water is located within or provides drinking water service within their town.

You are being notified that **Hunting Lodge Apartments** has incurred a violation of the EPA national primary drinking water standard for **Total Coliform Bacteria** for the **April 1, 2009 to June 30, 2009** monitoring period. The public water system and local health director have also been notified of this violation (see attached letter).

If you have any questions please give Mr. Gary Johnson of my staff a call at 860-509-7333.

On behalf of Commissioner J. Robert Galvin M.D., M.P.H.

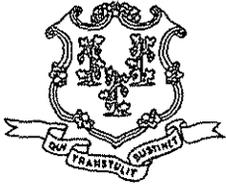
Darrell B. Smith, Section Chief  
Drinking Water Section  
Regulatory Services Branch  
Department of Public Health

CT0780091

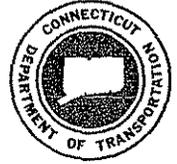


Phone: (860) 509-7333  
Telephone Device for the Deaf (860) 509-7191  
410 Capitol Avenue - MS # 51WAT  
P.O. Box 370308 Hartford, CT 06134  
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STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546

Phone: (860) 594-2839

Item #12

July 16, 2009

Mr. Matthew W. Hart, Town Manager  
Town of Mansfield  
4 South Eagleville Road  
Storrs, Connecticut 06268

Dear Mr. Hart:

Subject: Agreement Number: 3.28-36(06)  
State Matching Grant Program – State Fiscal Year (SFY) 2010 Funding

This is a follow-up to the June 12, 2009 letter that was sent to all recipients of the State Matching Grant Program for Demand-Responsive Transportation for the Elderly and Persons With Disabilities (MGP).

As you know, the MGP is not included in the Governor's budget for SFY 2010 and 2011. Until a State budget for SFY 2010 and 2011 is passed, the Connecticut Department of Transportation (Department) will receive from the State a monthly allotment only. This monthly allotment does not include the MGP. Therefore, the Agreement listed above is suspended until a State budget which includes funding for the MGP is passed.

Once a State budget is passed, the Department can then determine if funding would be available for the continuation of this program. Please be aware that if all of the funds included in the SFY 2009 budget addenda have not been used, up to 50 percent of the original 2009 grant funds can be carried over and used during SFY 2010.

If you should have any questions, please contact Lisa Rivers at (860) 594-2834 or Aimee Marques at (860) 594-2840.

Sincerely,

Ricardo L. Almeida  
Transit Manager  
Bureau of Public Transportation

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Item #13

STATE OF CONNECTICUT

OFFICE OF THE  
PROBATE COURT ADMINISTRATOR

PAUL J. KNIERIM, JUDGE  
Probate Court Administrator

THOMAS E. GAFFEY  
Chief Counsel

HELEN B. BENNET  
Attorney

DEBRA COHEN  
Attorney

186 NEWINGTON ROAD  
WEST HARTFORD, CT 06110

TEL (860) 231-2442  
FAX (860) 231-1055

**TO:** All Municipal Chief Elected Officials

**FROM:** Paul J. Knierim  
Probate Court Administrator

**DATE:** July 13, 2009

**RE:** Probate Court Redistricting Process

**CC:** Regional Planning Agencies and Councils of Government

---

The recent passage of Public Act 09-114, An Act Concerning Probate Court Reforms and Establishing a Probate Redistricting Commission, will bring about significant changes for Connecticut's probate court system, including a reduction in the number of courts from the current 117 to a range of 44 to 50 courts. This memorandum is to alert you to the redistricting process that will be taking place this summer. Enclosed please find a summary of the timeline for redistricting.

Connecticut's probate judges have long enjoyed a strong and beneficial relationship with the municipalities in which the courts are located. While redistricting will result in many courts being merged into regional districts, it is our hope that the close connection between the probate court system and the communities that we serve will continue. If we collaborate in this effort, I am confident that we can build a more efficient probate court system while preserving the accessibility and service orientation that are so essential to the work of our courts.

Public Act 09-114 establishes a 12-member Probate Redistricting Commission to determine the new probate districts. The commission is scheduled to convene for an organizational meeting on July 23, 2009 at 10:00 a.m. at the Legislative Office Building. It is required to conduct at least one public hearing, which is yet to be scheduled.

## **Timeline for Probate Court Redistricting**

Public Act 09-114, An Act Concerning Probate Court Reforms and Establishing a Probate Redistricting Commission, establishes a three-step redistricting process.

### **Phase 1:**

The Connecticut Probate Assembly, which is the statewide association of probate judges, was afforded 45 days from passage to develop a redistricting plan. The Probate Assembly began working on a plan in May. Judges sought input from their municipal officials throughout the process. On July 8, 2009, the Probate Assembly overwhelmingly voted in favor of a 50 court redistricting plan.

### **Phase 2:**

The Probate Assembly must submit its plan to the Probate Redistricting Commission. The commission is made up of 13 members, as follows.

- Two appointed by the Senate President
- Two appointed by the Speaker of the House
- Two appointed by the Senate Minority Leader
- Two appointed by the House Minority Leader
- One appointed by the Senate Majority Leader
- One appointed by the House Majority Leader
- Two appointed by the Governor
- The Probate Court Administrator as a non-voting, ex-officio member

The appointing authorities must make their appointments by July 9, 2009. The Probate Court Administrator has scheduled the first meeting of the commission for July 23, 2009.

The commission is not bound by the Probate Assembly plan and must hold a public hearing. The commission's deadline for developing a redistricting plan is September 15, 2009.

### **Phase 3:**

Upon receipt of the commission's plan, the General Assembly will convene a special session to consider the commission's recommendations. While not an exact date, it would seem that the vote would take place in mid-October. Any redistricting plan approved by the General Assembly will then be presented to the Governor for her consideration.

All Municipal Chief Elected Officials

Page 2

July 13, 2009

This office will be providing administrative support for the commission and will post a list of the members as well as the meeting and public hearing notices, agendas, and minutes of the Redistricting Commission on our website, which is located at [www.jud.ct.gov/probate](http://www.jud.ct.gov/probate). Follow the link to the Probate Redistricting Commission.

The legislation provides for the Connecticut Probate Assembly, which is the statewide association of judges, to submit its recommendations for a redistricting plan to the commission. I am very pleased to report that the Connecticut Probate Assembly voted overwhelmingly in favor of a 50 court proposal, which is enclosed. This plan balances the need to make the probate court system more efficient while maintaining the close connection between the courts and the communities that they serve. I urge the commission's favorable consideration of the Probate Assembly's plan.

Lastly, I have enclosed a "Frequently Asked Questions" document that addresses a number of issues that have been of interest to municipal officials. Please do not hesitate to contact me if you have other questions or concerns.

Many of you have already contacted me about probate redistricting, and I very much appreciate your input. I look forward to working with you as we implement this important legislation.

Enclosures (2)

## **Public Act 09-114, An Act Concerning Probate Court Reforms and Establishing a Probate Redistricting Commission**

### **Frequently Asked Questions of Interest to Municipal Officials**

Public Act 09-114, An Act Concerning Probate Court Reforms and Establishing a Probate Redistricting Commission, will result in significant changes to Connecticut's probate court system. This document is intended to address questions concerning the legislation's impact on municipalities. Cities and towns have been vital partners with the probate courts since the inception of the system, and the people served by the courts will benefit enormously if we succeed in maintaining that mutually beneficial relationship.

#### **What is the role of mayors, first selectmen, and local legislative bodies in the consolidation process?**

Historically, court consolidations were initiated by the towns that wished to participate in a merger. The legislative bodies of each town would typically vote on a resolution to support the proposed consolidation. The General Assembly would then consider legislation to implement the merger.

P.A. 09-114 changes the manner in which consolidations will occur. The legislation establishes a 12-member Probate Redistricting Commission that must develop a redistricting plan by September 15, 2009. Once the commission has completed its work, the General Assembly will convene in a special session to consider the commission's recommendations. Any plan approved by the General Assembly will then be presented to the Governor for her consideration.

While the decision about the configuration of probate districts lies with the Redistricting Commission, the General Assembly, and the Governor, input from municipal officials is critical. City and town leaders are urged to collaborate with probate judges and neighboring towns and submit comments to the Redistricting Commission. In addition, the Redistricting Commission will be conducting a public hearing, which is yet to be scheduled. Meeting notices for the commission will be posted at [www.jud.ct.gov/probate](http://www.jud.ct.gov/probate). Follow the link to the Probate Redistricting Commission.

#### **Will larger courts cost towns more money?**

P.A. 09-114 does not change the statutory obligations of municipalities towards their probate courts in any way. Under current law, cities and towns must provide facilities for probate courts and basic office requirements such as furnishings, copiers, document recording, telephone service, postage, stationery, and supplies.

Regional courts will provide some opportunities to reduce these office expenses. For example, a regional court will need only one copier, rather than three or four, and one set of stationery, rather than several. Significant savings can also be achieved in the areas of dedicated phone lines and electronic document storage systems. By reducing the number of lines and storage systems to 50, we estimate that municipalities statewide would enjoy an aggregate savings of \$145,000 annually.

In some cases, it will be necessary to modify facilities to accommodate a larger regional court. The community that hosts the court may charge rent to the other participating towns to offset these costs. These other towns will be able to put the space previously occupied by the probate court to alternate uses.

**The vault containing our probate records is bursting at the seams. How can we accommodate more probate records without the expense of building a new vault?**

The probate court system is in the process of implementing a digital record storage system that will greatly reduce the need for vault space in the future. Courts currently using the system are able to scan documents, which are then accessible by computer and searchable by the public. The digital records are backed up by a central server and are also microfilmed to add an additional margin of safety.

Discussions are currently under way with the State Library to act as a central repository for the older probate volumes, ensuring both safekeeping and public access for these records. If this effort is successful, fireproof file cabinets can replace vault storage, since only active files that have not yet been scanned and microfilmed will require that level of security.

**Is it correct to say that my town won't be part of the redistricting process because the population is greater than 40,000?**

While the legislation sets 40,000 as a target *minimum* population for a probate district, P.A. 09-114 does not stand for the proposition that the average court size will be 40,000. To satisfy the requirement that the state have no more than 50 courts, redistricting will likely require the consolidation of many courts into districts in the range of 50,000 to 70,000 in population. The legislation requires that the Redistricting Commission consider factors such as geographic accessibility, communities of interest, and the availability of municipal facilities in making determinations about the size of particular districts.

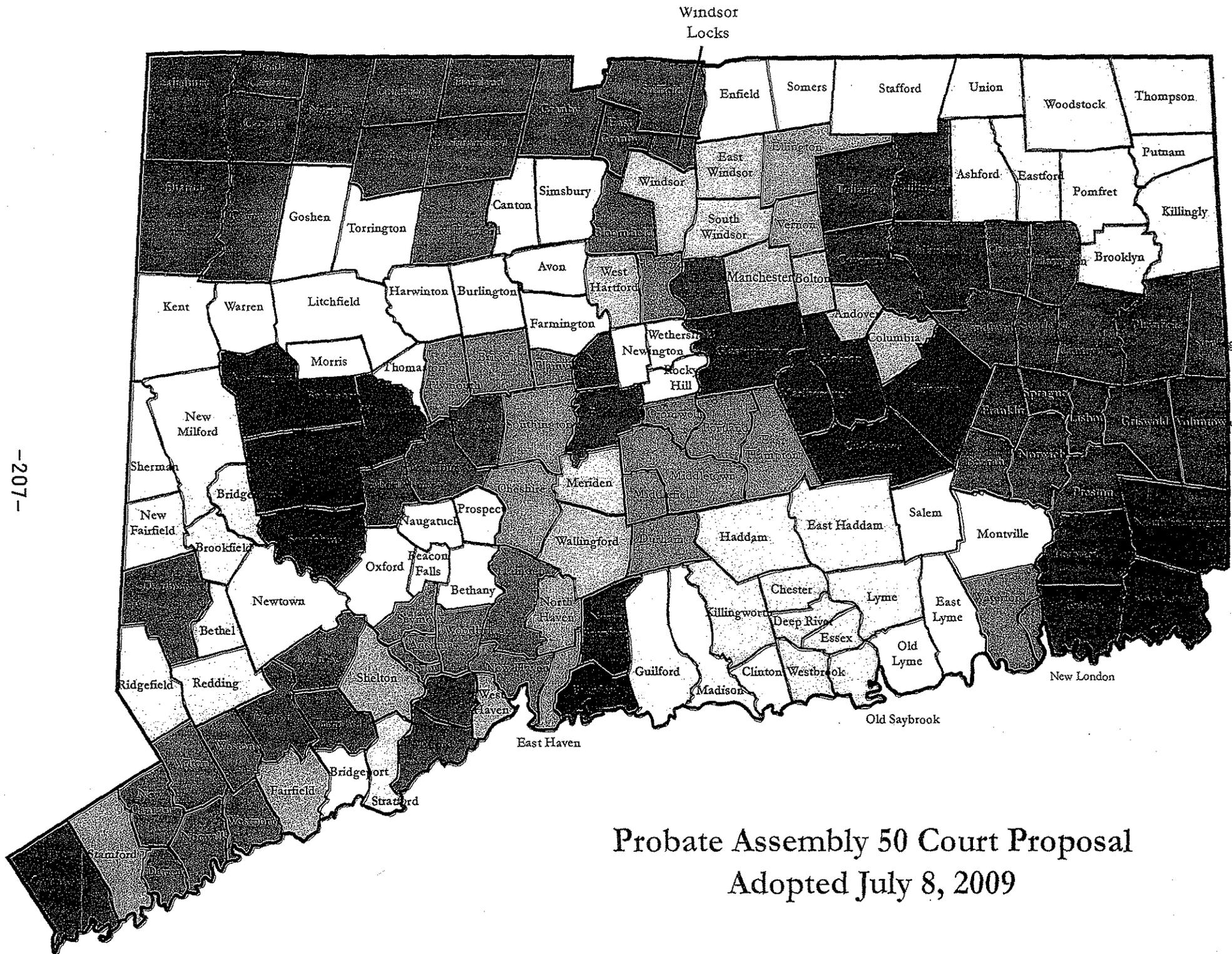
**If municipalities agree to merge their courts, will that plan be guaranteed to be part of the final plan?**

While it is critical that cities and towns offer input about regional arrangements that would work best for their communities, there can be no guarantee that a

merger would be implemented solely on the basis of an agreement between the affected municipalities. The Redistricting Commission will give strong consideration to input from municipalities, but it may need to make adjustments to achieve a statewide plan that meets the statutory criteria.

**Could a court establish a satellite office in a town that is part of the district?**

The restructured probate court system does not contemplate satellite offices with resident staff and the attendant office and personnel expenses. However, in much the same way that judges currently conduct hearings away from the court when warranted by particular circumstances, it is entirely possible that arrangements could be made for court staff to conduct office hours at various locations within the probate district to provide more convenient access for the public.



Probate Assembly 50 Court Proposal  
Adopted July 8, 2009

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## Bike tour highlight's Mansfield's charm

By CAITLIN M. DINEEN 7/16  
Chronicle Staff Writer

MANSFIELD — While Lance Armstrong looks to make waves overseas in the Tour de France, area residents can channel their inner Armstrong in the fourth annual "Tour de Mansfield: Village to Village" Saturday.

Residents participating in the town-sponsored event have the opportunity to explore the 19 historic villages of Mansfield.

These villages include Merrow, Mansfield Depot, Mansfield Four Corners, Storrs, Gurleyville, Hanks Hill, Wormwood Hill, Mount Hope, Chaffeeville, Eagleville, Spring Hill, Atwoodville, Chestnut Hill, Mansfield City, Mansfield Center, Mansfield Hollow, Perkins Corner, Ridges and Conantville.

"The goal of the event is to provide a family-oriented activity for area residents, encourage exercise through cycling, bring awareness to the scenic beauty of Mansfield's villages and then bring the community together," reads a release about the event.

To accommodate riders of all levels, there are three different rides residents can choose from.

There is 5-mile Family Fun Ride and 20- and 40-mile "challenge rides."

All three rides take place Saturday, but start at different times. Challenge rides begin at 7 a.m. and the 5-mile fun ride starts at 11 a.m.

People pre-registering for the event by Friday pay \$10 for an individual participant or \$25 for a family.

Those registering for the event on Saturday will pay an additional \$5, bringing their fees to \$15 for

an individual and \$30 for a family.

Children younger than 12 years old are free, but must be accompanied by an adult.

Event organizers said the event is both social — with a barbecue to follow — and recreational.

Town Manager Matthew Hart said the event is an opportunity for residents to come together and enjoy the scenic landscape of Mansfield's villages.

"I think it's a fun, community-oriented and family-oriented event serving to showcase the town's historic villages," said Hart.

Participation fees include ride support, snacks and lunch. The first 100 registered riders receive an event T-shirt.

Rides start and finish at the Mansfield Community Center and all riders are required to wear a helmet during the event.

The event is sponsored by the Town of Mansfield, the Mansfield Downtown Partnership, the Mansfield Community Center and a variety of local businesses.

Event participants are asked to park in the E.O. Smith High School parking lot.

With forecasts varying from sunny to a chance of showers, event organizers are prepared in case there is inclement weather. The event's rain date will be July 25 at the same time.

To register for the event, visit [www.mansfieldct.org](http://www.mansfieldct.org) and click on the bike tour logo. Registration forms can also be picked up at the Audrey P. Beck Town Office Building and the community center.

For more information call the town manager's office at 429-3336.

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7/7

# Council has new member

By **CAITLIN M. DINEEN**  
Chronicle Staff Writer

**MANSFIELD** — Town council members have approved the appointment of resident Meredith Lindsey to fill a vacant council position.

Lindsey — who could not be reached for comment — was appointed to replace Republican Alison Blair, who left the council in June. Blair's term was set to end this fall. Lindsey will fill the spot until November's elections.

Blair had been a council member since November 2003.

According to Town Manager Matthew Hart, Lindsey was nominated to fill the vacancy by the Republican town committee.

"The way it works here is when a council member resigns mid-term, if they're a member of a political party, the town committee of that party nominates their replacement," said Hart.

Council members voted in favor of Lindsey at the end of last month.

Hart said if Lindsey wanted to keep her position on the council, she would need to run for re-election in November.

As a member of the council, Lindsey has been assigned to sit on the committee on committees — a subcommittee of the council.

She replaced council member Gene Nesbitt, who previously served on this committee. Nesbitt was transferred to the council's finance committee.

Hart said he was excited for Lindsey's service to the council, but was appreciative of Blair's years of service.

"I'd like to thank (Blair) for her service to the council and the community," he said.

According to Hart, Lindsey brings a new energy to the council. "I'm excited to work with (Lindsey)," he said. "I think she brings a lot of energy and enthusiasm to the town council."

According to Hart, Lindsey brings her experience as a resident of Mansfield and a mother of children in the town's school system "to the table."

Hart said Lindsey's experience as someone experiencing town services first-hand is what council members are "looking for."

Deputy Mayor Gregory Haddad agreed and said Lindsey was a good replacement for Blair.

Haddad said he has seen first-hand Lindsey's dedication to what she sets her mind to.

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2 the Chronicle, Willimantic, Conn., Monday, July 13, 2009

## Council may act on recycling plan

By CAITLIN M. DINEEN  
Chronicle Staff Writer

MANSFIELD — Town council members are expected to discuss — and possibly act on — single-stream recycling tonight.

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

The topic was brought to town council members by members of Mansfield's solid waste advisory committee.

Committee members discussed the potential switch during their June 30 meeting.

If council members follow the recommendation of the committee and terminate the town's current contract with Willimantic Waste Paper Inc. early to create a new deal with the company, town officials could save money.

Currently, it costs Mansfield \$59,378 annually to process recycling materials like paper, cardboard, cans and bottles.

As part of the process, the town receives \$30.62 in revenue from Willimantic Waste for every ton of recyclable materials it processes.

When the numbers are added up, the town doesn't receive enough revenue to cover the \$59,378 in processing fees.

For this year alone, the current dual-stream recycling system actually has the town losing \$24,000.

But, town officials said Mansfield stands to make approximately \$8,000 in profit annually in "weak" market conditions by switching to single-stream

recycling.

By switching to a single-stream collection, Mansfield officials said they would eliminate processing costs and actually make a profit from the change.

The town would be making that profit by not having to pay processing costs.

Residents currently separate paper/cardboard and cans/bottles.

Single-stream recycling is when all recyclable materials are kept together, then sorted later.

Currently, all recyclable items collected in Mansfield are removed by Willimantic Waste or Mayo & Sons in dual-stream fashion, then sorted single-stream once taken to Willimantic.

If the switch occurs, residents will be able to put all their recyclable items into one container rather than dividing them for removal.

Council member Gene Nesbitt said he supported the idea of switching, but admitted he was not an expert on the subject.

According to Nesbitt, he supported a new contract because both the advisory committee and public works officials have endorsed the change.

In addition to the local recommendation, he said other area towns have been adopting the new practice with success.

"A number of towns throughout the state have adopted it," he said this morning.

Nesbitt said he did not think the topic would be controversial tonight.

He said he thought single-stream recycling would be approved by council members.

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**Opinion** 7/13

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**Chronicle**

Lucy B. Crosbie  
*President*

Kevin Crosbie  
*Publisher*

Charles C. Ryan  
*Editor*

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**Editorial**

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**We offer these  
threads, needles**

Needles to the veil of secrecy surrounding the theft of \$4,000 in books and cash from a Mansfield Public Library book sale last month. Recently, it was revealed stolen cash and items have been returned. What is a concern is how secretive and unwilling to comment all parties involved have been. The police haven't divulged any information, the town manager offered few details when discussing it at a town council meeting and library officials repeatedly offered "no comments" and requests that the media help the library "avoid any publicity," in the words of one library official. While we're pleased the items were returned, we're concerned at a lack of information from an institution deriving much of its funding from the public, either through taxes or fundraisers. Simply put, the public has a right to know.

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the Chronicle, Willimantic, Conn., Wednesday, July 15, 2009 3

# Federal funding to help out local DPWs

By MIKE SAVINO  
Chronicle Staff Writer

COVENTRY/MANSFIELD — Public works departments are looking to improve communication systems with the help of some Homeland Security funding, a move that would benefit two local towns.

Coventry Public Works Director Tim Webb said the eastern region of the state's Department of Emergency Management and Homeland Security is slated to vote Thursday on a spending plan for the current fiscal year.

The region — a collection of about 40 towns known as Region 4 — is looking at a \$1 million plan, with approximately \$193,000 for various public works and engineering projects, Webb said.

In the proposal is a plan to purchase new radios for Coventry, Mansfield and Griswold to help upgrade the region's communications.

Webb said Coventry would receive six two-way radios for its vehicles, while Mansfield

would receive 20 two-way radios.

Both towns would also receive four receivers, while Griswold would receive 16 radios.

The new radios would allow public works employees in those towns to communicate with other towns as well as with agencies within their own towns, Mansfield Public Works Director Lon Hultgren said.

Webb said the towns once shared a radio frequency with Chaplin and Ashford, but each town decided to get its own frequency to make communications easier.

"During a snowstorm, it got quite confusing," he said, but also adding the towns lost their ability to communicate with each other in the process.

He said the town recently sent two trucks to Wethersfield to help after a tornado late last month, but Coventry's employees did not have the ability to communicate with Wethersfield officials. "That would have been a big help for our trucks down there because they could have

just switched their channels over," Webb said.

Hultgren said the new radios will use high-band frequencies, which have a shorter band width than the older radios, allowing for better communication in hilly areas.

"The high band does a better job of piercing the dead areas than the low band does," he said, referencing areas of poor reception do to hills and other objects that can block radio bands.

Webb said the current spending plan proposal also includes about \$71,000 for debris management, which he said would go toward coordinating debris pickup after a major storm.

He said managing wood debris is fairly easy and many towns use their transfer stations, but some towns could have difficulty handling other objects, like household appliances, if a major hurricane or other disaster occurred.

"Being ready to handle the debris is the key example we're trying to get through to the town," Webb said.

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Editor: 7/22

I attended the Mansfield Town Council meeting July 13 to take stock of how well things were going in our town. What I learned in that nearly three-hour meeting impressed as well as disturbed me.

I was impressed by the professionalism and knowledge of Town Manager Matt Hart, Mayor Betsy Paterson, Councilman Bruce Clouette, Director of Public Works Lon Hultgren and several others. Our town is lucky indeed with the quality of its staff and elected officials.

But I was disturbed to find that our town has acquired a small group of individual citizens who in my estimation have crossed the line from helpful gadflies to disruptive cranks. Unelected, these individuals are attempting to take power away from you and I by throwing a proverbial wrench into the machinery of our elected government. They do this through their confrontational behavior at town meetings and through what I believe is the misuse of the Freedom of Information Act.

Every informed American supports citizen participation in government, the essence of our democracy. But with this right also comes an obligation to respect the voice of the majority as well as to interact with government employees and officials using civility and respect.

I myself have filed one FOI request and am glad it was there as a tool to use. But when our town staff receives a glut of requests, to the extent that it is possibly taking a part-time position to address them, it is my right to ask those doing the frequent filing to explain their reasons. It is my and your tax dollars paying for our staff members to answer these requests.

Personally, I didn't elect you and I don't want you talking to my elected officials like you are their superior. Their bosses are all the citizens of Mansfield and we speak with one polite

### Letters to the editor

voice the first Tuesday in November when we elect them. They do not answer to just you and a few others who are at any particular town meeting while the rest of us are back with our families, at work, doing house chores or relaxing from a long day. In doing this, we have confidence and trust in our elected leaders to make good judgments during our absence.

Further, when you can't comprehend the simple logic our elected officials provide in response to your questions, please don't drag the meeting on when I'm waiting to speak after you and its approaching 10:30 p.m. Your whole affect appeared to me more confrontational and mean spirited than born of an actual desire to understand an issue.

Edmund J. Smith  
Mansfield

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2 the Chronicle, Willimantic, Conn., Tuesday, July 7, 2009

## Mansfield may modify recycling

By CAITLIN M. DINEEN  
Chronicle Staff Writer

MANSFIELD — After learning the town could make a small profit by switching to single-stream recycling — even during difficult economic times — members of the solid waste advisory committee are considering the idea.

During a meeting last week, committee members decided to send the subject to town council for approval to switch from dual-stream to single-stream recycling within town.

Currently, residents separate paper/cardboard and cans/bottles. Single-stream is where all recyclable materials are kept together then sorted later.

All of the recyclable items collected in Mansfield are removed by Willimantic Waste Paper Company, Inc., or Mayo & Sons in dual-stream fashion and then sorted single-stream once taken to Willimantic.

If the switch occurs, residents will be able to put all their recyclable items into one container rather than dividing them for removal.

By switching to a single-stream collection, Mansfield officials said, they would eliminate processing costs and actually make a profit from the change. The town would be making that profit by not having to pay processing costs.

Willimantic Waste Paper Vice President Thomas DeVivo said the processing fees were eliminated since facility customers could not afford them.

He said the new proposed contract with Mansfield reflects the economy and, therefore, eliminates the addition fees. "We want a plan customers can afford," he

said.

Currently, it costs Mansfield \$59,378 to process recycling materials like paper, cardboard, cans and bottles.

As part of the process, the town receives \$30.62 in revenue from Willimantic Waste for every ton of recyclable materials it processes.

When the numbers are added up, the town doesn't receive enough revenue to cover the \$59,378 in processing fees.

For this year alone, the current dual-stream recycling system actually has the town losing \$24,000.

But, town officials said Mansfield stands to make approximately \$8,000 in profit annually in "weak" market conditions by switching to single stream recycling.

"Even in the weak (market) we'll stop the bleeding," said Mansfield Director of Public Works Lon Hultgren.

Mansfield Recycling Coordinator Virginia Walton said the town receives the payment from Willimantic Waste as part of the current contract it has with the company.

In "strong" market conditions — and using paper prices from May 2008 — the town could make up to \$65,400 annually with single-stream, said Hultgren.

In the strongest market conditions, Mansfield was making \$26,739 with the status quo recycling, Hultgren said.

"Under strong conditions, we have the potential to make even more than we were making," said Hultgren. "There's no reason not to do it."

According to Hultgren, town officials were hesitant to switch to single-stream recycling because

they thought the paper resold at the end of the sorting process was low-grade paper that may have ground glass in it.

However, Walton said she toured the Willimantic Waste facility in June and the paper was higher quality than expected.

Walton said Willimantic Waste officials have not reported any negative feedback on paper quality since switching to the new sorting process in May.

Although single-stream recycling would eliminate the need for residents to separate recyclable materials, Walton said she was not sure if streamlining the process would encourage more people to recycle.

Walton said she thought short-term residents such as university students and temporary professors, would likely benefit from the new process.

Walton said those residents are "touch and go" whether they correctly sort recyclable material. She said when they do not properly sort them, they are not collected by trash removal personnel.

However, she said the change would likely not effect the way long-term residents sort items.

"I don't think it will make a difference," she said, adding the only difference is items will be collected single-stream in one large truck rather than a truck with two different compartments.

In order to make the switch official, town council members need to approve ending the town's current contract with Willimantic Waste Paper Company, Inc. early to start a new one for single-stream recycling.

Hultgren said he hoped to have the item on the council's July 13 meeting agenda.

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## Mansfield OKs single-stream recycling

7/14  
By CAITLIN M. DINEEN  
Chronicle Staff Writer

MANSFIELD — Town council members — acting as the Mansfield Resources Recovery Authority — agreed unanimously Monday the town should switch from dual-stream to single-stream recycling.

The decision was made after the town's solid waste advisory board recommended the switch.

Although the town had an existing agreement with Willimantic Waste Paper Inc. — with one year remaining — the switch to single-stream recycling replaced the existing agreement.

"To be clean, you could cancel the other agreement," said Mansfield Director of Public Works Lon Hultgren. "But I don't think anyone will accuse us of having two agreements."

Hultgren said replacing the existing agreement should not be a problem since it was already with Willimantic Waste.

The recommendation to switch was prompted when Hultgren told the advisory board about how

much money the town was losing with dual-stream recycling practices.

By separating recyclable materials with dual-stream recycling, it cost Mansfield \$59,378 annually to process recycling materials like paper, cardboard, cans and bottles.

As part of the process, the town received \$30.62 in revenue from Willimantic Waste for every ton of recyclable materials it processes.

When the numbers are added up, the town did not receive enough revenue to cover the \$59,378 in processing fees. For this year alone, the dual-stream recycling system actually had the town losing \$24,000.

But, town officials said Mansfield stands to make approximately \$8,000 in profit annually in "weak" market conditions via single-stream recycling.

By switching to a single-stream collection, Mansfield officials said they will eliminate processing costs and actually make a profit from the change.

The town will be making that

profit by not having to pay processing costs.

Before the change, residents were required to separate paper/cardboard and cans/bottles.

With Monday's decision, residents no longer have to separate recyclable materials and can store them together for collection.

Single-stream recycling is when all recyclable materials are kept together, then sorted later. Willimantic Waste processes all recyclables in a single-stream manner.

The switch was greeted warmly by members of the council, who said it made sense to change if it would help the town financially.

In addition to saving the town money, council member Helen Koehn said there may be other positive effects.

"Recycling rates will go up," said Koehn. "Since it's a lot easier for people."

According to Koehn, she thinks people will be more likely to recycle since it requires less work.

Mayor Elizabeth "Betsy" Pater-son said she agreed with Koehn and hoped the town would become "cleaner," even though approximately 45 percent of residents already recycle.

"Seems to me it's a lot easier to throw everything in one bin," she said. "I hope it will give us a cleaner town."

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# Mansfield<sup>7/15</sup> postpones trash fee increases

By CAITLIN M. DINEEN  
Chronicle Staff Writers

MANSFIELD — Town council members — acting as the Mansfield Resource Recovery Authority — tabled discussions raising the fees for in-yard garbage collections to town residents.

Council members agreed unanimously to resume the discussion at a future council meeting. It is not certain if the topic will be on the council's July 27 meeting agenda.

According to a summary sent from Town Manager Matthew Hart to council members, Director of Public Works Lon Hultgren and Recycling Coordinator Virginia Walton, the fees charged to residents are usually the fees charged to the town by the trash collector.

"Due to the cost-of-living increases that are built into the single-family collection contract, we are now in the position where we are losing money on this service," he said.

The town's 58 in-yard collection customers pay \$11.50 per month for the service, but it costs the town \$11.94 per month.

Upping the fees was expected to close that gap.

In addition to in-yard collection, the town offers services for residents with longer driveways. Those eight customers pay \$15 a month for this service and it costs the town \$15.70 a month.

With these combined losses, town officials said the town is losing approximately \$373 a year.

The decision to increase collection fees would bring the town back to a "break even" status to ensure the town no longer loses money with the service.

Mansfield's solid waste advisory committee recommended the price increase to the council.

With the proposed change — which would take effect Oct. 1 — residents could pay \$12 a month for in-yard collections with driveways less than 300 feet, 50 cents more.

Homeowners with driveways longer than 300 feet could be charged \$15.75 a month for the optional service, 75 cents more.

Originally, council members proposed making the changes effective immediately, but Hultgren recommended it for the next billing cycle.

According to Hultgren, town bills for this quarter have already been sent out to residents and it would be difficult to tack on extra charges now.

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the Chronicle, Willimantic, Conn., Saturday, July 4, 2009 3

# Stolen items from library are returned

By CAITLIN M. DINEEN  
Chronicle Staff Writer

MANSFIELD — Items stolen during the semi-annual book sale at the Mansfield Public Library in early June were recovered and returned to library officials.

The theft of approximately \$4,000 worth of books and cash was reported to state police at Troop C in Tolland the afternoon of June 6.

Reportedly, troopers were called to the scene at approximately 4 p.m. when it was discovered money and other items were missing.

The Friends of the Mansfield Library group holds book sales three times a year with proceeds going directly to the library.

Book sales happen the first weekend in

February, the first weekend in June and a “mini-sale” occurs during the town’s “Festival on the Green” each September.

They are well-attended events.

Town Manager Matthew Hart reported to town council members during their recent meeting that stolen items had been recovered.

He did not elaborate more on the return of the goods at the meeting and could not be reached for further comment this morning.

Elizabeth “Betsy” Hamill, chairman of the Friends of the Mansfield Library, also confirmed the items were returned, but she would not say more on the issue.

“We don’t want anymore publicity, if you don’t mind,” said Hamill, adding she did not

want *the Chronicle* to report another story about the incident.

The theft was originally reported in the June 9 edition of *the Chronicle*.

Hamill said “no comment” when asked for more information pertaining to the recovery of the stolen items. She also remained tight-lipped about the theft back in June.

Mansfield Mayor Elizabeth “Betsy” Paterson said she was “absolutely” glad to hear the stolen items were recovered. “Of course I am,” she said.

Paterson said she did not know more about the recovery of the items and only learned items were returned when Hart announced it at the council meeting.

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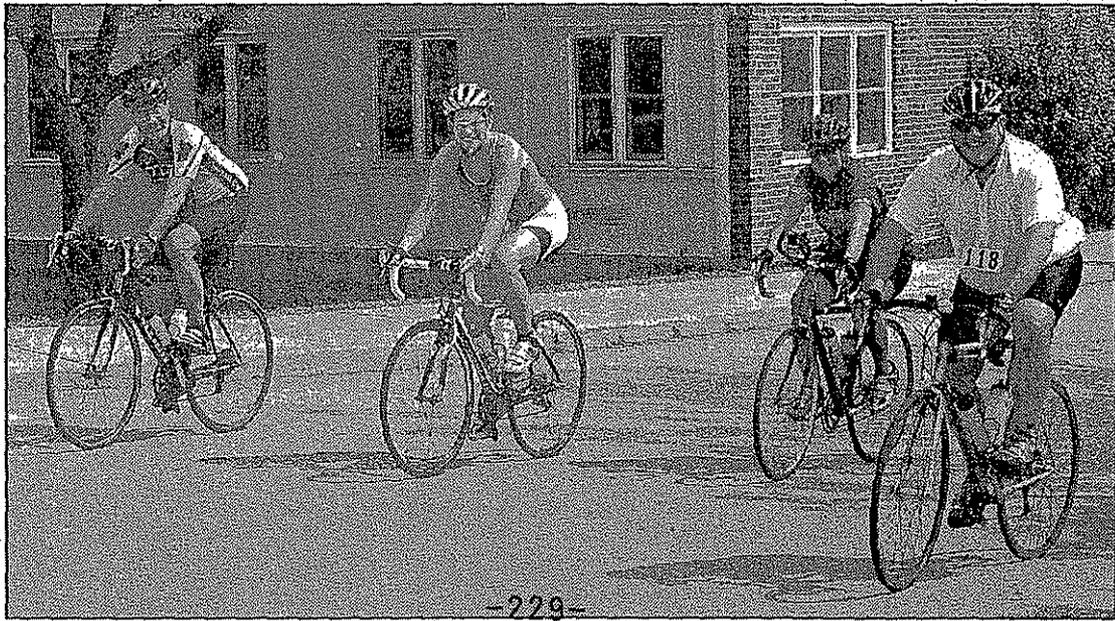
the Chronicle, Willimantic, CT



Al Malpa

## Take that Lance Armstrong

**ABOVE:** This happy biker, John Beck of Tolland, having just finished a 40-mile ride, is here, starting out on a 'Just for fun' trek as part of the annual 'Tour de Mansfield: Village to Village' Saturday. Beck also said that, for he and his friends, 'it isn't unusual for us to do a 100-miler on a weekend.' A quick rest was all they needed before touring Mansfield once again. **BELOW:** Just returning to the starting point, from their 40-mile ride is, left to right, Lou Blanchet, Kate England, Lisa Lumbruno and Michael Lassow, all of Mansfield. They were taking part in the bicycling event, which began and ended at the Mansfield Community Center.



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## Homeland Security funds could buy town new radios

by: Mike Savino | Staff Writer Friday, July 17th, 2009



Public works departments are looking to improve communication systems with the help of some Homeland Security funding, a move that would benefit two local towns.

Coventry Public Works Director Tim Webb said the eastern region of the state's Department of Emergency Management and Homeland Security is slated to vote on a spending plan for the current fiscal year. The region – a collection of about 40 towns known as Region 4 – is looking at a \$1 million plan, with approximately \$193,000 for various public works and engineering projects, Webb said.

### **New radios**

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"During a snowstorm, it got quite confusing," he said. In the process, however, the towns lost their ability to communicate with each other.

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"That would have been a big help for our trucks down there, because they could have just switched their channels over," Webb said.

### **Can you hear me now?**

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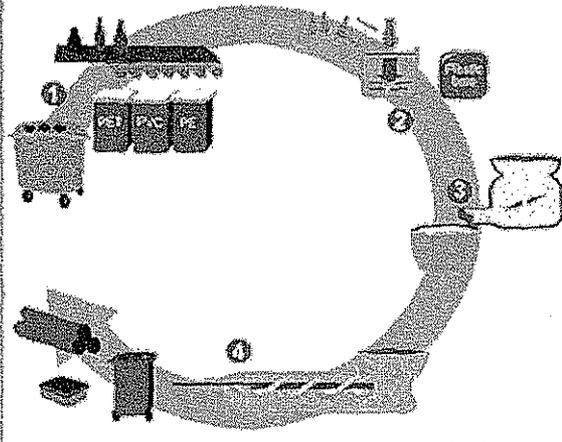
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He said managing wood debris is fairly easy and many towns use their transfer stations, but some towns could have difficulty handling other objects, like household appliances, if a major hurricane or other disaster occurred.

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## It's official: you can now combine paper, plastic, glass and metals

by: Brenda Sullivan | HTNP.com Editor Thursday, July 16th, 2009



There are a number of changes in how Mansfield residents will handle their recyclables - making the process easier. First of all, Mansfield residents can now recycle all their plastic containers (with a few exceptions). Previously, only containers stamped with No. 1 or No. 2 could be recycled, along with milk containers and a few other items. Now, acceptable plastic containers include buckets, take-out containers, yogurt containers and cups. But please do remove all food and rinse out containers. Plastics that currently *cannot* be recycled include garden hoses, plastic bags and any kind of Styrofoam. Something else new - thanks to something called "single stream recycling" - paper and cardboard no longer should be separated from cans and bottles. Willimantic Waste Paper now uses equipment that sorts all the recyclable material that comes to their plant, so paper and cardboard can be combined with cans, plastic containers and glass bottles. Residents with trash collection service can place all recyclable material in one container. Please note that recyclables still need to be kept separate from household trash (non-recyclable items). And please do not put recyclables in plastic bags. Use the recycle bin provided by the town, or another durable container. And to prevent litter, please cover the container or tie them with string. A small trash can (no larger than 30 gallons) also is acceptable to use for the recyclables, but be sure to clearly label the container "Recycle" for the collector. Mansfield residents who use the transfer station will still separate cans and bottles from mixed paper and cardboard. For more details, visit the recycling section of the town Web site at <http://www.mansfieldct.org/town/departments/pw/refuse/recycling/>. For more information, contact Mansfield Recycling Coordinator Virginia Walton at [waltonvd@mansfieldct.org](mailto:waltonvd@mansfieldct.org).

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## Meredith Lindsey named to Mansfield Town Council

by: Caitlin M. Dineen | Staff Writer Tuesday, July 14th, 2009



"I think she brings a lot of energy and enthusiasm to the town council," Town Manager Matt Hart. File photo © Brenda Sullivan.

The Mansfield Town Council recently approved the appointment of Republican Meredith Lindsey to fill a vacancy left by Alison Blair, who stepped down in June. Lindsey will serve on the council until November elections.

Lindsey was recommended by the Republican Town Committee. When a council member resigns before the end of his or her term, the vacancy is normally filled by someone affiliated with the same party.

Lindsey has been assigned to fill a vacancy on the Town Council's Committee on Committees, which is charged with soliciting and interviewing for vacancies on the town's various committees.

She fills a vacancy left by councilman Gene Nesbitt, who has taken a spot on the council's Finance Committee.

Town manager Matt Hart said he appreciates Blair's contributions to the council, and is looking forward to working with Lindsey. "I think she brings a lot of energy and enthusiasm to the town council," he said.

Deputy Mayor Gregory Haddad also welcomed Lindsey, and said he has seen firsthand Lindsey's dedication to a task.

Posted July 14, 2009

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## Town losing money on trash collection service

by: Brenda Sullivan | HTNP.com Editor Sunday, July 19th, 2009



Customers with long driveways can opt for a higher trash fee - wonder what these folks would have to pay? Beginning in October, Mansfield residents are likely to see their trash collection fees go up by a modest amount.

The town's Solid Waste Advisory Committee has recommended increasing residential collection fees because the town is losing money - about \$373 a year.

Local fees have not kept pace with increases in what the town pays to the trash collection contractor.

Mansfield's 58 residential customers pay \$11.50 a month. The town pays the contractor \$11.94 per customer a month. If the fee increases are approved, these customers would pay \$12 a month.

An additional eight customers have opted to pay a little more - \$15 a month - for collection service at the end of a long driveway (longer than 300 feet); the town pays \$15.70 a month for each of these customers.

With a fee increase, these customers would pay \$15.75 a month.

Fee increases would take effect Oct. 1, 2009, in time for the next billing cycle.

The subject is expected to be addressed at a future Town Council meeting.

Posted July 19, 2009

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