



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
TUESDAY, October 13, 2009
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

****Revised**
AGENDA**

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OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

FUTURE AGENDAS

EXECUTIVE SESSION

- 23. Personnel in accordance with CGS §1-200(6), 1-214(b)(5)(b)

ADJOURNMENT

REGULAR MEETING-MANSFIELD TOWN COUNCIL

September 28, 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, Haddad, Koehn, Lindsey, Nesbitt, Paterson, Paulhus, Schaefer

II. APPROVAL OF MINUTES

Mr. Clouette moved and Mr. Paulhus seconded to approve the minutes of the September 14, 2009 minutes with one addition. Motion passed unanimously. Mr. Paulhus moved and Mr. Nesbitt seconded to approve the minutes of the August 24, 2009 Special Meeting. Motion passed with all in favor except Clouette, Duffy and Schaefer who abstained.

III. PUBLIC INFORMATION SESSION

1. Birch Road Bikeway, Phase II

Director of Public Works Lon Hultgren stated this project was designed in 2004 and is the last section needed to complete the Rte 44 to Hunting Lodge Road bikeway. Tim Veillette, Project Engineer, described the changes to the design, which allows the Town to complete the project using available stimulus money. Mr. Hultgren expects construction to begin in the spring.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Betty Wassmundt, Old Turnpike Road, addressed the Personnel Committee asking them to consider the suggestion to provide representation for non-union personnel.

Mike Sikoski, Wildwood Road, asked why the Town Council Agenda was not posted until today.

Elizabeth Cowles, Meadowwood Road, described the noise that occurred on September 19th as a result of large gatherings. Ms. Cole contacted the State Police who were inundated with similar complaints. Noting the noise level and the number of cars parked in front of some of the offending residences, Ms. Cowles asked if the Town was actively enforcing relevant ordinances. She also expressed concern for local wells and the abundance of garbage in the area.

Ric Hossack, Middle Turnpike, has called the State Police after midnight and after 15 rings has been told that all the officers are at Carriage

House. Mr. Hossack also again requested information as to the last time the police discharged a firearm in Mansfield.

V. TOWN MANAGER'S REPORT

Distributed, including a summary of the seminars and talks the Town Manager participated in at the International City Management Association (ICMA) conference. Attachment is the revised Town Manager's report.

Town Manager Matt Hart asked Town Council members how they would like to proceed with the next steps in the strategic planning process. After some discussion the members agreed by consensus to incorporate the goals and objectives of the Strategic Plan into the orientation session for the new Council with input from current Council members. Boards and Commissions will be asked to compile the information they have been working on for the orientation.

Council members discussed the Explanatory Text for the November 3, 2009 Referendum and the statutory limitations imposed on the Town's ability to provide additional information to the public. Staff relayed bond counsel's advice that only the text approved by their office and the Town's attorney be made available. The scheduled information session will allow citizens to ask questions of staff. Councilor Nesbitt also questioned the requirement for a Town Meeting since all the questions will be on the November ballot and the total amount of the request is more than the 1% of the annual Town budget needed to trigger a referendum. Staff stated that they were advised to follow this procedure by counsel to insure that if only the smaller projects were approved the requirement for a Town Meeting will have been met. The question as to the meaning of the work "aggregate" in Section § 407 of the Town Charter will be referred to bond counsel.

VI. OLD BUSINESS

2. Community/Campus Relations

The Town Manager announced a meeting with some of the smaller landlords, their tenants and Town and University staff will be held on Tuesday September 29th to discuss community expectations.

Mr. Paulhus moved and Ms. Duffy seconded to move Item 5, Presentation on Resident State Trooper Program & Enforcement of Town Ordinances, as the next item of business.

Motion passed unanimously.

By consensus the Council agreed to move Item 4, Open Space Analysis for November 2009 Bond Referendum, as the next item of business.

3. Community Water and Wastewater Issues

Ms. Koehn questioned whether or not the Four Corner Sewer Advisory Committee is overstepping their charge by including water usage issues in the scope of their information gathering and asked that Council members be updated on the Committee's work to date. Other members questioned the progress on the pending public health issue and the Town's potential liability. Mr. Nesbitt, Chair of the Advisory Committee, stated that DEP has told them that as long as the Town is making a good faith effort to address the problem the DEP will not issue any orders. He also briefly reviewed the progress and accomplishments of the Committee to date.

By consensus the Council requested that at the next meeting the Four Corners Sewer Advisory Committee update the Council regarding all accumulated information, minutes, reports and presentations.

Ms. Koehn requested a review of the charge of the Committee be a future agenda item.

4. Open Space Analysis for November 2009 Bond Referendum

Director of Parks and Recreation Curt Vincente, Parks Coordinator Jennifer Kaufmann, and Open Space Committee members Steve Lowrey and Jim Morrow (Chair) were available to answer Council members' questions. The Council discussed whether or not the definition of open space should include active recreation and suggested clarification in the statement following the first question. Mr. Nesbitt requested more specific information be provided for the public regarding the best use of the parcels and why the language has been changed to include improvements. Mr. Haddad asked that the Capital Improvement Program wish list be included to show what additional projects this bond funding could be used for in the future. He suggested an ordinance might be in order that would identify the portion of money to be used for passive recreation and that to be used for improvements. The Town Manager will check to see if the money from the Open Space Fund is appropriated whether or not specific projects will need to be itemized. The members of the Open Space Committee stated even with the change in the authorizing language they see no changes in the role or the charge to the committee. Mr. Vincente noted that when "other municipal uses" was added in 1990 the Council had expressed similar concerns, but that the Town has had a proven history of preserving open space. Mr. Clouette summarized the discussion noting that all agree the purchase of open space and the direct enhancements (parking lots, bridges, etc.) is a proper use of the bonding. There is less agreement on the purchase of open space for more active recreation and even less agreement on the use of the money for the building of concession stands and other recreational improvements. Any spending will need to be approved by the Town Council and the voters.

Additional information including management plans, debt schedules, inventories and the CIP list will be available at the October 26th Informational Session. Ms. Koehn requested the regulations governing Town Council provided information prior to a referendum be available.

VII. NEW BUSINESS

5. Presentation of Resident State Trooper Program & Enforcement of Town Ordinances

Sgt. James Kodzis, joined by Lt. Conroy, State Troopers Cloutier, Hickey and Mainiero and Mansfield Constable Bigl, presented an overview of the Mansfield Resident Trooper Program. Sgt. Kodzis offered call statistics for times when UConn is in session and not in session as well as departmental plans for addressing infractions. He noted that there has been a 25% increase in the number of calls this year but that DWI, injury reports and motor vehicle accident reports are down. Sgt. Kodzis also compared the size of the Town's Police Department with comparable university towns. Council members questioned and discussed with the panel the effectiveness of noise monitors in party situations, the inadequacy of current coverage, the enforcement of Town ordinances as a tool and the good working relationship with the University Police Department. Sergeant Kodiz will provide his presentation for inclusion in the next packet.

Town Manager Matt Hart announced that the Regionalization Committee recently authorized the retention of a third party expert to look at all public safety services.

The Town Manager stated that other staff members involved in the enforcement of Town ordinances would be available for questions at future Town Council meetings.

6. WPCA, Sewer Service Area Map

Mr. Paulhus left at 10:30 p.m.

Mr. Haddad moved to recess as the Town Council and convene as the Water Pollution Control Authority. Seconded by Ms. Koehn the motion passed.

Mr. Haddad moved and Mr. Clouette seconded, effective September 28, 2009, to refer the proposed Mansfield sewer service area map to the Planning and Zoning Commission for review and comment.

Motion passed unanimously.

Mr. Haddad moved and Ms. Lindsey seconded to adjourn as the Water Pollution Control Authority and reconvene as the Town Council. Motion passed unanimously.

7. Mansfield Community Center Fee Recommendations

Mr. Haddad moved and Ms. Lindsey seconded, effective November 1, 2009, to adopt the Mansfield Community Center Fee Schedule, as presented by staff and endorsed by the Recreation Advisory Committee.

Finance Committee Chair Bruce Clouette relayed that although the Finance Committee reviewed the proposed fee structure they did not make a recommendation.

Motion to approve passed unanimously.

Ms. Koehn requested a copy of the pool analysis that was previously distributed.

8. Emergency Management Performance Grant

Mr. Haddad moved and Mr. Schaefer seconded to approve the following resolution:

RESOLVED: That the Town Manager, Matthew W. Hart, is hereby authorized to act on the behalf of the Town of Mansfield in ACCEPTANCE OF EMPG PROGRAM CONDITIONS OF ELIFIBILITY & BUDGET ESTIMATE FOR FFY 2010 (10/1/09- 9/30 10) and continuing the Memorandum of Understanding with the State of Connecticut, Department of Emergency Management and Homeland Security, for participation in the FY 2009 Emergency Management Performance Grant program.

Ms. Lindsey requested an explanation of the "commitment... to increase operational capability through the funding of personnel and administrative expenses." Fire Marshal John Jackman explained that there is no requirement to hire additional personnel but only to continue to improve the Town's program.

Motion passed unanimously.

9. Proposed Revisions to Mansfield Parking Fines

Mr. Haddad moved and Mr. Clouette seconded, to adopt the revised Parking Violation and Fee Schedule (Mansfield Code of Ordinances, Chapter A198, Traffic Regulations), which schedule shall be effective October 1, 2009.

A friendly amendment moved the implementation date to December 1, 2009 in order to allow more time.

Motion, as amended, approved by all.

10. Financial Statements for Dated June 30, 2009

Mr. Schaefer moved and Mr. Haddad seconded, effective September 28, 2009, to accept the Financial Statements dated June 30, 2009.

Director of Finance Cherie Trahan briefly summarized this year-end report noting that due to the efforts of the Tax Collector's office and the reduction in expenditures by staff the Town was able to add \$31,000 to the fund balance.

Motion passed unanimously.

Mayor Paterson thanked all responsible including the Town staff, the Finance Department and the Town Manager for recognizing the problem early in the process and addressing the issue.

11. Legal Budget Transfer – FY 2008/09

Mr. Clouette, Chair of the Finance Committee, moved adoption of the following resolution:

Resolved, effective September 28, 2009, to adopt the Legal Budget Transfers for FY 2008/09, as presented by the Director of Finance in her correspondence dated September 16, 2009.

Motion passed unanimously.

VIII. QUARTERLY REPORTS

No comments

IX. DEPARTMENTAL AND COMMITTEE REPORTS

No reports

X. REPORTS OF COUNCIL COMMITTEES

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

Terry Cook to the Recreation Advisory Committee

Edward Wazer to the Agricultural Committee

Terry Berthelot and Vicki Fry to the Mansfield Advocates for Children

William Simpson (business), Phil Barry (citizen) and A.J. Pappanikou (citizen) to the University Town Relations Board

Michael Taylor and Dennison Nash to the Transportation Advisory Committee

Isabelle Atwood and Patricia Maines to the Beautification Committee

Motion to approve the recommendations passed.

Ms. Duffy also thanked Mr. Clouette for his letter to the editor thanking all of those who volunteer for Mansfield's boards and commissions.

Mr. Haddad, Chair of the Personnel Committee, reported the Committee is nearing the end of its review of comp time and will make a recommendation to the full Council in the near future. He also noted that they will be looking at

other personnel policies and reminded members of the executive session regarding the Town Manager's evaluation on Thursday at 6:00 p.m.

Mr. Nesbitt noted the Four Corners Advisory Committee would be meeting September 30th at 7:00 p.m.

XI. REPORTS OF COUNCIL MEMBERS

Mr. Clouette announced that he and Mr. Paulhus were present for the ribbon cutting ceremony for the new skate park. Mr. Paulhus cut the ribbon.

In response to a question by Mr. Nesbitt, the Director of Parks and Recreation commented that based on advice from our insurance broker the skate park is a non-staffed event with posted rules. Ms. Koehn requested information on how much it would cost to supervise the park to insure compliance with the rules. That information is available and will be provided.

XII. PETITIONS, REQUEST AND COMMUNICATIONS

12. Explanatory Text, November 3, 2009 Referendum
13. Freedom of Information Policy
14. Chronicle "Celebrating a real 'Our Town'" - 09/14/09
15. Chronicle "Community Voices: Citizen action needed." - 09/16/09
16. Chronicle "Council OK's skate park signs" - 09/15/09
17. Chronicle "Editorial: We offer these threads, needles" - 09/21/09
18. Chronicle "Letter to the Editor" - 09/09/09
19. Chronicle "Letter to the Editor" - 09/16/09
20. Chronicle "Letter to the Editor" - 09/18/09
21. Chronicle "Mansfield readies for festival events." - 09/10/09
22. Chronicle "Mansfield will reap \$400,000 budget bonus" - 09/14/09
23. Chronicle "New committee to mull Storrs parking garages" - 09/17/09
24. Chronicle "Officials: Spring Weekend report needs work" - 09/12/09
25. Chronicle "Pipin' hot" - 09/10/09
26. Chronicle "UConn student partied over weekend" - 09/10/09
27. Mansfield Today "\$1 million in open space bonding goes back." - 09/13/09
28. Mansfield Today "Celebrate Mansfield Weekend." - 09/11/09
29. Mansfield Today "Fourth business commits to Storrs Center" - 09/10/09
30. Mansfield Today "Mansfield opens new skate park" - 09/11/09

31. Mansfield Today "Mansfield spared governor's veto" - 09/14/09
32. Mansfield Today "Mansfield will use funds for bicycles." - 09/13/09
33. Mansfield Today "New \$200,000 grant for Storrs Center." - 09/20/09
34. Mansfield Today "Signs will help raise funds for skateboard park" - 09/15/09

XIII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, reported the last firearm discharge in Town was in 1984. He requested the implementation of a process to deal with citizen questions.

XIII. FUTURE AGENDAS

Mr. Nesbitt requested revisiting the issuance of a RFP for a Town Attorney as Mr. O'Brien might be appointed Probate Judge. Mr. Haddad commented that the appointment at this time was speculative and any change would not be until 2010.

As previously noted, Ms. Koehn would like to discuss the charge of the Four Corners Sewer Advisory Committee after presentation of the report scheduled for the next meeting.

Mr. Haddad moved and Mr. Clouette seconded to recess the meeting and move into Executive Session.

Motion approved unanimously.

XIV. EXECUTIVE SESSION

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

Present: Clouette, Duffy, Haddad, Koehn, Lindsey, Nesbitt, Paterson, r

Also included: Town Manager Matt Hart, Assistant to the Town Manager Maria Capriola and Fire Chief David Dagon

Review and discussion of commercial and financial information provided in confidence by Storrs Center Alliance 0 CGS §§ 1-200(6), 1-201(b)(5)(B)

Present: Clouette, Duffy, Haddad, Koehn, Lindsey, Nesbitt, Paterson,

Also included: Town Manager Matt Hart

XV. ADJOURNMENT

The Council reconvened in public session.

Ms. Duffy moved and Mr. Haddad seconded to adjourn the meeting.

Motion to adjourn passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

SPECIAL MEETING-MANSFIELD TOWN COUNCIL

October 1, 2009

DRAFT

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 6:00 p.m. in Conference Room B of the Audrey P. Beck Building

I. CALL TO ORDER

Present: Clouette, Duffy, Haddad, Koehn, Lindsey, Nesbitt, Paterson, Paulhus

Mr. Paulhus moved and Ms. Lindsey seconded to recess the meeting and move into executive session to conduct the Town Manager's Performance Evaluation in accordance with CGS§1-200(6), 1-214(b)(5)(b)

II. EXECUTIVE SESSION

1. Town Manager's Performance Evaluation

Present: Clouette, Duffy, Haddad, Koehn, Lindsey, Nesbitt, Paterson, Paulhus

Also included: Town Manager Matt Hart

III. ADJOURNMENT

The Council reconvened in public session.

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

Motion to adjourn passed unanimously.

Elizabeth Paterson, Mayor



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to the Town Manager; Mike Ninteau, Director of Building and Housing Inspection
Date: October 13, 2009
Re: Community/Campus Relations; Committee on Community Quality of Life

Subject Matter/Background

As reported previously, the Committee on Community Quality of life is working on a number of proposals related to its charge. There are three items in particular that the committee is considering, and I have attached information related to all three initiatives in order to keep you informed of the committee's activities. This material is informational only and the Town Council does not need to take any specific action at this time regarding the three proposals.

Also, we have discussed the difficulty that that Committee on Community Quality of Life has experienced in obtaining a quorum. The committee is presently comprised of 11 members: four members of the Town Council, one representative each from both UConn and the Planning and Zoning Commission (PZC) and five citizens at-large. (Two citizen-at-large positions were added after the Council's adoption of the committee's charge at the July 14, 2008 meeting.) As of this writing one of the citizens at-large and the PZC representative have both resigned and other members have experienced difficulty in attending the meetings on a regular basis. To address this issue, Committee Chair Helen Koehn and I would like the Council to consider modifying the composition of the committee to include two members of the Town Council, one UConn representative and four citizens at-large, for a total of seven members. At Tuesday's meeting, we would like to solicit the Council's feedback regarding this proposed modification to the composition of the committee.

Attachments

- 1) Draft Ordinance Regarding Residential Rental Parking
- 2) Parking registry Discussion
- 3) Student/Tenant Registry Discussion
- 4) Resolution to Re-establish and Issue Charge to Committee on Community Quality of Life

Title:

This article shall be known and may be cited as the "Ordinance Regarding Residential Rental Parking"

Legislative Authority:

This chapter is enacted pursuant to the provisions of C.G.S. § 7-148, et seq., as amended

Findings and Purpose:

The Town Council of the Town of Mansfield finds that the parking of motor vehicles at many residential rental properties has become a nuisance and created unsafe, blighted and congested conditions and other negative neighborhood impacts within the Town. The requirements contained in this ordinance are in the best interests of the community and will promote the public welfare, health and safety of the people of Mansfield. Accordingly, pursuant to the authority granted to municipalities by Connecticut General Statutes 7-148, the Town of Mansfield seeks to better protect, preserve and promote the health, safety, welfare and quality of life of its people by requiring compliance.

Definitions:

For the purpose of this chapter, the words and phrases used herein shall have the following meanings, unless otherwise clearly indicated by the context:

Residential Rental Property: All residential housing structures containing rental dwelling or housing units.

Applicability:

This article shall apply to all residential rental properties in the Town of Mansfield, except that residential housing units that are the property of the State of Connecticut shall be exempt. This exemption shall not include residential rental housing units owned by an entity leasing real property from the State of Connecticut.

Parking Space Requirements:

All properties containing existing or proposed certified rental structures, as identified by the Housing Code for the Town of Mansfield, shall contain designated and approved parking spaces that meet the criteria cited below. Exceptions 4 and 5 within section 901.1 of the Housing Code for the Town of Mansfield shall not be applicable to this ordinance.

Except for an occasional/infrequent occurrence, all on-site parking shall occur in designated and approved spaces. Violators shall be fined pursuant to the provisions of this code.

No certificate of compliance required by the Housing Code of the Town of Mansfield may be issued or renewed prior to owner compliance with the provisions of this ordinance.

To address these requirements, property owners shall submit a drawn to scale site plan of the property that depicts property lines, driveways, sidewalks/bicycle paths, dwellings and structures, all proposed on site parking spaces, existing and proposed landscaped areas, trees over 12 inches in diameter (measured 5' above grade), fencing and other site features that may affect parking locations. In addition, the site plan shall detail the surface material of the proposed spaces. To be approved, parking spaces shall meet the following criteria:

1. The number of proposed on-site spaces shall be adequate for all tenants and guests. Depending on occupancy characteristics, a minimum of two (2) exterior spaces and a maximum of six (6) exterior spaces shall be provided per dwelling unit unless additional spaces have been approved by the Mansfield Planning and Zoning Commission in association with site plan, special permit or site modification approval.
2. The spaces shall be located on or within twenty (20) feet of an existing or proposed site driveway unless an alternative location has been approved by the Mansfield Planning and Zoning Commission in association with site plan, special permit or site modification approval.
3. No parking space shall be located within ten (10) feet of a roadside sidewalk or bicycle path or twenty (20) feet of a street.
4. Parking spaces shall be a minimum of eight (8) feet wide and eighteen (18) feet long.

5. Parking spaces shall be designed so that a backing up movement onto an adjacent street is not required.
6. Unless no other acceptable parking areas can be established on site, parking shall not occur between the street and the subject dwelling.
7. Parking spaces shall be paved or surfaced with an acceptable dust free surface such as compacted stone, stone dust or gravel. Lawn areas or other landscaped areas are not acceptable surfaces for parking spaces. No existing landscape area or lawn area shall be disturbed and no tree over twelve (12) inches in diameter shall be removed to create new parking spaces, unless no other acceptable parking spaces can be established on site
8. Parking spaces shall be designed and graded to address potential drainage and/or winter icing problems and suitable areas shall be provided for snow storage.
9. Any necessary Inland Wetland Agency or Public Works Department permits shall be obtained prior to approval pursuant to this code.

Enforcement; Violations and Penalties:

A.

The Town Manager shall designate one or more Enforcement Officers empowered to take enforcement actions authorized in this chapter.

B.

Any person violating the provisions of this ordinance shall be deemed to have committed an infraction and may be issued a citation. Said citation shall inform the person named therein of the allegations against him or her, the amount of the fine due, and the date on which payment of the fine is due, which shall be no later than 10 days after the date of the citation. Said citation shall be hand delivered, affixed to the vehicle or mailed by certified mail, return receipt requested, addressed to the person named therein at his or her last known address. Citations shall be punishable with a fine of \$90 dollars for each violation. Each separate day that a violation exists after the issuance of a citation shall be subject to a separate additional fine without the issuance of a separate citation.

C.

In addition to any other remedy authorized by this chapter, if any such fine issued pursuant to the provisions of this chapter is unpaid beyond the due date,

the Town may initiate proceedings under the authority of C.G.S. § 7-152c and Chapter 129 of The Code of the Town of Mansfield, Hearing Procedure for Citations, to collect such fine.

Appeals Procedure:

Any person fined pursuant to this chapter may appeal such fine pursuant to the provisions of Chapter 129 of the Code of the Town of Mansfield Hearing Procedure for Citations.

Word Usage:

Whenever used, the singular number shall include the plural, the plural the singular, and the use of either gender shall include both genders.

TOWN OF MANSFIELD
OFFICE OF BUILDING AND HOUSING INSPECTION



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

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

TEL. 860-429-3324
FAX 860-429-3388

Date: September 21, 2009

To: Community Quality of Life Committee

From: Mike Ninteau, Director of Building and Housing Inspection

Re: Parking Registry Discussion

Greg Padick and I have prepared the following document for discussion purposes regarding the possibility of creating a parking registry:

Size of Registry

It is my suggestion that the zone incorporate the existing rental certification zone as required by the Housing code. This includes 1191 units as of this date. Each of those units is allowed 4 occupants pursuant to current regulations totaling 4764 registrations if each occupant is allowed 1 registered motor vehicle.

Definitions

The new ordinance would require a clear definitions of certain terms within the ordinance i.e. Motor Vehicle, Residential Parking District, Visitor, etc.

Comparison to Landlord & Tenant Registry

The new registry could be tracked within our current database however the parking registry would require tracking of visitors and tenants requiring frequent updates.

Legality

As a result of initial conversations with the Town Attorney, it is my understanding that the registry would be legally enforceable and could be implemented by the Town. However; further consultation will be required.

Fees

As a result of the research conducted by my department I believe the following fees would be reasonable for the registry. (Add cost of actual tag to tenant charges)

- Tenant cost per registration \$ 8
- Change of registration \$ 5
- Replacement tag \$ 8
- Visitor overnight tag; Free if other motor vehicles registered at that address

I am sure that this will not be without controversy on both sides with some thinking fees should be high and completely cover the cost of the registry and others thinking it should be free if enacted because it taxes business.

Penalties

The ordinance would need to contain penalty provisions to address non-compliance with the regulations

Cost of Implementation:

I estimate the initial cost of setup of the registry to be approximately \$1030 per month. This would include an additional 8 hours per week of administrative assistant time, salary and benefits. The time would be spent setting up the database, processing introduction letters, fielding questions, issuing tags etc.

I estimate the monthly cost of monitoring and enforcement once the program is up and running at approximately \$2000. This would include approximately 10 hours per week for an inspector and 2 hours per week for an administrative assistant.

Given the above estimates the cost for the registry would be approximately \$23,400 per year. (Plus annual COLA adjustments)

This does not include the cost of appeals or court action which are difficult to budget for because of their fluid nature. The budget should anticipate some cost and a line item

should be included to cover the expense. Fines could include court fees to help recoup the expense.

Term of Permit

The permits issued could expire at a fixed time or could be valid for the entire length of occupancy at the address. If the permits expire administrative cost would be higher but more revenue would be generated. The committee should consider the benefit of blight control versus the added expense to tenants.

Other

Responsibility for registering needs to be determined between landlord and / or tenants. (Guests?)

Summary

This initiative would be labor intensive hence the high cost of the program. For this program to be effective daily patrols would be required early in the morning and each address may require a site visit. This could not be done at every address each day. However with the time allotted, we could develop a roving patrol throughout the enforcement area each day methodically covering the area without setting up a predictable pattern. The visitor passes will be more difficult to track and the committee may want to consider a fee.



TOWN OF MANSFIELD
OFFICE OF BUILDING AND HOUSING INSPECTION

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

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FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268

TEL. 860-429-3324
FAX 860-429-3388

Date: September 17, 2009

To: Community Quality of Life Committee

From: Mike Ninteau, Director of Building and Housing Inspection

Re: Student / Tenant Registry Discussion

Greg Padick and I have prepared the following document for discussion purposes regarding the possibility of creating a tenant and / or student tenant registry:

Size of Registry

I have identified 2 possibilities regarding the size of the registry zone.

- The zone could incorporate the existing Rental Certification zone as required by the Housing code. This includes 1191 units as of this date. Each of those units is allowed 4 unrelated occupants pursuant to current regulations totaling 4764 persons in the registry possibly minus non-students.
- Alternately the zone could encompass the entire town which contains approximately 1500 units which would equate to approximately 6000 persons possibly minus non-students.

Definition of Student

The new ordinance would require a clear definition of what constitutes a "student" and as previously stated tracking occupants by this definition could prove onerous.

Comparison to Landlord Registry

The new registry could be tracked within our current database. However the tenant / student tenant registry would involve frequent updates due to the transient nature of tenants as opposed to property owners.

Enforcement Tools for Overcrowding / Conversion of Single Family Dwellings

- **Current:** Housing Code, Zoning Regulations, Landlord Registry
- **Future:** Parking Area Designation, Parking Registry, Tenant Registry

This proposal should be considered an additional tool in the enforcement of overcrowding of dwelling units. It should not be looked at as a cure all that would eliminate the problem. It may aid in cutting the financial incentive to convert single family dwellings to student rentals by allowing for better tracking of this activity. (Help reduce the number of units with 5+ occupants)

Legality

As a result of initial conversations with the Town Attorney it is my understanding that the registry would be legally enforceable and could be implemented by the Town. However; further consultation will be required.

Fees

I have conducted research and found little data to compare with this possible initiative. It would be consistent with other similar Town ordinances to include some fee that would be associated with registration. I am sure that this will not be without controversy on both sides with some thinking fees should be high and completely cover the cost of the registry and others thinking it should be free if enacted because it taxes business.

We do not have any current data regarding the number of units that are student rentals. It is my opinion that a fee of \$10 per occupant would be a reasonable amount to charge and at that rate the program could be self supporting.

Penalties

The ordinance would need to contain penalty provisions to address non-compliance with the regulations

Cost of Implementation:

I estimate the initial cost of setup of the registry to be approximately \$800 per month. This would include an additional 6 hours per week of administrative assistant time, salary and benefits. The time would be spent setting up the database, processing introduction letters, fielding questions, etc.

I estimate the monthly cost of monitoring and enforcement once the program is up and running at approximately \$625. This would include approximately 2 hours per week for an inspector and 2 hours per week for an administrative assistant.

Given the above estimates the cost for the first year would be approximately \$8550 and \$7500 in subsequent years. (Plus annual COLA adjustments)

This does not include the cost of appeals or court action which are difficult to budget for because of their fluid nature. The budget should anticipate some cost and a line item should be included to cover the expense.

Other:

Responsibility for registration needs to be established, placing the responsibility on the landlord seems appropriate.

RESOLUTION TO RE-ESTABLISH AND ISSUE CHARGE TO COMMITTEE ON COMMUNITY QUALITY OF LIFE

WHEREAS, the Town Council wishes to evaluate and make recommendations concerning quality of life issues within the community, particularly as these issues relate to off-campus student housing and behavior and neighborhood deterioration; and

WHEREAS, the Town Council desires to establish an Ad hoc Committee to assist with this task:

NOW, THEREFORE BE IT RESOLVED THAT:

A nine-member Committee on Community Quality of Life is established for an indefinite term and is authorized to perform the following charge:

1. Evaluate quality of life issues within the community, particularly as these issues relate to off-campus student housing and behavior and neighborhood deterioration. Specific tasks include, but are not limited to:
 - reviewing potential enhancements to the Mansfield Housing Code
 - contemplating improvements to existing public safety and nuisance abatement ordinances
 - considering the adoption of additional ordinances and regulations designed to promote and protect community quality of life
2. Consult with various regulatory bodies and stakeholder groups, such as the Planning and Zoning Commission, the University Office for Off-campus Services, the Town/University Relations Committee, the Mansfield Community-Campus Partnership and neighborhood associations, to generate ideas and suggestions, and to solicit feedback on various committee recommendations.
3. As appropriate, make recommendations to the Town Council.

RESOLUTION TO APPOINT MEMBERS OF THE COMMITTEE ON COMMUNITY QUALITY OF LIFE

WHEREAS, the Town Council desires to re-establish a Committee on Community Quality of Life to evaluate and make recommendations concerning quality of life issues within the community:

NOW, THEREFORE, BE IT RESOLVED TO:

Appoint a Committee on Community Quality of Life to consist of the following members:

- 1) Four members of the Town Council
- 2) One representative from the Planning and Zoning Commission
- 3) One representative from the University of Connecticut
- 4) Three citizens at-large other than those appointed under the categories above.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to the Town Manager; Lon Hultgren, Director of Public Works
Date: October 13, 2009
Re: Community Water and Wastewater Issues; Four Corners Sewer Planning Advisory Committee

Subject Matter/Background

As requested by the Town Council, attached please find an update from the advisory committee and staff regarding the Four Corners project. Committee members will be available at Tuesday's meeting to present the status report and to address any questions that Council may have.

Attachments

- 1) L. Hultgren re: Update on Four Corners Water and Sewer Project and Advisory Committee
- 2) Resolutions to Establish an Advisory Committee for the Four Corners Sewer Planning Project

MEMO

10/7/09

To: Mansfield Town Council; Matt Hart, Town Manager
From: Lon Hultgren, Director of Public Works
Re: Update on Four Corners Water and Sewer Project and Advisory Committee

Staff-Project Update (current work items):

1. Property owners and public contact – Two public meetings were held this year to reach out to the area property owners and interested residents. Several mailings have been sent to property owners on the status of the project and potential sewer assessments, and the Town's website has been updated to include current materials and discussion points about the project.
2. Design – Our engineers are continuing the survey and wetlands delineation work needed to prepare a final design. Wetlands in this area are significant and affect the design. Much work has been done to define the property lines along which sewer/water pipes will run (easements will reference these lines). Town staff is committed to completing the design of the sewer and water pipes; however, the design of the pump station itself will most likely have to be contracted out.
3. Fiscal analysis – a most probable development scenario for the project area was developed and analyzed for both costs and revenues to the Town. Preliminary results show a net \$4M tax revenue to the Town over the next 20 years if water and sewer systems are constructed in the area.
4. Financing – Costs have been estimated for both water and sewer systems, as well as the cost of bringing water into the area. Grants have been applied for, but none received as yet.
5. Sewer and water to/from the area – a bill was passed this year allowing UConn to accept sewage from the four corners. Discussions have been held with UConn and the CT Water Co. to determine the feasibility and cost of providing water to the area. Our most recent information is that UConn's need for water is probably not on the 1 to 2 year horizon as we had hoped, so that other water supply options (that don't involve UConn's bringing in additional water) need to be investigated.
6. Regulatory issues – conversations with the DEP have indicated that they are OK with the Town's making incremental progress in solving the outstanding water pollution problems in the four corners area. A DEP representative attended one of the public meetings held this year about the project.
7. Design district – Possible design standards for a four corners design district have been examined and discussed with the Director of Planning. Coordination with the MDP's Design Review Committee is planned. Ultimately, recommendations will be made to the PZC on this, using elements from the Storrs Center project and other gateway projects in other communities.

Advisory Committee Update:

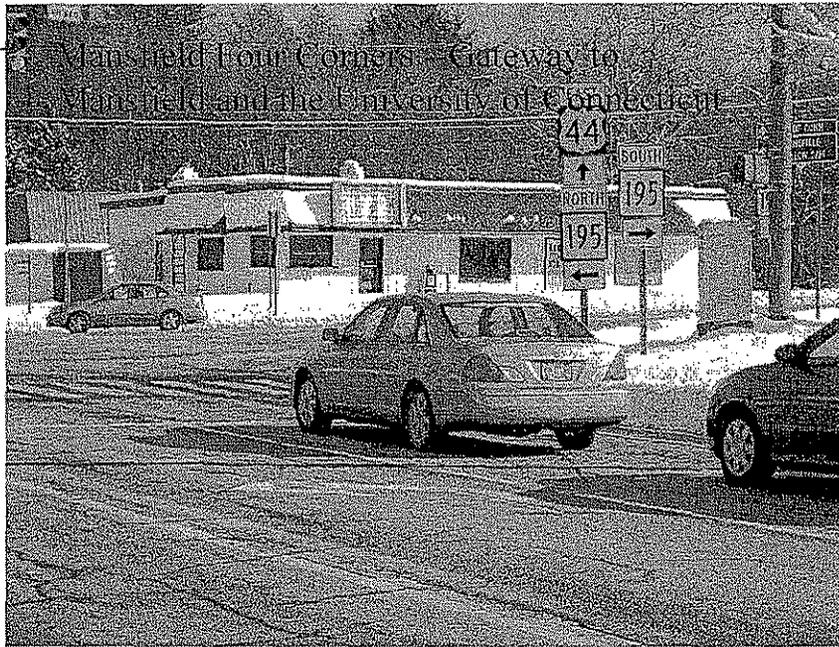
In addition to assisting staff with the above project items, the committee is specifically involved with:

1. Design progress – at each meeting the advisory committee is reviewing designs and survey maps that have been prepared by the Town's Engineering staff.
2. Public contact – the advisory committee has conducted the two public meetings that were held this year on the project and has reviewed information/content for the Town's web page.

3. Liaison to the MDP (Downtown Partnership) – the committee is just beginning a coordination effort with the MDP to use its experience in developing design standards for Storrs Center in the effort to develop design standards for the four corners area. (The committee also has a MDP liaison member and the MDP Executive Director also attends committee meetings.)
4. Project funding – the committee has assisted staff in reviewing grant applications to pursue legislative, regulatory and private funds. Ranges of sewer assessments have also been discussed by the committee based on the preliminary project cost information. The committee's recommendation to the Town Council for how much funding could be provided by the Town for the project has not yet been made as it is dependent on 1) the total cost of the project, 2) the final number of properties involved, 3) the assessments made on each property, 4) state and federal grants the Town may receive and 5) any private funding that may be secured for the project (for example, private funds to help bring water into the area so that other parcels near UConn could obtain public water).

Handouts:

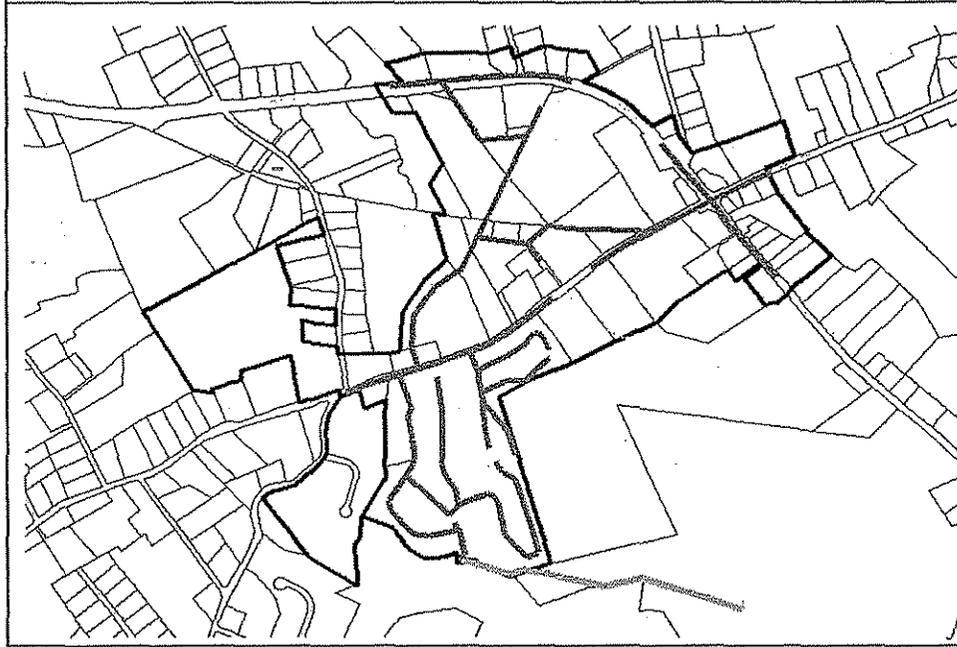
1. Slides from the Project Slide Show given in 2009
2. Frequently asked question sheet (handed out at the information meetings)
3. Preliminary Fiscal Analysis summary sheet
4. Sustainability and Planning excerpt from the Town's 2020 Strategic Plan



- **Purpose of tonight's meeting**
 - Solicit community feedback and encourage active resident participation in the decision making process.
 - Address health and environmental quality concerns and provide opportunities to encourage development and re-development of residential, and commercial parcels in the Four (4) Corners area.



**Town of Mansfield
Proposed 4 Corners Sewers/Service Area**



History- Water Contamination

- Five gas stations with underground tank storage had evidence of leaks .
- **1984** Private well contamination from Volatile Organic Compounds (VOC)
- **1987** Town involved Connecticut Department of Environmental Protection and Department of Public Health.
- **1988** DEP & DPH determined that conditions "...create an unacceptable risk of injury to the health and safety of persons using the ground water as a public or private source of water for drinking."
- **1988** Town of Mansfield is put on notice by the DEP that they are responsible, pursuant to state statute, for assuring potable water to the area.
- **1990** With guidance from DEP, the Town implements a long-term monitoring program for the area that involves annual VOC testing for 8 water supply wells in the area. This monitoring program continues to this day.

History- Sewer/Wastewater



Full Service Area
blue areas = wetlands

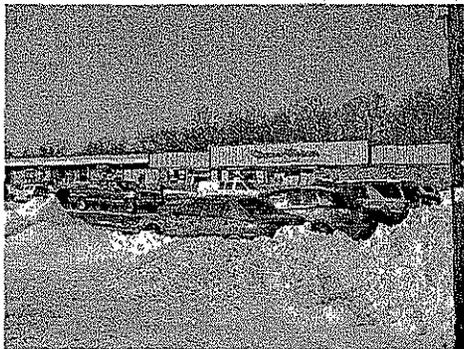


195/44 Intersection
blue areas = wetlands

- High Water Table
- Septic System Failures
 - 6 overflows (3 Residential/3 commercial)
 - 18 repairs/replacements in past 10 yrs (10 Jensen/8 Commercial)
- Usage Restrictions (7 properties)
- 2008 Study -- potential for installation & operation of septic systems that meet Health Codes
 - Good 16.9%
 - Moderate 34%
 - Poor 28.3%
 - Very poor 20.8%

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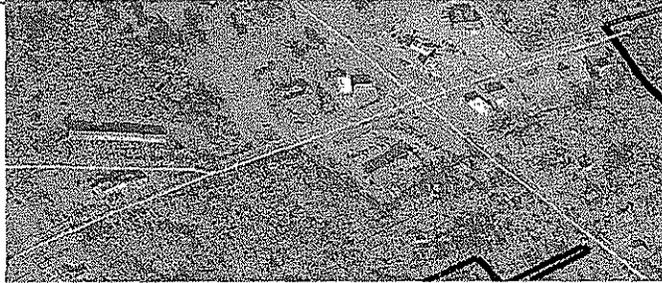
Connecticut Dept. of Environmental Protection-Mandates



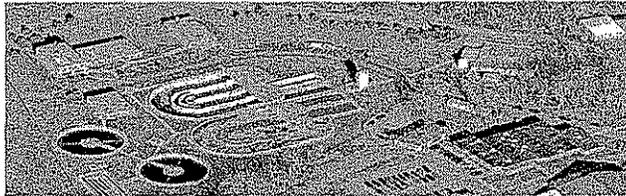
- If the most cost-effective (environmentally sound, technically feasible, affordable, implementable) alternative for the area is the extension of sewers, the DEP is likely to issue a pollution abatement order if the project is not being pursued.
- If it becomes necessary, the DEP will issue an order for the Town to proceed with the recommended project.

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Project Proposal- Sewer



- Install/construct sewer trunk lines by gravity through the service area.
- Install and maintain pump station at the south edge of Jensen's.
- Forcemain to travel through UConn property to existing sewers near the Charter Oak dorms.
- \$5.1M estimated cost



Project Proposal- Water

CT Water Company Proposal for Eastern Regional Water Supply System.

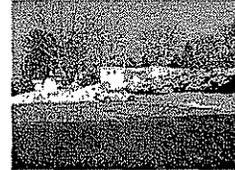
- CT Water Company would provide private source of additional water
- University of Connecticut is conducting a study on water supply system.
- Potential to run water mains and sewer lines together to University of Connecticut facilities



Initial estimate -- costs

• Supply mains		
• CT Water	\$3,000,000	
• Community partners (UConn, Town and/or users):	<u>\$3,000,000</u>	\$6,000,000
• Distribution mains in 4-Corners	<u>\$3,000,000</u>	
Total project cost::		\$9,000,000

Sewer and Water Benefits- Property Owners

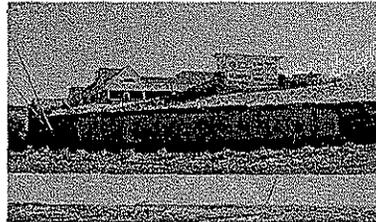


Property Owners (Commercial and Residential)

- Public Water System
 - Enhanced fire protection options to comply with building codes
 - » Lower fire insurance protection cost
 - Better water quality with unpolluted water supply
- Public Sewer System
 - Remove potential septic failure and costly repairs with short life expectancy.
 - Eliminate surface and ground water contamination from existing septic systems
- Increase opportunity to maximize value of investment through "best use" development or redevelopment
- Enhance value of both residential and commercial properties when sewer lines are installed near residential and commercial properties
 - » Average property value increase
 - Residential -- 10%
 - Commercial -- varies with property; as much as 4 or 5 times!

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Sewer and Water Benefits- Town and Residents



- Fulfills objectives in Mansfield Plan of Conservation and Development and Strategic Plan
- Fulfills objectives of Vision 2020 (strategic plan)
- Town of Mansfield Environmental Benefits
 - Improves ground and surface water quality
 - Avoids DEP enforcement actions and penalties
- Town of Mansfield Economic Benefits
 - Incentive for future development (commercial and residential) in Mansfield
 - Increase employment opportunities (job growth)
 - Increase net tax base
- Town of Mansfield Quality of Life Benefits
 - Additional goods and services for all residents
 - Enhances gateway to Mansfield and the University of Connecticut
 - Potential for enhancement of recreational services (bike paths/ walkways)

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Sewer and Water Challenges

- Access additional water supply
- Finance the project.
 - Town (bonds)
 - Property assessments
 - Developers ?
 - Grants?
- Develop a project that can meet Mansfield's sustainability guidelines for
 - Economic vitality.
 - Quality of life
 - Environment
- Permitting, Zoning, and Design Issues
- Ensure that the Town of Mansfield and UCONN sustain agreements that benefit both organizations.
 - Mansfield sewer flow would benefit UConn's system efficiencies by maintaining a steady flow.

Mansfield's Current Plan of Development



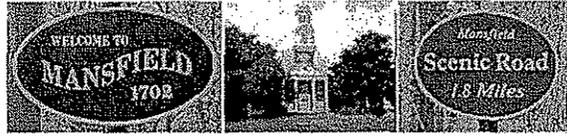
Legend

- Historic villages or hamlets
- Medium to High-Density Institutional/Mixed Use
- Low Density Residential
- Medium to High Density Age Restricted Residential
- Medium to High Density Residential
- Planned Business/Mixed Use
- Planned Office/Mixed Use
- Agriculture/Medium to High Density Residential/Open Space
- Neighborhood Business/Mixed Use
- Flood Hazard Zone (Depicted for Reference Purposes)

NEXT STEPS: Work in Progress



- Property Owners and Community
 - Complete fiscal impact analysis and assessment studies
 - Solicit input from stakeholders and community
 - Disseminate information to stakeholders and community
- Planning and Zoning Commission (Zoning/Design)
- University of Connecticut (water & sewer)
 - (Strategic plan/water sources/governance)
- Mansfield Downtown Partnership role
- Town of Mansfield
 - Water options – UConn and 4 Corners
 - Fiscal impact study
 - Zoning changes and design development guidelines (PZC)
 - Determination of financing infrastructure (Town investment/ property owners)
 - Governance of water and sewer systems
 - Obtain permits and approvals
 - Bonding referendum



• Q&A

4-Corners Sewer and Water Project Proposals (last edited 5/27/09)
June 9, 2009

Questions and Answers about the proposal:

1. *What criteria were used to establish the proposed 4-Corners Service District?*

The general outline of the district was set to follow the Town's plan of development. The Facilities Plan study then looked at every lot to determine which lots had documented water pollution control problems and limited lot size. Finally, the tentative boundaries of the service area were reviewed and revised by the Planning and Zoning Commission. The Town's four corners advisory committee is checking to see if expanding the sewer service area slightly would lower the sewer assessments to all properties in the area.

2. *Will there be opportunities to expand the proposed service district if abutting properties desire to be included?*

Yes, but once it has been formally adopted it can be expanded only with the approval of the Town's Water Pollution Control Authority (WPCA). They do not have to allow connections outside of the service area. A secondary service area extending south on Birch Road to serve the two apartment complexes (Clubhouse and Hunting Heights) is being considered by the advisory committee..

3. *What are the results and trends obtained from the DEP monitoring program?*

The DEP monitoring program, to monitor the water quality of the contaminated wells near the 4-corners intersection shows gradual improvement of the wells that were previously undrinkable. Levels of pollutants are now below standards, but they may not be being used for drinking purposes to date.

4. *What is the criteria for a "high water table".*

Seasonable levels of ground water that get close enough to the surface to interfere with on-site septic systems. In general this would be a water table height within about 4 feet of the surface.

5. *What are the criteria for a designation of usage restrictions for a specific property?*

When the Health District determines that the septic system for a property will not support a higher (more water producing) use, it restricts the use of the property to low-water uses.

6. *What will be the likely "trigger" for the DEP to issue a mandate for remediation?*

The DEP understands that the Town is working to solve the water pollution problems in the 4-corners area. If and when they learn that we have stopped this process, it is likely we will get an inquiry as to why, and if we cannot provide a satisfactory answer a subsequent abatement order.

7. *What are the estimated costs for replacement of a residential septic system? Commercial septic system?*

Residential septic system replacements in high water table areas run from \$15 to \$20,000, with a 10 to 20 year life expectancy. Commercial (larger) systems can cost from \$100,000 to \$500,000 depending on their size.

8. *What is the estimated time required to design and construct sewer and water systems in the 4-Corners?*

For sewers, we understand it will take about a year to design them and a year to build them.

Water piping is not as involved to design, but about the same amount of time to construct (water pipes should be installed at the same time as sewer pipes to save the costs of excavating twice.)

9. *How would sewer and water construction effect the local residences, business and traffic?*

Sewer and water lines would be installed both in some of the main roads in the area and along some of the back lot lines. Roads should remain open to traffic and driveways will be negotiable during construction.

10. *How would a residential property connect to the new sewer system? What would happen to the old septic system?*

Most connections will be done by a contractor hired by each resident. Costs will range from \$2,000 to \$4,000 and up depending on the length and depth of the connection. The old septic tank will need to be collapsed or filled.

11. *What is the process for obtaining easements (right of way) for the sewer and water lines through each property?*

Where a main line (not the building service line) has to traverse a property, the Town will need an easement. Easements are surveyed, appraised and then purchased for the appraised price. Where property owners do not agree to the appraised price, the easements can be condemned and acquired by the Town by eminent domain. Restoration of the construction area is a given.

12. *What will be the estimated cost of the individual property sewer and water service connection to the system?*

Current sewer and water rates are running about \$340/year for water and \$400/year for sewer. Both charges will be based on water usage, so higher water users will pay more.

13. *If a property with an existing functional well elects to connect to the public water system, what are the options for the private well?*

The well can remain, but it cannot be connected to the public water system.

14. *Will the development of the 4-Corners area have an impact on the Storrs Center development?*

The 4-Corners and Storrs Center developments will be synergistic. The two projects have different orientations, goods and services, but both are integral components for enhancing the economic vitality of Mansfield and enhancing the quality of life of its residents..

The Storrs Center will be pedestrian oriented with planned commercial and residential development that promotes the concept of a town center for residents, visitors and students.

The 4-Corners development will be accessed primarily by car, public transportation or bike. There will be a variety of commercial and residential development that will provide goods and services to fulfill various needs of the community and region.

15. *What if any will be the impact on the 4-Corners and adjacent neighborhood in terms of traffic and quality of life issues with completion of 4-Corners enhancements?*

As this area is currently bisected by two highly-traveled state highways, the additional development in the area should not make a substantial difference in traffic, noise or quality of life. If anything, the redevelopment of some of the blighted and closed properties should increase the vitality and aesthetic appeal of the area.

16. *Is there a contingency plan if problems are encountered in obtaining or maintaining a water source?*

At this point in time, the CT Water Company has plans to bring water into the Storrs area from their Snipsic Reservoir through Tolland. This water would supply UConn with water for its highest-use months (Sept and Oct) as well as make water available to the 4-corners area. As UConn completes its study of the Willimantic River, just how much water and how soon they will need it will be known. This decision should be made by mid-2010. CT Water is looking for some financial help (\$3M) to bring water to the area. It is anticipated that both the Town and UConn will likely have to help in this regard.

17. *What is the protocol for bonding and referendum?*

The general process to bond a project are as follows: 1) The project is designed, cost-out and submitted to the Mansfield Town Council for approval. 2) The Council approves the project and submits it to the Town's Bond Counsel. 3) The Bond Counsel writes a bond resolution for the project that both appropriates the funds and authorizes the expenditure. 4) The Town Council adopts the bond resolution and schedules a referendum, with particular attention to notices, warnings, etc., that are required. 5) The Town conducts the referendum.

18. *Are there any grant opportunities to help finance the water or sewer infrastructure?*

Under the new federal administration, it is likely that the Clean Water Grants (CWG) for sewers and sewage treatment will be revitalized Mansfield has a standing request for a CWG for this area's sewer collection system; thus far it has been below the priority funding cut-off level. The Town has submitted the 4-corners water and sewer projects for federal "earmark" funding as well as stimulus funding. Since the project still has to be designed, stimulus funding this year is unlikely. To this end, the Town is proceeding with design so that the project can be ready for future stimulus funds.

19. *What is the projected time-line for the various stages of the project?*

Design (which should take one year) is proceeding. Permitting and review will likely take several months after that. After most of the design is complete and the UConn water status known (July 2010), a bonding referendum will need to be held. Construction would take a year after contract award, so in a best case scenario, hookups could begin in the fall of 2011.

Four-Corners Sewer and Water Fiscal Impact Analysis Summary

LRH 5/5/09

Introduction:

This analysis was prepared to assist with the review of the Four-Corners sewer and water projects. Many assumptions (see below) have been made regarding the development potential of properties in the planned service area and although current zoning and Plan of Conservation and Development classifications were considered for this study, it is anticipated that many zoning revisions will be adopted before sewer and water service is available for new projects. Furthermore, there is significant uncertainty regarding national and state economics and the future strength of local markets (Mansfield and nearby municipalities) for commercial and residential development. Coordination issues with the Storrs Center project also need to be recognized.

For these reasons, this analysis should be used as a general guide. An attempt has been made to be conservative, but before making any funding decisions based on this analysis, review by a fiscal impact professional should be considered.

Assumptions:

- 59 properties in the sewer/water service area
- 21 properties are considered to have high development/redevelopment potential (5 in the first 5 years, 9 in the 6th through 10th years, 2 in the 11th through 15th years, with at least 6 parcels combining into one).
- Available non-wetlands area on each lot was estimated and 15 to 20% of this area was assumed to be developed into commercial or multi-use office/business according to the Town's Plan of Conservation and Development (not current zoning).
- The square footage of existing buildings was deducted from the calculated building area on each parcel. Where the existing buildings exceeded the 15 to 20% coverage, no development or redevelopment was calculated.
- Potential new building area was valued at \$90 per square foot in accordance with current values and values derived from Marshall and Swift (which ranged from \$85 to \$142 per square foot)
- No credit or increase in value was taken for the redevelopment of existing buildings, except where additional building area could be added to reach the calculated 15 to 20% coverage for the parcel
- New taxes were calculated from the new building value for each parcel by reducing the value to 70% and then multiplying by the current mill rate of 25.24. Where applicable, existing annual taxes were deducted from computed new taxes so that a true "net" new tax to the Town was determined.
- For residential development only 5% of the new taxes were considered "net" taxes as only DPW services were discounted from the suite of Town services supported by the Town's budget/taxes.
- For commercial development 76% of the new taxes were considered "net" taxes as services for DPW and schools were discounted as not being used by commercial properties.
- For mixed-use development an average of residential and commercial or 40% of the new taxes were considered "net" taxes.
- The developments calculated in 5 year horizons were phased in at 20% per year for 5 years (phasing in from year 2 through year 17 in the 20 year analysis)
- How the water and sewer systems are financed was not part of this analysis

Results:

- Over \$30 million worth of new commercial and mixed-use development is anticipated in the 4-corners sewer service area in the next 15 years if both public water and sewer are made available
- This expected new development will generate a gross annual tax revenue of about \$500,000 per year
- Taking into account the use or non-use of budgeted Town services, it is estimated that the net tax revenue (after services are paid for) will be approximately \$320,000 per year, and
- The total net tax revenue to the Town over 20 years is estimated be about \$4 million dollars.

ACTION PLAN VISION POINT: SUSTAINABILITY AND PLANNING

Action Item: Economic Development: Create and implement policies and programs for economic development that are consistent with Mansfield's Plan of Conservation and Development and environmental sustainability policy.

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

1. Lack of structure that promotes private and public sector cooperation and the coordination of a comprehensive economic policy and program
2. Limitations of available water resources and infrastructure
3. Dependence on UConn for water and sewer in Storrs and Four-Corners areas
4. Budgetary constraints, particularly with respect to potential infrastructure improvements and increasing staff resources
5. Conflicting visions regarding the intensity and nature of future growth in Mansfield

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

1. Plan of conservation and development
2. Professional and engaged administrative staff
3. Committed Town Council, Planning and Zoning Commission, Conservation Commission and advisory committees
4. Water and sewer studies completed or in progress including options for sewerage the Four Corners area
5. Approvals for Storrs Center Development have incorporated many environmental sustainability components. Storrs Center Sustainability Guidelines have been prepared and will soon be adopted by the Mansfield Downtown Partnership
6. Increasing cooperation between UConn and the town
7. Regional participation (WINCOG) in economic development
8. Active regional Chamber of Commerce and Mansfield Business and Professional Association
9. Mansfield Downtown Partnership

What individuals might you need/want to include?

1. Town and Downtown Partnership administrative staff
2. Residents and businesses in advisory roles
3. State and federal legislators; State Department of Community and Economic Development (DECD)
4. WINCOG; Greater Windham and Tolland Chambers of Commerce; Northeast Connecticut Economic Partnership; Metro Hartford Alliance
5. UConn administrative staff and particular schools and departments including the School of Business Administration and Department of Economics, ECSU, Quinebaug Valley Community College
6. Town of Windham, including Willimantic Water Works

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

Town Council, Planning and Zoning Commission, Town Planning, Public Works and Human Services Departments, WINCOG (funding was recently secured for a regional economic development coordinator), Windham area Chamber of Commerce and Mansfield Business and Professional Association; Tolland County Chamber of Commerce, Northeast Connecticut Economic Partnership, Northeast Economic Alliance, Metro Hartford Alliance, UConn, ECSU, Quinebaug Valley Community College, Mansfield Downtown Partnership, Conservation Commission, Agriculture Committee

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

Town Council, Planning and Zoning Commission, Town Manager, Planning and Public Works Departments, new town committee(s)

How will we know if we are successful?

1. Formulation and implementation of specific economic development policies and programs
2. Increase the grand list and employment levels with economic development that is compatible with and promotes economic sustainability principals
3. Implementation and completion of specific sewer and water projects to support sustainable economic development policies and plans
4. Initiation of Storrs Center building and completion of project in phases
5. Economically viable/sustainable mixed business growth in Mansfield including new mixed-use development in the Four Corners and King's Hill areas and on the Depot Campus
6. Initiation of UConn North Campus research and development projects and new incubator projects

ACTION STEPS	Desired Target Date
1. Establish organizational structure to focus on and coordinate comprehensive economic development issues in Mansfield based on economic, environmental and quality of life sustainability guidelines a. Establish a standing Town Council Economic and Community Development Committee b. Establish and appoint an Economic Advisory Committee	08/08
2. Work with Public Works and Planning Departments, UConn and Willimantic Water Works to provide water and sewer and transportation resources and infrastructure to enable sustainable economic development in Mansfield.	Ongoing
3. Continue to seek and promote regional economic development programs and projects with public agencies (ie.WINCOG, State Department of Economic and Community Development), local and regional business organizations, and UConn.	Ongoing
4. Continue to work with the Downtown Partnership and private developers to implement Storrs Center project	Ongoing
5. Review/determine ability to fund an economic development coordinator or combined economic development and sustainability coordinator for the town (staff or consultant)	02/09
6. Continue to review and refine zoning and land use regulations to promote sustainable and economically viable mixed use development particularly in the Four Corners and King Hill areas (coordinate with Planning and Zoning, Town planning department, and Mansfield Downtown Partnership)	Ongoing
7. Continue discussions, planning and implementation of projects with UConn including: a. UConn North Campus and public/private research and development partnerships b. Depot Campus as a mixed use center c. Partnering with UConn to create incubator programs to start new businesses	Ongoing
8. Promote and participate in communicating with the public concerning job and business opportunities in Mansfield	TBD
9. Promote home businesses while maintaining neighborhood character	TBD
10. Promote sustainable agricultural opportunities and marketing for local products (i.e. Farmer's Market, greenhouses, etc.)	TBD
11. Work with Human Services Department in development and promotion of Assisted	Ongoing

Living Facility	
12. Explore options (local and state) for incentives and tax relief for existing or new businesses that promote sustainability principals and increase resource conservation.	TBD
13. Explore cooperative programs with Eastern Connecticut State University to promote economic development	TBD



**Town of Mansfield
TOWN COUNCIL**

**Proposed Resolutions to Establish an Advisory Committee
for the Four Corners Sewer Planning Project**

October 14, 2008

**A. RESOLUTION TO ESTABLISH AND ISSUE CHARGE TO AN ADVISORY
COMMITTEE FOR THE FOUR CORNERS SEWER PLANNING PROJECT**

WHEREAS, the Town has recently completed a Facilities Plan indicating the feasibility of sewerage the area surrounding the Route 195/Route 44 "Four Corners" and defining the extent of said sewer service area;

WHEREAS, planning for this project is continuing and will likely result in a bond referendum within the next year to approve funds for the design and construction of sewers;

WHEREAS, the Town Council has recently received a community based strategic plan, which among other goals endorses the principle of sustainability with respect to planning and economic development;

WHEREAS, the input of property owners, other interested parties and the Mansfield community is necessary for the development of a project that meets the Town's sustainability goals,

WHEREAS, an advisory committee for the Four Corners Sewer Planning project can be appointed and set to work while the Town Council is considering appropriate changes to its advisory committees and commissions, and may be combined with or replaced by a permanent committee or commission at some point in the future as determined by the Council;

WHEREAS, an advisory committee would assist the Town in planning for the sewerage project, most importantly between the present time and the bond referendum, when and if such a referendum is scheduled; and

WHEREAS, the Town Council desires to establish an Advisory Committee to assist with this sewer planning project:

NOW, THEREFORE BE IT RESOLVED THAT:

A nine-member Four Corners Sewer Study Advisory Committee is established for the term of the Four Corners sewer project (or until it is replaced by a permanent committee or commission by the Council) and is authorized to perform the following charge:

1. Advise the Town Council, the Water Pollution Control Authority, the Planning and Zoning Commission and staff in its sewer and water planning efforts for the Four Corners by reviewing plans, proposals, studies and analyses;
2. Assist the Town staff in creating and reviewing economic development scenarios and preliminary fiscal impact analyses for the Four Corners area;
3. Communicate with the Mansfield Downtown Partnership so that the proposed Storrs Center development and any Four Corners development are coordinated;
4. Coordinate with the Town Council's Finance Committee on any recommendation for the Town's financial participation in the sewer project;
5. Assist with information sharing and public input for the project amongst sewer service area property owners, other interested parties, and the Mansfield community.
6. Assist the staff and Planning and Zoning Commission in the review and expected adoption of a Four Corners special design district (in an advisory role as the PZC is statutorily charged with this activity).

B. RESOLUTION TO APPOINT MEMBERS OF THE FOUR CORNERS SEWER STUDY ADVISORY COMMITTEE

WHEREAS, the Town Council desires to appoint a Four Corners Sewer Study Advisory Committee to assist with the planning for sewers in the Four Corners area:

NOW, THEREFORE, BE IT RESOLVED TO:

Appoint a Four Corners Sewer Study Advisory Committee with the following members:

1. Two members of the Town Council
2. One representative from the Planning and Zoning Commission
3. The Town Manager
4. One representative from the University of Connecticut
5. One representative from the Mansfield Downtown Partnership
6. Three citizens (preferably at least one from the Mansfield business community)

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Mary Stanton, Town Clerk
Date: October 13, 2009
Re: November 2009 Bond Referendum

Subject Matter/Background

Over the past few meetings, the Council has discussed various issues concerning the upcoming November 2009 bond referendum. I have provided below an explanation from Attorney Douglas Gillette, Bond Counsel for the Town, regarding the need for a special town meeting for two of the projects scheduled for a vote at referendum and have attached information concerning the expenditure of public funds relating to referenda.

Attorney Gillette comments as follows:

Section C407 of the Town Charter regarding the issuance of bonds provides that: "Notwithstanding the provisions of § C406, the Council, after approval of consecutive actions of the Council and a Town Meeting, may authorize, in any one fiscal year, the issuance of bonds and borrowing in anticipation of bonds, and the appropriation of the proceeds thereof, in an aggregate amount not to exceed 1% of the annual budget. The authorization, in any one fiscal year, of the issuance of bonds and borrowing in anticipation of bonds, and the appropriation of proceeds thereof, in an amount exceeding 1% of the annual budget may be approved by consecutive favorable action of the Council and a referendum of the voters of the Town if the favorable vote is at least 15% of the voters on the revised registry list last completed."

When Bond Resolutions are submitted singly for approval, the provisions of Section C407 are easily applied. The application of the Charter provision becomes somewhat ambiguous when multiple Bond Resolutions are submitted simultaneously, some of which individually would not exceed 1% threshold. The second sentence in Section C407 focuses on the amount of bonds authorized in relationship to the 1% threshold. If the Council submitted all of the authorizations directly to referendum and only the smaller projects were approved, the amount of bonds authorized would be under the 1% threshold and arguably should have had the benefit of Town Meeting consideration rather than being submitted directly to referendum. If all of the projects are simultaneously approved, then clearly the 1% threshold is exceeded and all of the projects required referendum approval.

As the Town's Bond Counsel, we will be charged with providing an opinion in connection with the financing of the approved projects to the standard, generally, that if the Connecticut Supreme Court were properly briefed on the facts, it would, as a matter of law, determine that the projects were properly approved. The standard for Bond Counsel opinions does not permit an opinion that as to the projects properly approved at a lesser standard, such as "more likely than not." That being the case, we have needed to develop a procedure that would ensure that any potential resolution of the ambiguity in the Town Charter would in no way effect the validity of the project authorizations.

To that end, we (bond counsel) have suggested a procedure (and the Town has followed this procedure in prior authorizations) that where projects over and under the threshold were simultaneously to be approved by the voters, that the projects under the threshold be submitted to the Town Meeting and that the Council initiate an adjourned town meeting referendum as permitted by state statute. The referendum vote constitutes both a referendum meeting the requirement of Section C407 for a town meeting vote as required for projects under the threshold and a referendum of Town voters as required for projects over the threshold.

This procedure ensures that were one of the smaller project authorizations challenged in court on procedural basis, regardless of how the court resolved the ambiguity in Section C407 the projects would be determined to be properly authorized.

I understand that the Town Council for purposes of approving four of the Bond Resolutions presented them in a consolidated approval motion. That action did not create a single resolution for a bond authorization in excess of the 1% threshold. The consolidation would have been merely procedural – there are still four separate authorizations that were approved by the Council and will be submitted to the voters for approval.

Attachments

- 1) CGS §9-369b
- 2) State Elections Enforcement Commission, Prohibition on Expenditure of Public Funds Relating to Referenda

C.G.S. § 9-369b. Local questions and proposals. Explanatory text. Expenditure of state and municipal funds to influence vote prohibited. Preparation and printing of certain materials permitted. Exception. Civil penalty. Summaries of arguments for, against local questions (Current through the 2009 Jan. Reg. Sess)

(a) Except as provided in subsection (b) of this section, any municipality may, by vote of its legislative body, authorize the preparation and printing of concise explanatory texts of local proposals or questions approved for submission to the electors of a municipality at a referendum. In a municipality that has a town meeting as its legislative body, the board of selectmen shall, by majority vote, determine whether to authorize an explanatory text or the dissemination of other neutral printed material. Thereafter, each such explanatory text shall be prepared by the municipal clerk, subject to the approval of the municipal attorney, and shall specify the intent and purpose of each such proposal or question. Such text shall not advocate either the approval or disapproval of the proposal or question. The municipal clerk shall cause such question or proposal and such explanatory text to be printed in sufficient supply for public distribution and shall also provide for the printing of such explanations of proposals or questions on posters of a size to be determined by said clerk. At least three such posters shall be posted at each polling place at which electors will be voting on such proposals or questions. Any posters printed in excess of the number required by this section to be posted may be displayed by said clerk at the clerk's discretion at locations which are frequented by the public. The explanatory text shall also be furnished to each absentee ballot applicant pursuant to subsection (d) of section 9-140. Except as provided in subsection (d) of this section, no expenditure of state or municipal funds shall be made to influence any person to vote for approval or disapproval of any such proposal or question. Any municipality may, by vote of its legislative body and subject to the approval of its municipal attorney, authorize the preparation and printing of materials concerning any such proposal or question in addition to the explanatory text if such materials do not advocate the approval or disapproval of the proposal or question. This subsection shall not apply to a written, printed or typed summary of an official's views on a proposal or question, which is prepared for any news medium or which is not distributed with public funds to a member of the public except upon request of such member.

(b) For any referendum called for by a regional school district, the regional board of education shall authorize the preparation and printing of concise explanatory texts of proposals or questions approved for submission to the electors of a municipality at a referendum. The regional school board of education's secretary shall prepare each such explanatory text, subject to the approval of the regional school board of education's counsel, and shall undertake any other duty of a municipal clerk, as described in subsection (a) of this section.

(c) The State Elections Enforcement Commission, after providing an opportunity for a hearing in accordance with chapter 54, may impose a civil penalty on any person who violates subsection (a) or (b) of this section by authorizing an expenditure of state or municipal funds for a purpose which is prohibited by subsection (a) of this section. The amount of any such civil penalty shall not exceed twice the amount of the improper expenditure or one thousand dollars, whichever is greater. In the case of failure to pay any such penalty imposed under this subsection within thirty days of written notice sent by certified or registered mail to such person, the superior court for the judicial district of Hartford, on application of the commission, may issue an order requiring such person to pay the penalty imposed. Notwithstanding the provisions of sections 5-141d, 7-101a and 7-465, any other provision of the general statutes, and any provision of any special act or charter, no state or municipal officer or employee shall be indemnified or reimbursed by the state or a municipality for a civil penalty imposed under this subsection.

(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 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.



STATE OF CONNECTICUT
STATE ELECTIONS ENFORCEMENT COMMISSION
20 Trinity Street Hartford, Connecticut 06106—1628

Prohibition on Expenditure of Public Funds Relating to Referenda

1. *Spending Public Funds To Inform Citizens Regarding Referenda*

Historically, an "explanatory text" has been the exclusive method by which a municipality or regional school district could expend public funds for printing and distribution of an explanation of the subject matter of a referendum. Connecticut General Statutes § 9-369b(a) sets forth the following conditions for such explanatory texts:

- (a) a vote of the municipality's legislative body is needed to authorize it;
- (b) the municipal clerk must prepare the text and the municipal attorney must approve it;
- (c) it must specify the intent and purpose of each referendum; and
- (d) cannot advocate either the approval or the disapproval of the referendum.

Materials in addition to the explanatory text may now be prepared and printed with public funds if they (1) do not advocate either the approval or disapproval of the referendum; (2) are authorized by vote of the local legislative body; and (3) are approved by the municipal attorney.

In a municipality that has a town meeting as its legislative body, the board of selectmen by majority vote can authorize the issuance of an explanatory text or other neutral printed matter. Pursuant to Connecticut General Statutes § 9-369b(b), for a referendum called for by a regional school district, the regional board of education shall authorize and approve the explanatory text, which shall be prepared by the regional school board's secretary, and approved by the regional board of education counsel.

2. *Expenditure of Public Funds For Advocacy Prohibited*

With two exceptions discussed below, no expenditure of state, municipal or regional school district funds can be made to influence any person to vote for approval or disapproval of any referendum question. The ban applies when a referendum is pending.

3. *When is a Referendum Question Pending?*

A referendum question is pending when the necessary legal conditions have been satisfied to require the publication of the warning (notice) of the referendum. For example, a referendum is pending when a sufficient number of signatures have been certified by the Town Clerk under § 7-7, Connecticut General Statutes, or when the selectmen (or other authorized government official) have determined that a referendum will be conducted.

Rev. 05/08

4. Pro-Con Summaries

By ordinance, a municipality may provide for the preparation and printing of concise summaries of arguments in favor of and opposed to a referendum for which an explanatory text is prepared under § 9-369b(a) or (b). The ordinance must provide for a committee to prepare these summaries. See § 9-369b(d), Connecticut General Statutes for other conditions which must be satisfied.

5. Press Releases and Constituent Responses Permitted

The other exception is that an official can express his/her views on a pending referendum at a bona fide news conference, and may use public funds, facilities, and supplies to prepare a press release to be disseminated at the conference. Also, an official may use public funds, facilities and supplies to respond to a constituent request for information concerning the referendum, including the official's views. The exception is lost however, if the official responds to the citizen's request with the knowledge that the response will be disseminated to others in the community.

6. Children in School as Couriers

Children in school may not be used as couriers of information that advocates a position on a referendum. A notice limited to the time, place and question to be voted upon may be sent home to parents via children in school.

7. Use of School Teachers, Administrators, Facilities, Supplies, and Equipment Prohibited

The prohibition on state or municipal funds also applies to the use of school facilities, supplies, and equipment and postal permits to advocate a position on a referendum. For example, parent teacher organizations and school administrators may not use school equipment to prepare or copy advocacy material even if the town, regional district or school system is reimbursed for such use. This prohibition also extends to the use of a school's public address system to advocate a result of a referendum.

8. Use of School Facilities by Outside Political Committees and Organizations For Meetings or Rallies

School facilities may not be used by political committees or other groups for the purpose of advocating a position on a referendum unless such facilities are accessible to all such committees or groups on a non discriminatory basis. A charge can be made for the use of school facilities for this purpose and all groups or committees must be charged the same.

9. *What Constitutes Advocacy?*

A communication advocates a position on a referendum when in part, or taken as a whole, it urges the listener or reader to vote in a particular manner. The style, tenor and timing of a communication are factors which are considered by the Commission when reviewing alleged improprieties of § 9-369b.

10. *Civil Penalties For Violations*

The State Elections Enforcement Commission may impose a civil penalty against any person who violates § 9-369b, in an amount not exceeding twice the amount of the improper expenditure or \$1,000, whichever is greater. The official is personally liable for the penalty and cannot be reimbursed or indemnified by the state, regional school district or municipality for payment of a civil penalty.

11. *Political Committees to Promote Referenda*

Under Chapter 155 of the General Statutes, public officials and citizens alike may join together to advocate their views on a referendum by registering a political committee with the clerk of the municipality in which the referendum is to be held. Upon its registration, the political committee is permitted to solicit, receive and expend private funds to promote the success or defeat to a referendum question. If less than \$1,000 is expected to be collected or spent, a group may file a certification of exemption in lieu of a political committee registration form.

12. *Independent Personal Expenditures*

Any citizen or public official may independently (acting alone) make expenditures of his/her own funds to promote the success or defeat of a referendum question without forming a political committee in conformance with Chapter 155, Connecticut General Statutes. However, once such individual spends more than \$1,000 to promote the success or defeat of a referendum question, he or she must file statements according to the same schedule and in the same manner as is required of a campaign treasurer of a political committee under § 9-608.

The information contained herein is not exhaustive. If you have any questions concerning the enforcement of § 9-369b, please contact the State Elections Enforcement Commission, 20 Trinity Street, Suite 101, Hartford, CT 06106-1628. (860-256-2940). You may also wish to consult the Commission's publication [A Guide to Financing Referendum Questions](#) or our website www.ct.gov/seec.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to Town Manager; Kevin Grunwald, Director of Human Services
Date: October 13, 2009
Re: Volunteer Driver Program

Subject Matter/Background

The Town Council has directed staff to proceed with an exploration of policies and procedures required to implement a volunteer driver program, either under the auspices of the Town or the Senior Center Association. While preliminary work has been done in this area, further development would include a resident needs assessment, clarification of liability issues, staffing recommendations and other associated costs. A comprehensive program proposal would include an analysis of best practices involving driver screening and training, vehicle inspections and background checks.

Financial Impact

A volunteer driver program would require staff resources dedicated to managing the service. While the total time needed would be based on the volume of rides, it is estimated that it would take approximately 10 hours per week to schedule rides, recruit and manage volunteer drivers, conduct background checks and coordinate driver training. Staff also estimates a potential increase in the Town's insurance premiums, based on our claims experience, although it is not possible to estimate the impact at this time.

Legal Review

Any plan for volunteer transportation should be reviewed by the Town Attorney to determine the degree of liability that the Town would be assuming through this program and to review policies and procedures related to operation of the program.

Recommendation

We have approached the Mansfield Senior Center Association to determine their interest in operating a volunteer driver program. The Association has declined based on concerns about liability. If Council is interested in proceeding with the development of this program, staff will develop a proposal that will outline staffing and budget needs, potential funding options and an outline of program operating procedures.

Staff will be available to Tuesday's meeting to review this item with the Council.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to Town Manager; SGT James Kodzis, Resident Trooper Coordinator
Date: October 13, 2009
Re: Enforcement of Town Ordinances

Subject Matter/Background

At the previous meeting, SGT Kodzis conducted a presentation regarding the Resident State Trooper program and the enforcement of town ordinances. After consultation with the Mayor, I have included this item on the agenda to provide the Council with an opportunity to debrief the session and to determine whether a subsequent conversation with the Resident Trooper or other staff would be helpful.

Attachments

- 1) SGT James Kodzis, *Resident Trooper Program, Mansfield CT*

Connecticut State Police Department



Resident Trooper Program Mansfield, CT

Sgt James Kodzis



Resident Trooper Program Mansfield, CT



(Presentation objectives)

Overview of the Mansfield Resident
Trooper Program

Review of last year statistics

Response to recent inquiries



Resident Trooper Contract Costs

Towns currently pay 70% of Trooper's salary.

(This includes related expenses such as vehicle, gasoline, fringe benefits, telephone costs, longevity, and similar costs.) C.G.S. 29-5*

3



Cost Benefits

Resident Trooper/Sergeant, fully trained

40 hour work week (minimum)

Uniforms paid

Complete equipment compliment

Annual in-service maintained

Fully insured against liability

Police Patrol Vehicle

Fuel, repairs, maintenance and replacement

4



Comparable Towns



Mansfield CT:

Town Population - 25,000

UConn Students - 29,000

Police Personnel-

1 Sgt / 7 Troopers

4 part time officers

Police Budget-

\$954,230

Hours of Operation

0630-0230

(Troop C patrols 0200-0630)

Average staff per shift-

2

Amherst MA

Town Population - 35,565

UMASS Students - 25,533

Police Personnel-50

Police Budget- 4.2 million

South Kingstown RI

Town Population - 29,082

URI Students- 10,579

Police Personnel - 65

Police Budget - 5.2 million

5



Special Interest Organizations



Mansfield Community Campus
Partnership

Mansfield Downtown Partnership

Off Campus Student Services

Public Safety Committee

Mansfield Youth Services

Coalition to Reduce Underage Drinking

Annual Law Enforcement Conference

Committee on Community Quality of Life

6



Mansfield Events



Tour de Mansfield- July
 Channel 3 Kids Ride- July
 Triathlon- August
 Return of Students (Traffic)- August
 Steeple Chase- August
 Dream Ride- August
 K-9 Olympics- August
 Return of Students (Enforcement Patrol)- Sept thru Oct
 Off Campus Housing Visits (MCCP) September / March
 Festival on the Green- September
 Mansfield Fireworks- September
 Know Your Town Fair- September
 Town School Security Inspections- September
 Halloween / Freedom Green- October

7



Mansfield Events



Liquor Establishment Expectations Meeting W/ Fire Marshal - Oct	Annual Town Meeting- May
Register of Voters- November	Memorial Day Parade- May
Safety Belt Enforcement Campaign- November / June	Historical Society Opening- May
NCAA finals- April	Safe Graduation- June
Spring Weekend- April	DUI Grant Patrol- Ongoing
EO Smith / Wootten Run- May	EO Smith Athletics- Ongoing
Library Book Sale- February / June	Homecoming- October

8



Spring Weekend 2009



Thursday, April 23, 2009 into Friday, April 24, 2009

There were 186 calls for service in the town of Mansfield, of which 142 were during the hours of 16:00 hrs- 24:00

Friday, April 24, 2009 into Saturday, April 25, 2009

There were 244 calls for service in the town of Mansfield, of which 148 were between the hours of 16:00-24:00

Saturday, April 25, 2009 into Sunday, April 26, 2009

There were 197 calls for service in Mansfield, of which 116 were between the hours of 16:00-24:00

On 04/26/09 between the hours of 00:01-08:00 there were 24 calls for service

9



Mansfield Events



Spring Weekend 2009

Total Number of CSP Arrests at Spring Weekend

State Police: 22 arrests

DWI Spot check: 8 DWI

State Police Hours devoted to Mansfield (no charge)

2009 Spring Weekend- 2,217.75 hours of overtime
(does not include straight time hours & compensatory time hours)

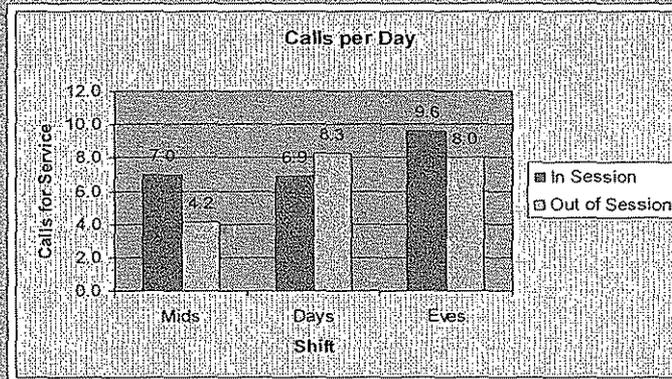
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Mansfield Resident Trooper's Office
Average # calls per shift – by session
(8/25/07-8/24/08)



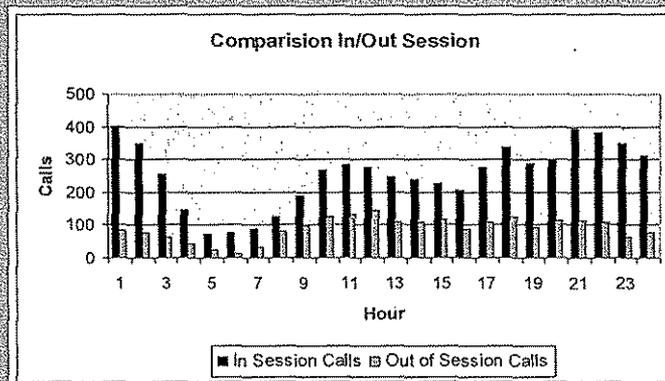
UConn in session (on or about August 25th – May 10th @258 days)
 UConn out of session (on or about May 11th – August 24th @106 days)



11



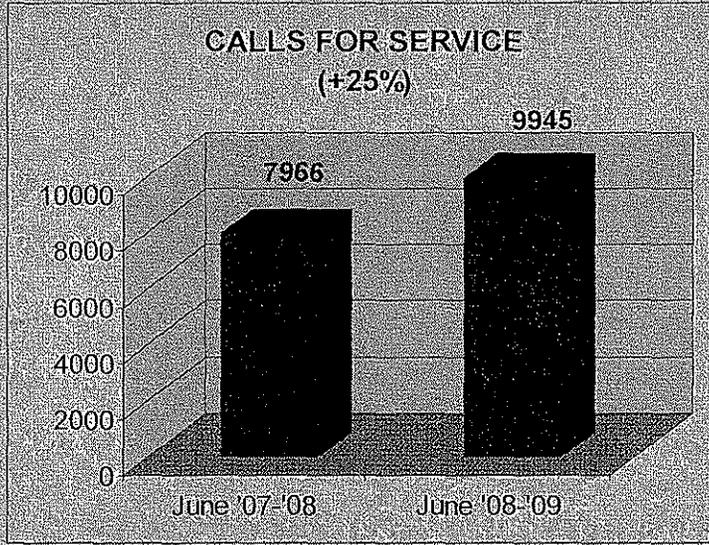
Mansfield Resident Trooper's Office
Activity hour – by session
(8/25/07-8/24/08)



12



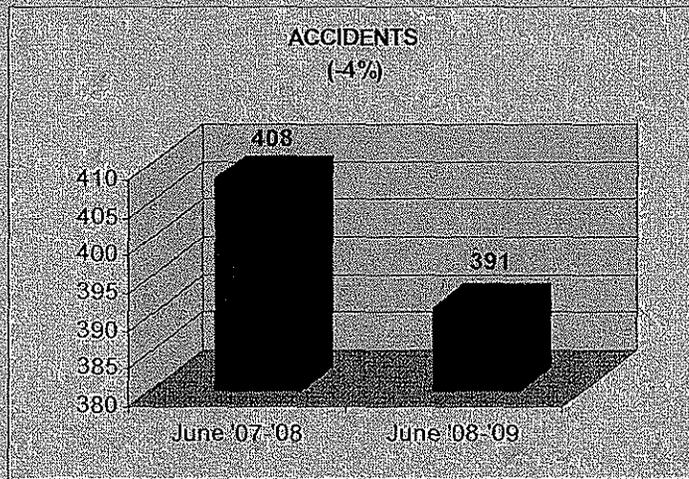
Resident State Trooper Program



13



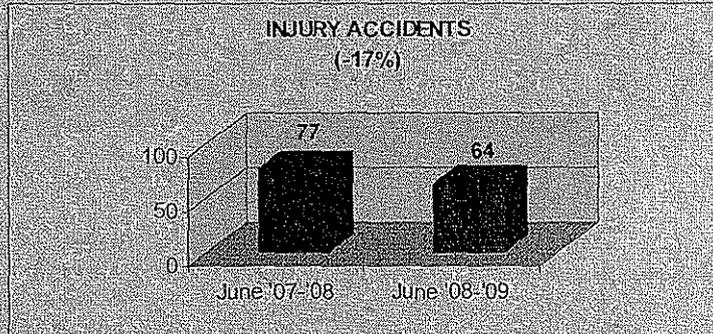
Resident State Trooper Program



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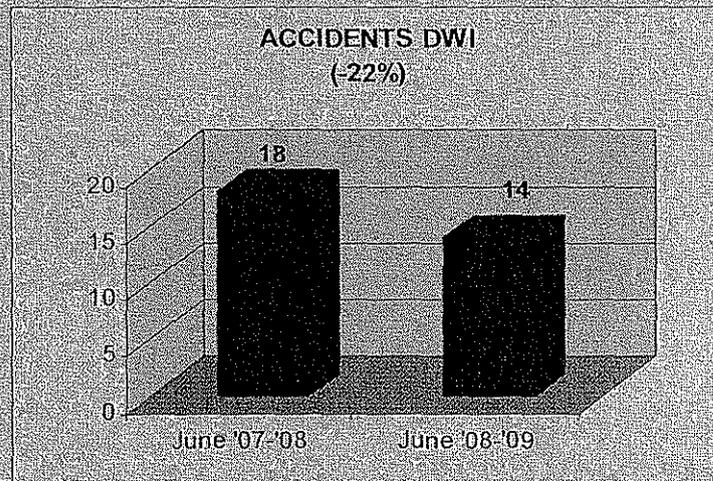
Resident State Trooper Program



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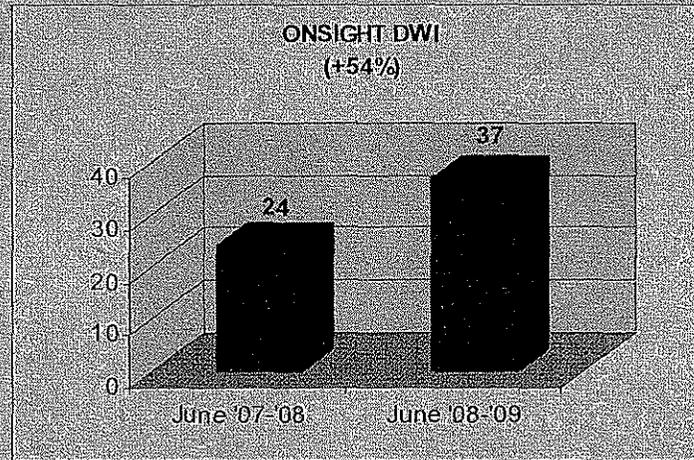
Resident State Trooper Program



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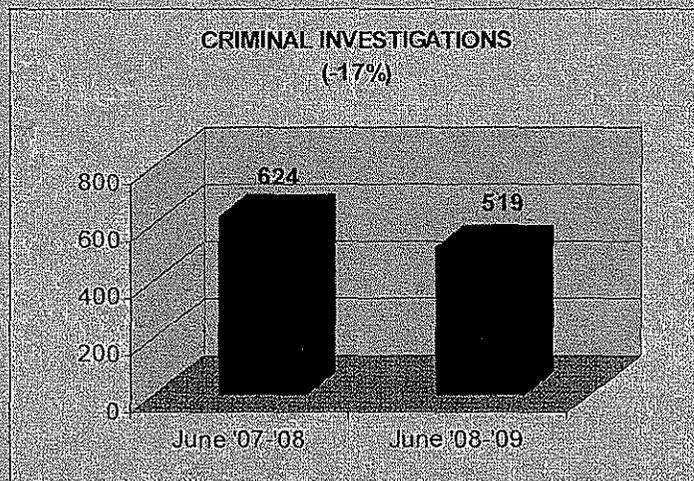
Resident State Trooper Program



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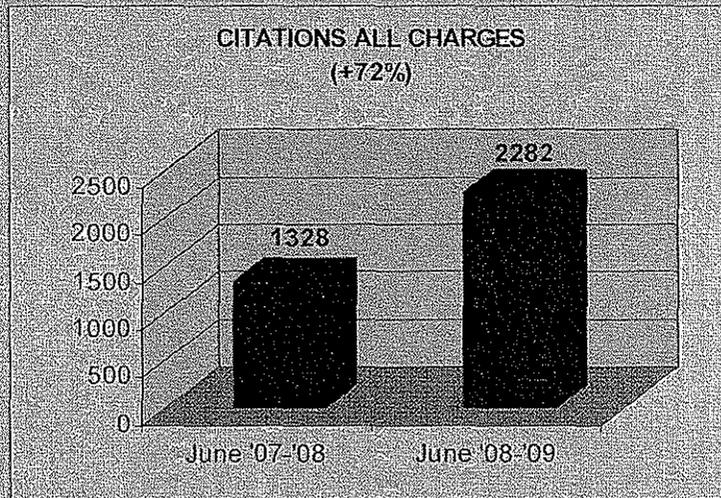
Resident State Trooper Program



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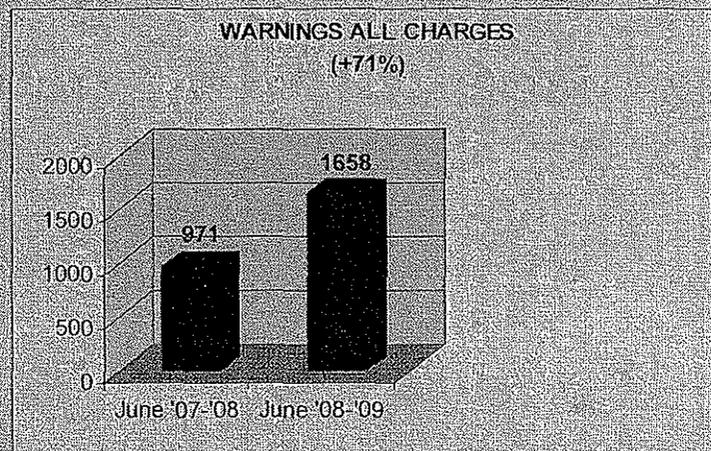
Resident State Trooper Program



19



Resident State Trooper Program



20



Town ordinance violations issued



2009 fall semester

Possession of alcohol by a minor	19
Open container of alcohol	24
Referrals to UConn Off Campus Student Services	48

State Police hours devoted to Mansfield (no charge) since 2009 semester started

Traffic Service Unit	357 hours
LT	66 hours
Troopers assigned to Troop C	113 hrs

Total **535** Hours



Mansfield Crime Report



Crime Risk

	Mansfield	County	Connecticut
Personal Crime:	9	34.6	36.8
Property Crime:	8	20	84

Storrs Mansfield, CT had a personal crime rate of 9 per 10,000 residents and property crime rate of 8 per 10,000 residents.

Crime statistics are derived from the 2000 U.S. Census which is the most current survey of this information.



Resident State Trooper Program



Mansfield Resident Troopers / Officers

Tfc. Hickey #879
 Tfc. Benzie #904
 Tfc. Garcia #499
 Tfc. Cloutier #918 & K-9 "Asko"
 Tfc. Mainiero #741
 Tfc. Langevin #476
 Tpr. Woodward #943
 Sgt James Kodzis #219

Off. Marchon
 Off. Bigl
 Off. Clark
 Off. Turner
 Asst. W Parker



Mansfield Resident Trooper's Office-2009



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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Jaime Russell, Director of Information Technology
Date: October 13, 2009
Re: Presentation: Communications Advisory Committee

Subject Matter/Background

The Town Council has requested a report from the Communications Advisory Committee.

At Tuesday's meeting, the committee will present a report concerning its work to-date and summarize the preliminary findings from the survey conducted at the May 2009 Town Meeting.

Attachments

- 1) Preliminary Report of the Communications Advisory Committee

Preliminary Report of the Mansfield Communications Advisory Committee Progress Since Formation Spring 2008, Survey Results and Initial Observations

Prepared for 10/13/09 Presentation to Mansfield Town Council

I. Vision, Mission and Goals Statements

Created by a February 25, 2008 Town Council Resolution, the Communications Advisory Committee (CAC) was formed and began meeting in April 2008. In order to model clear communication, the CAC created and submitted the following vision, mission and goals statements.

APPROVED 11/3/08:

Mansfield Communications Advisory Committee Mission Statement:

Our mission is to promote successful communications which will facilitate good governance in Mansfield.

Governance refers to the way the Town manages and governs itself. Governance requires a dialogue among Mansfield town government, departments, Town Council, committees, citizens and community organizations. Effective communications is the timely and ongoing activity of transferring information and ideas back and forth among all parties, using a variety of available communications channels.

APPROVED 11/3/08:

Mansfield Communications Advisory Committee Values Statement:

"We encourage, engage and empower."

APPROVED 2/23/09:

Mansfield Communications Advisory Committee Goals:

1. Identify education opportunities, and propose improvements in making town government operations more understandable to citizens

Objectives:

- Identify current level of knowledge of the governance process
- Identify gaps in knowledge and educational opportunities
- Propose instruction (curricula) to citizens and employees
- Review and comment on Town Budget documentation
- Review and comment on referendum process regarding communications

2. Identify communications methods and propose best practices

Objectives:

- Determine current channels, that is modes, of communication used
- Evaluate effectiveness of current channel use
- Identify opportunities to improve communications effectiveness by altering the mix and use of channels through which we communicate
- Propose best practices for each channel to maximize effectiveness

3. Evaluate and optimize communications efforts and effectiveness

Objectives:

- Identify ways to evaluate effectiveness of communications efforts
- Identify data points, that is measurable points of information
- Prioritize data points to collect for evaluation

Identify baseline evaluation methods
Execute baseline survey(s)
Recommend opportunities for improvement

4. Review (create) communications strategies for the Town

Objectives:

Draft and adopt mission statement
Confirm proposed goals and objectives are clearly understood
Research comparable towns
Propose Town-wide communications strategy
Propose communication policies and procedures

II. Progress to Date

Careful review of the Minutes of the Committee from April 28, 2008 to September 14, 2009 document the Committee's work:

Overall Themes:

- Help Town Council, employees and citizens understand the importance of and improve processes to encourage broad-based, bi-directional and transparent communications
- Assess possible communication channels and benefits of each
- Implement survey of other communities to determine communications best practices
- Implement survey of citizens to develop baseline of current awareness of and satisfaction with Town communications

Specific Work:

- Successfully suggested and implemented communication strategies with Town residents concerning budget referenda process and budget documentation provided (2008 + 2009 referenda)
- Assisted in and made recommendations to bring Town into stricter compliance with DOT signage regulations and State town advocacy regulations (See June 16, 2008 minutes)
- Surveyed surrounding towns concerning best practices re: communications policies and staffing (See September 8, 2008 minutes; October 6, 2008 minutes)
- Assessed effectiveness of and improvements to the taping of town meetings (See Jan. 26, 2009 minutes)
- Recommended Town ordinance to allow for more effective advocacy and communication with and amongst residents in light of stringent requirements of CGS section 9-369b
- Studied and evaluated effectiveness of current and anticipated forms of communication to town residents in order to make recommendations to Town Council

III. CAC Impact to Date

After surveying various communities regarding their Town's public relations programs, the committee reviewed the response from South Windsor. In addition to a paid communications staff member, and formal policy to promote town staff-committee communications, South Windsor has "state of the art" broadcast capabilities for their meetings. Last fall, Mansfield citizens began volunteering to tape the Town Council meetings and they are now broadcast regularly on Charter Cable. The Council has budgeted money to improve the quality of the broadcast.

All in all, the Town Council has reacted favorably to suggestions made by this committee. For example, the Council now distributes a "Citizen's Budget Guide," "Dates to Remember," "Budget Review Calendar," and a "Town Meeting Format Guide." Prior to Special Elections, Public Hearings and Referenda, readable roadside signs have been posted in locations around town. Mailings are sent to all residents to make citizens aware of referenda, special events such as school needs forums, etc. At the last Town Budget meeting, motions made from the floor were projected on a screen for easy reference. As the Town Web site has also been cited as a valuable tool to disseminate information to residents, the IT staff is more diligent to ensure content is complete and current.

The following opportunities for citizen participation can be examined.

Region 19 Budget Referendum (number voting)

2007	380
2008	563
2009	772

Town Meeting on the Budget (number voting)

2008	471
2009	552

Budget Referendum (number voting)

2008	2267
2009	1371

In response to the May 6, 2009 Council Referral on Open and Transparent Government, the Communications Advisory Committee has been working closely with IT Director Jaime Russell and his staff to identify opportunities to improve the Web site to provide information regarding Town governance, especially as it pertains to budgeting, referenda and public information sessions. We referred the IT staff to best practices in heuristics, which are basic design qualities that have been successful in making user interfaces easier to use. We are impressed with the progress the IT staff has made to date. The IT staff released an RFP, selected a vendor and purchased a software program to facilitate content management. The Communications Advisory Committee is committed to be a part of the beta testing process before the new site is launched. We plan to meet with the IT staff in January 2010 to review the process and draft a policy for the future development and maintenance of the Web site that promotes successful communications and facilitates good governance.

In our committee's review, the town of Mansfield has made several important improvements in the way that it relays and receives information.

IV. CAC Survey Results

At the May 12, 2009 Town Meeting, we distributed an extensive survey regarding communications preferences and satisfaction. The overwhelming response received is encouraging and provides valuable information. Our committee has dedicated numerous hours to the data compilation and review.

Although the following is only our initial observations and reports only the key findings, we will continue to mine the data for relevant information and will present our final findings in early 2010. We are in the process of identifying when to survey a broader range of citizens in 2010. The 2009 Town Meeting survey provided excellent information, however we recognize the attendance at the meeting represents only a fraction of the citizens with whom the Town wishes to communicate.

May 2009 Town Meeting Survey Results

Initial Observations as Presented 10/13/09 to Town Council

There were 552 votes cast at the May 2009 Town Meeting.
We received 271 completed surveys.

Therefore, an impressive 49% of those in attendance completed the survey.

1. How DID you Receive Information about Tonight's Meeting: (Total 230 Responses)

Top Five Responses: Chronicle (139 responses), Signs (133 responses), Friends & Organizations (F&O 106 responses), Town Web Site (97 responses), and Mail (89 responses). Only 14 respondents indicated that they saw the information on local access Cable.

3. When did you decide to attend tonight's budget meeting? (Total 253 Responses)

31	In the last three days	55	In the last month
42	Sometime last week	125	Over a month ago

Therefore, 51% of those surveyed made decision to attend WITHIN last month.

6. Are you satisfied with the way the Town currently communicates with you?

165	Yes	69	No	(Total 234 Responses)
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Therefore, overall, 70.5% of citizens polled are satisfied with Town communications.

7. Gender (Total 244 Responses)

107	Male	137	Female
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8. Age (Total 254 Responses)

0	18-24 years	92	50-64 years
3	25-29 years	65	65-74 years
16	30-39 years	38	75+ years
40	40-49 years		

Therefore, 77% of those responding were 50+ yrs of age.

9. I am a/an (select all that apply): (Total 65 Responses)

16	Elected Official	10	Town Employee
39	Appointed Member / Volunteer for a Town Committee		

Therefore, nearly 26% of those surveyed are significantly involved in governance.

Some Specific Observations:

- Identify ways to encourage younger citizens to engage in governance
- Continue to improve on usage and verbiage on signs posted
- Continue to develop the Town Web Site and improve navigation/accessibility for key items
- Recommend promoting greater use of Qnotify list-serve
- Recommend promoting greater use of Town Web site
- Recognizing the current commitment to the Council Media Project, recommend promoting greater viewing of recorded meetings (in addition to local Cable access schedule, make DVDs available at the Library and other locations)
- Recognizing "Friends & Organizations" are so integral to grass roots communications in our Town, continue to evaluate options to improve communications with these groups

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager
CC: Maria Capriola, Assistant to Town Manager; Mary Jane Newman, Director of Mansfield Discovery Depot
Date: October 13, 2009
Re: Child and Adult Care Food Program Application for Mansfield Discovery Depot

Subject Matter/Background

Attached please find a proposed application to the Child and Adult Care Food Program (CACFP), to help fund the food service operation at the Mansfield Discovery Depot. The CACFP is a Federal program that provides healthy meals and snacks to children and adults receiving day care. The program plays a vital role in improving the quality of day care and making it more affordable for many low-income families.

The CACFP operates on a reimbursement-basis. At the state level, the Connecticut Department of Education's Office of Child Nutrition administers the program. In order for the Discovery Depot to receive funding from the CACFP, the town must serve as the sponsoring municipal agency. The town has served in this role for several years, and there is no financial impact to the town budget.

Financial Impact

The Discovery Depot is requesting \$35,000 to fund the food program.

Recommendation

Because the CACFP funding is essential to the food service operation of the Discovery Depot, staff recommends that the Council authorize the manager to submit the application as presented.

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

Resolved, effective October 13, 2009, to authorize the Town Manager, Matthew W. Hart, to submit the attached application to the Connecticut Department of Education's Child and Adult Care Food Program (CACFP), to help fund the food service operation at the Mansfield Discovery Depot, and to execute any related grant documents.

Attachments

- 1) Excerpts from FY 2009-10 CACFP Application Renewal

Child and Adult Care Food Program Sponsor Application

Agreement Number	Sponsor Name	Federal ID (FEIN)	Program Year	Revision No.
078AIC	Mansfield Discovery Depot (Town of Mansfield)		2010	0

1. Address

Address:

City:
State:
Zip:

2. Mailing Address

The mailing address is the same as the address.

Address:

City:
State:
Zip:

3. Out of State Mailing Address

Address:

City:
State:
Zip:

4. Payment Address

The payment address is the same as the mailing address.

Address:

City:
State:
Zip:

5. Program Information

Application Type: Adult Care Center Child Care Center Day Care Home

State:

11. Advance Payments (does the organization want to receive advance payments?)

- Yes No Center programs, Shelters & After School 'At Risk' only (for food service operation)
- Yes No Homes only (for administrative costs)
- Yes No Homes only (for day care providers)
- Yes No Homes only (requesting expansion funds)
- Yes No Homes only (requesting start up funds)

12. Day Care Home Enrollment

	Tier I	Tier II High	Tier II Low	Tier II Mixed	Total
Number of family day care home providers:	<input type="text"/>				
Number of day care children enrolled:	<input type="text"/>				
Number of Provider's own children enrolled:	<input type="text"/>				

Yes No Provider's own children enrolled only includes those eligible for free or reduced price meals?

13. Commodities or cash-in-lieu

(a) Commodity foods or an additional cash-in-lieu subsidy is available for every lunch and/or supper served.

Check one of the options:

- Cash in lieu of commodities
- Commodity foods
- Not applicable

If commodity foods are chosen, the cash-in-lieu of commodities payment will be eliminated for centers or subtracted from day care home provider payments.

(b) Adult Day Care Centers - Does your organization currently receive USDA Donated Foods (Commodities) for charitable institutions from the Food Distribution Program?

- Yes No

14. Miscellaneous Questions

Yes No Does institution operate in other states? If so, under what names?

Yes No Has the institution, or any of its principals, been declared ineligible to participate in the CACFP for violating CACFP program requirements and is on the National Disqualified List? If yes, explain:

Yes No Has the institution, or any of its principals, been declared ineligible to participate in any other publicly-funded program? If yes, explain:

15. Audit

Enter the most recently **completed** fiscal year-end audit report (e.g. 10/01/2004 through 09/30/2005, enter 09/30/2005)

06/30/2008 mm/dd/yyyy

Enter the total amount of federal funds **expended** during the most recently completed fiscal year, as stated above. **Include all federal funds regardless of the source.**(e.g., HHS, USDA, HUD; etc.)

\$ 333,961.00

Federal regulations require that audits of States, local governments and non-profit organizations are to be conducted in accordance with Office of Management and Budget (OMB) Circular A-133.

If in your most recently completed fiscal year, your total amount of federal funds expended is **\$500,000 or more**, you must submit a copy of your most recent OMB Circular A-133 audit report to:

**Connecticut State Department of Education
Office of Internal Audit-Room 234
PO Box 2219
Hartford, CT 06145**

16. Certifications

By checking this box, I CERTIFY that during the last seven years, neither the institution nor any of its principals have been declared ineligible for any publicly funded program for violating that program's requirements. "Publicly funded program" means any program or grant funded by federal, state or local governments.

or, in lieu of this certification

By checking this box, I CERTIFY that, the institution and/or its principals previously declared ineligible for a publicly funded Program was/were later fully reinstated in, or determined eligible for the program and that any debt owed to the program was fully repaid.

By checking this box, I CERTIFY that, during the last seven years, neither the institution nor any of its principals have been convicted of any activity that indicated a lack of business integrity. Activities that indicate a lack of business integrity include, but are not limited to, fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims or obstruction of justice.

By checking this box, I CERTIFY that all the information on this application and the attached site information sheet(s) is true and correct to the best of my knowledge. I understand that this information is being given in connection with the receipt of Federal funds, and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Created By: 078AICp on: 09/22/2009

Modified By: 078AICp on: 09/22/2009

Child and Adult Care Food Program Center Budget				
Agreement Number	Sponsor Name	Federal ID (FEIN)	Program Year	Revision No.
078AIC	Mansfield Discovery Depot (Town of Mansfield)		2010	0
For All Institutions				
Proposed Annual CACFP Food Service Operating Budget				
1. Food purchases				32,000.00
2. Non-Food Supplies				3,000.00
3. Postage/Printing				
4. Food Service Labor and Taxes				
5. Fringe Benefits				
6. Equipment Purchases (\$5,000 and over)				
7. Utilities charged to CACFP charged to CACFP (describe method of cost allocation)				
8. Contracted Services charged to CACFP (describe method of cost allocation)				
9. Equipment Rental / Lease (describe method of cost allocation)				
10. Other (specify)				
Total Projected Operating Budget				35,000.00
11. <input type="radio"/> Yes <input checked="" type="radio"/> No	We use CACFP meal reimbursement for administrative expenses. If yes, we understand that at least 85% of the meal reimbursement must go toward the operating costs. Supporting documents are maintained on file for the required time frame			
Proposed Annual Administrative Budget				
12. Administrative Labor				
13. Office Supplies				
14. Transportation for facility monitoring				
15. Office Rent and Maintenance				
16. Utilities (unless included with rent)				
17. Other (specify)				
Total Projected Annual Administrative Expenses				0.00

Created By: 078AICp on: 09/22/2009

Modified By: 078AICp on: 09/22/2009



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Lon Hultgren, Director of Public Works; Shawn Fitzgibbons, Engineering Student Intern
Date: October 13, 2009
Re: ARRA Overlay Project

Subject Matter/Background

The Town is scheduled to receive regional stimulus funds for a road improvement project to overlay the southernmost portion of Mansfield City Road. For several years, this roadway has been on our list of roads to resurface, but the work has been deferred due to lack of funds. In dividing up the ARRA stimulus funds awarded to the WINCOG region, this project has been designated for funding in the amount of approximately \$250,000. The ARRA program requires the Town to hold a public information session prior to the construction of the project.

Financial Impact

The financial impact of this project is positive for the Town, as we will not need to use local funds to resurface this section of Mansfield City Road. There is no required local match for this grant program.

Recommendation

Staff requests that the Council conduct a public information session for this project, at the beginning of its October 26th meeting. Staff will notify the abutters and publish a notice in the Chronicle.

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

Move, to schedule a public information session for 7:30 PM at the Town Council's regular meeting on October 26, 2009, regarding the ARRA Overlay Project for the southernmost portion of Mansfield City Road.

PAGE
BREAK

Mansfield Parks Advisory Committee
Minutes of September 2, 2009
Acting Secretary Eric Kruger

Present: Jennifer Kaufman, Eric Kruger, Michelle Baughman, Penny Potter and Ethan Avery.

The Meeting was held at the Eagleville Preserve and called to order at 6:35.

A. Continuing Business

1. Upcoming FOMP Programs-
 - a. Walktober is coming soon and will include PAC sponsored events; "A Hunt in the Woods" at Dunhamtown Forest on October 10th, "The Fifty Foot View" at Fifty Foot Park on October 18th.
2. Winter Program ideas will be discussed at the October meeting and are due in November.

B. Staff Report

- 1 NAV workdays-fall schedule reminder- UCONN students have volunteered again to assist with some of these NAV workdays, specifically September 12, 19 and October 10th.
- 2 Grants in Implementation Phase
 - a. Commonfields-Recreation Trails Program Grant
- 3 Grants in Application Phase
 - a. Design of Universal Access Trail at Bicentennial Pond (Recreational Trail Program Grant)
- 4 River Park- Online trail guide is now on line!
- 5 An open space bond referendum will be on the ballot in November. The previous bonds, authorized in 2006, were not sold because of the poor bond market. The four acquisitions the Town completed this year (Moss, Dorwart, Lions Club, and contribution for 50% of the Luce property) were funded through existing funds.

C. Other Committee Minutes

1. Conservation Commission
2. Open Space Preservation Committee
3. Planning and Zoning Commission

D. Fall Projects

1. A local Eagle Scout is still planning to build a Bird Blind at Commonfields as part of above mentioned grant
2. A local High School IT instructor is hoping to have a group of students build and install benches at Commonfields and River Park.
3. Rain Garden Planting at River Park
4. WHIP Native Shrub Planting, etc
5. NAV Workdays

E. Adjournment

1. The next PAC meeting is scheduled for October 7th at 6 pm at Old Spring Hill Field to view shrub plantings by WHIP.
2. It was suggested that the December meeting include updating a management plan as a group so that the PAC members could get a better feel for what is involved with updating management plans.
3. Meeting adjourned at 7:30 pm.

Respectfully Submitted,
Eric A. Kruger, Acting Secretary



CEMETERY COMMITTEE MINUTES

August 5, 2009

3:30 pm

ROOM B

AUDREY P. BECK BUILDING

Present: Isabelle Atwood (Chair), Barry Burnham, Rudy Favretti, Winston Hawkins, Mary Landeck, Joyce Passmore, Ethel Larkin

Staff present: Lon Hultgren, Mary Stanton,

- Maintenance- Lon Hultgren reported that the letters have been sent to those responsible for maintenance of the cemeteries. Winston Hawkins reported that the front corner of the stonewall in the old Mansfield Center cemetery has been hit and needs some repair.
- Restoration – The Committee agreed that the both of the potential restorers be asked to submit a statement outlining the technique and types of epoxy they use for the restoration of monuments. Rudy Favretti will then review the statements. Mary Landeck will forward Ty Tryon 's phone number to the Town Clerk. Mr. Tryon is the person who conducted the class on monument restoration in Coventry. The Town Clerk will ask the Sexton to contact both Mr. Tyron and Bruce from Tri-County Memorial. Isabelle Atwood asked members to walk the cemeteries they have assumed responsibility for and determine what restoration work needs to be done. Additionally, Mary Landeck and Barry Burnham will walk Pink, Jacob, Mount Hope, Brown and the new Mansfield Center Cemetery to evaluate the extent of the repairs needed. Mike Landeck has been doing repairs in the old Mansfield Center Cemetery. Members agreed that the brown monolith in the new Mansfield Center Cemetery should be taken care of prior to next winter. Rudy Favretti gave the suggested instructions for repair to Mary Landeck who will forward them to Mr. Tryon to review. She will report back.
- Riverside Burying Grounds – Rudy Favretti distributed information on the new burying grounds for purposes of discussion. He reviewed the map and offered draft rules and regulations, which were discussed by members. Joyce Passmore distributed pricing schedules from the Storrs Center Association and St. Joseph's Cemetery. Members decided that Lon Hultgren and Mary Stanton would review the presented materials, submit the regulations and scattering authorization to the Town Attorney and present new drafts at the next meeting. Members thanked Mr. Favretti for his work.
- The next meeting will be held on October 7, 2009.

The meeting adjourned at 4:40 P M

Mary Stanton, Town Clerk

**MANSFIELD DOWNTOWN PARTNERSHIP
NOMINATING COMMITTEE
Mansfield Downtown Partnership Offices
Tuesday, March 3, 2009**

3:00 PM

MINUTES

Present: Chair Philip Lodewick (by phone), Steve Bacon, Honey Birkenruth,
Thomas Callahan, Steve Rogers, Betsy Treiber

Staff: Cynthia van Zelm, Lee Cole-Chu

1. Call to Order

Steve Bacon chaired the meeting and called it to order at 3:02 pm.

2. Approval of Minutes from February 3, 2009

Betsy Treiber made a motion to approve the minutes from February 3, 2009. Honey Birkenruth seconded the motion. The minutes were approved unanimously.

3. Review and Approval of Recommended Bylaws Changes

Mr. Bacon said that he had exchanged e-mails with Partnership attorney Lee Cole-Chu regarding the Bylaws changes that the Committee had proposed. Mr. Cole-Chu also recommended doing away with term limits for appointed Board members.

Mr. Bacon said a significant change is the addition of a UConn student representative. He said the Committee and Board had discussed a two year term but Mr. Cole-Chu recommended a one year term to give more flexibility. The change proposed includes the Board making the final decision on the appointment of which student, after an application process.

Mr. Cole-Chu said he recommended only keeping term limits for elected Board members, as it seems only fair to allow the University, Town Council, and Mansfield Business and Professional Association to keep people on the Board that continue to represent their interests well.

Mr. Bacon said the other proposed change is for the UConn ex-officio representative to be the President or his designee, replacing the Provost.

The Committee made two additional editing changes as noted below. Ms. Treiber made a motion to recommend the suggested changes to the full Board. Ms. Birkenruth seconded the motion. The motion was approved unanimously.

Article V BOARD OF DIRECTORS

Section 2. Number of Directors. The Board of Directors of the Partnership shall consist of up to nineteen members as described in this section. Three Directors shall be appointed by the President of the University of Connecticut. Three Directors shall be appointed by the Town Council of Mansfield, Connecticut. Three Directors shall be appointed by the Mansfield Business and Professional Association. Three Directors shall be, *ex-officio* with full voting powers, the Mayor of the Town of Mansfield (or the Mayor's designee); the President of the University of Connecticut (or the President's designee in addition to the President's appointed Directors); and the Chairperson of the Mansfield Business and Professional Association Executive Committee. Six Directors shall be elected by the Partnership's members. One Director shall be ~~a registered an~~ **enrolled** student at the University of Connecticut Storrs campus (undergraduate or graduate, full-time or part-time) nominated by the Nominating Committee (see Article VI, Sec. 3) and appointed by the Board of Directors. The Partnership may, by amendment to these bylaws, either increase or decrease the number of Directors.

Section 4. Term of Office. Each Director's term shall be three years, except that *ex officio* Directors' terms shall only end when they leave their respective offices and the term of the University of Connecticut student Director shall be one year from the date of appointment by the Board of Directors pursuant to Section 2 of this Article V. **Except With the exception of *ex officio* Directors and the University of Connecticut student Director, Directors' terms of office shall be staggered so that one third of the terms expire each year. In addition to any shorter terms, no Director elected by the members may serve more than two consecutive three-year terms.**

Article VI COMMITTEES

Section 1. Executive Committee.

(a) Composition. There shall be an Executive Committee of the Board of Directors, the membership of which shall not exceed eight in number. Five of the members of the Executive Committee shall be the Partnership's President, Vice President, Treasurer and Secretary, and the Chair of the Finance and Administration Committee, *ex officio*. If the Mayor of the Town of Mansfield is not one of the five *ex officio* members of the Executive Committee, the Mayor shall be entitled to appoint one member of the Executive Committee (who may be the Mayor himself or herself) to serve at the pleasure of the Mayor. If the President of the University of Connecticut is not one of the five *ex officio* members of the Executive Committee, the President shall be entitled to appoint one member of the Executive Committee (who may be the President himself or herself) to serve at the pleasure of the President. There shall be one member-at-large, who shall be nominated by the President and approved by the Board of Directors. If at any time the foregoing provisions of this section do not fill all eight seats on the Executive Committee, any vacancy shall be filled by the Board of Directors.

Section 3. Nominating Committee. There shall be a Nominating Committee consisting of a Chairperson and at least two other members appointed by the President with the

approval of the Board of Directors. The Nominating Committee shall nominate candidates for Directors to be appointed by the Board pursuant to Article V, Sections 2 (student Director) or 8 (filling vacancies) and elected by the members pursuant to Article V, Section 2. A list of the Nominating Committee's nominees shall be provided to the membership along with the notice of the Annual Meeting. Other nominations for Director may be made at the time of the election of Directors at the Annual Meeting. The Nominating Committee's duties shall include the following, and such other duties as may be assigned to it by the Board of Directors: ... *[rest of section unchanged]*.

4. Adjourn

The Committee set the next meeting date for April 7 at 3 pm. Ms. Treiber made a motion to adjourn. Ms. Birkenruth seconded the motion. The motion was approved unanimously. The meeting adjourned at 3:24 pm.

Minutes taken by Cynthia van Zelm

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

Tuesday, June 16, 2009

MINUTES

Members: Steve Bacon, Leon Bailey, Laurie Best, Karla Fox, Chris Kueffner, Frank McNabb, Ruth Moynihan

Staff: Cynthia van Zelm, Kathleen Paterson

1. Call to Order

Steve Bacon called the meeting to order at 5:08 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes from May 20, 2009

Chris Kueffner made a motion to approve the May 20, 2009 minutes. Frank McNabb seconded the motion. Ruth Moynihan abstained. The minutes were approved with one abstention.

4. Update on Storrs Center

Cynthia van Zelm reported that LeylandAlliance received its State Traffic Commission permit today for Storrs Road improvements. A press release has gone out and it has also been posted to the Downtown Partnership website. Ms. van Zelm said that Public Works Director Lon Hultgren can now go ahead and commence work with BL Companies which has been selected to do the engineering and design on the road improvements. Ms. van Zelm said a kick-off meeting will hopefully be held within the next two months and will include the Committee and the Partnership Board of Directors.

Mr. Bacon and Frank McNabb asked about the sequencing of the various Storrs Road projects as well as with Phase 1A. Ms. van Zelm said the plan is to do all the Storrs Road work at once. She said the work near Bolton Road and Dog Lane will need to be coordinated with Phase 1A.

Mr. Bacon said that Moe's Southwest Grill had signed a letter of intent with LeylandAlliance.

Ms. van Zelm asked for Committee members to consider signing letters of support for the Town of Mansfield's requests for federal funding for interior road and infrastructure work and the second intermodal facility. The House of Representatives may be taking action soon.

Mr. Bacon read responses from Macon Toledano to questions raised on the design of the squares, and composition and financing of Phase 1A.

With respect to the squares, they have not been designed yet and there is time for continued discussion with Committee input. Karla Fox expressed interest in both green and hardscape as sometimes even green areas can be trampled and not present the best appearance.

5. Review of Committee Charge

The Committee reviewed the current Planning and Design Committee charge. The general consensus was that the Committee charge was outdated. The Committee considered its new charge and also wanted to include the work it has completed.

The following were drafted as part of the Committee charge:

- Crafted design, and sustainability guidelines.
- Assist the Mansfield Downtown Partnership's Board of Directors in assessing whether the vision created in the Municipal Development Plan is being followed. The Committee will review compliance with those portions of the design guidelines, not within the purview of municipal, state and federal codes, as well as compliance with the sustainability guidelines.
- Review initial site plans (as precursor to zoning permits) and provide feedback to Storrs Center Alliance. Serve as first review of zoning permits and submit recommendation to the Mansfield Downtown Partnership Board of Directors.
- Review major scope changes to the project.

Mr. Bacon asked that all Committee members come up with one bullet (focusing on Storrs Center work only) for the Committee's charge for the next meeting which will be Wednesday, July 22 at 5 pm.

6. Adjourn

Mr. Kueffner made a motion to adjourn. Mr. Bacon seconded the motion. The motion was approved. The Committee adjourned at 6:30 pm.

Minutes taken by Cynthia van Zelm.

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

Wednesday, July 22, 2009

MINUTES

Members: Steve Bacon, Laurie Best, Karla Fox, Chris Kueffner, Frank McNabb,
Peter Millman, Ruth Moynihan, Betsy Paterson, Karin Randolph

Staff: Cynthia van Zelm, Kathleen Paterson

Guest: Jon Hand

1. Call to Order

Steve Bacon called the meeting to order at 5:08 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes from June 16, 2009

Karla Fox made a motion to approve the minutes of June 16, 2009. Peter Millman seconded the motion. The motion was approved with one abstention from Betsy Paterson.

4. Recommendation of Jon Hand to Planning and Design Committee

Mr. Bacon said that long-time member of the Committee, Leon Bailey, had resigned. Mr. Bacon said that Jon Hand had indicated an interest in serving on the Committee several years ago.

Mr. Hand introduced himself and said he has lived in Mansfield for twenty years and has taught at the Mansfield Middle School for that time period. He said he has always been interested in design issues.

Ms. Paterson made a motion to recommend to the Partnership Board of Directors that Jon Hand serve on the Planning and Design Committee. Mr. Millman seconded the motion. The motion was approved unanimously.

Mr. Bacon said he will send a letter of appreciation to Mr. Bailey for his dedicated service.

5. Update on Storrs Center including Parking

Ms. van Zelm said that a kick-off meeting on the Storrs Road project is still being planned. The CT Department of Economic and Community Development had approved BL Companies as the engineer to complete the design of the road. Ms. Fox recommended that it occur after summer vacations. She said UConn comes back on August 24.

Ms. van Zelm said that she, Town Manager Matt Hart, and Public Works Director Lon Hultgren gave a presentation to the Town Council on creating a parking steering committee. She said they will take the comments received and come back with a recommendation to Council. Ms. van Zelm said addressing the parking issues will be a major undertaking.

Ms. Fox reiterated her interest in serving on the steering committee.

Ms. van Zelm said that the Partnership had also sent a letter to the businesses affected by relocation to update them on the status of the Phase 1A buildings and relocation process.

Mr. Bacon announced that Storrs Automotive had signed a letter of intent to be part of Phase 1A.

6. Visit to Princeton, NJ?

Ms. van Zelm and Mr. Bacon said that Jim Constantine with Looney Ricks Kiss had offered to host the Committee on a trip to Princeton, NJ. There is a new parking garage that may be of particular interest to the Committee. Mr. Constantine also offered to set up meetings with government officials who have been or are involved with downtown development (*note that Looney Ricks Kiss served as the Partnership's planning consultant*).

Mr. Bacon asked if there was interest in a trip.

Ms. Paterson said she would be interested in finding out more about the management of Princeton's garage.

Ms. Fox pointed out the difference in the Princeton and UConn community noting that the UConn academic population is almost all residential and has 3,000 commuters. The parking patterns will be different.

Committee members noted other communities that may be good examples with respect to university communities with parking and/or small/rural communities with paid parking e.g. Newark, DE; Hanover, NH; Clemson, SC; Hartsdale, NY; and Latrobe, PA.

Mr. Millman suggested putting together a document on communities that have paid public parking.

Ms. van Zelm said she could put a one-pager together and would initially send some of the research that had already been done by the Town's consultant Walker Parking and presented to the Town Council.

Mr. Bacon agreed that the research would be very useful as an education piece and an inventory of places that the Committee or the parking steering committee could visit that are closer to Mansfield.

7. Final Review of Committee Charge

Mr. Bacon reiterated that the Committee decided to revise its charge as it was not consistent with what has been done.

He passed out suggestions from Chris Kueffner and Frank McNabb.

Mr. Bacon pointed to the draft committee charge language in the June minutes and suggested that the first bullet, "Crafted design, and sustainability guidelines" accurately describes what the Committee has done.

After some discussion, Mr. Bacon suggested that there could be specific Committee processes separate from a public charge. He referred to several of Mr. McNabb's suggestions that would be part of Committee process.

Mr. Kueffner said he thought it would be important to include as part of the charge that the guidelines would be reviewed in the context of new and innovative strategies.

8. Adjourn

Mr. Millman made a motion to adjourn. Ms. Paterson seconded the motion. The motion was approved. The Committee adjourned at 6:35 pm.

**MANSFIELD DOWNTOWN PARTNERSHIP
NOMINATING COMMITTEE
Mansfield Downtown Partnership Offices
Tuesday, April 7, 2009**

3:00 PM

MINUTES

Present: Chair Philip Lodewick, Steve Bacon, Honey Birkenruth, Thomas Callahan, Betsy Treiber

Staff: Cynthia van Zelm

1. Call to Order

Chair Philip Lodewick called the meeting to order at 3:10 pm.

2. Approval of Minutes from March 3, 2009

Steve Bacon made a motion to approve the minutes from March 3, 2009. Betsy Treiber seconded the motion. The minutes were approved unanimously.

3. Board of Advisors

The Committee discussed whether the Partnership should pursue putting together a Board of Advisors at this time. Mr. Bacon thought, given the priorities, it was not a high one at this time. However, if the Committee wanted to proceed, he would recommend a board of 18 with each Partnership Board member committing to contact one person to be on the board of advisors. Mr. Bacon agreed that working off the draft list of possible members was a good place to start. He thought this is a good way to get the Partnership Board more involved.

Honey Birkenruth asked whether there was an active role for a board of advisors right now. Mr. Bacon agreed that the main focus is to get Storrs Center off the ground and we may want to wait to approach a board of advisors when there is a specific assignment.

Mr. Lodewick thought that the idea could be floated again to Partnership Board members while the board of advisors role is more defined.

Tom Callahan agreed that pulling together a board of advisors is not the highest priority right now.

The Committee agreed to defer further discussion of a board of advisors until fall 2009.

4. Annual Meeting (speakers, Volunteer of the Year)

Cynthia van Zelm said that a letter from Board President Philip Lodewick to Governor Rell to ask her to speak at the Annual Meeting will go out tomorrow. She said that Bill

Reid, Director of External Affairs for The Last Green Valley, will speak at the Annual Meeting.

The Committee discussed possible volunteers of the year and recommended Kim Bova Kaminsky, Tom Birkenholz, and Barry Schreier as the volunteers of the year.

5. Executive Committee At-Large members

The Committee briefly discussed an At-Large member on the Executive Committee to replace Mr. Bacon who will become Vice President pending Board action in July. The Committee deferred further discussion until the May meeting.

6. Adjourn

The Committee set the next meeting date for May 5 at 3:30 pm (*changed to 3:15 pm*)
The meeting adjourned at 4:00 pm.

Minutes taken by Cynthia van Zelm

**MANSFIELD DOWNTOWN PARTNERSHIP
BUSINESS DEVELOPMENT AND RETENTION COMMITTEE
Mansfield Downtown Partnership Offices
May 27, 2009**

5:00 PM

MINUTES

Present: Chair: Mike Gergler, Curt Hirsch, Marty Hirschorn, Girish Punj, Steve Rogers, Rene Schein, Brian Wells

Staff: Cynthia van Zelm

1. Call to Order

Michael Gergler called the meeting to order at 5:05 pm.

2. Public Comment

There was no public comment.

3. Comments on Minutes

The minutes were approved by consensus.

4. Update on Storrs Center Project

Ms. van Zelm noted that the Vanilla Bean has signed the first letter of intent for Phase 1A of Storrs Center.

The Committee reviewed the preliminary layout and tenanting of Phase 1A.

Steve Rogers and Mr. Gergler reiterated that there will be some tenants who will relocate to Phase 1A.

Ms. van Zelm said that the only remaining pre-construction permit is the permit from the State Traffic Commission for improvements on Storrs Road. Ms. van Zelm said she hopes a decision will be forthcoming this summer.

5. Update on Relocation

Ms. van Zelm followed up from the last Committee meeting and reiterated that the concept of percentage rent will not be part of the relocated tenants' lease unless they want to negotiate that piece.

Rene Schein asked if the Town would delay or phase in personal property tax assessment on relocated businesses that move into the new building. Mr. Gergler said he did not know what was possible from an administrative or legal perspective.

Ms. Schein asked about the timeframe regarding relocation. Mr. Gergler said he expected it would be about two years before any relocation would need to occur for most of the affected buildings, as Phase 1A will need to be up and operational first.

6. Update on Casting and Leasing Process

Ms. van Zelm said that Cushman & Wakefield continue to work on the tenanting of Phase 1A. Marty Hirschorn asked if representatives from Cushman & Wakefield and Live Work Learn Play could meet with the Committee. Mr. Gergler said he was working on scheduling them for a fall meeting of the Committee.

7. Other

Ms. van Zelm said the Town was updating the Town website and including an economic development section. She suggested that the Committee review the site as it gets more developed.

8. Future Meetings

The Committee agreed to meet in about a month and not meet in July or August, unless necessary.

9. Adjourn

The meeting adjourned at 6:20 pm.

Minutes taken by Cynthia van Zelm.

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Tuesday, August 4, 2009
Mansfield Downtown Partnership Office
1244 Storrs Road**

4:00 PM

Minutes

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Gregg Haddad, Matthew Hart, Dennis Heffley, Frank McNabb, Betsy Paterson, Steve Rhodes, Steve Rogers, Bill Simpson, Antoinette Webster, David Woods

Staff: Cynthia van Zelm

1. Call to Order and Welcome new Board members

Board Vice President Steve Bacon called the meeting to order at 4:04 pm in Board President Philip Lodewick's absence. The Board welcomed new Board member Dennis Heffley.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes

Betsy Paterson made a motion to approve the July 7, 2009 Board minutes. Dean David Woods seconded the motion. Steve Rhodes and Steve Rogers abstained. The motion was approved with two abstentions.

4. Director's Report

Cynthia van Zelm asked again for Board members to assist with the staffing of the Partnership table at the *Festival on the Green*. Dean Woods volunteered.

Ms. van Zelm also referenced the e-mail she sent to the Board on WNPR's segment on downtowns on "Where We Live" from 9 am to 10 am tomorrow.

5. Appointment of Additional Committee Members for 2009-2010

Mr. Bacon noted that long-time Planning and Design Committee member Leon Bailey had resigned from the Committee. Bill Simpson made a motion to appoint Jon Hand to the Mansfield Downtown Partnership Planning and Design Committee, and Michael Allison to the Finance and Administration Committee until the end of

the Partnership's fiscal year on June 30, 2010. Ms. Paterson seconded the motion. The motion was approved unanimously.

6. Storrs Center Action Items

Mr. Bacon said that Board President Philip Lodewick had convened a meeting with the key Storrs Center stakeholders including the Town, the University, and LeylandAlliance to continue to focus on forward progress on Storrs Center. He said there is still a lot to be accomplished but everyone is working toward a common goal. The Town is continuing to negotiate its development agreement with LeylandAlliance while the University is negotiating its own agreements. Mr. Bacon said the Finance and Administration Committee continues to look at the draft Business Plan and agreements between Leyland and the Partnership. Leyland continues to work on debt and equity financing.

Ms. van Zelm said the Storrs Road project is continuing to move toward design and the goal is to have a meeting with the key stakeholders soon.

7. Four Corners Sewer Study Advisory Committee

Matt Hart said the Four Corners Sewer Study Advisory Committee discussed a special design district for the Four Corners area at its last meeting. Discussions will continue on a special design district with Town Planning Director Greg Padick at its next Committee meeting.

The Committee discussed the benefits of having a Board presence on the Four Corners Sewer Study Advisory Committee. Partnership representative Phil Spak's term on the Partnership Board of Directors ended on June 30. Executive Director Cynthia van Zelm agreed to attend the Committee meetings for an interim period to represent the Board of Directors.

8. Report from Committees

Advertising and Promotion

Dean Woods said the Advertising and Promotion Committee recently met and reviewed the Partnership communications plan.

He thanked the many Board members for contributing to the banners on the pedestrian walkway. Mr. Bacon noted that in Keene, NH, banners include the name of a business sponsoring the banner. Ms. van Zelm said that the banners on the walkway are serving as a pilot project for a more extensive banner program on the local streets in Storrs Center.

Dean Woods said that Partnership Special Projects Coordinator Kathleen Paterson has been working on the fall newsletter.

Ms. van Zelm said that two new panels for the kiosk describing the Partnership and showing the latest concept plan were almost ready.

Business Development and Retention

Ms. van Zelm said the Business Development and Retention Committee would be meeting in mid to late September.

Festival on the Green

Ms. Paterson thanked Board members for donations to the *Festival* and asked for additional assistance.

She said that Isabelle Atwood would be the Grand Marshal for the Celebrate Mansfield parade.

Ms. Paterson thanked the University for its increased presence at the *Festival* including the School of Fine Arts programs, UConn Athletes, and cooking demos from Dining Services.

Ms. Paterson reiterated that there will be an entire weekend of events including the Vintage Mansfield wine tasting, Know Your Towns Fair, Explore the River at the Town of Mansfield's River Park, Storrs Farmers Market, Picnicpalooza at E.O. Smith High School, the Celebrate Mansfield Parade, and the 6th Annual *Festival on the Green*.

Finance and Administration

Mr. Callahan said the Finance and Administration Committee will continue to review the DRAFT Storrs Center Business Plan.

He also said the Committee discussed and recommended adding health coverage for Partnership staffs' dependents, as the result of a loss in health care coverage. He said the Partnership would be able to fund this for the next year out of fund balance. This will be reviewed if finances change. Ms. Paterson made a motion to include health insurance for Partnership staff dependents. Steve Rhodes seconded the motion. In response to a question, Matt Hart said the Partnership purchases its plans through the Town system. Health coverage at the Town is available to Town employees' dependents. The motion was approved unanimously.

Membership Development

Frank McNabb said he will be meeting next week with former Membership Development Committee chair Betsy Treiber as part of the transition to Chair.

Mr. Bacon reminded the Board that a 19th Board member, the student representative, needs to be appointed. Ms. van Zelm said she will work on an application.

Planning and Design

Mr. Bacon said the Committee continues to work on its charge and hopes to complete it at its August meeting.

He said most of the July meeting revolved around a potential trip to Princeton, New Jersey. Mr. Bacon said that Jim Constantine, with Looney Ricks Kiss (prior consultant to the Partnership), invited the Partnership to Princeton to discuss with municipal leaders and others, the changes to the downtown. One of the new amenities in the downtown is a parking garage. He said that Committee members thought the trip may be too far but recommended that the Storrs Center parking steering committee look at other rural communities that have paid parking facilities. Mr. Simpson said he has a trip planned already to Princeton and he could represent the Partnership. He will let Ms. van Zelm know his plans when they are finalized.

9. Adjourn

Ms. Paterson made a motion to adjourn the meeting. Mr. Hart seconded the motion. The motion was approved unanimously and the meeting adjourned at 5:10 pm.

Minutes taken by Cynthia van Zelm.



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

Thursday, September 3, 2009

7:30 P.M.

**Mansfield Town Hall
Council Chambers**

MINUTES OF MEETING

Present: Joseph Briody, Bruce Clouette, Jane Fried, Denise Keane, David Morse, Betsy Paterson, Steve Rhodes.

Staff: Jim Hintz (UConn), Matt Hart, Mike Nintean, Gregory Padick (town)

Meeting was called to order at 7:30 p.m. with J. Bridey serving as chair.

Bruce Clouette was chosen as Recording Secretary.

Opportunity for Public to Address the Committee

Thomas Nielson, 41 Birchwood Heights, expressed his concern with rental properties leading to the deterioration of established neighborhoods.

Joan Hall, Birchwood Heights, reported on the formation of an informal neighborhood association and asked the Town's help in understanding what it can and cannot do. She also spoke about needing better enforcement of existing ordinances, especially speeding, and noted the lack of available information from the town about quality-of-life issues.

John Fratillo, Daleville Road, stated that residents should be able to enjoy their property, noting that he had called the State Police 10 times in one year to report disturbances in his neighborhood, including the setting off of fireworks and parties that lasted until 3 a.m. He noted that just one house could blight a neighborhood, and recounted his unpleasant experience in contacting the landlord of the offending property.

Joe Lent, Daleville Road, suggested that the Town consolidate all its information on ordinances, etc. relating to quality of life and make it available to the public.

In response to the public comment, J. Fried noted the need to involve parents more. J. Hintz stated that legal restrictions prevent UConn from informing parents of infractions, but that the

police could. Several committee members urged the public to continue calling in problems, if only to create a record.

Items of Business

M. Hart presented a matrix of 17 possible action items relating to the committee's mission and asked that they be prioritized. The items included:

- Zoning changes (existing uses would be grandathered)
- Neighborhood residents associations
- Permits for large gatherings
- Vehicle registry
- Tenant registry

J. Bridey suggested that many items could logically be grouped together and then be prioritized, and this approach was the consensus of the committee. D. Keane asked that alcohol regulations be added to the enforcement action items.

D. Morse moved that the committee recommend a tenant-registry program for adoption by the Town Council, B. Clouette seconded. By consent the motion was re-phrased to ask staff to bring forward, as soon as feasible, the pros and cons of such a program along with recommendations of how it could be implemented. Motion passed.

S. Rose moved to endorse the idea of adding parking area requirements to the town's housing code. D. Keane seconded. Motion passed.

G. Padick reported on Poughkeepsie's zoning regulations, which recognize a Student Housing use. The regulation has survived court challenge. He will report back on whether such a use could be established in a Connecticut municipality.

D. Morse asked if the committee was prepared to recommend increases in fines for violation of quality of life ordinances. The consensus was that further consideration was needed.

The tenant registry idea will be explored in detail at the next meeting. Zoning change/deifintion of "family" was also identified as a high priority, with enforcement issues important but to be considered as a secondary priority.

J. Fried asked the committee to consider the need for a structured community conversation on quality of life issues, using a trained moderator. She said she will bring forward more information on this idea.

Meeting was adjourned at 9:58 p.m.

Mansfield Parks Advisory Committee
Minutes of March 4, 2009
Acting Secretary Eric Kruger

Present: Sue Harrington, Eric Kruger, Jennifer Kaufman, Michelle Baughman, Ethan Avery.

The Meeting was called to order at 7:35.

The Minutes of the February 3 meeting were approved with minor changes.

A. New Business

1. Just prior to the meeting, Betty Robinson was awarded the 2009 Distinguished Volunteer Service in Mansfield Natural Areas. The PAC is grateful for Betty's outstanding volunteerism.
2. Supporting Last Green Valley Funding- The PAC has agreed to submit a letter to the Town Council stating our support for maintaining funding for the Last Green Valley Funding. Michelle Baughman agreed to draft the letter for PAC approval prior to submitting it to the Town Council.
3. Town Council Referral: Feedback on relevant vision points identified in Strategic Planning-Mansfield 2020: A Unified Vision- A special meeting will be scheduled for the PAC to discuss and provide feedback as a group.

B. Continuing Business

1. Management plans:
 - a. Tom and Sue Harrington walked Merrow Meadow Park recently to check the water situation; the gravel placement seemed to help with keeping the area dry. There seemed to be excessive amount dog waste on the paved trail, dog owners using the parks are encouraged to clean up after their dogs.
 - b. Jennifer Kaufman recommended the committee members use the Natural Areas Land Management Plan Annual Review Sheets to submit comments and recommendations for their parks management plans.
2. Upcoming FOMP Programs-
 - a. The March FOMP did not occur since no one signed up to attend.
 - b. The Source to Sea programs: "Meet the Mt. Hope River" guided by Sue Harrington is scheduled for May 3 and the Willimantic River Greenway Mid River Trail led by Michelle Baughman is scheduled for May 16.
 - c. There will be Nature Reading Group events held at School House Brook Park on April 2 and May 7.
 - d. Michelle Baughman and Eric Kruger have volunteered to lead an MCC sponsored kayak tour at River Park near the end of June. Participants can rent a kayak at MCC or bring their own kayak and meet Eric and Michelle at River Park. A date and

time will be established prior to March 15th so that Michelle can advertise the event in Outdoor Magazine.

3. FOMP ideas for summer programs- Sue Harrington recommended a Butterflies program, a Tread Lightly FOMP and perhaps an insect walk in august at Merrow Meadow.
4. PAC Projects
 - a. Jennifer Kaufman and Sue Harrington discussed considering the PAC working with a group to build and install a bird blind at the common fields off of Bassett's Bridge Road. This could act as a prototype for a future installation at Saw Mill Brook Park as well.
 - b. Dunham Town intermittent stream bridge could also use a project to repair/build a permanent bridge. Jennifer is going to look into seeking a project from the Alternative School.
5. Planning, Acquisition, and Management Guidelines- Jennifer Kaufman is going to give the PAC members the final draft of the packet to help educate PAC members on the process.

C. Staff Report

1. Recent Acquisitions: The Town Council has agreed to purchase the Lion's Club Field. This will complete the connection between the Dorwart Property, the Luce Property, the Coney Rock Preserve and Mansfield Hollow State Park. The 4th and final acquisition is complete that will allow for all of these properties to be connected.
2. NAV workdays-spring schedule reminder- Every Saturday from March 28th to May 31st 10:00 – 12:00. UCONN students have volunteered again to assist with some of these NAV workdays. If PAC members are interested in volunteering on these dates, please call Jennifer first. Eventually, PAC members could lead their own NAV workday groups if desired.
3. Grants in Process
 - a. Commonfields Path through time- The town has received a two year extension plus \$6000 extra funding to fence in the area from the Healy property.
 - b. River Park- Online trail guide final edits have been given to the architect today and should be ready for print soon.
 - c. NEPA Grant Program: Rain garden plantings at River Park. The PAC has received the funding, the landscape architect has reviewed the plans with Jennifer Kaufman and the project is ready to proceed.
4. Walktober dates have been published; PAC members are encouraged to offer walking tours during this period. Walking tour ideas and dates must be submitted to Jennifer Kaufman by June 8th to get them on the list. We will cover this again at the next regular PAC meeting on May 6th.
5. Jennifer Kaufman asked if the bi-monthly meetings are working for the PAC. A monthly schedule was recommended by Ethan and Michelle. Eric recommended keeping the bi-monthly meetings in the winter. The summer months could be used for the PAC to meet at some of the new properties rather than at the MCC only. Sue recommended the June meeting occur at one of our properties starting around 6 pm, with follow

up meetings also happening at our parks through October. Specific meeting locations will be communicated later.

D. Other Committee Minutes

1. Conservation Commission
2. Open Space Preservation Committee
3. Planning and Zoning Commission

E. Adjournment

1. A PAC Special Meeting is scheduled for Sunday March 22, 2009 at the MCC at 4 pm to discuss the PAC's feedback on relevant vision points identified in Strategic Planning-Mansfield 2020: A Unified Vision.
2. Strategic Planning-Mansfield 2020: A Unified Vision
3. Future meeting dates/agenda items for meeting of May 6, 2009.
4. Meeting adjourned at 9:02 pm.

Respectfully Submitted,
Eric A. Kruger, Acting Secretary

APPROVED MINUTES
Town of Mansfield
Communications Advisory Committee
September 14, 2009, 7:00 pm
Audrey P. Beck Building, Conference Room B

REVISED AGENDA

I. Call to Order: Meeting was called to order at 7:05 by Chairman T. Moran. Attending L. Fecho, A. Booth, R. Pellegrine, P. McGlamery (recording) J. Blyskal

II. Approval of Minutes: After brief discussion and amendments R. Pellegrine moved that the Minutes of July 20th be approved, A. Booth seconded. Minutes were unanimously Approved.

III. Public Comment: No Public Comment

IV. Old Business

A. Election of a New Chairperson: T. Moran announced her resignation and asked for nomination of a succeeding Chair. A. Booth nominated L. Fecho, R. Pellegrine seconded. L. Fecho was approved as Chair of the Communications Advisory Committee and immediately took leadership of the Committee. T. Moran thanked the Committee for their work and excused herself from the Committee and the Meeting.

B. Request to Council to Appoint a New Member and Alternate: L. Fecho will submit requests to the Committee on Committees to replace T. Moran and to serve as an Alternate.

C. Budget Process: No Changes

D. Communications Channel Inventory: This was postponed until after the Town Council Meeting of Oct. 13th.

E. Survey Results: The question was raised about a Town Survey. J. Russell report that after speaking with a number of Town staff it was agreed that the Town was pleased with the CAC survey and looked forward to the results. The Committee agreed that the steps required for a Report are:

1. Analysis of Survey (L.F. & A. B)
2. Produce a Report of the Year's Accomplishments
3. Narrative of Survey (J. B., R. P. & P. McG.)

F. Communications Policy Development: There is a need to articulate a

Communications Problem Statement. What is it?

V. New Business

A. Presentation to Town Council: Most of the meeting was devoted to this issue. L. Fecho will ask to get on the Town Council's Agenda for Oct. 13th to present a Preliminary Report. CAC recommends the the Final Report be presented by Dec. 14th. The Report will describe the Committee's work on:

1. Mission Statement
2. Goals
3. Survey
4. Policy

VI. Reports: None

VII. Communications: None

VIII. Agenda for the Next Meeting: P. McG made a motion to postpone the next meeting until Sept. 28; J. B. seconded and it was agreed and so moved.

IX. Adjournment: R. P. made a motion to Adjourn; A. B. seconded and it was agreed and so moved at 8:45.



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

Wednesday, July 15, 2009

Mansfield Town Hall

Council Chambers

MINUTES

Present: Mark Boyer, Fred Baruzzi, Mary Feathers, Elizabeth Patterson, and Matthew Hart

Absent: Anne Willenborg and Marsha Willhoit

Staff: Allen Corson, Cherie Trahan, and Jaime Russell

Guest: Rick Lawrence of Lawrence Associates

1. Call to Order/Roll Call

Ms. Feathers called the meeting to order at 5:05 p.m.

2. Meeting Minutes

The minutes of April 8, 2009 and June 10, 2009 were approved as presented.

3. Opportunity for the public to address the Committee

No one came forward.

4. MMS Fuel Conversion Project

Mr. Baruzzi reported that the project is ahead of schedule.

Asbestos was found in about 20 rooms. Asbestos removal should be completed by next week.

Continuing to work with the State in regards to the ineligible costs of the project and trying to reduce the ineligibles.

Additional funding to complete the alternates of the fuel conversion and for the funding of the gas main may not happen before the 1st of September according to Denise Merrill.

5. Staff Report

Site option: Southeast school is the option that committee is going with since it is the only available property owned by the Town/Board at this point.

Septic testing: Mr. Corson presented the bid proposals from the top four low bidders. He would like permission to conduct interviews with the 4 low bidders to move along the process.

Ms. Patterson made a motion to authorize Town staff and the Town Manager to interview and hire the firm to conduct the septic system study. Mr. Boyer seconded the motion. Motion passed unanimously.

6. Next Steps

The Southeast school site is the only available property owned by the Town/Board. The septic system study will determine whether the Southeast school site can be used and will determine the option of keeping the existing building for another use and a new building all on the same site.

If the site passes all testing, the committee will need to authorize Lawrence Associates to move forward with drawings and different concepts with the input of the Committee.

Discussion took place about having tables at the Festival on the Green, Know Your Town Fair, and the school open houses to give information and gather questions from the public about the Families of Options. Handouts and posters will be needed.

Discussion took place about how, where, and what information to present.

- PTA/PTO meetings
- Bring out school leaders that have gone from neighborhood schools to one central school to speak at meetings
- Educational pros and cons
- Possibly find a neutral group to bring different constituents the information

Mr. Baruzzi will send out the survey results from the school site reviews to the committee members.

Committee needs to come to a consensus as to what the best option is to present to the Board and Council. The Committee shall meet with Board and Council when they have their recommendation.

Decision has to be made by May 2010 or June 2010 to get information out there. In September 2010 there should be a reminder that it will be on the ballot in November 2010.

Ms. Feathers stated that through the CAFE association, we might be able to use a private neutral company to present the information to the public.

Further discussion needs to take place about if one school is built, what will the other buildings be used for?

7. Other

Next meeting will be held Wednesday, August 26, 2009 at 5:00 p.m.

8. Adjournment

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Alicia Ducharme

**Town of Mansfield
Personnel Committee
September 9, 2009
Audrey Beck Municipal Building, Conference Room B**

Members Present: Deputy Mayor Gregg Haddad, Councilor Chris Paulhus

I. CALL TO ORDER

The meeting came to order at 6:05p.m.

II. MINUTES of 9/2/09

The minutes of 9/2/09 were adopted by members present.

EXECUTIVE SESSION - TOWN MANAGER PERFORMANCE EVALUATION

Members present voted in favor of entering into executive session to discuss the Town Manager's performance review. Paulhus and Haddad were present for the executive session.

V. ADJOURNMENT

Members present voted to leave executive session and the meeting concluded at 6:45 p.m.

Respectfully Submitted,
Gregory Haddad
Deputy Mayor and Personnel Committee Chair

TOWN OF MANSFIELD
Sustainability Committee
Minutes of the Meeting
August 26, 2009

Present: Stoddard, Lennon, Ryan, Miller, Hart, Hultgren, Walton

The meeting was called to order at 7:03 p.m.

The June 23, 2009 minutes and July 22, 2009 minutes were reviewed and accepted.

Walton reported that she attended an introductory regional meeting of clean energy task forces on August 12, 2009 that was arranged by the CT Clean Energy Fund. Several neighboring communities were represented. There was interest among the attendees to work on not only clean energy, but sustainability projects collaboratively. It is anticipated that there will be future meetings.

The Mansfield Clean Energy Team will be hosting a \$500 Energy Challenge. Walton distributed the flyers. The challenge is directed toward reducing residential electrical energy use. The start of the challenge begins with the kick-off meeting on October 27, 2009 and ends with May and June 2010's electric bills. May and June 2009 and 2010's bills will be compared to determine the two household winners. Hart suggested that the contest be reconfigured to include college students. Miller reported that UConn holds an Eco Madness dorm contest every fall to encourage water and electric conservation. Stoddard suggested that Eco Madness include off-campus housing.

Walton reported that she would be doing some educational work on vehicle idling this fall as part of the EPA Clean School Bus USA grant by attending the Know Your Town Fair and school open houses with a Spin the Wheel Game. The next step in the grant is to purchase filter cleaning vouchers for the buses that have been retrofit with diesel particulate filters.

Hart distributed the introduction of Asheville, NC's sustainability plan. Staff was directed to begin organizing the action steps from Mansfield's strategic plan sustainability vision points into the categories that Asheville has established. To help prioritize high, medium and low actions, Miller suggested adding cost, potential to reduce greenhouse gases, return on investment and time frame columns to each action. The work study student will be assigned to gathering baseline energy information from the town buildings and compare what small university towns are doing, such as Amherst, MA and Hanover, NH. Stoddard stated that at the end of October, the Governor's Steering Committee on Climate Change would be unveiling its guidance on what the State of CT would like municipalities to be focusing on.

Hultgren and Walton diagramed the Town committees and departments that deal with sustainability issues as the Sustainability Committee will likely be interfacing with them all at some point.

Public Works Dept. – Transportation Advisory Committee, Clean Energy Team, Solid Waste Advisory Committee

Parks and Recreation Dept. – Open Space Committee, Agriculture Committee, Parks Advisory Committee
Planning & Zoning Dept. – Planning and Zoning Commission, Inland Wetlands Commission, Conservation Commission

Economic Development – Downtown Partnership, Four Corners Sewer Study Advisory Committee
Board of Education Dept – Board of Education

As a first step, it was suggested that Town staff be trained in sustainable office practices. UConn has successfully done this and Miller will see if the sustainability coordinator at UConn can facilitate a train the

trainer class for Town staff.

Miller gave an update on UConn's latest sustainability projects. On September 2 at 1 pm, there will be a green roof dedication on Gant Plaza. The first green parking lot, made of porous concrete, should be ready for use this weekend. The parking lot is in front of the Field house building.

The next meeting is scheduled for Wednesday, September 23, 2009 at 7:00, in conference room B. Agenda items include a progress report on the action plan, the work study student, and the maintenance department's sustainable initiatives. Walton will invite the Director of Maintenance to the next meeting.

The meeting was adjourned at 8:35 pm.

Respectfully Submitted,

Virginia Walton
Recycling/Refuse Coordinator

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

September 21, 2009

Editor, *Willimantic Chronicle*

Dear Editor:

Recently, at the Mansfield Town Picnic, we had a short recognition ceremony for the many citizens who volunteer their time serving on town boards, commissions, and committees. Unfortunately, the weather that day was rainy and threatening, and only a small number of people attended. So, we are hoping you will let us use the Letters column of *The Chronicle* to let the community know what was said on that occasion.

There are nearly 200 people in Mansfield serving on some 40 official volunteer committees. Some of these are advisory committees studying issues of importance to our community, such as the commission on aging, the agriculture committee, the transportation committee, and the youth advisory council, to name just a few. Without the advisory committees, the Town Council and town management could never devote enough time and energy to explore these issues properly. Other volunteers serve with groups that have been given special responsibilities by State statutes: the conservation commission, the Mansfield Housing Authority, and the historic district commission; the town could not perform these important functions without these volunteers. Some of the committees deal just with Mansfield, but others are regional in scope, such as the cable TV advisory committee and the tourism district; we thank those volunteers representing our town on regional entities. We also have ad hoc committees, such the one studying the Four Corners area, that research a single issue intensively and report back to the Town Council.

Many of our volunteers have made service to the town a way of life. Isabelle Atwood, for example, is in her 30th year on the cemetery committee, besides which she has served 20 years on the historic district commission and 25 years on the beautification committee. Think of Isabelle and people like David Hall (24 years) the next time you see one of the beautiful plantings around town. Quentin Kessel has guided the conservation commission since 1978, Sheila Clark and Barbara Katz have been on the library board since 1983, and Vicki Wetherell and Ken Feathers have both devoted more than 15 years to open space. How about Carol and Dick Pellegrine, who both served the town many years in elective office as well as on volunteer committees? We are grateful to these and to all the volunteers, whether newly appointed or of longstanding service, who help make Mansfield the town it is. On behalf of the Town Council, the town management, and the entire Mansfield community, we salute you!

Leigh Duffy, 456-9215

Bruce Clouette, 429-0046

Meredith Lindsey, 423-2252

For the Mansfield Town Council

Volunteer opportunities: https://www.mansfieldct.org/forms/committee_sign_up.html

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**TOWN OF MANSFIELD
COMMUNICATIONS ADVISORY COMMITTEE**

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
STORRS MANSFIELD, CT 06268-2599

TO: Mansfield Town Council
FROM: Mansfield Communications Advisory Committee
DATE: October 4, 2009
RE: Second Request to Fill Committee Vacancies

We were happy to welcome Joseph Blyskal to our committee this summer; he will add the needed perspective of a newer resident.

However, our small committee still faces the continuing problem of achieving a quorum at meetings. We have had to cancel several scheduled meetings in the past year.

Referencing our committee's March 16, 2009 letter to the Town Council, we again reiterate the need to fill an alternate position on the committee.

Referencing former chairperson Antonia Moran's resignation letter dated August 1, 2009, her position needs to be filled.

Additionally, on March 24, 2010, two of our committee member's terms will expire. I am willing to remain on the committee for another year's term (through 3/24/11). Therefore, we expect the need to fill one additional regular position in March.

Please have the Committee on Committees notify us if they have any questions.

Respectfully submitted on behalf of the Communications Advisory Committee,

Leila A. Fecho, Committee Chair

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Mansfield
Community
Center

Town of Mansfield
Parks and Recreation
Department



Curt A. Vincente, Director

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

TO: Matthew Hart, Town Manager

Item # 11

FROM: Curt Vincente, Director of Parks & Recreation *CV*

DATE: March 23, 2009

SUBJECT: Pool Use Analysis Follow-up

Attached is a copy of the memo I sent to you several weeks ago about this issue. Also attached are copies of the weekly pool schedules for the main pool and the therapy pool for 2008. We have completed a more thorough analysis of the pool schedules per request. We looked at all categorized pool hours for a whole year (calendar year 2008) and applied a consistent breakdown of the hours in comparison to the analysis done several years ago.

The table below shows a breakdown of the pool hours. It should be noted that the total hours by category exceeds the total number of hours the pool is open. This is due to the fact that some hours in the main pool consist of multiple category availability; for example a given hour may include lap swim and general swim or lap swim and swim lessons. It should also be noted that the average number of hours per week for each pools is 108.5, but there are several weeks during the year where the total hours is slightly lower due to shortened hours on holidays.

Our original analysis, in consultation with staff and the Finance Department, was that lap swim is most attributable with member use and general swim and programs are most attributable with community use. This up-to-date and more thorough analysis for the main pool has indicated very little change in the percentage of member use vs. community use. In fact, the percentage of community use increased from 40.91 % to 41.77 %. This analysis was originally only done using a quarter of the year and only on the main pool schedules. This current analysis also includes the therapy pool schedules, of which the community use is even greater at 47.97%. When combined, the over-all percentage is 44.22% community use and 55.79% member use. The original analysis led to an allocation of budget that places a higher burden on the members than should be according to the current analysis.

Pool Use Analysis Follow-up Memo, March 23, 2009

2008	Community Use	Member Use
Main Pool Hours		
Lap Swim		5,013
General Swim	3,024	
Program	571.5	
TOTAL MAIN POOL	3,595.5	5,013
Main Pool Percentage	41.77%	58.24%
Therapy Pool		
Therapeutic Use		2,932.5
Family Use	2,244	
Program	459	
TOTAL THERAPY POOL	2,703	2,932.5
Therapy Pool Percentage	47.97%	52.04%
OVER-ALL TOTAL	6,298.5	7,945.5
Over-all Percentage	44.22%	55.79%

Cc: Elle Noel, Aquatic Director
 Jay O'Keefe, Assistant Director of Parks & Recreation
 Cherie Trahan, Controller



Mansfield
Community
Center

Town of Mansfield
Parks and Recreation
Department



Curt A. Vincente, Director

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

TO: Matthew Hart, Town Manager
FROM: Curt Vincente, Director of Parks & Recreation
DATE: March 3, 2009
SUBJECT: Pool Use Analysis/Information Request

- 1) POOL USE ANALYSIS – Below are the original results of the analysis that was done to arrive at the estimated percentage breakdown of member and community use of the pools. This information has been available and has been discussed on numerous occasions over the past few years.

	Weekly	Annual	Percentage
Total Swim Hours	110	5,720	
Estimated Member	65	3,380	59.09%
Estimated Community	45	2,340	40.91%

Indirect costs for the pool were then allocated accordingly in the budget. At the time, a quarter of a year or three months of pool schedules were examined to come up with an annual estimate. Since there is renewed interest in this analysis, staff is in the process of examining a full year of pool schedules (calendar year 2008) and this analysis should be complete by the March 23, 2009 Town Council meeting. We estimate that it will take approximately 15-20 hours of staff time to properly complete a thorough analysis.

- 2) REQUEST TO INCREASE POOL TIME FOR RESIDENTS – Balancing member use with program demands and general public use has been a focus for staff since the opening of the facility in 2003. Staff has adjusted schedules over the years as appropriate based upon professional review of needs and demands. An appropriate balance will factor in the member driven demands and general public demands, both of which include programs, general use, lap swim, and special events. In our view, staff has done an excellent job of scheduling a balance that can meet most of the demand. The heavy use of the pools certainly indicates a future need for additional pool space. It is impossible to satisfy everyone’s scheduling needs. This is complicated by the time of day and the day of the week. Through our experience, staff has worked diligently to understand the competing needs and has been flexible to address those needs in the pool schedules.

Generally, we have had minimal requests from non-member residents for more pool time. I suspect that this is because non-members have the opportunity to use the pools as often as members via daily admission or programs and they can ultimately find the pools available for their specific needs depending upon the time of day or day of the week. In addition, we have

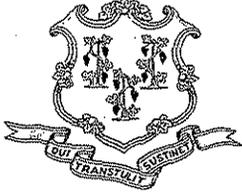
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Town of Mansfield - Parks and Recreation Dept.
SKATE PARK PROPOSAL
 Estimated Operating Budget

1/5/2006

Item	Projected Quantity	Hrs./Day or Fee	Total Operating Hrs.	Hourly Pay Rate	Description	TOTAL
EXPENSES						
School Days open +/-	110	3.50	385.00	8.00	Staff Supervision	3,080.00
Non-School Days open +/-	136	6.00	816.00	8.00	Staff Supervision	6,528.00
Annual maintenance			62.50	16.00	Equip. Insp./Gen. Maint.	1,000.00
TOTAL EXPENSES						10,608.00
Expense Notes: Open seasonally April 1-Nov. 30; School Days 2:30-6:00pm; Non-School Days 12:00-6:00pm						
REVENUES						
Resident - Daily Fee	450	3.00				1,350.00
Non-Resident - Daily Fee	225	5.00				1,125.00
Resident - Season Pass	60	75.00				4,500.00
Non-Resident - Season Pass	30	125.00				3,750.00
TOTAL REVENUE						10,725.00
NET PROFIT/(LOSS)						117.00

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STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

Item #13

REC'D OCT 02

September 29, 2009

The Honorable Elizabeth C. Paterson
Mayor
Town of Mansfield
4 South Eagleville Road
Mansfield, Connecticut 06268

Dear Mayor Paterson,

Governor M. Jodi Rell has asked me to inform you that the Town of Mansfield has been awarded a \$200,000 grant through the Small Town Economic Assistance Program (STEAP) for the design and construction of the Town Square, a portion of the Downtown Mansfield Revitalization and Enhancement Project.

The Department of Economic and Community Development will administer your grant. Please be aware that the ultimate release of funding will be contingent on your compliance with the Department's rules and regulations with regard to the administration of bond funds. You should contact the Department of Economic and Community Development in the near future to begin the assistance agreement process.

I would also like to take this opportunity to remind you of recent legislation and its effect to potentially disqualify Connecticut municipalities from receiving discretionary state funding. As you are aware, Section 8-23 of the Connecticut General Statutes requires each municipality to adopt a plan of conservation and development (POCD) at least once every ten years. Section 3 of Public Act 07-239 makes municipalities potentially ineligible to receive discretionary state funding, such as STEAP, effective July 1, 2010 if the municipality is not in compliance with the 10-year POCD update requirement. I therefore recommend that you remain diligent with the update of your local POCD in order to remain eligible to receive STEAP and other state funding in the future.

Congratulations on your grant award. Governor Rell and I look forward to working with you to continue to improve the well being of Connecticut's communities in the future.

Sincerely,

Robert L. Genuario
Secretary

cc: Department of Economic and Community Development
State Senator Donald E. Williams
State Representative Denise W. Merrill

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900 Chapel St., 9th Floor, New Haven, Connecticut 06510-2807
 Phone (203) 498-3000 • Fax (203) 562-6314 • www.ccm-ct.org

THE VOICE OF LOCAL GOVERNMENT

Item #14

October 5, 2009

**PLEASE DELIVER IMMEDIATELY TO MAYOR, FIRST SELECTMAN,
 CITY/TOWN MANAGER & FINANCE DIRECTOR**

**FY2009-10 Adopted State Budget Impact on:
 Mansfield**

The General Assembly finalized legislation intended to implement the state budget that was adopted last month. Legislation passed Friday included:

- an additional \$8 million for TAR, thus keeping funding level (\$30 million total) with last year;
- delay of the **in-school suspension** mandate for one year;
- phase-in of "**raise the age**" requirements, by which 16-year olds would be treated as juveniles beginning 1/1/2010 and 17 year-olds would be added two years later;
- authorization of state grant commitments for **school construction** projects;
- a prohibition of state funding of **change orders** over 5% of the total cost of school construction projects (projects >\$10 million);
- a prohibition on funding of new **magnet schools** unless the state Department of Education determines it will assist in meeting requirements of Sheff v O'Neill;
- a requirement that municipal CEOs serve on **regional planning agency** boards; and
- elimination of the state "**property rights ombudsman**" for eminent domain cases.

This legislation combined with the bond package passed September 24th, will provide \$30 million for the Town Aid Road grant and \$30 million in LoCIP for FY2010. Previous information from CCM on these two grants included estimates based on earlier Democratic bond proposals. **New analysis (below) has the final authorizations included. Please note that grants to individual towns and cities may vary due to changes in grant formula elements.**

PILOT: State-owned Property and PILOT: College and Hospitals estimates have been revised from CCM's September 1 reports, due to updated figures from the General Assembly's Office of Fiscal Analysis

It is not yet clear whether Governor Rell will sign all the legislation that has been passed. **News reports today say she is poised to veto the legislation that includes the additional \$8 million for TAR** (she has concerns about other portions of that bill). It is unclear if such a veto, if it were to occur, could be overridden by the General Assembly. If there are any changes impacting grants to your municipality, CCM will notify you.

-MORE-

CCM 10/09

Below is CCM's analysis of the impacts on Mansfield under this plan for statutory formula grant programs.

Grant:	FY2008-09 (\$)	FY2009-10			Change:	
		Governor's 3 rd Proposal 7-30-09 (\$)	Appropriations Committee 2 nd Proposal 7-30-09 (\$)	Adopted Budget (\$)	Adopted Budget (FY2009-10) over FY2008-09	
					(\$)	(%)
Education						
Adult Education	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	n/a
ECS Grant	\$10,070,677	\$10,070,677	\$10,070,677	\$10,070,677	\$ 0	0.0%
Non-public School Transportation	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	n/a
Public School Transportation	\$246,563	\$238,898	\$238,898	\$238,898	\$-7,665	- 3.1%
Sub-Total: Education	\$10,317,240	\$10,309,575	\$10,309,575	\$10,309,575	\$-7,665	- 0.1%
Non-Education						
Local Capital Improvement	\$182,348	\$182,255	\$243,007	\$182,255	\$- 93	- 0.1%
Pequot-Mohegan Grant	\$349,407	\$466,221	\$466,221	\$466,221	\$116,814	33.4%
PILOT: Colleges & Hospitals	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	n/a
PILOT: State- owned Property	\$8,396,689	\$7,642,422	\$8,042,422	\$8,055,354	\$-341,335	- 4.1%
Town Aid Road Grant	\$205,386	\$150,616	\$183,836	\$203,634	\$-1,752	- 0.9%
Sub-Total: Non- Education	\$9,133,830	\$8,441,514	\$8,935,486	\$8,907,464	\$-226,366	- 2.5%
Total: Education & Non-Education	\$19,451,070	\$18,751,089	\$19,245,061	\$19,217,039	\$-234,031	- 1.2%

Some grants are not listed because town-by-town amounts are not currently available.

Notes to Individual Grants for FY2009-10:

- **Adult Education** – \$20.6 million statewide (no change from FY2009).
- **ECS** – \$1.9 billion statewide (no change from FY2009).
- **Non-Public School Transportation** – \$4 million statewide (no change from FY2009).
- **Public School Transportation** – \$48 million statewide (no change from FY2009).
- **LoCIP** – \$30 million statewide (no change from FY2009).
- **Pequot/Mohegan** – \$61.8 million statewide (\$31.1 million reduction from FY2009).
- **PILOT: Colleges and Hospitals** – \$115.4 million statewide (\$7 million reduction from FY2009).
- **PILOT: State-Owned Property** – \$ 73.5 million statewide (\$6.5 million reduction from FY2009).
- **Town Aid Roads** – \$30 million statewide (no change from FY2009).

###

If you have any questions, please call Barbara Rua, Gian-Carl Casa, or Jim Finley of CCM at (203) 498-3000.

EASTERN CT WORKFORCE INVESTMENT COUNCIL OF CHIEF ELECTED OFFICIALS

Item #15

HTTP://WWW.EWIB.ORG



REC'D SEP 30

Chairman

Joseph Jaskiewicz
(Montville)

Vice-Chairman

Edward Haberek, Jr.
(Stonington)

Secretary/Treasurer

Joyce Okonuk
(Lebanon)

Members

Richard Matters
(Franklin)

Brian Sear
(Canterbury)

September 25, 2009

TO: Chief Elected Official Council Members
Edward Haberek, Stonington
Richard Matters, Franklin
Joyce Okonuk, Lebanon
Brian Sear, Canterbury

FROM: Joseph Jaskiewicz
Chairman

SUBJECT: *October 2009* ~ Chief Elected Officials Council Meeting Confirmation

Please consider this a confirmation that the Eastern CT Workforce Investment Council of Chief Elected Officials will meet on Thursday, October 8, 2009 at 8:30 a.m., at the Eastern CT Workforce Investment Board's administrative office, located at 108 New Park Avenue, in Franklin. An agenda, and minutes from the last meeting have been attached for your review and information.

Should you find that you have any questions now, or at any time in the future, please contact the Board staff at (860) 859-4100 Ext. 14.

Attachments

c: EWIB CEO Council Alternates
Eastern CT COG Executive Directors
Eastern CT Municipal Clerks



108 NEW PARK AVENUE ~ FRANKLIN, CT 06254 ~ PH: (860) 859-4100 ~ FAX: (860) 859-4111

-127-

A Partner in
GTWORKS

**EASTERN CT WORKFORCE INVESTMENT BOARD
CHIEF ELECTED OFFICIALS OVERSIGHT COUNCIL**

THURSDAY, OCTOBER 8, 2009

8:30 A.M.

AGENDA

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**
3. **CORRESPONDENCE, COMMUNICATIONS, & MEDIA**
4. **COUNCIL BUSINESS**
 - *Overview of Councils of Government Bi-Monthly Report*
 - *Budget/ARRA Stimulus Updates*
 - Review of US, State, & E/CT Economy
 - *Ratification of EWIB Actions - ACTION ITEM*
5. **OLD BUSINESS**
6. **NEW BUSINESS**
 - *EWIB Youth Council Membership Approval - ACTION ITEM*
7. **ADJOURNMENT**

EASTERN CT WORKFORCE INVESTMENT COUNCIL OF CHIEF ELECTED OFFICIALS

HTTP://WWW.EWIB.ORG



Chairman

Joseph Jaskiewicz
(Montville)

Vice-Chairman

Edward Haberek, Jr.
(Stonington)

Secretary/Treasurer

Joyce Okonuk
(Lebanon)

Members

Thomas Fitzgerald
(Union)

Richard Matters
(Franklin)

CHIEF ELECTED OFFICIALS OVERSIGHT COUNCIL

MINUTES

JUNE 11, 2009

ATTENDEES

- MEMBERS:** Joseph Jaskiewicz, *Montville*; Edward Haberek, Jr., *Stonington*; Joyce Okonuk, *Lebanon*; & Richard Matters, *Franklin*.
- OTHERS:** Jim Butler, Mark Paquette, John Filchak, John Beauregard, Guy Saporito, & Sheila Taurianen

CALL TO ORDER:

Mayor Jaskiewicz called the meeting to order at 8:40 A.M.

Mr. Filchak informed the group that the Northeastern CT Council of Governments (NECCOG) will be forwarding on a new representative member to replace Mr. Fitzgerald (*Union*) who was unsuccessful in his recent bid for re-election. With Mr. Fitzgerald's departure, NECCOG will be naming the Mayor of Putnam to become NECCOG's new Chair.

APPROVAL OF MINUTES:

Members reviewed the minutes of the April 9, 2008 meeting. A MOTION was made to approve the minutes as presented (*Matters/Haberek*). ACTION: Approved with Okonuk abstaining.

CORRESPONDENCE, COMMUNICATIONS, & MEDIA:

- Summer Youth Employment Program Funds - Mr. Beauregard highlighted a piece of internal correspondence by Legislative Leadership discussing the approval of WIA Summer Youth Employment funds by the Legislature. The Governor appears to want the funds approved as well.

- Norwich Bulletin Article - An article from this morning's publication was reviewed, which discussed the challenges that the Summer Youth Employment Program is currently facing as part of the State's budget battle. The program covers \$1.2M of the \$7.2M pool of funds for the State's program.
- Jobs First Employment Services (JFES) - During the Governor's most recent round of budget cuts, she eliminated funding for the entire JFES program (\$18M). EWIB had 10% of the State's budget (\$1,717,575). Guidance is being sought from CTDOL regarding closing-out the JFES contracts for June 30th. Approximately 30 layoff notices will be issued effective July 1st as a result. Some funding may be restored and, should that happen, those affected would be rehired. After performing a careful review, staff project that the Board will be able to sustain running the *CTWorks-East* offices for a couple of months with the hopes of having a State budget in place by Labor Day. Mr. Beauregard stated that he expects the Legislature to take action on the \$11M Stimulus Summer Youth Employment Program, but that that would be far short of the \$70M federal Stimulus funding levels promised to the State. At the Council's request, staff will draft a letter to be sent to the legislative leadership from the Council as a whole, each of the Council's of Government, and individual regional towns. Legislative leadership contact information will be e-mailed.

A rally is schedule for 3:00 pm June 18th at the Capital (*North Steps*) to let the Governor and Legislators know that action is needed on jobs in CT.

COUNCIL BUSINESS:

- 09/10 Revenue Forecast & Update

Mr. Beauregard reviewed the revenue forecasted for 09/10 year. He noted that several of the revenue sources have been confirmed (*ex: National Emergency Grant, Regional Innovation Grant, etc.*), while other items are listed with only projected amounts due to the State budget situation (*ex: State Summer Youth, State Incumbent Worker Training, etc.*). He informed the group that all Workforce Investment Act (*WIA*) funds, although they are federal funds, don't come directly to the Board, but rather pass through the State & aren't available until appropriated by the State Legislature. Without an approved State budget, the funds may not be received for some time.

When President Obama signed the American Recovery and Reinvestment Act (*ARRA*) into law on Feb 17th his press release informed people of a website: www.opportunity.gov designed to help out of work people more easily navigate their way through information on training and education, including links to our four (4) *CTWorks-East* Centers, community colleges, etc.

The \$70M in federal Stimulus funds includes Youth Summer Employment Program & *WIA* funds. Last week a commitment was received for emergency certification to get the Youth Summer Employment Program funding approved, however, the amendment died on the floor. An Associated Press article from *The Hartford Courant* on June 1, 2009 was referred to, regarding the Stimulus money creating 4,500 summer jobs, which appeared in newspapers around the state.

- **EWIB FY 09/10 Budget**

Mr. Beauregard informed the group that WIB's are permitted to utilize two (2) categories of funding in their budget: Administration (10%) & Programs (approximately 15%). Since the inception of the EWIB, the Board has been below the allowable combined cap (25%) and the 09/10 budget presents a ~10% to total projected revenue, albeit, subject to change pending legislative outcomes. Prior to presenting the 09/10 budget Mr. Saporito first reviewed the current year (08/09) budget which was approximately \$1M, and is projected to come in about \$30K under-expended. This was primarily due to: staff salaries (*disabilities due to maternity leave covered under insurance*), printing, and consultants. The final under-expended balance will be utilized in the 09/10 Board budget, as well as to support the four (4) *CTWorks-East Centers* and its infrastructure. Sufficient resources are in place (*previous year contracts, direct federal funding, and EWIB assets*) to sustain both EWIB's FY 09/10 costs as well as supporting the four (4) *CTWorks-East Centers* for a few months should WIA funds be held-up in the legislative process. He explained that the monthly burn rate for both the Board and the Centers are approximately \$70K and \$90K per month, respectively.

The FY09/10 budget, which was presented to EWIB's Executive Committee on May 11th, received full Board approval on June 2nd, is projected to be in-line with the current budget, with the only areas of change being from: advertising due to the procurement cycle (*every 2 years*) and personnel-related line items. Mr. Saporito informed the group on changes made in the Board's health insurance plan, confronted with a 14% increase in the renewal premium; internal polls were conducted to determine usage, which identified areas that could be changed that would affect cost, without affecting benefits. It was determined that the establishment of a "*Health Reimbursement Account*" for the hospitalization component would yield an instant savings with the potential for additional cost reduction based on future outcomes. A MOTION was made to approve EWIB 09/10 Budget, as presented (*HABEREK/OKONUK*). ACTION: Unanimously approved.

- **Ratification of EWIB Board Actions**

Mr. Beauregard briefly reviewed each of the resolutions that had been approved at the June 2, 2009 EWIB Board of Directors meeting. A MOTION was made to approve EWIB Resolutions EWIB-09-05 through and including EWIB-09-08 (*OKONUK/HABEREK*). ACTION: Unanimously approved.

OLD BUSINESS

The Council considered the nomination of Dr. Rochelle (*Shelly*) Giménez from Eastern CT State University to the EWIB Board of Directors. A MOTION was made to approve the nomination of Dr. Shelly Giménez to the EWIB Board of Directors (*HABEREK/MATTERS*). ACTION: Unanimously approved.

NEW BUSINESS

None.

ADJOURNMENT

A MOTION was made to adjourn the meeting (*HABEREK/MATTERS*). ACTION: Unanimously approved.

The meeting adjourned at 9:45 a.m.

Meeting minutes respectfully submitted for the Eastern CT Workforce Investment Council of Chief Elected Officials Secretary, Joyce Okonuk, by Sheila Taurianen.

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**MATTATUCK
MUSEUM
ARTS & HISTORY
CENTER**

REC'D OCT 02

Item #16

September 30, 2009

Dear Town Official:

144 West Main Street
Waterbury, CT • 06702
Ph. 203-753-0381
Fax 203-756-6283
www.MattatuckMuseum.org
info.MattatuckMuseum.org

The Council of
The Mattatuck Historical Society

President
Mrs. M. Catherine Smith

Vice President
Mr. C. Hiram Upson

Treasurer
Mr. Robert Sweeney

Assistant Treasurer
Mr. James Behuniak
Mr. Laurence Shapiro

Recording Secretary
Mr. W. Fielding Secor

Corresponding Secretary
Mrs. Jessica Kott

Mr. Reed Bertolette
Mr. Russell Blair
Phyllis Connors, Ph. D
Mrs. Hope Crutcher
Ms. Mary B. Griffin
Mrs. Kris Jacobi
Mrs. Lynnette Letsky-Piombo
Mrs. Mary McDonald
Mr. James Nichol
Mr. Roger Plourde
Ms. Mary Rosengrant-Chiappalone
Mr. Phillip Rowley

Council Members Emeritus
Mr. Orton P. Camp, Jr. (1922-2006)
Mr. G. Bradford Palmer
Mr. L. P. Sperry, Jr.

Executive Director
Ms. Marie Galbraith

Curator
Cynthia Roznoy, Ph. D.

Seventy-five years ago, President Franklin Delano Roosevelt initiated the New Deal, a series of programs to help Americans recover during the Great Depression. In 1935 the Federal Arts Project (FAP) was founded to put artists to work. More than 165 Connecticut artists produced approximately 5,000 pieces of art in a variety of mediums including murals, paintings, commemoratives, sculptures and ceramics. Some of the artists became well known and had distinguished careers following the FAP. Others were virtual unknowns at the time and the details of their lives and work are lost. The Connecticut State Library and the Mattatuck Museum Arts & History are collaborating on a project that identifies and locates Connecticut FAP art, especially easel paintings, a forgotten aspect of the program.

Active through 1943, the FAP ceased operations with the onset of World War II. The art which had been allocated throughout the state to public buildings such as hospitals, libraries, recruiting stations, and government offices was no longer monitored. Today, few of these paintings remain in their original location; some are now in our museums or in private collections. Many were simply lost.

The Connecticut State Library and the Mattatuck Museum aim to heighten public awareness and appreciation of Connecticut's New Deal heritage with an exhibition and a scholarly source book. All new information will be added to the State Library's Access database of FAP artists. We are now asking for help in identifying FAP treasures in the state. Please contact me if you have FAP art in your town's collection or any pertinent information at croznoy@mattatuckmuseum.org. We have contacted area historical societies but believe town officials can best help us find FAP work in schools and public buildings. We would be very grateful for your help in furthering our state's artistic and historical legacy.

With appreciation,

Cynthia Roznoy

Cynthia Roznoy, Ph.D.
Curator

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Editor:

9/28

Recently, at the Mansfield town picnic, we had a short recognition ceremony for the many citizens who volunteer their time serving on town boards, commissions and committees. Unfortunately, the weather that day was rainy and threatening, and only a small number of people attended. So, we are hoping you will let us use the letters column of *the Chronicle* to let the community know what was said on that occasion.

There are nearly 200 people in Mansfield serving on some 40 official volunteer committees. Some of these are advisory committees studying issues of importance to our community, such as the commission on aging, the agriculture committee, the transportation committee and the youth advisory council, to name just a few. Without the advisory committees, the town council and town management could never devote enough time and energy to explore these issues properly. Other volunteers serve with groups that have been given special responsibilities by state statutes: the conservation commission, the Mansfield Housing Authority and the historic district commission. The town could not perform these important functions without these volunteers. Some of the committees deal just with Mansfield, but others are regional in scope, such as the cable TV advisory committee and the tourism district. We thank those volunteers representing our town on regional entities. We also have

Letters to the editor

ad hoc committees, such the one studying the Four Corners area, that research a single issue intensively and report back to the council.

Many of our volunteers have made service to the town a way of life. Isabelle Atwood, for example, is in her 30th year on the cemetery committee, besides which she has served 20 years on the historic district commission and 25 years on the beautification committee. Think of Isabelle and people like David Hall (24 years) the next time you see one of the beautiful plantings around town. Quentin Kessel has guided the conservation commission since 1978, Sheila Clark and Barbara Katz have been on the library board since 1983, and Vicki Wetherell and Ken Feathers have both devoted more than 15 years to open space. How about Carol and Dick Pellegrine, who both served the town many years in elective office as well as on volunteer committees? We are grateful to these and to all the volunteers, whether newly appointed or of longstanding service, who help make Mansfield the town it is. On behalf of the council, the town management and the entire Mansfield community, we salute you.

**Leigh Duffy, Bruce Clouette
and Meredith Lindsey**

For the Mansfield Town Council

Volunteer opportunities: https://www.mansfieldct.org/forms/committee_sign_up.html

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Mansfield ups fees for center

By CAITLIN M. DINEEN
Chronicle Staff Writer

MANSFIELD — The town council approved this week increasing enrollment fees and new credit card transaction fees at the Mansfield Community Center.

Council members approved the increases unanimously during their regular meeting Monday.

The increase in enrollment fees only affects newcomers to the center, said town officials.

Currently, enrollment fees are \$25 per person, but, with the new change, they will increase to \$30 a person.

Enrollment fees are a one-time cost to customers when they first enroll at the facility.

In addition to increasing enrollment fees, credit card fees will increase 3 percent.

Both fee increases will take effect Nov. 1.

Increasing enrollment fees could result in an additional \$4,200 in revenue for the town, said officials. That projection is based on average enrollment figures.

Town Manager Matthew Hart said recreation staff recommended increasing credit card fees to offset fees the town is paying for credit card transactions.

Hart said credit card fees in the center have cost the town upward of \$30,000 in recent years and the 3 percent increase to customers would be passing the fee onto customers.

"It is essential that we begin to pass the credit card transaction costs on to the customer," said Hart in correspondence to town council members.

Town officials said the proposed increases were meant to offset costs and expenditures of operating the center.

According to Hart, town officials originally planned to increase the center's membership rates annually, but have opted to increase other fees instead.

"Under normal economic conditions, a nominal percentage increase of 3 percent (in membership rates) could typically yield up to an additional \$17,000 in revenue," wrote Hart in correspondence to town council.

Hart said town officials were against increasing membership rates because residents may not be able to afford center price increases.

Also, recreation officials said increasing membership fees could lead to a decrease in overall membership at the center and result in a loss of revenue for the town.

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Monday, October 5, 2009

Newsstand 75 Cents

No extra money for Mansfield

Merrill withdraws slot-machine formula rewrite

By **CAITLIN M. DINEEN**
Chronicle Staff Writer

MANSFIELD — A proposed shift in state funding to Mansfield — which, according to some officials, would more accurately reflect the town's actual population — was withdrawn Friday.

The shift was to the formula used to determine how Mashantucket Pequot and Mohegan Grant funding — as part of state agreements to allow slot machines in the two Indian casinos — is dispersed to towns in the state.

By re-working the formula, House Majority Leader Denise Merrill, D-Mansfield, said she hoped to give Mansfield the correct amount of money — estimated at approximately \$177,000 — the town should be receiving from the state.

"It's not an increase in funding," she said this morning. "It's a shift."

Merrill said with the formula as is, Mansfield is losing money and other towns are gaining. "It's actually unfairly enriching the other towns," she said.

The state's slot machine funding formula is based on multiple variables, including the town's population, grand list and per capita income.

Merrill said Mansfield's share is not calculated to include University of Connecticut students. When UConn is in session, the population of Mansfield doubles.

Under law, if any town's institutional population grows to 40 percent or more of the town's total population, those residents cannot be counted as residents of the town for purposes of apportioning

(No extra money, Page 4)

What's in and what's out

By **PAUL HUGHES**
Republican-American

HARTFORD — An epic and prickly struggle to adopt a state budget may be nearing its conclusion at last.

The end will come if Gov. M. Jodi Rell signs five bills that the legislature passed Friday to spell out the remaining details of the adopted two-year, \$37.6 billion budget.

Until Rell decides what to do, the intervening days may only represent a pause in the months-long budget debate if she chooses to veto any of the bills or line items in them.

Rell, Democrats and Republicans proposed a number of budgets and floated an armada of trial balloons this year.

The adoption of the final budget bills provides an opportunity to assess what proposals made the legislature's final cut, what ones didn't and what ones that passed that bear watching.

WHAT'S IN

- **Millionaire's tax.** The budget raises income taxes on single people making more than \$500,000 a year,

single heads of households making more than \$800,000 a year and married couple making more than \$1 million. Democrats have been pushing for a so-called millionaire's tax for years. Rell proposed one as part of a compromise plan that she offered to break the budget impasse in late August.

- **Business taxes.** Some business taxes are also going up because of increases or changes to tax policy. The budget imposes a 10-percent surcharge on the corporation tax for three years, limits the use of federal tax deductions and state tax credits, and raises a number of business fees.

- **State fee increases.** Overall, the budget increases more than 200 state fees to raise \$52.1 million in the current 2010 fiscal year and \$45.1 million in the 2011 fiscal year. Increases in fees that the Department of Environmental Protection charges will raise an additional \$145 million through the 2011 fiscal year. Increases in Superior Court filing fees will add another \$11.2 million.

(What's in, Page 4)

No extra money for Mansfield

(Continued from Page 1)

the grants.

Merrill said she thinks that clause is an error and was not meant to be included.

With UConn and the Bergin Correctional Institute located in town, Mansfield can pass that threshold depending on institutional populations at any given time.

Merrill withdrew her suggestion to fix the formula during Friday's legislative session, but will bring it up again in February, she said.

Merrill was the main supporter for fixing what she called the formula's error.

Town Manager Matthew Hart said the cut in funding for Mansfield was not an immediate cut to the town anyway.

He said the fix in the formula would have been implemented for fiscal year 2012.

According to Hart, funding to

town is not stable each year and fluctuates. He said in the past six years, Mansfield's funding has varied from \$3 million annually to \$300,000.

This year, Mansfield received \$466,221 in Pequot funding. Mansfield Finance Director Cherie Trahan said the town's adopted budget projected \$668,391 in Pequot funding this fiscal year.

Trahan said these funds are typically used in Mansfield to support capital projects in town.

Mansfield officials said they hope the formula used to calculate funding is reviewed because it is detrimental to the town.

Mansfield Mayor Elizabeth "Betsy" Paterson said it is not fair Mansfield is losing funding for having more residents in town.

"We're the only community, as far as I know, that has that particular problem," she said, adding Mansfield exceeds the 40 percent

threshold included in state law.

Paterson said when the campus population goes up, that means Mansfield officials need to provide more services for more people.

She said the cut in funding "doesn't make sense."

Hart agreed with Paterson and said he hopes state officials review the formula to better serve the community.

"Unfortunately, we're penalized under the formula," said Hart this morning.

Although she was not pleased with the withdrawal of the proposed fix, Paterson said town officials are generally prepared for low funding from the state.

"I think it makes things tougher," she said. "But I think we'll be prepared."

This article includes reports from the Republican-American and the Day.

Parking illegally about to get expensive

By **CAITLIN M. DINEEN**
Chronicle Staff Writer 9/29

MANSFIELD — Town council members Monday unanimously approved a hike in parking fines in town, but officials do not expect the increases to bring in a significant amount of revenue.

Council members voted in favor of the increase Monday night during their regular council meeting.

The fines — which are specifically for parking violations — were updated after a recommendation to the town's traffic authority.

Town Manager Matthew Hart said in correspondence to town council members that the purpose of the increase is to curb people from parking incorrectly, not to raise additional revenue for the town.

"Staff does not anticipate that the revised fines will generate any significant new revenue," he said. "But that is not the desired purpose of the fine."

The fines were last updated in 1994 and some citations — that are similar to state parking offenses — were less than state fines.

Originally, the fines were to increase effective Oct. 1. However, that was too soon, said Mansfield Director of Public Works Lon Hultgren.

"I think October 1 is too soon," said Hultgren. "We need to do it later."

According to Hultgren, town officials need more time before the increases took effect because they needed to purchase new tickets and citations with the updated fines on them.

Now, the increases will take effect Dec. 1.

Hultgren said the increases in parking fines are a "fairly moderate increase." Most fines were raised between \$5 and \$65.

Violations include various parking offenses including parking on a sidewalk, double parking and parking in a loading zone.

There are a total of 21 parking violations with fines increasing.

The biggest increase was to the town's ticket for parking in a handicap parking space.

This change was initiated by members of the town's advisory committee on the needs of persons with disabilities, said Hultgren.

"The committee came to me and asked why it was so cheap (to park in a handicap space)," said Hultgren. "So we made it the same as the state."

Prior to council approval Monday night, the fine for parking in a handicap space without proper permits was \$85. Now the fine is \$150.

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Report: UConn keeps local police busy

By CAITLIN M. DINEEN 10/2
Chronicle Staff Writer

MANSFIELD — Town Council members were updated this week about what resident state troopers are doing in Mansfield and how many calls they respond to.

In addition to having seven troopers, a sergeant and four part-time officers, regular state police from Troop C in Tolland respond to calls in town as well.

Specifically, Sgt. James Kodzis discussed how University of Connecticut student behavior correlates with the number of man hours of state police in Mansfield.

According to Kodzis, Mansfield's population doubles when UConn is in session.

The current population of Mansfield is approximately 25,000 residents and when UConn students are back, the number of residents increases to 54,000, he said.

Kodzis said state police dedicate extra time to Mansfield when the university is in session and it is necessary they do so. "There's definitely a spike with the number of calls of services," said Kodzis, speaking specifically of the midnight shift from 9 p.m. to 2 a.m. during the school year.

Although UConn has only been open for the semester since Aug. 31, Kodzis said this year

is similar to past school years and university students are active on weekends.

Since the beginning of the semester, local resident troopers have issued 19 possession of alcohol by a minor citations and 24 open container of alcohol citations.

There have been a total of 48 referrals to UConn's office of off-campus services, said Kodzis. These referrals do not include state tickets that were issued.

"Everything goes to off-campus student services," said Kodzis, adding most of the citations occurred the first two weeks of school.

He said there was a large "drop off" in citations issued between the second and third weeks of school because police news travels fast. "They communicate," he said of students. "They twitter."

So far, state police have dedicated 535 hours of time to Mansfield this semester alone. These figures do not include the most recent weekend's activity and patrolling.

In addition to having officers on duty specifically covering UConn and the surrounding area, state police are highly public during UConn's annual Spring Weekend festivities.

Spring Weekend is held every spring semester before finals. Sanctioned events offered by university officials include mud volleyball,

music performances and other non-drinking activities.

However, the unsanctioned, off-campus parties students attend steal the spotlight annually and highlight student drinking at UConn.

Last Spring Weekend was no different.

Of the 627 calls of service to Troop C made April 23, 24 and 25 this year, 456 of them were made between 4 p.m. and midnight.

Lt. Francis Conroy, commanding officer of Troop C, said 2,217 hours of state trooper time were used during the party weekend.

"That's man hours with no charge to the town," he said.

According to Kodzis, resident troopers are doing the best they can with the resources available.

He said comparable college towns in Massachusetts and Rhode Island — with colleges such as UMass Amherst and the University of Rhode Island — have police budgets upward of \$5 million and more than 50 police officers.

While Mansfield specifically does not have those numbers, Kodzis said he thinks the current set-up in Mansfield is working.

"I believe this double attack is working," he said of Mansfield and UConn working together. "It could be worse."

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STATE CAPITOL

Mansfield Is Only Municipality That Stands To Gain Under Proposed State Budget Formula

By CHRISTOPHER KEATING

The Hartford Courant

October 1, 2009

A new formula to allocate money statewide would cut funding for 168 municipalities and raise it for only one: Mansfield.

That happens to be the hometown of House Majority Leader Denise Merrill, one of the most powerful Democratic leaders at the state Capitol. The issue arose from a complicated quirk in one state grant that was triggered by the rapid growth of the University of Connecticut, and Merrill says that fixing it is an issue of fundamental fairness.

But the proposed new formula has raised eyebrows among Republicans and Gov. M. Jodi Rell, who said Wednesday that she opposes the switch in funding that comes through casino revenues in the Mashantucket Pequot and Mohegan Fund.

"The revised formula results in a windfall for the town of Mansfield at the expense of other municipalities and is therefore unacceptable," Rell's budget director, Robert Genuario, wrote in a detailed letter to top legislators.

The issue remained unsettled Wednesday night, and it is expected to be the subject of debate Friday when the General Assembly reconvenes in special session.

The change is buried in Section 114 of a proposed draft of a budget-implementation bill that is pending at the Capitol. Lawmakers passed several bills last week during a special session, but they adjourned when the Democrats and Rell could not agree on the nuts-and-bolts details of the bills that implement the broad outlines sketched in the two-year, \$37.6 billion budget.

Despite Rell's concerns, Merrill said that Mansfield is essentially being penalized because of the formula that is based on the population of each town set by the U.S. Census Bureau. For various state grants, the students at each college and the inmates in each prison are counted as residents of the town where they reside. So New Haven's population is increased by Yale University students, and Enfield's is increased



by the inmates in the prisons in town.

But for the Pequot grant, the UConn students were not counted — thus sharply reducing the population for the town and therefore its subsequent state aid, which dropped from \$3 million in 2001 to \$300,000 in 2006, Merrill said. Under the new provision, the students at UConn would be counted in Mansfield's population for the Pequot grant, resulting in an increase in the town's aid.

"Mansfield wants to be treated like every other town in the state," Merrill said. "It's complicated. I tried to sort it out last year. Mansfield is probably unique in the country in the sense that it's this tiny little town with a city in the middle of it called UConn."

She added, "It's a very odd situation, and we struggle with it all the time because the town doesn't have the resources to deal with the population of that size. Think Spring Weekend. It's a problem."

House Republican leader Lawrence Cafero of Norwalk said he was stunned upon learning about the proposed increased funding for the hometown of the Democratic House leader.

"Hello?" Cafero asked. "Where did this come from?"

'Little Rat Here'

In addition, Cafero and Rell were both concerned about the proposed spending of \$650,000 in Section 33 of the bill for a study of the children of incarcerated parents. Showing computer printouts to reporters, Cafero said there are already "thousands upon thousands of studies on that subject matter" throughout the nation. Through a clearinghouse, the legislature could purchase all of those studies for a fraction of the amount of conducting a new study, he said.

Cafero said he is concerned, overall, by pet projects being inserted into implementation bills, which has caused conflicts and stretched out a special session that some thought should have ended last week. In legislative parlance, the special-interest legislation is known as a "rat" that lawmakers try to catch before it becomes law.

"Somebody's little rat here and somebody's little rat there, and that's what's taking so long," Cafero said. "It's a sad commentary. At some point, you have to step back and say, 'I'm a citizen of the state of Connecticut, and this is bad.'"

Change In Food Law

Legislators are seeking a change in the law that dictates that meals meant to be served at homeless shelters and food kitchens must be cooked in a licensed kitchen, which means that church parishioners and others who cook such meals at their homes are breaking the law.

Legislators were dumbfounded to learn that state laws prohibit the longstanding practice. Rell also supports the change, which is being sought by Attorney General Richard Blumenthal after Middletown's health department cited the soup kitchen at St. Vincent DePaul for distributing food from unlicensed kitchens. In a related matter, the Middletown chapter of Food Not Bombs — which consists mainly of Wesleyan University students — had been distributing free meals on the city's Main Street for about a decade. But after Middletown health officials received an anonymous call that questioned whether the group had a food license, the group was cited.

Mansfield Is Only Municipality That Stands To Gain Under Proposed State Budget Form...

The change in the law sought by Blumenthal would allow the free distribution of food. Currently, charitable organizations may sell food cooked in unlicensed kitchens at bake sales. The distribution of free food is in a different category.

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