



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, October 25, 2010
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

AGENDA

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ROLL CALL	
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FUTURE AGENDAS

EXECUTIVE SESSION

23. Continued review and discussion of commercial and financial information provided in confidence by Storrs Center Alliance, in accordance with CGS §§ 1-200(6)(E), 1-210(b)(5)(B)
24. Personnel in accordance with CGS §1-200(6), 1-214(b)(5)(b)

ADJOURNMENT

SPECIAL MEETING – MANSFIELD TOWN COUNCIL

October 6, 2010

Draft

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 7:00 p.m. in Community Room of the Mansfield Community Center.

I. ROLL CALL

Present: Haddad, Lindsey, Moran, Paterson, Paulhus, Schaefer

Mr. Schaefer moved and Mr. Haddad seconded to recess as the Town Council and enter into Executive Session to discuss continued review of commercial and financial information provided in confidence by Storrs Center Alliance, in accordance with CGS §§ 1-200(6)(E), 1-210(b)(5)(B)
The motion passed unanimously.

II. EXECUTIVE SESSION

Continued review and discussion of commercial and financial information provided in confidence by Storrs Center Alliance, in accordance CGS §§ 1-200(6)(E), 1-210(b)(5)(B).

Present: Haddad, Lindsey, Moran, Paterson, Paulhus, Schaefer
Also Present: Town Attorney Dennis O'Brien, Town Manager Matt Hart, Thomas Trubiano and Rhonda Johannesen from Education Realty Trust, and Howard Kaufman, Macon Toledano and James Poole from Leyland Alliance.

III. ADJOURNMENT

The Town Council reconvened in regular session. Mr. Schaefer moved and Ms. Moran seconded to adjourn the meeting at 8:26 p.m.

Motion passed unanimously.

Elizabeth Paterson, Mayor

PAGE
BREAK

REGULAR MEETING – MANSFIELD TOWN COUNCIL
October 12, 2010

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: Haddad, Keane, Lindsey, Moran, Paterson, Paulhus, Ryan, Schaefer
Excused: Kochenburger

II. APPROVAL OF MINUTES

Mr. Haddad moved and Mr. Paulhus seconded to approve the minutes of the September 27, 2010 Special Meeting as corrected. Motion passed unanimously.
Mr. Haddad moved and Mr. Paulhus seconded to approve the minutes of the September 27, 2010 meeting as presented. Motion passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ida Millman, Sycamore Drive, asked that the calendar of Council meetings be featured more prominently on the Town's website.

Betty Wassmundt, Old Turnpike Road, expressed her concerns regarding EDR's (Education Realty Trust) description of the Mansfield project as a 500 bed project in a presentation to investors, but as an apartment project in its presentations to the Town. (Submitted material attached).

Mike Sikoski, Wildwood Road, questioned the terms of appointment for members of the Ethics Board as indicated on the letters of appointment.

IV. REPORT OF TOWN MANAGER

Report attached

The Masonicare Board of Directors has approved a budget for the Mansfield Assisted/Independent Living Project. The company has retained a consulting engineer and is conducting an additional market study.

A Volunteer Driver Coordinator has been hired by the Town.

The Transportation Advisory Committee has reviewed the traffic concerns at the intersection of Mansfield City Road and Meadowbrook Lane and has suggested changes in striping, lighting and the possible installation of a guard rail in front of the affected home.

In response to a question asked in the public comment section of the meeting, the Town Manager will look at the Town's website and see if there are additional ways to highlight the Town Council's schedule of meetings.

Town Manager Matt Hart suggested an additional executive session be added to the evening's meeting. This session would also deal with personnel issues, more specifically, the contract with the professional and technical union.

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Ms. Keane requested an update on whether Senior Social Worker Barbara Lavoie has begun the clinical supervision required to become a licensed social worker. Assistant to the Town Manager Maria Capriola reported the contract has been completed and signed and the process is underway.

Ms. Moran suggested that in addition to the physical transportation improvements scheduled for the area of concern on Mansfield City Road she would like to see an effort made to slow the traffic down. Town Manager Matt Hart reported the police are aware of the situation and the area is part of the regular patrol rotation.

Mayor Paterson relayed information she received from former Council member Al Hawkins concerning discussions between the Boy Scouts of America and the Eastern Connecticut School regarding the formation of a public safety explorer post out of the fire school. An organizational meeting will be held on October 21, 2010 at the fire school and all Council members are invited to attend.

Mr. Schaefer reported that cars in Mansfield Center were ransacked and items stolen from the vehicles late Sunday night. The Town Manager will request a status report from the police.

Mr. Ryan asked, given the upcoming budget season, what could be done to expedite the reorganization of the finance department as requested by the Finance Director. By consensus the Council members agreed to discuss the proposed new classifications at the next meeting.

Ms. Keane attended the Chamber of Commerce event last week and reported it was a very nice event.

VI. OLD BUSINESS

1. Community Campus Relations

Council members requested an explanation of any follow up enforcement action taken by Carriage House Management against the tenants who violated their leases as a result of the activity of September 2, 1010. Members also requested aggregate information on the University's disciplinary actions for those students who are arrested off campus. The Town Manager will see what information can be made available to the Council.

The Town Manager reported that an additional police patrol was initiated last weekend to cover the Town more generally. The decision to continue the coverage will be made on a week to week basis. The cost of these additional patrols is borne by the Town.

Mayor Betsy Paterson and Town Manager Matt Hart have been appointed to University of Connecticut President's Task Force on Spring Weekend. At the first meeting of the task force a possible moratorium was discussed.

The Community Quality of Life Committee is reviewing a possible nuisance house ordinance and an ordinance requiring a permit for large gatherings.

VII. NEW BUSINESS

2. Storrs Road & Dog Lane Improvement Projects: Public Information Session

Ms. Keane moved and Mr. Schaefer seconded to conduct a public information meeting for the Storrs Road and Dog Lane improvement projects at 7:30 PM at the Town Council's regular meeting on October 25, 2010 in the Council Chambers of the Audrey P. Beck Municipal Building.

Motion passed unanimously.

Mr. Haddad moved and Mr. Ryan seconded to recess as the Town Council and convene as the Water Pollution Control Authority.

Motion passed unanimously.

3. WPCA, Appointment of Mansfield's Windham WPCA Representative

Mr. Haddad moved and Ms. Keane seconded to approve the following resolution: Resolved, effective October 12, 2010, that in accordance with Article L of the September 30, 2010 sewer agreement with the Town of Windham, Director of Public Works Lon Hultgren be appointed as the Mansfield WPCA Chairperson's delegate to the Windham Water Pollution Control Authority, for an indefinite term. Motion to approve the resolution passed unanimously.

Mr. Haddad moved and Mr. Paulhus seconded to adjourn as the Water Pollution Control Authority and reconvene as the Mansfield Town Council.

Motion passed unanimously.

4. Additions to Charge of Opens Space Preservation Committee

Mr. Schaefer moved and Mr. Ryan seconded, effective October 10, 2010, to approve the proposed additions to the charge of the Open Space Preservation Committee, as endorsed by the Committee on Committees.

Motion passed unanimously.

The charge of the Open Space Preservation committee, as endorsed by the Committee on Committees, is as follows:

CHARGE/DUTIES: The Open Space Preservation Committee shall be an advisory board to the Town Council and other Town officials with the following charges and duties:

General

To advise Town officials concerning open space preservation actions, as outlined in the "Planning, Acquisition, and Management Guidelines, Mansfield Open Space, Park, Recreation, Agricultural Properties and Conservation Easements," which was approved by the Town Council in 2009.

These actions include:

- Review properties offered for Town acquisition
- Review proposed subdivisions and submit comments to PZC about proposed open space dedications
- Participate in the development of management plans for Town properties.

To act as a sounding board and provide review to town departments, boards and commissions concerning the impact of proposed town policies on preservation of open space.

To contribute to updates of the Plan of Conservation and Development.

Education and Outreach

To increase awareness of the Town's Open Space Preservation Program
To educate and work with landowners to promote public and private land

preservation projects.

MEMBERSHIP: The Open Space Preservation Committee shall consist of 5 regular voting members (one of which shall be an ex officio representative of the Conservation Commission) and 2 alternates appointed by the Town Council in accordance with A§192 of the Mansfield Code. The appointments shall be staggered three year terms. A representative of the Planning and Zoning Commission and a representative of the Parks Advisory Committee may serve as liaison between the Committee and the Commission. Insofar as practical, members appointed shall offer expertise in land use planning or environmental/natural resource fields, such as forestry, soils, wetlands, wildlife, geology, botany. A chairman and a secretary will be elected by the committee and will serve for a term of one year.

5. Town Council Meeting Schedule for 2011

Mr. Ryan moved and Mr. Paulhus seconded, effective October 12, 2010, to adopt the Town Council Meeting Schedule for 2011, as presented by the Town Clerk. Motion passed unanimously.

The dates of the meeting will be displayed on the Town's website.

VIII. DEPARTMENTAL AND COMMITTEE REPORTS

No comments offered

IX. REPORTS OF COUNCIL COMMITTEES

Ms. Lindsey reported the Parking Steering Committee met earlier in the evening and continues to work on a plan.

Ms. Moran, Chair of the Committee on Committees, moved the following nominations as recommended by the Committee on Committees:

Susan Harrington and Tom Harrington to the Parks Advisory Committee; Leila Fecho to a full member position on the Communication Advisory Committee;

Al Cyr, Charles Galgowski, Bill Palmer, Kathleen Paterson, Carolyn Stearns, Edward Wazer, and Vicky Wetherall to the Agriculture Committee and Wesley Bell, Chrissie Dittrich and Larry Lombard as alternates to the Agriculture Committee.

Motion to approve the recommendations passed unanimously.

Ms. Moran also noted the Committee on Committees is reviewing the terms of appointments to the Ethics Board.

Chair of the Finance Committee, Bill Ryan, reported the Committee reviewed the Capital Projects adjustments, the Solid Waste Fund Program and the exemption of foreclosures from conveyance taxes.

X. PETITIONS, REQUEST AND COMMUNICATIONS

6. M. Hart - Letters of Appointment – The Town Manager will review any special qualifications of those reappointments who are not Mansfield residents and report his findings to the Council.

7. State of CT Office of Policy and Management re: Grant Application

8. CCM Federal Issues Bulletin – 09-15-10

9. CCM Candidate Bulletin: The State-Local Partnership for Education
10. Government Finance Officers Association re: Certificate of Achievement – The Town Manager commended the Director of Finance, the Finance Department, Finance Committee, the Council and Department Heads for all their efforts which led to this commendation.
11. Press Release re: TRIAD Program – Peoples United Bank, the Mansfield Police Department and senior groups have joined together in this effort. The Town Manager thanked Will Bigl and Director of Human Service Kevin Grunwald for their efforts.
12. Chronicle “Mansfield council says ‘no’ to Dog Lane land purchase” 09-24-10
13. Chronicle “Letter to the Editor” – 09-24-10
14. Chronicle “Voters to decide fate of \$2M track for high school” – 09- 25-10
15. Chronicle “Letter to the Editor” – 09-27-10
16. Chronicle “Mansfield mulling new school options” – 09-28-10
17. Chronicle “Mansfield voters keep Smith proposal on track” – 09-29- 10
18. Chronicle “Letter to the Editor” – 09-30-10
19. Chronicle “Mansfield Triad program to help out seniors” – 10-04-10

XI. FUTURE AGENDAS

The next Town Council meeting will be preceded by a workshop on the School Building Project which will include a presentation by the Sustainability Committee. The Council has also approved the publication of an explanatory text and other additional explanatory materials regarding the upcoming referendum questions on the November ballot. The Town Manager suggested that after the workshop and before the regular Council meetings an informational session on the referenda questions be scheduled. By consensus the suggestion was agreed to.

Mr. Haddad moved to recess as the Town Council and to add a second executive session to also discuss Personnel in accordance with CGS §§ 1-200(6), 1-214(b)(5)(b). Seconded by Mr. Paulhus the motion passed unanimously.

XII. EXECUTIVE SESSION

Personnel discussion regarding Professional and Technical Union contract in accordance with CGS §§ 1-200(6), 1-214(b) (5) (b)

Present: Haddad, Keane, Lindsey, Moran, Paterson, Paulhus, Ryan, Schaefer,

Also included: Town Manager Matt Hart, Assistant to the Town Manager Maria Capriola

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

Present: Haddad, Keane, Lindsey, Moran, Paterson, Paulhus, Ryan, Schaefer

7. ADJOURNMENT

The Town Council reconvened in regular session. Mr. Paulhus moved and Mr. Schaefer seconded to adjourn the meeting.

Motion passed unanimously.

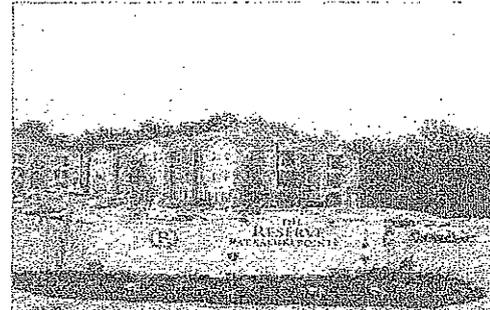
Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

YTD Highlights and Recent Announcements



- Randy Churchey joined as President and Chief Executive Officer
- Howard Silver, former CEO of Equity Inns, a hotel REIT, joined Board of Directors
- Promoted Christine Richards to Senior Vice President of Property Operations
- Awarded ONE Plan project near the core of campus at the University of Texas at Austin
- Created the ONE Plan Plus to develop and manage graduate student housing for Johns Hopkins
- Signed agreement to develop and own 500 bed housing adjacent to University of Connecticut
- Began construction of on-campus communities at SUNY ESF and East Stroudsburg
- Awarded contract to develop a 634 bed on-campus community at Mansfield University of Pennsylvania
- Signed contracts to sell two assets at good pricing
- Pre-leasing for fall ahead of prior year



The Reserve at Saluki Pointe, Southern Illinois University



Campus Lodge, University of Florida

Submitted by Betty Wassmundt

10/12/18

Town Manager's Office
Town of Mansfield

Memo

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Town Employees
Date: October 12, 2010
Re: Town Manager's Report

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

Council Business/Items of Interest

- *Communications Advisory Committee Recommendations* – Attached please find the referral from staff regarding the recommendations of the Communications Advisory Committee. I will include this item as a communication in the next Council packet in case you wish to discuss this subject at your next meeting.
- *Regional School District # 19 Project Referendum* - On Tuesday, September 28, 2010, the voters at referendum approved Regional School District #19's proposed renovation of the physical education/athletic facilities at E.O. Smith High School. The vote was 1,453 in favor of the project and 1,064 opposed.

Departmental/Division News

- *Parks and Recreation* - The Mansfield Community Center is currently working with the CT Department of Children and Families (DCF), Bureau of Adoption by participating in their CT Heart Gallery. The Heart Gallery is a photo art display featuring remarkable children and youth in state care who need an adoptive family. Volunteer professional photographers give their time and talent in capturing each child's and youth's personality in a photograph portrait. The photographs will be displayed through December 2010.
- *Town Manager's Office*
 - *CCM Convention and Exposition* – Mayor Paterson, Councilor Moran, various staff members and I attended last week's CCM Convention. I served on a panel on regionalism and service-sharing, which I believe was well-received. I also attended a session on managing large construction projects, which I found informative, particularly in light of our Storrs Center project.
 - *ICMA Conference* – From Saturday, October 16 through Wednesday, October 20, I will be attending the ICMA Conference in San Jose, CA. I will be attending a number of workshops that are aligned with my personal professional development plan, as well as meetings of the Governmental Affairs and Policy Committee, of which I am a member. Maria Capriola will serve as Acting Town Manager in my absence. At your next meeting, I will provide the Council with a report on the conference and the sessions that I attend. I appreciate the Council's support of my professional development activities.
 - *Public Works Bobcat* - We still do not have any leads in the stolen bobcat case. The bobcat was stolen from a work site on Elizabeth Road in mid-September. The bobcat's VIN # is in the system in the event that it turns up. The missing equipment, valued at \$20,000 for replacement purposes, has also been reported to CIRMA, our insurance carrier. Any citizens with tips or leads related to the case are encouraged to contact Trooper Mainiero at 860-429-6024.
 - *Sustainability Advisory Committee* – the Sustainability Advisory Committee has an open seat for a Council member. The committee meets on the fourth or third Wednesdays usually at 7pm. Please let me know if you wish to represent the Council on this committee.

Upcoming Meetings*

- Town/University Relations, October 12, 2010, 4:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Regulatory Review, October 13, 2010, 1:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Public Safety Committee, October 13, 2010, 3:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Community Campus Partnership, October 14, 2010, 4:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Board of Education, October 14, 2010, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, October 18, 2010, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Committee on Committees, October 18, 2010, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Communications Advisory Committee, October 19, 2010, 10:00AM, Council Chambers, Audrey P. Beck Municipal Building
- Energy Education Team, October 19, 2010, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Conservation Commission, October 20, 2010, 7:30PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Board of Education, October 21, 2010, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building
- Special Town Council Meeting, October 25, 2010, 6:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Town Council, October 25, 2010, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building

**Meeting dates/times are subject to change. Please view the Town Calendar or contact the Town Clerk's Office at 429-3302 for a complete and up-to-date listing of committee meetings.*



Memo

To: Matt Hart, Town Manager
From: Maria Capriola, Assistant to the Town Manager, Jaime Russell, Director of Information, and Mary Stanton, Town Clerk
Date: October 5, 2010
Re: Letter to Mansfield Town Council from the Communications Advisory Committee

On September 28, 2010 you asked staff to please review and comment on the letter to the Mansfield Town Council from the Communication Advisory Committee dated June 7, 2010. Our comments are as follows:

1. *Request for information about specific tasks. (What hours is the Transfer Station open?" "Where do I go to vote" "How do I get a license for my dog?")*

Information regarding specific tasks is available on the Town's website which is regularly updated and through communications with Town employees either in person, by phone or by email. If the answers are not readily available to the staff member receiving the question, the citizen is directed to the appropriate office or will receive a communication providing the information.

2. *Communications about specific problems, ("There is a pothole on my street." "The streetlights aren't working." " My street still hasn't been plowed")*

At the suggestion of the Communication Advisory Committee the "Citizen Communications" header on the Town's website has been amplified. Our current Q-Scend software does allow citizens to request information from specific departments and receive updates on the status of the request. Also, all departments' phones have messaging capability so messages can be answered quickly or forwarded to the appropriate office for a response. The ticketing system currently being used by Public Works and IT works quite well for some departments, but for others it is more efficient to answer the questions or requests as received.

3 *Communications regarding Town operations. ("The Town needs to do a better job of maintaining secondary roads." "The Town needs to upgrade the area around Mansfield Hollow.")*

Staff has been discussing the option of an online "Suggestion Box" or "Opportunity for Feedback" which would allow citizens to voice concerns or suggestions and direct them to specific departments. Citizens would be able to submit suggestions anonymously or include contact information so a reply could be sent. A disclaimer noting that this format is not a Freedom of Information request would need to be included. Currently the Citizen Service Request function of Q-Scend fulfills this need, but the Communication Committee recommended an easier less formal process. The Finance Department web page currently has a form requesting suggestions for the budget which can be submitted electronically.

Director of Information Technology Jaime Russell is preparing a mock up web page for the next Department Head meeting.

4. Policy regarding Communications

The Town Council Personnel Committee is currently reviewing an Open and Transparent Government Policy which is similar to one the Board of Education recently enacted. They will soon be presenting this draft policy to the Council for review. Additionally the Town Council Rules of Procedures clearly outline the process of public participation at Council meetings. A summary of these rules will be posted at the public table in Council Chambers.

Staff is in agreement with the Communication Advisory Committees suggestion that residents be encouraged to bring concerns about administrative and procedural matters first to Town Administrators or to Council members prior to the Council meeting. The Council has scheduled office hours prior to the second meeting of each month, although recently these have been suspended until the school building project has been decided.

5. Freedom of Information Requests

All Freedom of Information material is currently available on the Town's website on the Town Clerk's page. Staff is in agreement with the Communication Advisory Committee that the information should be accessible from a variety of web pages including Communication Request and FAQs and will move forward with completing that.

The fees for FOI copies as approved by the Town Council are in compliance with state statutes. Documents that are of a general nature like budget documents, meeting packets, strategic plan information etc., are routinely distributed to the public at no charge. Additionally reading copies of such documents are available at numerous locations in Town as are viewing copies of Town Council meetings.

In addition to the Freedom of Information Policy and the brochure for boards and commissions, staff will prepare a Freedom of Information Guide for Citizens that will be available on the website, at the Town Clerk's Office, and for citizens filing FOI requests.

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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; Lon Hultgren, Director of Public Works; Greg Padick, Director of Planning; Tim Veillette, Project Engineer
Date: October 25, 2010
Re: Public Information Session: Storrs Road & Dog Lane Improvement Projects

Subject Matter/Background

Since portions of the grants the Town is receiving for the Storrs Road and Dog Lane improvement projects for the Storrs Center Development are being administered by the Connecticut Department of Transportation (ConnDOT), public information meetings at the preliminary design stage are required to inform interested parties of the proposed designs.

As the Storrs Road and Dog Lane projects are interrelated, we have combined the public information meetings for each project into one. Attached you will find copies of the press release, ads for this meeting placed in the Chronicle and the Courant, and letters sent to the abutters and other interested parties.

Recommendation

At the public information meeting, representatives from the design engineering firm will present the preliminary designs of the proposed work and hear comments from interested parties. At the conclusion of the public information meeting (at this Council meeting or a Council meeting in the near future), the Town Council should vote to proceed to final design for these projects.

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

Move, effective October 25, 2010, to proceed to the final design stage for the Storrs Road & Dog Lane Improvement Projects.

Attachments

- 1) Press release
- 2) Box ad
- 3) Letter to abutters

NEWS RELEASE

MANSFIELD, CONNECTICUT – the TOWN of MANSFIELD has two projects; State Project No. 77-223 and 77-227. Project No. 77-223 is a streetscape enhancement project along Storrs Road (Rte. 195) between South Eagleville Road/Post Office Road and Mansfield Road. Project No. 77-227 is a reconstruction and improvement project along Dog Lane from Storrs Road to 700' north. Preliminary design has been completed and the projects are slated for construction under the Surface Transportation Program, administered by the Connecticut Department of Transportation.

It is the Town's and the State's policy to keep persons informed and involved when such projects are undertaken. It is important that the community share its concerns to assist in the project's development. The Town will conduct an informational meeting on Monday, October 25, 2010 at 7:30 P.M. at the Town Council chambers, Audrey P. Beck Municipal Building, 4 South Eagleville Road, Mansfield, CT 06268.

Project No. 77-223 is a streetscape enhancement project that involves the widening and overlaying of Storrs Road (Rte. 195), Post Office Road and South Eagleville Road (Rte. 275). Also included in this project will be the installation of decorative sidewalks, crosswalks, mountable median with decorative trees, decorative lights and stone retaining walls.

Project No. 77-227 is a reconstruction and infrastructure improvement project that involves the relocation of intersection of Dog Lane with Storrs Road, and reconstruction of Dog Lane. Also included in this project will be the installation of decorative sidewalks and crosswalks, decorative lighting, planting decorative trees and utility improvements.

Based upon a preliminary assessment, the construction cost for Project No. 77-223 will be approximately \$5,028,000 and Project No. 77-227 will be approximately \$2,498,000.

Federal Highway Administration, State of Connecticut Urban Action and STEAP grants and Town of Mansfield will provide funding for the construction cost of these projects. Additional private funding may be provided to cover a portion of the construction costs associated with Project No. 77-227, Dog Lane Improvements.

Anyone interested in obtaining further information or providing input may do so by contacting:

Lon Hultgren, Director of Public Works/Town Engineer
Tel: 860-429-3332
Email: HultgrenLR@mansfieldct.org

You are invited to a
PUBLIC INFORMATION MEETING

PROJECT NO. 77-223
Storrs Road (Route 195) Improvements

And

PROJECT NO. 77-227
Dog Lane Improvements

TO BE HELD:

Monday, October 25, 2010 at 7:30 P.M.
Town Council Chambers
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

Residents, business owners, commuters, and other interested individuals are encouraged to take advantage of this opportunity to discuss this project in Mansfield.

**PLEASE JOIN US ON
October 25, 2010**

PRELIMINARY NOTIFICATION

Typical
Sent to
Abotters &
Interested
Parties

October 13, 2010

To: Representative Denise Merrill
Legislative Office Building, Room 4106
Hartford, CT 06106-1591

Dear Representative Merrill:

Subject: State Project No. 77-223, Storrs Road (Route 195) Improvements
State Project No. 77-227, Dog Lane Improvements

The Preliminary design has been completed for the Town of Mansfield for the above mentioned projects.

Project No. 77-223 is a streetscape enhancement project that involves the widening and overlaying the Storrs Road (Rte. 195), Post Office Road and South Eagleville (Rte. 275). Also included in this project will be the installation of decorative sidewalks, crosswalks, mountable median with decorative trees, decorative lights and stone retaining walls.

Project No. 77-227 is a reconstruction and infrastructure improvement project that involves the relocation of intersection of Dog Lane with Storrs Road, and reconstruction of Dog Lane. Also included in this project will be the installation of decorative sidewalks and crosswalks, decorative lighting, planting decorative trees and utility improvements.

The Town will conduct an informational meeting on October 25, 2010 at 7:30 P.M., at the Town Council chambers, Audrey P. Beck Municipal Building, 4 South Eagleville Road, Mansfield, CT 06268. Deaf and hearing impaired persons wishing to attend this meeting and requiring an interpreter may make arrangements by contacting Lon Hultgren, Director of the Public Works Department at 860-429-3332 at least five working days prior to the meeting.

Based upon a preliminary assessment, the construction cost for Project No. 77-223 will be approximately \$5,028,000 and Project No. 77-227 will be approximately \$2,498,000.

It is the Town's and the State's policy to keep persons informed and involved when such projects are undertaken. It is important that the community share its concerns with us to assist in the project's development.

Anyone interested in obtaining further information or providing input may do so by contacting Lon Hultgren, Director of Public Works.

Very truly yours,

LH
Lon Hultgren
Director of Public Works

cc: Hugh H. Hayward, P.E., Principal Engineer – Consultant Design, ConnDOT
Robert W. Ike, Supervisor – Office of Rights of Way, ConnDOT



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Kevin Grunwald, Director of Human Services
Date: October 25, 2010
Re: Status Report on Assisted/Independent Living Project

Subject Matter/Background

At its meeting on August 23, 2010, the Town Council unanimously moved to revisit the status of the Assisted/Independent Living project, and to decide whether or not to reaffirm the status of Masonicare as the preferred developer for the project. At this point, there is no legal import to the designation of a "preferred developer." This designation represents the Town's interest in working collaboratively with Masonicare to facilitate the development of this project.

Since the August 23rd Council meeting, Masonicare has taken the following actions:

- The Board of Directors of Masonicare has approved a budget which includes funds allocated for the purchase of property in Mansfield to develop an assisted/independent living facility.
- The Town Manager and the Director of Human Services have met with Steve McPherson and John Paul Venoit of Masonicare to discuss next steps in developing this project, including Masonicare's hiring of an engineering firm and a local real estate attorney.
- Masonicare has contracted with the engineering firm of Milone & McBroom to conduct an environmental study of the proposed property. The study began approximately two weeks ago.
- Masonicare has initiated a market study to determine the current demand for independent/assisted living services in the Mansfield area. The company is exploring interest in both a "buy-in" and a rental model. Masonicare anticipates the market study will be complete in mid-November.

At this time Masonicare plans on finalizing the details of the purchase of the identified property by mid to late November 2010, subject to a favorable environmental review. If the environmental review is not satisfactory, Masonicare will look at other potential sites in Mansfield. Once these preliminary conditions are satisfied and a definitive site has been selected, the actual design and construction process for the assisted/independent living facility would take approximately two to three years to complete.

Recommendation

All indications are that there continues to be significant interest in the development of an independent/assisted living facility in Mansfield, and that such a facility would meet the needs of a number of our residents who wish to continue to stay in this community as their needs for assistance increase.

In Masonicare, the committee and staff believe that we have selected a preferred developer that has a proven track record in Connecticut and is well-positioned to meet the needs of our community. Masonicare is the process of completing its due diligence and will move forward to design and construction once certain conditions, such as market demand, land, water capacity and other environmental factors, are satisfied.

Based upon the reasons listed above and the progress that Masonicare has made since late August, I recommend that the Town Council maintain Masonicare's designation as the preferred developer for this project. I would also recommend that the Council schedule another status report in January 2011 regarding this initiative.

Staff will be available at Monday's meeting to address any related questions that the Council may have.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matthew Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Lon Hultgren, Director of Public Works
Date: October 25, 2010
Re: Community Water and Wastewater Issues/Four Corners Water & Sewer Project

Subject Matter/Background

I am pleased to inform you that the Town has selected the Environmental Partners Group of Quincy, Massachusetts to conduct the water source study, permitting and design for the Four Corners water and sewer project. We were fortunate to interview a number of talented engineering firms and we are very impressed with the technical expertise and experience that the Environmental Partners team brings to our project.

At Monday's meeting, staff will provide the Council with a short update regarding the scope of the project and immediate next steps.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager
CC: Maria Capriola, Assistant to Town Manager; Cherie Trahan, Director of Finance
Date: October 25, 2010
Re: Capital Improvement Program Closeouts/Adjustments

Subject Matter/Background

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

Recommendation

The Finance Committee has reviewed the proposed adjustments at their meeting on October 12, 2010 and has recommended that the Town Council move the following:

Move, effective October 25, 2010, to approve the adjustments to the Capital Projects fund, as presented by the Director of Finance in her correspondence dated October 12, 2010.

Attachments

- 1) C. Trahan re: Capital Projects Fund
- 2) Proposed Capital Fund Budget Changes

TOWN OF MANSFIELD
OFFICE OF THE DIRECTOR OF FINANCE



CHERIE TRAHAN, Director of Finance

AUDREY P. BECK BUILDING
 FOUR SOUTH EAGLEVILLE ROAD
 MANSFIELD, CT 06268-2599
 (860) 429-3344
 fax: (860) 429-6863
 E-Mail: trahanca@mansfieldct.org

TO: Matthew W. Hart, Town Manager
 FROM: Cherie Trahan, Director of Finance
 DATE: October 12, 2010
 RE: Capital Projects Fund

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

1. Officially close out completed projects:

81819 Council Media Project	85801 Community Center
81910 Water Supply Study	85803 Community Center Walking Track
83508 Birch Road ISTEA	85807 Community Center Air Conditioning
83525 Clover Mill Reclaim	85829 Southeast Park Playscape
84120 MDP Revitalization & Enhancement STEAP I	
84212 ADA Compliance	
84217 Library Repairs	
84803 Senior Center Equipment	

2. Increase/(Decrease) funding for the following completed Overspent/(Underspent) projects:

81819 Council Media Project	\$1,983
81910 Water Supply Study	(\$2,244)
83508 Birch Road ISTEA	\$4,504
83525 Clover Mill Reclaim	\$41,475
84120 MDP Revitalization & Enhancement STEAP I	\$9,000
84212 ADA Compliance	(\$2,346)
84217 Library Repairs	(\$976)
85807 Community Center Air Conditioning	(\$30,845)
85829 Southeast Park Playscape	\$7,248

3. Increase/(Decrease) funding for the following open projects:

81919 Strategic Planning Study	\$20,000
85104 Lions Club Park	\$3,000
85105 Open Space	\$225,534

4. Appropriate the funding for the following projects:

84128 STEAP III	\$200,000
84130 Bus Facility Program (FTA)	\$4,940,000

PROPOSED CAPITAL FUND BUDGET CHANGES

JOB #	DESCRIPTION	FUNDING SOURCE	REVENUE BUDGET					EXPENDITURE BUDGET				
			CURRENT BUDGET	PROPOSED CHANGE	AMENDED BUDGET	ACTUAL REVENUES	OVER/ (UNDER) PROPOSED	CURRENT BUDGET	PROPOSED CHANGE	AMENDED BUDGET	ACTUAL EXPEND.	BALANCE TO SPEND (OVERSPENT)
* 81819	Council Media Project	CNR	25,000	1,983	26,983	25,000	(1,983)	25,000	1,983	26,983	26,983	0
* 81910	Water Supply Study	CNR	60,000	(2,244)	57,756	60,000	2,244	60,000	(2,244)	57,756	57,756	(0)
81919	Strategic Planning Study	CNR	130,000	20,000	150,000	130,000	(20,000)	130,000	20,000	150,000	104,974	45,026
* 83508	Birch Road ISTEA	Federal & State Grants CNR	572,010 298,440	23,063 (18,559)	595,073 279,881	595,073 298,440	- 18,559	870,450	4,504	874,954	874,954	-
* 83525	Clover Mill Reclaim	Federal & State Grants Town Aid Road CNR	110,800 15,000 18,400	26,211 - 15,264	137,011 15,000 33,664	137,011 15,000 18,400	0 - (15,264)	144,200	41,475	185,675	185,675	(0)
* 84120	MDP Revitalization & Enhancement	Federal & State Grants Other	640,000 -	9,000 -	640,000 9,000	640,000 -	- (9,000)	640,000	9,000	649,000	649,000	-
84128	STEAP 3 (DECD)	Federal & State Grants	-	200,000	200,000	-	(200,000)	-	200,000	200,000	-	200,000
84130	Bus Facility Program (FTA)	Federal & State Grants	-	4,940,000	4,940,000	-	(4,940,000)	-	4,940,000	4,940,000	-	4,940,000
* 84212	ADA Compliance	Federal & State Grants CNR	25,000 1,300	(5,304) 2,958	19,696 4,258	19,696 1,300	- (2,958)	26,300	(2,346)	23,954	23,954	0
* 84217	Library Repairs	CNR	10,000	(976)	9,024	10,000	976	10,000	(976)	9,024	9,024	(0)
* 84803	Senior Center Equipment		30,000		30,000		(30,000)	30,000		30,000	30,000	-
85104	Lions Club Park	Other CNR	61,000 502,000	3,000	64,000 502,000	64,000 502,000	- -	563,000	3,000	566,000	562,422	13,578
85105	Open Space	Federal & State Grants CNR Bonds	236,000 1,907,855 1,000,000	225,534	461,534 1,907,855 1,000,000	461,534 1,907,855 1,000,000	- - -	3,143,855	225,534	3,369,389	3,158,549	210,840
* 85801	Community Center	Bonds CNR	2,500,000 5,350,440		2,500,000 5,350,440	2,500,000 5,350,440	- -	7,850,440		7,850,440	7,850,440	-
* 85803	Community Center Walking Track	Other CNR	277,618 -	(27,618) 27,618	250,000 27,618	250,000 -	- (27,618)	277,618	-	277,618	277,618	-
* 85807	Community Center Air Conditioning	Bonds	200,000	(30,845)	169,155	-	(169,155)	200,000	(30,845)	169,155	169,155	0
* 85829	Southeast Park Playscape	Other CNR General Fund - Board	40,000 20,000 25,500	5,668 1,580 -	45,668 21,580 25,500	45,668 20,000 25,500	- (1,580) -	85,500	7,248	92,748	92,748	-
			\$ 14,056,363	\$ 5,416,332	\$19,472,695	\$14,076,917	\$(5,395,778)	\$14,056,363	\$5,416,332	\$19,472,696	\$14,063,251	\$ 5,409,445

* Projects to be closed

Recap of Funding Changes:	CNR	\$ 47,624
	Other	(9,950)
	Federal & State Grants	5,409,504
	Bonds	(30,845)
		\$ 5,416,332

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matthew Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager
Date: October 25, 2010
Re: Classification of Budget Analyst and Accounting Manager Positions

Subject Matter/Background

Upon reviewing and assessing the needs of the Finance Department, management has developed a reorganization of staff. We intend to replace an existing accountant position with a budget analyst position and the controller/treasurer position with an accounting manager position. Both the budget analyst and accounting manager would report directly to the Finance Director. The budget analyst would have significant responsibilities for the operating and capital budget process – both budget development and monitoring – for the Town, Board, Region, health district and other entities supported by the Department of Finance. The accounting manager position would be responsible for overseeing the Accounting and Disbursements Division of Finance. The other two divisions – Assessment and Revenue Collection - currently have staff members directing the work of those divisions.

Class Description

Attached please find the job descriptions for the budget analyst and accounting manager positions. I believe that the descriptions accurately reflect the essential functions and duties for the positions, and identify the qualifications that the employees must possess.

Pay Grade

To determine where the positions should be assigned within the Town's classification and pay plan, Springsted's Class Evaluation System was used. The system consists of a point factor system, which the rater uses to evaluate a position according to nine job factors. The rater then combines the individual job factor scores to produce an overall position score. The rater compares the position against internal and external "benchmark" positions to determine the pay grade for the new position.

As indicated in the attached analysis, the positions have been scored as follows:

Recommended Pay Grade for Budget Analyst

Title	Grade	Total
Budget Analyst	18	350

Internal Benchmark Positions for Budget Analyst

Accountant	15	275
Librarian	18	375
Network Administrator	18	385

Staff recommends that the Town Council set the pay grade for the budget analyst position at grade 18 of the town administrators pay plan, with a salary range of \$49,914 - \$64,895.

Recommended Pay Grade for Accounting Manager

Title	Grade	Total
Accounting Manager-Treasurer	21	440

Internal Benchmark Positions for Accounting Mgr.

Collector of Revenue	P/T	440
Town Assessor	P/T	540
Town Clerk	22	460
Superintendent of Public Works	31	472
Assistant to Town Manager	22	500
Assistant Director Parks and Recreation	22	545
Fire Marshal/Emergency Mgmt. Director	23	575

Staff recommends that the Town Council set the pay grade for the accounting manager position at grade 21 of the town administrators pay plan, with a salary range of \$57,843 - \$75,163.

Financial Impact

The planned reorganization is essentially cost neutral (we anticipate a small savings of approximately \$1,000). The budget analyst position at grade 18 would replace one accountant position at grade 15, or three grades higher. The accounting manager position at grade 21 would replace the controller-treasurer position at grade 24, or three grades lower.

Recommendation

Based upon this analysis we recommend that the Council classify the budget analyst position at grade 18 and the accounting manager position at grade 21 of the town administrators (non-union) pay plan.

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

Move, effective October 25, 2010, to set the pay grade for the budget analyst position at grade 18 and the accounting manager position at grade 21 of the town administrators pay plan.

Attachments

- 1) Budget Analyst - Proposed job description and pay grade analysis
- 2) Accounting Manager - Proposed job description and pay grade analysis

Town of Mansfield
 Classification and Pay Plan
 Pay Grade for Budget Analyst

Title	Grade	Skill	Training	Experience	Level	HR	Physical	Conditions	Independ	Impact	Supervision	Total
Budget Analyst	18	5	80	40	60	40	0	0	50	80	0	350

Accountant	15	5	80	40	45	10	0	0	50	50	0	275
Librarian	18	5	120	40	60	30	10	0	50	50	15	375
Network Administrator	18	5	80	80	80	15	10	0	60	60	0	385

Recommendation:
 Budget Analyst, NU GR 18, Salary Range \$49,914 - \$64,895

**TOWN OF MANSFIELD
POSITION DESCRIPTION**

Class Title: Budget Analyst
Group: Town Administrators
Pay Grade: Town Administrators Grade 18
FLSA: Exempt
Effective Date: October 25, 2010

General Description/Definition of Work

This position performs responsible professional analytical work in identifying, defining, analyzing and recommending solutions to a variety of management, organization and/or budgetary issues of municipal operations as well as related work as required. Duties include preparing, reviewing, analyzing, monitoring, and maintaining budget records; assisting in development and implementation of the capital improvement program; and conducting program evaluation studies that make recommendations for improvements to programs and services. Work is performed under regular supervision. Position reports to the Finance Director.

Essential Job Functions/Typical Tasks

- Participates in all phases of budget preparation; reviews and analyzes departmental budget requests; makes expenditure recommendations; confirms organizational charts and personnel schedules; conducts site visits; assists in the preparation of mission statements, goals, objectives and service levels; prepares assigned components of budget document.
- Meets with department personnel to discuss budget issues; assists with review of fee increases and development of revenue projections; calculates cost allocations of service levels, assists with development of presentations.
- Monitors assigned departmental budgets throughout the year; participates in preparation of status reports; reviews, investigates and approves budget related forms; assists in the preparation of correspondence pertaining to budgetary matters.
- Assists with various aspects of development and implementation of the capital improvement program budget process.
- Monitors contracts and provides analytical review of associated programs, project goals and objectives for compliance.
- Assists with monitoring grant funded programs and agencies; assists with analytical review of grant funded programs/agencies and associated goals and objectives.
- Conducts program evaluation studies that may include, but not limited to, cost/benefit analysis, performance assessment, and statistical analysis. Makes recommendations for improvements to programs and services.
- Assists with updating short-range and long-range financial/management plans.
- Prepares and presents data in a coherent oral, written or graphic manner; may perform analysis using computer software applications.
- Provides assistance with financial closings, accounting and disbursements as required.
- Attends meetings as required.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

- General knowledge of governmental accounting and budgeting principles, rules and regulations; general knowledge of accounting terminology, methods, procedures and equipment.
- General knowledge of principles and procedures of financial record keeping and reporting.
- Ability to research and analyze data, programs, and services.

Accountant (cont'd.)

- Ability to understand and follow oral and written directions; ability to establish and follow work procedures.
- Ability to post accounts and to perform mathematical computations with speed and accuracy; ability to prepare complete and accurate reports from various accounting data; ability to analyze reporting data and make recommendations; ability to verify accounting documents and forms for accuracy and completeness.
- Ability to understand and apply laws and established policies to the maintenance of financial records.
- Skill in the use of a variety of office machines; ability to operate computers including some knowledge of applicable software packages.
- Ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Graduation from an accredited college or university with major course work in accounting, business, finance, public administration or related field required. Master's degree in public administration preferred. Experience in budgeting and/or researching and evaluating programs and services required. Consideration may be given to equivalent experience and training such as graduate level course work in a related field.

Physical Demands and Work Environment:

(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects.
- Work requires fingering, grasping, and repetitive motions
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Worker is not subject to adverse environmental conditions.

Special Requirements:

Valid Connecticut driver's license required.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved by: _____
Matthew W. Hart, Town Manager

Date: _____

Town of Mansfield
 Classification and Pay Plan
 Pay Grade for Accounting Manager - Treasurer

Title	Grade	Skill	Training	Experience	Level	HR	Physical	Conditions	Independ	Impact	Supervision	Total
Accounting Manager-Treasurer	21	5	80	80	80	30	0	0	80	80	10	440

Collector of Revenue	P/T	5	80	80	60	50	0	0	80	80	10	440
Town Assessor	P/T	5	80	120	80	65	10	5	90	80	10	540
Town Clerk	22	5	80	120	80	30	0	0	80	60	10	460
Superintendent of Public Works	31	5	40	100	80	30	10	0	80	80	52	472
Assistant to Town Manager	22	5	120	80	80	50	0	0	80	80	10	500
Assistant Director Parks and Recreation	22	5	80	80	80	60	10	10	70	80	75	545
Fire Marshal/Emergency Mgmt. Director	23	5	80	120	80	50	20	15	100	100	10	575

Note: GR 31 for Public Works Superintendent is because position is a 40 hr/wk position

Recommendation:
 Accounting Manager/Treasurer, NU GR 21, Salary Range \$57,843 - \$75,163

**TOWN OF MANSFIELD
POSITION DESCRIPTION**

Class Title: Accounting Manager - Treasurer
Group: Town Administrators
Pay Grade: Town Administrators Grade 21
FLSA: Exempt
Effective Date: October 25, 2010

General Description/Definition of Work

This position performs difficult professional and administrative work planning, organizing and directing the accounting and disbursements division as well as related work as required. Duties include planning, organizing and directing accounting, payroll and treasury activities; ensuring that all regulations and procedures are followed; and maintaining appropriate records and files. Work is performed under general supervision. Supervision is exercised over all division personnel. Position reports to the Director of Finance.

Essential Job Functions/Typical Tasks

- Coordinates, assigns and oversees workload for accounting and disbursements division staff; selects, trains, motivates, evaluates and disciplines staff as required; approves timesheets and paid time off.
- Coordinates the annual financial audit, including the preparation of schedules, documentation and questionnaires for the auditors; oversees the preparation of the Comprehensive Annual Financial Report.
- Coordinates and prepares Quarterly Financial Reports which include balance sheets, changes in fund balance, current year actual data and current year estimates.
- Coordinates and processes month-end and annual fiscal year closings; rolls adopted budget into GL and balances; prepares routine and year-end adjusting journal entries and budget adjustments.
- Calculates monthly health insurance contributions and monitors self insurance fund.
- Oversees reconciliation of all cash and investment accounts.
- Calculates daily cash balances and authorizes investment transfers; signs and authorizes manual checks.
- Maintains ETreasury system and all wire transfer and ACH transfer details; maintains grant accounting records and completes quarterly financial reports and payment requests.
- Reviews and approves all payroll tax reporting for all entities; calculates personal auto usage and group term life insurance taxable wage adjustments for payroll.
- Administers the purchasing card system
- Documents procedures and ensures good internal controls.
- Manages fixed asset accounting.
- Assists in preparing reports to meet grant and intergovernmental requirements.
- Provides assistance with the operating and capital budgeting processes as required.
- Attends meetings as required.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

- Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of governmental accounting; thorough knowledge of the principles and practices of a municipal purchasing system; thorough knowledge of the practices, methods and laws relating to municipal bond financing.
- Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports.
- Ability to plan, organize, direct and evaluate the work of subordinate employees.

Accounting Manager (Treasurer) (cont'd.)

- Ability to communicate complex ideas, both orally and in writing.
- Ability to establish and maintain effective working relationships with Town officials, other governmental officials and associates.

Education and Experience:

Graduation from an accredited college or university with major course work in accounting or related field and extensive progressively responsible experience in public finance administration. Consideration may be given to equivalent experience and training.

Physical Demands and Work Environment:

(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects.
- Work requires fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Worker is not subject to adverse environmental conditions.

Special Requirements:

None.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved by: _____
Matthew W. Hart, Town Manager

Date: _____

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TOWN OF MANSFIELD
Energy Education Team
Minutes of the Meeting
September 28, 2010

Present: Britton (chair), Nash, Spurlock, Hoyle, Walton (staff)

The meeting began at 7:11 p.m.

The minutes from the August 17, 2010 meeting were reviewed and accepted.

Walton reported that at the September 22, 2010 meeting the sustainability committee began comparing fiscal year 2008, 2009 and 2010 municipal energy data.

The team discussed the prizes proposed by the \$500 Energy Challenge winners. For Elizabeth Robinson the team generally agreed on using the money for a ductless heat pump system or ceiling fans and an energy star rated air conditioner; for the Methodist Church parsonage, the committee liked the idea of purchasing insulated curtains for the sunroom/den and for the Santasiere household the committee was amenable to the purchase of a water barrel and a ceiling fan. Walton will contact the winners and discuss the purchases. Once the prizes are purchased, the Chronicle, Neighbors Newspaper and Reminder News will be contacted to publicize the Town's and participants' efforts.

Walton reported that the addition of four more kilowatts to the EO Smith High School rooftop photovoltaic system should be completed by the end of January 2011.

Walton distributed "Hang Out With Us" flyers. Nash, Walton and possibly Hoyle will promote this at the October 2, 2010 Storrs Farmers Market. Posters will be hung at the Willimantic Co-op and Mansfield Center General Store by Nash; the Mansfield library, Grand Union and Mansfield Supply by Britton; and laundromats and Big Y by Spurlock. Milius is arranging for help on Saturday, October 9, 2010 at the Community Center and Storrs Farmer's Market.

Hoyle stated that on November 21, 2010 the Interreligious Eco-Justice group will be awarding churches that did an exceptional job of reducing energy as a result of the "This Old House of Worship" energy audit training. Hoyle will be going to the presentation, and would be happy to carpool.

Hoyle reported "Beyond Transforming Our Communities for the 21st Century," a program focused on how communities can transition off of fossil fuels, will be held in Hamden on October 24, 2010.

Walton reported that EO Smith High School will be holding a Climate Change teach-in October 19 through 22nd. The Town has been invited to present what the municipality is doing to address climate change. Hoyle offered to help with the presentation.

Walton reported that through a contract with DCS Energy Solar the Town is working on getting six small photovoltaic systems installed on the following municipal buildings - 3 kW on the Old Town Hall, 8kW on the Senior Center, 4.5 kW on the Library, 4.5 kW on Firehouse 107, 6 kW on Firehouse 307 and 9.8 kW on the Middle School – for a total of 35.8 kW.

The next meeting is scheduled for October 19, 2010.

The meeting was adjourned at 8:21 pm.

Respectfully Submitted,

Virginia Walton
Recycling/Refuse Coordinator

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

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, AUGUST 26, 2010

MINUTES

Present: Michael Allison, Harry Birkenruth, Tom Callahan (by phone), Mark Hammond, and Frank Vasington

Staff: Cynthia van Zelm

Guest: Howard Kaufman with LeylandAlliance (by phone)

1. Call to Order

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

2. Approval of Minutes from July 22, 2010

Frank Vasington made a motion to approve the July 22, 2010 minutes. Harry Birkenruth seconded the motion. The motion was approved unanimously.

3. Recommendation of Patrick Carino to serve on Finance and Administration Committee

Mr. Birkenruth made a motion to recommend that the Board of Directors appoint Patrick Carino to the Finance and Administration Committee. Mr. Vasington seconded the motion. The motion was approved unanimously.

Mr. Callahan made a motion to go into executive session to review and discuss commercial and financial information provided in confidence by Storrs Center Alliance – CGS 1-200 (6), 1-210(b)(5)(B).

Mr. Birkenruth seconded the motion.

The motion was approved unanimously.

4. Executive Session – Review and discussion of commercial and financial information provided in confidence by Storrs Center Alliance

Present: Committee members Mr. Allison, Mr. Birkenruth, Mr. Callahan, Mr. Hammond, and Mr. Vasington.

Also Present: Ms. van Zelm, and Mr. Kaufman

5. Review of June 30, 2010 Financials

Ms. van Zelm reviewed the end of the year financials with the Committee.

6. Update on Four Corners Sewer and Water Advisory Committee

Ms. van Zelm reported that the Town received 10 responses for design of the sewage pump station at Four Corners. Town staff is reviewing the responses. With respect to the further design of water alternatives, 5 firms have been requested to provide proposals due on September 9. Interviews are planned for September 14.

7. Adjourn

The meeting adjourned at 5:00 pm.

Minutes taken by Cynthia van Zelm

**MANSFIELD DOWNTOWN PARTNERSHIP
MEMBERSHIP DEVELOPMENT COMMITTEE MEETING
Mansfield Downtown Partnership Offices
August 16, 2010
8 AM**

MINUTES

Present: Frank McNabb (Chair), Bruce Clouette, Jim Hintz

Staff: Cynthia van Zelm

1. Call to Order

Frank McNabb called the meeting to order at 8:15 am.

2. Approval of Minutes from June 21, 2010

Bruce Clouette made a motion to approve the June 21, 2010 minutes. Jim Hintz seconded the motion. The minutes were approved unanimously.

3. Review of Last Year's Membership Outreach and Plan for Coming Year/Upcoming Events

Chair Frank McNabb reviewed the list of membership outreach ideas that were pursued in the last year as well as other ideas that had been discussed. He had sent out an e-mail recapping the year to Committee members.

The Committee agreed to not pursue a table or special session on Storrs Center at UConn's Alumni Weekend next year. There were not enough people attending to have such a large presence. The Committee did agree to continue to outreach to alumni. Mr. Clouette said at this point, it is key that alumni receive information; membership may need to wait until construction starts to attract more memberships/interest.

Ms. van Zelm will also follow-up with UConn Alumni Association Executive Director Lisa Lewis on more opportunities with the Alumni Association.

She noted that Partnership Special Projects Coordinator Kathleen Paterson is on an e-mail database to receive reminders about including information on the monthly e-mail updates to alumni send by the Association.

Cynthia van Zelm will follow-up with location of link to Partnership on Lodewick Visitors Center (*done/there is a link*).

Ms. van Zelm will follow-up with David Lindsay to see if he will bring brochures to locations on campus.

Mr. McNabb suggested that the Committee could continue to provide information through Committee member Dennis Heffley to his UConn Economics Department alumni at their alumni weekend in the spring.

Ms. van Zelm will follow-up with Mansfield Director of Human Services Kevin Grunwald on including information on the i-parent network (site has been reconfigured).

Ms. van Zelm will follow-up on sending out additional membership solicitation letters to Mansfield businesses. She said there has been some return on the 75 or so letters that went out.

The Committee also agreed not to pursue a specific outreach attempt to UConn students for membership as the attendance was low.

The Committee will also not pursue stickers on the front of the Reminder directing people to the Partnership and Storrs Center.

The Committee will continue to pursue including information in the Windham Hospital Stafflink newsletter.

Ms. van Zelm will pursue obtaining an updated list of the UConn Deans and ask that they be members (e-mail sent on September 14 to Kathy Slowik in Provost's office to obtain list).

Mr. Clouette suggested that information be placed in the Town's "Senior Sparks." Ms. van Zelm said it has been more difficult to do so because of the limited space but she will pursue with the new Senior Center Director.

Mr. Hintz reiterated pursuing membership from local representatives. Ms. van Zelm will follow-up after the November elections.

Mr. Clouette will talk to UConn Board of Trustee member Fran Archambault about the Board members being members of the Partnership.

Jim Hintz suggested having information about Partnership membership and Storrs Center at the Co-op (*Mr. McNabb has started a dialogue with UConn Co-op General Manager Bill Simpson*).

Mr. Hintz suggested placing information about the Partnership at the Nathan Hale Inn and Conference Center (*done*).

Mr. Hintz said posters put up at UConn have to be timely. He has put up posters on the *Festival on the Green*. Mr. Hintz will see what spaces might be available.

Ms. van Zelm will talk to UConn School of Fine Arts Dean David Woods about whether information can be put out at Jorgensen. Mr. McNabb noted that the largest event is probably the Boston Pops concert in December.

Mr. Clouette suggested that information be included with conference packets that the Bishop Center sends to conference participants. **Ms. van Zelm will pursue with the Bishop Center.**

Mr. Hintz noted that the University is trying to centralize the logistics for conferences at the University. He said that once building begins for Storrs Center, information can be included in conference packets.

Ms. van Zelm will check the Mansfield Library site for organizations to pursue for membership. She said she has been able to solicit members through organizations in the past.

Ms. van Zelm asked if Committee members could staff a table at the Lion's Club's annual fall festival. Ms. van Zelm, Mr. Clouette and Mr. McNabb (*Mr. McNabb will be out of town*) volunteered to staff a table between 12 pm and 3 pm on September 26 at the fall festival.

Ms. van Zelm said she will work with Mansfield Town Manager Matt Hart and Parks and Parks and Rec Director Curt Vincente to find the best date to have a table at the Community Center about the Partnership and Storrs Center.

Mr. Hintz said the Partnership could have a table at the University's fall housing fair.

Ms. van Zelm said she will be attending as many Mansfield school open houses in the fall as possible.

4. Next Meeting

The Committee agreed to meet on Monday, September 20 at 8 am in the Partnership office.

5. Adjourn

The meeting adjourned at 9:00 am.

Minutes taken by Cynthia van Zelm.

**MANSFIELD DOWNTOWN PARTNERSHIP
MEMBERSHIP DEVELOPMENT COMMITTEE MEETING
Mansfield Downtown Partnership Offices
September 20, 2010
8 AM**

MINUTES

Present: Frank McNabb (Chair), Jim Hintz

Staff: Cynthia van Zelm

1. Call to Order

Frank McNabb called the meeting to order at 8:05 am.

2. Approval of Minutes from August 16, 2010

There was no quorum so the minutes were not approved.

3. Lion's Club Fall Festival Presence (Sunday, September 26)

Cynthia van Zelm and Bruce Clouette will staff a table at the Fall Festival.

4. Follow-up on Outreach

Mr. McNabb suggested ascertaining whether the UConn library could be depository for membership brochures.

As follow-up to placing Partnership information at the UConn Co-op, Mr. McNabb said the Bill Simpson, UConn General Manager, thought it might be a good idea to have a table during Family Weekend at UConn (October 9). Mr. McNabb will follow-up with Committee member Dennis Heffley as he and Ms. van Zelm have a conflict that day.

Mr. McNabb suggested that all articles/press releases include a link to Partnership membership information.

Mr. Hintz said i-parent does not exist anymore. He said the group is the Tri-Town Coalition to Reduce Underage Drinking but it may not be as active now in terms of being able to be used as a conduit for Partnership information.

Ms. van Zelm will talk to EO Smith Principal Lou DeLoreto to see if information on the Partnership/Storrs Center can be distributed to students (done).

Mr. Hintz asked about the possibility of doing a Town-wide mailing about Partnership membership. Ms. van Zelm will pursue with the Town staff to determine cost and process (*done*).

Mr. McNabb will talk to Windham Community Hospital CEO Dick Brevnik about placing information in the Hospital StaffLink again.

Ms. van Zelm said she will follow-up with Lisa Lewis at the UConn Alumni Association regarding outreach.

Ms. van Zelm will talk to UConn School of Fine Arts Dean, Dean Woods, about outreach to his fellow deans.

Mr. Hintz suggested utilizing Facebook's advertising to target Mansfield residents for membership. Ms. van Zelm will talk to Kathleen Paterson in the Partnership office.

Ms. van Zelm will follow-up with the new Senior Services Coordinator, Cindy Dainton, about whether we can get an article in Senior Sparks.

Ms. van Zelm will talk to Curt Vincente, Director of Parks and Recreation about the best day to have a table at the Community Center (*left message on October 12*).

Ms. van Zelm will talk to David Evan about having a table again at UConn men's and women's basketball games (*left message on October 12*).

Mr. Hintz said the Partnership can have a table again at the UConn off-campus housing fair which will be November 3 from 11 am to 4 pm. He will follow-up with an invitation.

5. Membership Renewal and Renewal Drive for 10-11

Mr. McNabb suggested that the membership form be changed to reflect that non-voting members receive the Partnership newsletter.

With respect to the membership renewal letter, Mr. McNabb suggested including information on the equity partner for Phases 1A and 1B as well as the press release that went out announcing Education Realty Trust as the equity partner. He suggested that the letter include information about breaking ground in spring 2011.

Jim Hintz said the letter needs to continue to include the advantages of being a member i.e., members receive monthly progress updates.

The Committee suggested that membership run from January to December to coincide with when the membership renewal drive takes place (fall).

Ms. van Zelm will draft a membership letter for review by the Committee with the goal to send it out in mid-October (done).

6. Next Meeting

The Committee agreed to meet on Monday, October 18 at 8 am in the Partnership office.

Mr. McNabb suggested inviting Partnership Board student representative David Lindsay to the next Membership Development Committee meeting (done).

7. Adjourn

The meeting adjourned at 9:10 am.

Minutes taken by Cynthia van Zelm.

Historic District Commission
Minutes
Meeting June 8, 2010

Members Attending: J. McGarrity, D. Spencer, G. Bruhn, I. Atwood
Others Attending: Kay Holt, Dan Britton

The meeting convened at 8:05 p.m.

Dan Britton of Sunlight Solar Energy came before the Commission to discuss possible future installations of solar panels on buildings within historic districts. He has a potential customer in the dentist office in Spring Hill Historic District, and may come before us in 2011. The panels on this non-historic structure would be on the side and back of the hipped roof and would include 13 on the side and 9 on the back, representing a 4kw system. The Commission determined that this will be a new challenge, which should be researched and evaluated on a case by case basis.

Kay Holt presented detailed building plans for removal of a 1980's greenhouse on the back of her home at 563 Storrs Road in Mansfield Centre Historic District. The existing interior French doors will be replaced with exterior wooden French doors, with lights, and a patio and garden will be created. The plans involve the back of the house, which is visible only from Brown's Rd in the winter. The Commission fully supported the project and determined that a public hearing should be set for June 29, at which time the project was unanimously approved.

The minutes of the May meeting were approved.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Gail Bruhn
Chairman

Mansfield Board of Education Meeting
September 16, 2010
Minutes

Attendees: Mark LaPlaca, Chair, Shamim Patwa, Vice-Chair, Chris Kueffner, Secretary, Martha Kelly, Min Lin, Katherine Paulhus, Carrie Silver-Bernstein, Randy Walikonis, Superintendent Fred Baruzzi, Board Clerk, Celeste Griffin

Absent: Holly Matthews

The meeting was called to order at 7:35pm by Mr. LaPlaca.

HEARING FOR VISITORS: None

COMMUNICATIONS: Resignation letter from Chris Kueffner, effective October 1, 2010. Letter from CABA thanking the Board for continuing its membership. Letter from Southeast School MEA representatives thanking the Board for changes in the schedule for the beginning of the school year.

ADDITIONS TO THE PRESENT AGENDA: None

COMMITTEE REPORTS: Goodwin Bequest Committee: Mrs. Kelly presented the two fall Goodwin Bequest Fund Recipients: Olivia Rudd, Maya Rudd, and Mehnaz Madraswalla presented the fleece blankets they made to the Youth Services Department. Mena Curtis discussed her project "Keeping Mansfield Clean and Green. Policy Committee: Ms. Patwa asked members to forward questions regarding Policy revisions to her. She will forward them to the Board attorney for adoption at the October 14, 2010 meeting. Personnel Committee: Ms. Patwa reported negotiations continue with the MEA.

Goals and Objectives: MOTION by Mr. Kueffner, seconded by Mr. Walikonis to adopt the proposed Mansfield Public Schools Board of Education Goals – 2010-2011. VOTE: Unanimous in favor.

2010 Board Meeting Calendar: No changes were made to the meeting calendar.

REPORT OF THE SUPERINTENDENT:

- New Certified Staff: The building principals introduced the new staff for the 2010-2011 school year.
- Books on Bus: Linda Robinson reported on the success of the second year of the program which provided access to library books along the elementary bus routes.
- 2009-2010 4th Quarter Financial Report: Cherie Trahan, Director of Finance, reported the Town ended fiscal year with revenues exceeding expenditures increasing fund balance by \$20,960.
- Budget Transfers 2009-2010: MOTION by Mr. Walikonis, seconded by Ms. Silver-Bernstein to approve the Budget Transfers. VOTE: Unanimous in favor.
- Education Jobs Fund Program: Mr. Baruzzi reported on the funding for this program. Mansfield Public Schools will receive \$390,501 to be spent during the 2010-2011 or 2011-2012 school years to fund education jobs.
- Four Schools Building Project Update: Mr. Baruzzi and Mr. LaPlaca discussed the past and upcoming building project work sessions of the Town Council.
- Summer School 2010: Dr. Leclerc and Mrs. Morell reported on the success of the summer school programs.
- Board Summer Retreat Review/Next Steps: The Board will continue the discussion of 2010-2011 Goals and Objectives.
- 2010-2011 Board Goals and Objectives: Mr. Baruzzi presented the administrators' proposed sample evidence and sample strategies for the goals and objectives.
- Board Fall Retreat with Administrators is September 30, 2010 at 5:30pm in the Buchanan Auditorium.
- School Energy Committees 2010-2011: Mr. Baruzzi reported that the district will continue the school based building committee initiative to maximize staff, student, parent, and community involvement.
- Update on World Language – German and China Exchange: Mr. Cryan reported that 20 7th & 8th graders will be on a three week trip to Sarstedt, Germany. Students from China will be visiting for a week.
- Class Size/Enrollment: The first three days enrollment chart was distributed to the Board.

NEW BUSINESS: None

CONSENT AGENDA: MOTION by Mrs. Paulhus, seconded Ms. Patwa that the following items for the Board of Education meeting of September 16, 2010 be approved or received for the record: VOTE: Unanimous in favor.

That the Mansfield Public Schools Board of Education approves the minutes of the June 10, 2010 Board meetings.

That the Mansfield Public Schools Board of Education approves the employment of Phyllis Bain, Kathleen English, Patricia Hamlin, Diane Jobes, Melissa Silvernail, Hope Zettwoch at Mansfield Middle School; Jennifer Hill, Angela Mann, Madelyn Williams at Goodwin School; Barbara Zirakzadeh at Southeast; and Debra Drew and Kimberly Gilmore at Vinton School.

That the Mansfield Public Schools Board of Education approves the request of Katherine Harbec, teacher Vinton School, for unpaid childrearing leave through February 11, 2011

HEARING FOR VISITORS: None

Ms. Patwa left at 10:00pm

SUGGESTIONS FOR FUTURE AGENDA: Mrs. Kelly would like to discuss international trips. Mr. Baruzzi reported that there will be a Food Service Program update in October.

MOTION by Mrs. Kelly, seconded by Ms. Lin to adjourn at 10:06pm. **VOTE:** Unanimous in favor.

Respectfully submitted,

Celeste Griffin, Board Clerk

**Town of Mansfield
Public Safety Committee
July 14, 2010
Audrey Beck Municipal Building, Council Chambers**

Minutes

Members Present: A. Barberet, Maj. R. Blicher, C. Paulhus, Warden M. Rinaldi, Lt. W. Solenski, W. Stauder
(Chair), S. Thomas
Staff Present: Maria Capriola (Town), Deputy Warden Sondra Montesi (DOC)

I. Call to Order

The meeting was called to order at 3:00pm

II. Minutes of 4/14/10

The minutes of 4/14/10 were moved by Ms. Barberet, seconded by Lt. Solenski, and approved unanimously as presented.

III. Warden's Report and Discussion

Warden Rinaldi provided an update on the population. Currently there are 1,002 inmates. The Committee reviewed the list of offenses. Recreational hours have been extended as daylight hours have increased. Bergin continues to lead the state in GEDs awarded to inmates; 88 GEDs have been awarded year-to-date. More addiction services are being offered; Bergin now has the most diverse addiction services program in the state.

Warden Rinaldi informed the Committee that inmates recently assisted with the Ashford Library Book sale and door installation in the dorms at UCONN. Major Blicher/UCONN Police Department was not notified about the inmates working on campus. Major Blicher objects to the process of having inmates work on UCONN property at all. He places no fault on the Warden; he stated that he believes that the purpose of the Committee is for communication purposes between the stakeholders and talking through issues such as this. The Major and Warden agreed to discuss the matter further and will follow-up on this. The Committee then discussed the process for how inmates are cleared for outside work details. The thorough process includes review at various levels such as the Security Risk Group, Deputy Warden, and Warden.

IV. Chairperson's Report

Community Notification Test. By consensus the Committee agreed to conduct a community notification system test August 18, 2010. A letter will be sent to residents and businesses on the notification list.

Bergin Open House. Ms. Stauder reminded the Committee of the open house for local officials at Bergin on July 21st. Ms. Capriola agreed to send a reminder on the Committee's behalf to the Town Council.

V. Communications

The Committee reviewed the memorandum from the Committee on Committees regarding communicating Town positions.

VI. Public Comment

None.

VII. Adjournment

Mr. Paulhus moved, and Lt. Solenski seconded to adjourn the meeting. The meeting adjourned at 3:30pm.

Respectfully Submitted,
Maria Capriola, M.P.A., Assistant to Town Manager

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

Tuesday, June 15, 2010

MINUTES

Members: Steve Bacon, Laurie Best, Chris Kueffner, Frank McNabb, Ruth Moynihan, Karin Randolph, and Pene Williams

Staff: Cynthia van Zelm and Kathleen Paterson

Guests: Pat Ferrigno, Meg Reich, Ken Rawn, and Carl Schaefer from the Four Corners Sewer and Water Advisory Committee and Lon Hultgren, Town Director of Public Works and staff to Four Corners Sewer and Water Advisory Committee

1. Call to Order

Steve Bacon called the meeting to order at 5:04 pm. Attendees introduced themselves.

2. Public Comment

There was no public comment.

3. Approval of Minutes

Ruth Moynihan moved to approve the Minutes from April 20, 2010. Karin Randolph seconded the motion. The Minutes were approved with abstentions from Mr. Bacon and Laurie Best.

4. Update and Presentation from the Mansfield Four Corners Sewer and Water Advisory Committee on *draft* Design Guidelines

Mr. Bacon introduced the topic by saying that Pat Ferrigno and Ken Rawn had been part of a subcommittee of the Four Corners charged with reviewing possible design guidelines at the Four Corners area.

Mr. Bacon referred to the draft memo the subcommittee had drafted and was e-mailed to the Planning and Design Committee prior to the meeting.

Mr. Bacon said because the Planning and Design Committee had developed design guidelines as part of the Storrs Center Special Design District, the Four Corners

Committee thought it might be helpful to review its draft design guidelines with the Planning and Design Committee.

Lon Hultgren said the draft memo included input from Mansfield Planning Director Greg Padick and the design guidelines will need Planning and Zoning Commission approval. The guidelines are not designed to be as detailed as the Storrs Center guidelines but it was felt that some type of design guidelines are needed for Four Corners.

Mr. Rawn requested input from the Committee. Mr. Ferrigno noted that the abundance of property owners at Four Corners makes the process of managing design different than Storrs Center.

Chris Kueffner said he liked the idea of placing new buildings at Four Corners close to the street. Was mixed-use discussed? Mr. Ferrigno said the market would dictate what might be developed. Mr. Hultgren noted that the area is not zoned for residential at this time. As a member of the Planning and Zoning Commission, Mr. Rawn said the Commission is open to residential. Meg Reich encouraged mixed-use to be included as a potential use in the guidelines if that is a possibility.

The Committee and Four Corners Committee representatives discussed the fact that environmental concerns has prompted looking at establishing water and sewer at Four Corners. Mr. Ferrigno said there is some septic system contamination and that is why the CT Department of Environmental Protection has required the Town to develop a plan for the area to address wastewater concerns. Mr. Hultgren said sewer issues prompted the work on Four Corners but the area also has some water contamination issues. Furthermore, the area will have limited development without access to a water system.

Mr. Hultgren said a Town Meeting will be held on June 28 for approval on bonding the design of a sewage pump system and further work on options for water.

Mr. Ferrigno said the intention is for the guidelines to allow Four Corners development to be aesthetically pleasing and blend with other projects including Storrs Center. He believes developers will want to follow the guidelines to have pride in their development.

The Committee agreed with the draft proposal to limit curb cuts.

Mr. Bacon asked about the process with respect to following the guidelines. Mr. Hultgren said the Planning and Zoning Commission will be responsible for requesting that developers follow the guidelines. It will not be a Four Corners Committee responsibility.

Mr. Bacon said that Four Corners has similar land restrictions as Storrs Center in that buildings may have to go up in height. Mr. Ferrigno said that hotels that have approached him in the past have been willing to go up 4 to 5 stories. Ms. Reich said

that she did not believe that 4 stories was a detriment; her concern was providing enough parking on a restrained site(s).

Mr. Bacon asked if the Four Corners Committee had considered shared parking as a way to maximize space. Mr. Bacon said because it assumes different uses for parking at different times, smaller number of spaces are needed. Mr. Hultgren thought this would be a good option to consider.

Mr. Ferrigno said that parking lots would be contiguous to cut down on curb cuts.

Mr. Bacon thought taller buildings may encourage multiple uses in a single structure.

Mr. Bacon said he thought Four Corners may become more pedestrian-oriented than it is now. It is currently not very friendly to pedestrians given the intersection, speed and passing lane configuration. Ms. Reich said she wants to encourage bus stops at Four Corners.

Ms. Reich suggested adding to the draft design guidelines memo the need to coordinate with the University on gateway issues. She also suggested coordinating with the Downtown Partnership on these issues.

Ruth Moynihan asked about sidewalks at Four Corners. Mr. Hultgren said that sidewalks have been discussed in the area with the Town Transportation Advisory Committee but other areas of town were given higher priority because of the number of walkers or bikers. He did say their list of future projects does include a sidewalk from the Four Corners intersection to Timber Drive.

Mr. Bacon asked if the Four Corners has discussed possibilities at the intersection with the CT Department of Transportation (CDOT). Mr. Rawn that the Committee has not approached CDOT but it will contact the agency. Mr. Bacon asked if a roundabout had been considered for Four Corners? Mr. Ferrigno and Mr. Hultgren acknowledged that there is debate about whether a roundabout is pedestrian-friendly. Mr. Hultgren said regardless of whether a roundabout was ever built, pedestrian safety can be improved at Four Corners.

Pene Williams encouraged the Four Corners Committee and the Planning and Design Committee to look at gateways at other colleges and universities. Mr. Rawn and Mr. Ferrigno said gateway elements would include lighting and signage.

Mr. Hultgren suggested talking to UConn's planning department re: coordination on gateway issues before the Four Corners Committee approaches the Planning and Zoning Commission.

Ms. Moynihan encouraged the Four Corners to look at a smaller development if access to enough water becomes an issue.

Mr. Kueffner referred to the draft design guidelines memo and said he likes the idea of using the old road behind CVS.

The group discussed the issue of whether pitched roofs might be required. Ms. Reich said the University requires pitched roofs. Ms. Reich said she thought pitched roofs were about one-third more expensive than flat roofs. Mr. Ferrigno said equipment can be housed on flat roofs. Mr. Bacon said he likes the idea of pitched roofs on buildings at Four Corners. Mr. Hultgren said one option was to have screened flat roofs. Mr. Kueffner said pitched roofs add to making an area more aesthetically pleasing.

Carl Schaefer encouraged a meeting with the University soon to discuss their gateway and road plans out to Route 44. Cynthia van Zelm said she thought the road was still in environmental review. She said her understanding is that the University is still planning on some research and development capabilities along the extension of Hillside Road.

5. Update on Storrs Road design and Parking Garage/Intermodal Facility

Ms. van Zelm said the design of Storrs Road was submitted to CDOT about a month ago at its 30 percent review stage. Town staff and its consultant BL Companies are waiting for CDOT comments.

Ms. van Zelm said two Requests for Qualifications were released for design of the garage and intermodal facility with 14 received for the garage and 7 for the intermodal facility. Five firms sent qualifications for both projects. She said Mr. Hultgren put together two committees to review the proposals and those reviews are underway.

6. Update on Storrs Center

Ms. van Zelm said the April 28 Storrs Center public update summary is on the Partnership's website.

She said the latest businesses to sign Letters of Intent for the first phase in Storrs Center are Insomnia Cookies, and current Storrs business Select Physical Therapy.

Ms. van Zelm said the budget passed with the Town contribution to the Partnership. It has been petitioned to referendum which will be held on June 22 at Town Hall from 6 am to 8 pm.

Frank McNabb asked about the status of the Publications building. Ms. van Zelm said she is waiting for the investigations report from BL Companies.

7. Topics for Next Meeting (update from Mansfield Advocates for Children) and Set Meeting Date

Steve Bacon said the next meeting will be August 17 at 5 pm. Ms. van Zelm said that representatives from the Mansfield Advocates for Children will be back to share a

comprehensive list of possible kid-friendly play structures and programming ideas for Storrs Center.

8. Adjourn

The Committee adjourned at 6:45 pm.

MINUTES

Mansfield Advisory Committee on Persons with Disabilities

Regular Meeting - Tuesday June 22, 2010

2:30 PM - Conference Room B - Audrey P. Beck Building

I. Recording Attendance

Present: K. Grunwald (staff), W. Gibbs (Chair), C.

Colon-Semenza, J. Blanshard, J. Tanner

Regrets: F. Goetz, J. Sidney, KA Easley

II. Approval of Minutes: the minutes for the May 25, 2010 meeting were approved as written.

III. New Business

- a. "Good Citizen" Recognition: K. Grunwald distributed a press release announcing "Good Citizen" recognition of two businesses that added new signs to indicate the amount of fines for handicapped parking. This was approved with some minor modifications. We will send a letter and certificate to the businesses. It was agreed that we should do this type of recognition on a regular basis. C. Colon-Semenza suggested that we recognize TJ Maxx in September for their installation of an automatic door opener.

- b. Know Your Towns Fair (Sept. 11): Discussion re: whether or not the Committee wants to have a table or an activity for the event. Some review of whether or not activities that simulate disabilities are effective, and how to get people to participate. C. Colon-Semenza talked about a presentation that she recently did at her son's kindergarten class. Some questions about what the potential benefits are of doing this; could this address the isolation that some people with disabilities experience? The suggestion was made that it could be helpful to use this event focus on the needs of families with young children with disabilities; possibly facilitate ways for these families to connect (voluntary registry). K. Grunwald suggested creating a Q-Send distribution list on the Town's website. W. Gibbs suggested creating a brochure (include mission statement) for the committee; K. Grunwald will send a draft out over the summer, and will reserve a table, create a schedule for coverage for the event.
- c. "Other": none.

IV. Old Business

- a. ADA Grievance Committee: K. Grunwald clarified that the group can get access to outside legal counsel if necessary to address ADA grievance issues if there is a conflict with using the Town's attorney.
- b. Network for parents of children with disabilities: discussed: Members agreed that the goal is to create a parent network and initiate a support group. We will invite Rachel Leclerc from the

Mansfield Board of Education to attend one of our next meetings.

- c. Accessible Parking Fines/Signs: no discussion apart from the "good citizen" recognitions of Cornerstone Group and Hayes Kaufman.
- d. Publicity efforts: Members reviewed the "marketing snippet" that W. Gibbs had created. It was agreed that we will use this and send it out to individuals who are interested in the committee. J. Blanshard will share this with her daughter at the bus company.

C. Colon-Semenza raised the issue of doing a community presentation on disabilities (possibly at the Senior Center). The direction of this presentation needs to be determined: disability rights, basic information, resources, services, advocacy, community forum, etc. We can look at using the Know Your Towns Fair to attempt to determine the direction; consider doing the presentation in early November. Should other organizations and providers be included? Cristina will take the lead on this, but would be looking for other committee members to assist in the presentation.

- e. Status of other accessibility issues previously identified: K. Grunwald reminded members that the program amendment to modify the changing room at the Community Center was approved,

V. Adjournment: The meeting adjourned at 3:35 PM; next meeting September 28, 2010.

TOWN/UNIVERSITY RELATIONS COMMITTEE

Tuesday, September 14, 2010
Audrey Beck Municipal Building
Council Chambers
4:00 pm

Minutes

Present: M. Hart, E. Paterson, J. Hintz, P. Barry, J. Saddlemire, M. Beal, R. Schurin,
C. Paulhus, N. Silander, J. Knecht

Staff: J. Jackman, G. Padick, C. VanZelm, G. Weidemann

1) Meeting called to order at 4:03

2) April 14, 2009 Meeting Minutes

J. Saddlemire moved and J. Hintz seconded to approve the minutes of August 10, 2010 meeting. Passed unanimously.

3) Updates:

a) Spring Weekend 2010. The 2010 UConn Spring Weekend Report that the Committee is charged with preparing has not yet been completed. J. Saddlemire was tasked with being the point person for UConn and J. Jackman was tasked with being the point person for the Town.

i) Committee members discussed the recent changes with X-Lot ownership and use and the potential impacts this may have on Spring Weekend.

b) Mansfield Community Campus Partnership. J. Hintz and N. Silander provided an overview of the MCCP fall community outreach programs.

c) Mansfield Downtown Partnership/Festival on the Green. C. VanZelm and B. Paterson provided an overview of the Festival on the Green.

d) Staff visit to Amherst, MA. M. Hart reported that public safety and code enforcement staff met with their counterparts in Amherst MA to review common issues and to discuss successful practices.

4) UConn Agronomy Farm.

a) Members of the public were given an opportunity to address the committee

i) N. Facchinetti distributed a position summary of the Hill Improvement Association, Storrs Heights Neighborhood and briefed the committee on the neighborhoods concerns in regard to the development of irrigation wells at the Agronomy Farm.

ii) J. Rickards expressed concern with the lack of a liaison and need for a hydrologist who had no connection with the University.

iii) L. Menkel expressed concern that the impacts may extend beyond the Storrs Heights neighborhood.

- iv) G. Weidemann briefed the committee on the history of the irrigation project, steps taken to establish a hydrologic base line and reported that there were no negative impacts from the irrigation project of the summer.
 - v) R. Schurin will address his concerns with UConn staff and report to the committee.
- 5) Fall 2010 Off-campus Activity.
- a) M. Hart provided an overview of the fall 2010 off campus activities (see report of F. Conroy). There have been several large parties at Carriage House Apts and a few parties in neighborhoods that have been problematic. These significant parties/events have been a challenge for the community as they have drawn large numbers of students and quests, which has necessitated a public safety response. This has resulted in public safety resources being committed at the parties/events and resulted in coverage issues in the balance of the Town.
 - b) Members discussed the behaviors of the property owners, actions they have taken or not taken to mitigate the parties/events, and the inappropriate behaviors of the students and quests at these parties/events.
- 6) Other Business/Announcements. None.
- 7) Communications.
- a) UConn Emergency Alert System. Committee members would like to see this as an October agenda item for discussion.
 - b) G. Weidemann re: Agronomy Farm. Committee members would like to see this as a November agenda item for discussion.
 - c) F. Conroy re: UConn – Back to School. Committee members would like to see this as an October agenda item for discussion.
- 8) Opportunity for Public to Address the Committee.
- a) M. Sikoski expressed concern with pedestrian traffic on Storrs Road (Moulton Road to Four Corners).
- 9) Adjournment. The meeting adjourned at 5:48 PM

Respectfully Submitted,

John Jackman, Emergency Management Director, Town of Mansfield

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF SEPTEMBER 20, 2010

Members Present: W. Ryan, C. Schaefer, D. Keane

Council Members Present: none

Staff Present: M. Hart, C. Trahan

Guests: none

Meeting called to order at 6:00pm.

1. Minutes from 08/09/10 meeting approved as presented
2. The Committee reviewed the financial statements as of June 30, 2010. While General Fund revenues received were under budget, expenditures were also under budget. Preliminary results show an increase to fund balance of \$20,960. Cherie Trahan reviewed the yearend results for all funds & answered questions regarding the financial statements. The Committee requested clarification on recycling fees and Mansfield tipping fees included in the Solid Waste Fund. Cherie will provide more information at the next meeting.
3. The Committee reviewed the proposed yearend budget transfers. Included in the transfers is an increase to the Transfer to the CNR Fund of \$285,000. The Board of Education already approved a transfer to the CNR Fund in the amount of \$85,000. With these combined transfers, we are able to end the fiscal year with a positive fund balance in the CNR Fund. This is significant in light of the fact that the Pequot/Mohegan grant was \$473,000 less than originally budgeted.
4. Other Business – Cherie reviewed the proposed staffing for the Finance Department in light of the resignation of the Controller. Job Descriptions for a Budget Analyst (upgrade to an Accountant position) and an Accounting Manager along with proposed pay scales will be presented to the Personnel Committee for review.
5. Future agenda items to include – revaluation consulting services; compensatory time analysis and the conveyance tax/foreclosure question raised by Carl. Proposed Capital Improvement Projects adjustments will be presented to the Committee at its October, 2010 meeting.
6. Adjournment. The meeting adjourned at 6:45pm.

Motions:

Motion was made to accept the August 9, 2010 minutes by Carl Schaefer. Seconded by Denise Keane. Motion so passed.

Motion was made to recommend that the Town Council accept the Financial Statements as of June 30, 2010 by Denise Keane. Seconded by Carl Schaefer. Motion so passed.

Motion was made to recommend that the Town Council approve the yearend transfers as presented by Carl Schaefer. Seconded by Denise Keane. Motion so passed.

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Motion to adjourn.

Respectfully Submitted,
Cherie Trahan
Director of Finance



MINUTES
MANSFIELD ADVOCATES FOR CHILDREN
 Wednesday, September 1, 2010
 6:00-8:00 PM
 Council Chambers- Town Hall

PRESENT: K. Grunwald (staff), J. Higham, S. Baxter (staff), E. Gresh (staff), J. Goldman, J. Stoughton (co-chair), G. Bent (co-chair), C. Guerreri, V. Fry, L. Dahn, M. LaPlaca, MJ Newman, L. Young, P. Braithwaite, J. Suedmeyer (United Way), R. Leclerc (staff), A. Bloom
REGRETS: L. Holle, D. McLaughlin, S. Daley, K. Paulhus

TOPIC	DISCUSSION	OUTCOME/ ACTIONS
<p>Actions needed and Announcements</p>	<p>-Welcome: G. Bent called the meeting to order at 6:08 PM and introduced new MAC member Mark LaPlaca.</p> <p>-Adopt minutes of August 4, 2010</p> <p>-Announcements: Form created for the Monthly Financial Report was distributed as negotiated with the United Way. This report will be provided to members monthly. A budget revision has also been done.</p> <p>G. Bent asked for members to indicate where they would like to spend their time at the following <u>Local Events</u>:</p> <p>Know Your Towns Fair 9/11/10: no volunteers. Festival on the Green (MJ Newman has developed an interactive game for children) 9/12: recommendation that this is the best event for MAC's involvement.</p> <p>Farm to Table Event 9/28/10: G. Bent reported that the Executive Committee decided that MAC will not provide funding for the event but will provide volunteers. K. Grunwald encouraged members to obtain tickets early if they are interested in attending.</p> <p>UConn Work Life Expo 10/7/10 9:00-3:00PM – G. Bent asked if MAC could partner with other Early Care</p>	<p>Minutes were adopted as written.</p> <p>Decided that we will not have a table at Know Your Towns Fair. Contact Gloria or Sandy if interested in volunteering for the Festival.</p> <p>Contact Gloria or Sandy if you are interested in volunteering.</p> <p>Materials will be provided to the</p>

	providers at their table; provide handouts. J. Goldman questioned whether or not there is value in attending.	Centers for distribution.
Ice Breaker	Group Exercise: K. Grunwald led the group in an exercise based on Appreciative Inquiry: "Think about a time when you felt totally engaged and aligned with the work of MAC."	
Decision Making –Self Assessment	<p>MAC Decision Making –Community Decision Making Model: J. Stoughton reviewed results of the self-assessment and explained the Graustein model for community decision making. The model for a collaborative is not necessarily hierarchical: provides an opportunity for members of a community to work together to achieve results. Responsibility for decision-making should emanate from the collaborative, although the group may decide to pass the responsibility on so that something can happen at an executive level. Teams also have a responsibility to decide when decisions need to be moved, and communication with the larger collaborative is critical for this. Trust is also important in this process in terms of trusting that Team Leaders represent the group effectively at the Executive Council. C. Guerreri added that the organizational chart is a good reminder that we are not a hierarchy, but the collaborative is at the core. We also need to accept that not all decisions need to be made by the collaborative. While consensus is a preferred way of operating, we can get bogged down when there is a lot of disagreement. The responsibility of the Chairs is to make sure that decisions don't languish, but that there is some action that is taken. A. Bloom clarified that in the self-assessment tool the answers for decision-making were reversed in terms of the rating scale, and the responses were actually very positive. MJ Newman said that the Executive Council did understand this, but this was not reflected in the analysis. J. Higham clarified that the topic was already on the table, which is why the Council wanted to introduce a model for decision-making. S. Baxter asked that individual members work through team leaders if they feel that the discussion has ended prematurely. Questions to Team Leaders if time runs out</p>	Team Members see that any further questions are communicated to their team leader if time runs out in the larger MAC group to discuss a decision.
MOA's	MOA's What's comes before and how to develop one Make Action Plans detailed	Discussed at last month's meeting.

Team Assignments	Work on Action Plans –be specific Story behind the numbers must come first MOAs: does your team have enough; are they specific enough? Team Meetings	Teams need to identify that they have all of the MOA's that they need, and that they are specific enough.
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Meeting adjourned to Team Meetings at 6:56 PM.

Respectfully submitted,
Kevin Grunwald

Mansfield Commission on Aging Minutes
9:30 AM – Senior Center
September 13, 2010

PRESENT: T. Quinn (Chair), S. Gordon, A. Holinko, C. Pellegrine, Joan Terry (guest), Tom Rogers, K. Doeg, J. Scottron, J. Quarto, K. Grunwald (staff), C. Dainton (staff), B. Lavoie (staff), Lida Bilokur (guest)
REGRETS: C. Phillips, W. Bigl, M. Thatcher

- I. **Call to Order:** Chair T. Quinn called the meeting to order at 9:30 AM.
- II. **Appointment of Recording Secretary:** K. Grunwald agreed to take minutes for the meeting.
- III. **Acceptance of Minutes:** The minutes of the **June 14** meeting were accepted as written, noting that K. Grunwald was not present.
- IV. **Correspondence – Chair and Staff:** none.
- V. **New Business**
 - A. **Report of Nominating Committee:** C. Phillips, chair of the committee, was not present. J. Quarto reported that Don Nolan has agreed to serve as a member of the Commission to replace Carol Phillips. Appointment approved unanimously. Ken Doeg's position still needs to be filled. T. Quinn thanked him for his service to the Commission.
 - B. **Committee Goals/Plans for 2010/2011:**

The following are the goals for the current year:

 - Ensure that the needs of seniors continue to be represented in the Town's strategic planning initiative.
 - Implement recommendations from the long-range plan, focusing on the priority issues of transportation, information dissemination, senior center space needs, and access to public meetings.
 - Promote the development of a new Senior Center as a future initiative for the Town Council to consider.

C. Pellegrine sees these as ongoing goals. J. Quarto reported that she has been involved with a sub-committee to look at a new Senior Center, and they reviewed possibly using one of the elementary schools. The decision about a new elementary school needs to be decided before that option can proceed. K. Doeg feels that the Commission should still be promoting the development of a new Senior Center. The Commission adopted these as continuing goals for this year; will add a goal to complete the update of the Long Range Plan.

C. "Other": none.

VI. **Optional Reports** on Services/Needs of Town Aging Populations

A. Health Care Services

Wellness Center and Wellness Program – B. Lavoie distributed a copy of her report for May-July to give the Commission a sense of the number of clients that she has served and categories of assistance provided. She is facilitating one support group currently for individuals with low vision and would like to offer additional groups, including one for caregivers. A. Holinko expressed interest in that type of group. There will be an announcement in the next issue of Sparks.

B. Social, Recreational and Educational

Senior Center – C. Dainton introduced herself and distributed copies of her report for May-August. She suggested that people take a look at the bulletin boards, which have recently been cleaned up and organized. There is a UConn student interning and a possibility of more.

Senior Center Assoc. – T. Rogers reported that he has been pleased to be working collaboratively with the new Senior Center Coordinator.

C. Housing

Assisted Living Advisory Committee: K. Grunwald provided an update from Masonicare.

Wrights Way: T. Rogers reported that John Adamcik has been in touch with Public Works and is waiting for the bus shelter to be built. J. Quarto asked if the Commission can do anything to move this along? T. Rogers feels that the Commission should just take note at this time.

Juniper Hill: no representative.

Jensen's Park: no report.

Glen Ridge: no report.

D. Related Town and Regional Organizations such as:

Advisory Committee on the Needs of Persons with Disabilities, Senior Resources of Eastern CT: no reports.

VII. **Old Business**

A. Long Range Plan Update: discussion of the update of "At Your Fingertips", which B. Lavoie has taken on as a goal. The suggestion was made to have it available on the town's website along with having a hard copy as well.

B. Volunteer Driver Program Update: J. Quarto reports that the committee has continued to meet on a bi-weekly basis. K. Grunwald added that the Town is attempting to hire a coordinator for this program.

C. Triad (W. Bigl): T. Quinn reported that the Commission has recommended involvement to the Town. K. Grunwald added that there will be a ceremony at the Senior Center on October 20 to introduce the program; all are invited. Triad will

start with a "Yellow Dot" safety program, and will also operate a medication "take back" program following that.

VIII. Opportunity for the Public to Address the Commission

Lida Bilokur reported that she and Joan Terry have volunteered to work with Barbara on updating "At Your Fingertips" and have done some work on that.

IX. Adjournment

Next meeting: Tuesday, October 12, 2010 at 9:30 AM at the Senior Center.
Meeting adjourned at 10:20 AM.

Respectfully submitted,

Kevin Grunwald



Patricia Michalak, MA
Youth Service Bureau Coordinator

**Mansfield YSB Advisory Board
Minutes**

Tuesday, September 14, 2010
12:00PM at Mansfield Town Hall
Conference Room C

Board Members

Present:

Ethel Mantzaris, Chair
Patricia Michalak, YSB Coordinator
Kathleen McNamara, YSB Senior Social Worker
Kevin Grunwald, Director of Human Services
Jay O'Keefe, Parks & Recreation
Jerry Marchon, Police Officer
Sevan Angacian, UConn Ph.D. Candidate
Chuck Leavens, EOS Counselor
Jennifer Abele, EOS Student
Jane Griffin, EOS Student

Absent:

Frank Perrotti, Co-Chair
Eileen Griffin, Social Worker, LCSW
Candace Morrell, Assistant Principal MMS
Teri Hebert, Educational Consultant
Jeff Smith, Resident

Guest:

Matthew Lawrence, MSW social work intern

Proceedings

- I. Meeting called to order at 12:03PM by Chair, Ethel Mantzaris
 - a. Introductions around the table
- II. June 8, 2010 meeting minutes were accepted and approved
- III. Reports:
 - a. Director's Report – Kevin Grunwald
 - i. Quarterly department report:
 1. Health Team is focused on nutrition and active-living for young children; Farm-to-Table Dinner event will take place on 9/28/10 at 5:00PM, 7:00PM will be the keynote address by Dr. David Katz
 2. Town Council Committee on Committees - Will want a representative from YSB
 - b. Coordinator's Report – Patricia Michalak

- i. Jane read thank-you notes from Girls Group members who went to camp
- ii. Great year of Challenge program – Chuck reflected on the experience this year
 - 1. At next month's Advisory Board meeting, we will watch the Challenge DVD
- iii. Freshmen Orientation – great success with good energy; All 51 mentors showed up for the event
- iv. Kathy's new initiative this summer – took at-risk families and created a mother's group evening dinner; will continue this in the year

IV. Old Business:

- a. YSB Regionalization Discussion
 - i. The YSB's including, Coventry, Willington and Ashford will be meeting on 9/20/10
 - ii. Pat posed question about when or how often the YSB's should meet?
 - 1. December and April were posed by Ethel

V. New Business:

- a. COPE presentation
 - i. Sevan discussed her dissertation research with COPE, children's loss group for her doctorate and the increasing need to be accountable for progress with scientifically-based research in programming
 - ii. Increase focus on parent involvement, community integration, and use of valid and appropriate methods for interventions

VI. Other:

- a. Pat - Will send an email to the group with the next 3 months' meeting dates
- b. Matt - Introduced himself further
 - i. BSW from Eastern
 - ii. Worked as a vocational specialist with emphasis on home visits
 - iii. Looking forward to working more with children
- c. Jerry – Compiled statistics about juvenile referrals in Mansfield
 - i. Potential to get Mansfield involved in Juvenile Review Board
 - ii. Interest in finding out who made referrals
 - iii. Question about Natchaug
 - iv. Need to minimize the disconnect between YSB and Police
- d. Jay – Reminded us about after-school programs at the Community Center –
 - i. Childcare from K-5th grades can go to the Community Center
 - ii. Teens grades 6-8th
 - iii. High School students
 - iv. Jay will provide handouts for distribution at COPE and will speak with Kathy about this further
- e. Chuck - EOS has a non-profit for Haiti – Roots of Development
 - i. Event will be Sunday, 9/19/10 at 8:00AM

VII. Adjournment:

- a. Meeting adjourned at 12:49PM
- b. Minutes submitted by Sevan Angacian

APPROVED MINUTES
MANSFIELD COMMUNICATIONS ADVISORY COMMITTEE
August 23, 2010
Conference Room B

Members present:

Patrick McGlamery (chair); Aline Booth, Richard Pellegrine, Ronald Schurin, Leila Fecho (arrived approximately 11:15 a.m.), and staff Jaime Russell.

The meeting was called to order at 10:15 a.m. in Conference Room B. The minutes of the meeting of June 21, 2010 were approved.

There was no public comment.

Old Business

A. Membership

Patrick reported that he had discussed membership status issues with Town Council member Toni Moran, chairs the Committee on Committees. Toni indicated that it is up to the chair of the Communications Committee to decide about the option of "alternate" membership for any committee member. Patrick will discuss Leila's preference with her.

B. Freedom of Information

Dick distributed the draft of a flyer that he prepared for the Town to distribute to community members who might be interested in pursuing Freedom of Information requests. The goal of the flyer is to help individuals know the parameters, charges, and mechanisms for obtaining information under FOI requirements. He stressed the importance of providing full information and assuring that such requests be handled impartially and with the goal of providing maximum transparency. This applies not only to FOI requests but to all requests for information.

In that context, Dick noted that he had tried to get information from the Town's web site regarding job descriptions for several Town positions. He was unable to get the information, either because it does not exist in written form or because the Town web site is difficult to navigate and not well indexed. This reflects, he thinks, a lack of transparency.

The committee agrees that there is a need for user-friendly indexing on the Town web site, and for information and training for those who will use the web site or otherwise seek information from the Town (either through FOI requests or other means).

Pat noted that in a general sense, we need to articulate the problem and refer it to Jaime.

Ron suggested that each of the Committee members look at some area of concern (e.g., University issues, public works issues, personnel-as Dick did for

job descriptions). We can navigate the web site to see if we find what we're after, and note our success or lack thereof, any challenges, etc., maintaining a log for each step. We can discuss this with Jaime at the next meeting.

Pat summed up saying that a key agenda item for next time is how we define the problem of query and retrieval. By next time we will have researched the issue, begun to create a "problem statement," and reviewed Dick's FOI draft (which Jaime will transmit to us via e-mail). Particularly with regard to the FOI draft, we will seek to get input from relevant Town officials so they have "buy-in" on the final document.

A related point was raised with regard to a Town summary of legal requirements regarding public information, distributed by Dick. This is not "signed" by anyone so the source is not clear. The Committee will recommend that all such documents have a clear citation.

C. Next meeting

The next meeting was re-scheduled for Tuesday, September 21 at 10:00 a.m., and the subsequent meeting for Tuesday, October 19 at 10:00 a.m.

The meeting adjourned at 11:35 a.m.

Secretary pro tem
Ron Schurin

TOWN OF MANSFIELD
Ethics Board
Thursday, September 2, 2010
Audrey Beck Municipal Building, Conference Room B

Minutes

Members Present: Lena Barry, David Ferrero, Saul Nesselroth, Mike Sikoski, Win Smith, Nora Stevens

Staff Present: Maria Capriola, Assistant to Town Manager

The meeting was called to order at 4:35pm.

I. PUBLIC COMMENT

Ric Hossack, Middle Turnpike Road. Mr. Hossack spoke in regards to ethics complaints, Board member composition and the Council vote of confidence in the Board.

II. VICE CHAIR'S REPORT (Housekeeping items)

1. *Election of Officers for November, 2010 – October, 2011 and 2011 Regular Meeting Schedule (October meeting).* Ms. Stevens led discussion on the election of officers and the 2011 meeting schedule which will be discussed at the October meeting. Mr. Sikoski made a motion, seconded by Mr. Smith to postpone the election of officers to the October meeting. The motion passed unanimously.
2. *2010 Remaining Meeting Dates.* The Board plans to meet for its regularly scheduled meeting on October 7th. Board members will be notified if the November and December meetings are cancelled.

III. COMMUNICATIONS

Ms. Stevens, Ms. Barry, and Mr. Ferrero offered comments on various pieces of communication.

IV. APPROVAL OF 6/3/10 MINUTES

Mr. Smith made a motion, seconded by Mr. Ferrero to adopt the minutes of 6/3/10. The motion passed unanimously with no objections.

V. EXECUTIVE SESSION – PENDING CLAIMS AND LITIGATION – (FOI Complaint Docket #FIC 2010-365)

Mr. Sikoski made a motion, seconded by Mr. Ferrero to enter into executive session. The motion passed unanimously. All present Board members and Ms. Capriola attended. The Board entered executive session at 4:45pm and left the session at 4:50 pm.

VI. ETHICS COMPLAINT – (pursuant to CGS 1-82 and 7-148h)

Mr. Sikoski made a motion to add discussion of ethics complaints to the agenda pursuant to CGS 1-82 and 7-148h. The motion was seconded by Mr. Ferrero and passed unanimously. Mr. Sikoski made a motion, seconded by Mr. Ferrero to enter into executive session. The motion passed unanimously. All present Board members attended. The Board entered into closed session at 4:52pm and left the session at 6:00 pm.

VII. ADJOURNMENT

The meeting adjourned at 6:05pm.

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

ARTS ADVISORY COMMITTEE
 Meeting of Tuesday, 14 September 2010
 Mansfield Community Center (MCC) Conference Room

MINUTES

1. The meeting was called to order at 7:05p by Kim Bova. *AAC members present:* Kim Bova, Kelly Kochis, Scott Lehmann, Blanche Serban. *AAC members absent:* Jay Ames, Tom Bruhn.
2. Kelly Kochis was enthusiastically welcomed as a new member of the Committee; she is currently an art student at ECSU.
3. The minutes of the 06 July 2010 meeting were approved as written; the August meeting was cancelled.
4. **Sculpture park?** An alternative to a sculpture garden in the new Storrs Center project might be to install sculpture along the walkway from the Municipal Building to the development.
5. **MCC exhibits.**
 - a. Kim will see that the prize-winning works from the Festival on the Green art show are installed in the display cases this week; they will be exhibited until 10/15.
 - b. No new applications were available for review. Is Rene Raucci going to use the upper sitting room display area this fall? Kim will e-mail Jay Ames about this. Has Tom approached Suzy Staubach about exhibiting ceramics in the winter 2011 quarter?

Exhibit Period	Entry cases		Sitting room		Hallway	
	Double-sided	Shelves	Upper (5)	Lower (3)	Long (5)	Short (2)
01 Jun – 14 Aug	<i>Ballard Institute</i> (puppets)		<i>Nancy Bergeron</i> (paintings)			
15 Aug – 14 Oct	<i>Festival on the Green</i> (advertising, art show winners)		<i>MCC cleaning & painting 8/22-8/28</i>			
15 Oct – 14 Jan	<i>Michael Allison</i> (colored wooden bowls)		<i>Rene Raucci</i> 9/1-4/15? (watercolors)	<i>DCF Heart Exhibit 10/1 – 12/31</i> (photos of children needing adoption)		
15 Jan – 14 Apr				<i>Martin Calverly</i> (New England photos)		
15 Apr – 31 May	<i>Mansfield School Art?</i>					
01 Jun – 15 Aug			<i>Rene Raucci?</i> (watercolors)			

6. **Know Your Towns Fair.** Scott staffed the Committee's table at this event (10:00a-1:00p, Sat. 9/11). The only group listed in our Local Arts Directory that responded to his e-mail invitation to supply literature for distribution was Artists' Open Studio; many people took one of its brochures. 13 copies of our updated Local Arts Directory were taken, along with an undetermined number of the new "Opportunities for Mansfield Artists" flyer and several MCC exhibit application forms. Blanche contributed a couple of paintings to spruce up the table, though we lacked the table easels that would have displayed them to best advantage. Though it sometimes seemed that there were more people staffing tables than members of the public – Blanche reported that parking was a problem, with visitors being directed out of the lot with no instruction to park at E. O. Smith – Scott thought that participation was worthwhile: a surprising number of people who stopped at the table seemed unaware of the extent of the local art scene. But if we do this again next year, we should invest a little more effort in planning for an attractive display.

7. **Adjourned** at 7:35p. Next meeting: 7:00p, Tuesday, 05 October 2010.

Scott Lehmann, Secretary, 15 September 2010; approved 05 October 2010.

MANSFIELD AGRICULTURE COMMITTEE

Minutes of September 7, 2010 meeting

Audrey P. Beck Municipal Building

Conference Room C, 7:30 p.m.

1. Chairman Al Cyr called the meeting to order at 7:35.

PRESENT: Al Cyr, Charlie Galgowski, Bill Palmer, Ed Wazer, Raluca Molcanu, Vicky Wetherell, Meredith Poehlitz, Larry Lombard, Jennifer Kaufman

2. Minutes of the August 3, 2010, meeting were approved.

Old Business

3. Farm Tax Options Update

Subcommittee members have gathered information from assessors in other towns. They will report to the committee at the October meeting.

4. Agriculture Zoning Update

Charlie and Jennifer have met with Greg Padick, who will draft regulations for review by the subcommittee. Next review will be by the Agriculture Committee at their October meeting, then other organizations, such as the Farm Bureau. The draft regulations (with any revisions) will then be forwarded to Greg and PZC for review before a public hearing.

5. Presentation to the Town Council

Presentation is scheduled for September 27. A meeting to finalize presenters, etc. will be scheduled before then. To accommodate the number of persons interested in participating in the Agriculture Committee, the committee agreed to propose a committee structure that includes members, alternates and consultants.

New Business

7. Farm tax presentations

Jennifer announced that the Farm Bureau will present a program for assessors and the agriculture community about the 490 program on October 12 at the Buchanan Center. The committee agreed to cosponsor this program.

An overview of all farm tax programs will be part of an AGvocate meeting on November 29 in Hampton. A flyer will be sent to the local farming community about both of these programs.

8. Items for future agendas

October meeting: Reports by agriculture zoning and farm tax subcommittees

November meeting: Review of agricultural lease policy, TLGV Foodshed Plan

December meeting: Review agriculture lease reports

Joint meeting with the Sustainability Committee, date TBD

9. The meeting adjourned at 9:00.

TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU



Patricia Michalak, MA
Youth Service Bureau Coordinator

**Mansfield YSB Advisory Board
Minutes**

Tuesday June 8, 2010
12:00pm at Mansfield Town Hall
Conference Room B

Board Members

Present:

Ethel Mantzaris, Chair
Frank Perrotti, Co-Chair
Patricia Michalak, YSB Coordinator
Kathleen McNamara, YSB Senior Social Worker
Kevin Grunwald, Director of Human Services
Candace Morrell, Assistant Principle MMS
Eileen Griffin, Social Worker, LCSW
Jay O'Keefe, Parks & Recreation
Jerry Marchon, Police Officer
Amber Hoyt, EO Smith Student
Lauren DiGrazia, Graduate MSW Intern

Guests: Tara Martin (Willington YSB director), Melissa McDonough (Ashford YSB director), Crystal Morawitz (Coventry YSB director), Chuck Leavens (EO Smith Crisis Counselor), & Lou DeLoreto (EO Smith Principal)

Proceedings

- Meeting called to order at 12:01pm by Chair, Ethel Mantzaris
- May 11, 2010 meeting minutes were accepted and approved

- Patricia Michalak, YSB Coordinator
 - Patricia Michalak welcomed the three YSB directors and thanked them for coming. She explained to the board that she is hoping this connection will help in sharing services between the towns and in providing support for one another.
 - Patricia Michalak also thanked all of the participants on the board for their dedicated service and support.
 - Patricia Michalak also gave an update on the enhancement grant money that was received. It will be used in the following ways:
 1. Mentor who will be working one-on-one with an at risk 7th grade boy during the summer.
 2. Ken Caputo, Villari's Martial Arts of Storrs, will receive funds his work with at risk students and for scholarships for summer programs.
 3. Janit Romayko, facilitator of the Grandparents Raising Grandchildren's group.

- *New Business:*

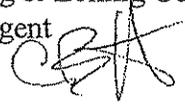
- The YSB organization relationship with EO Smith High School
 - Ethel Mantzaris, Chair, began the discussion with Lou DeLoreto, EO Smith Principle, about how the YSB advisory board could work together to assist students with transition to high school.
 - Cyrstal Morawitz, Coventry YSB director, discussed a desire to connect with Coventry students at EOS regarding programs she offers.
 - Chuck Leavens, EO Smith Crisis Counselor, stated that the Multi family group started by YSB has been a great transition group bridging the gap between clinical services of MMS students and EO Smith students.
 - Chuck Leavens also stated that kids need support and they want to provide it to their students and work with the YSB directors to assist in the process.
 - Jay O'Keefe, Parks & Recreation, stated that the teen center is a free component of the community center and is open to all of the towns. Participants need to fill out a short form and have a parent's signature.
 - It was left that the four YSB representatives would get together to see how they can best serve the EO Smith students from their town.

- Ethel Mantzaris, Chair, made note that Kathy Ann Easley did not attend the meeting today and this is the second time she has not shown up to the meeting.
- Coalition discussion
 - The YSB representatives will meet and decide as to whether or not they want to pursue the underage drinking grant.
- Jerry Marchon, Police Officer, submitted a summary of the LIST program which he and YSB coordinator have been attending.
- A certificate of appreciation was handed out to Amber Hoyt, EO Smith Student, for her long time dedication to the YSB advisory board.

Meeting adjourned at 1:18pm

Minutes submitted by Graduate MSW Intern, Lauren DiGrazia

To: Town Council/Planning & Zoning Commission
 From: Curt Hirsch, Zoning Agent
 Date: October 4, 2010



Re: *Monthly Report of Zoning Enforcement Activity*
For the month of September, 2010

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	8	15	12	32	37
Certificates of Compliance issued	6	13	7	34	24
Site inspections	49	24	37	134	110
Complaints received from the Public	7	2	5	13	14
Complaints requiring inspection	5	1	5	10	11
Potential/Actual violations found	2	1	12	5	17
Enforcement letters	9	4	5	31	23
Notices to issue ZBA forms	0	0	1	0	2
Notices of Zoning Violations issued	1	1	12	3	17
Zoning Citations issued	2	2	6	6	8

Zoning permits issued this month for single family homes = 1, multi-fm = 0
 2010/2011 fiscal year total: s-fm = 1, multi-fm = 0

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Glen Ridge Cooperative

11 Sycamore Drive
Storrs, CT 06268
glenridge@ehmchm.org
(860) 429-2202

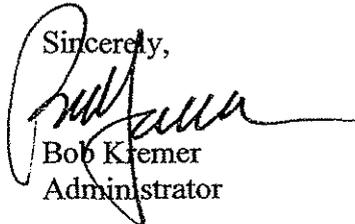
Ms. Noranne Nielson
Animal Control Officer
Mansfield Animal Shelter
230 Clover Mill Road
Mansfield, CT 06268

Dear Noranne:

October 5, 2010

Thank you and your staff for the great help and support you recently provided Glen Ridge in facilitating the capture and providing shelter for the many cats that were allowed to roam freely in an out of one of our units in building #9. We were facing a significant challenge with 5 cats that had been allowed to enter and exit at will for months without our knowledge. The problems included the substantial clean up in the basement and, of course, the capturing of these cats. Your patience and perseverance in helping us over a period of weeks coming back and forth numerous times was really quite remarkable.

I have shared this story with our Executive Board at our most recent meeting and their unanimous vote of appreciation also comes to you with this letter. It is surely comforting to know that we have such a responsible, caring, and hard working team of Animal Control officers. We know that you are doing everything possible to provide safe shelter and good homes for these cats.

Sincerely,

Bob Kremer
Administrator

c. Matt Hart

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TOWN OF MANSFIELD
OFFICE OF PLANNING AND DEVELOPMENT

Item #7

GREGORY J. PADICK, DIRECTOR OF PLANNING

Memo to: Mansfield Planning and Zoning Commission, Town Council, Conservation Commission
From: Gregory Padick, Director of Planning *GJP*
Date: 10/13/10
Re: August 2010 Draft Final Environmental Assessment (EA) - USDA Animal Health Research Center

Copies of the project abstract and assorted other pages of an August 2010 Draft Final Environmental Assessment (EA) for a new United States Department of Agriculture (USDA) Animal Health Research Center to be located at UConn's Depot Campus have been distributed to the Town Council, the Planning and Zoning Commission and the Conservation Commission. The draft final EA provides detailed information about the proposed project which has been in the planning stages for many years and was the subject of a recent public information session. Although the 9/21/10 transmittal letter from P. Ferri of UConn's Office of Environmental Policy specifies a thirty (30) day comment period, Mr. Ferri has verbally related to me that any review comments from Mansfield representatives received this fall would be considered.

I have reviewed the draft final EA and have the following comments:

- The subject EA has been prepared pursuant to National Environmental Policies Act (NEPA) requirements. The project is not subject to Connecticut's Environmental Policies Act (CEPA) procedures. If the August 2010 EA finding that the subject project is not expected to result in significant environmental impacts is found appropriate by federal reviewers, the project will be allowed to proceed to final design and construction processes. Final construction plans will necessitate a number of State permits but no municipal approvals are required.
- The attached EA abstract summarizes the proposed facilities, the planned uses and the animal research benefits the facility is expected to produce. The body of the EA report provides more details about the project, the selected Depot Campus site, alternative sites that were considered and potential environmental impacts.
- Table 2-1 on Page 15 summarizes the potential environmental consequences of each alternative. Based on my review to date, the EA finding of no significant impact on the physical environment is adequately documented in the EA. The site is not adjacent to existing private residences and no significant neighborhood impacts are expected. The site would be accessed by State roadways and no short term or long term traffic impacts are anticipated. The project would be served by UConn sewer and water systems and the anticipated need for 1,200 gallons of water per day is not expected to be a problem.
- Whereas the project may change prior to construction, it is recommended that Mansfield representatives request and opportunity to review final plans prior to the start of construction.
- Any additional comments or issues raised by the Conservation Commission (at its 10/20/10 meeting), by the Town Council (at its 10/25/10 meeting), or the Planning and Zoning Commission (at its 11/1/10 meeting) can be incorporated into a letter from the Town.

Summary/Recommendation

My review indicates that the subject Draft Final EA is thorough and appropriately addresses potential environmental impacts. Accordingly, subject to any review comments from Town Council, PZC or Conservation Commission members, it is recommended that Mansfield representatives support the findings of the EA. Any letter of support should request an opportunity to review final designs prior to construction.

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Memo

To: Matt Hart, Town Manager
From: Maria Capriola, Assistant to the Town Manager, Jaime Russell, Director of Information, and Mary Stanton, Town Clerk
Date: October 5, 2010
Re: Letter to Mansfield Town Council from the Communications Advisory Committee

On September 28, 2010 you asked staff to please review and comment on the letter to the Mansfield Town Council from the Communication Advisory Committee dated June 7, 2010. Our comments are as follows:

1. *Request for information about specific tasks. (What hours is the Transfer Station open?" "Where do I go to vote" " How do I get a license for my dog?")*

Information regarding specific tasks is available on the Town's website which is regularly updated and through communications with Town employees either in person, by phone or by email. If the answers are not readily available to the staff member receiving the question, the citizen is directed to the appropriate office or will receive a communication providing the information.

2. *Communications about specific problems, ("There is a pothole on my street." "The streetlights aren't working." " My street still hasn't been plowed")*

At the suggestion of the Communication Advisory Committee the "Citizen Communications" header on the Town's website has been amplified. Our current Q-Scend software does allow citizens to request information from specific departments and receive updates on the status of the request. Also, all departments' phones have messaging capability so messages can be answered quickly or forwarded to the appropriate office for a response. The ticketing system currently being used by Public Works and IT works quite well for some departments, but for others it is more efficient to answer the questions or requests as received.

3 *Communications regarding Town operations. ("The Town needs to do a better job of maintaining secondary roads." "The Town needs to upgrade the area around Mansfield Hollow.")*

Staff has been discussing the option of an online "Suggestion Box" or "Opportunity for Feedback" which would allow citizens to voice concerns or suggestions and direct them to specific departments. Citizens would be able to submit suggestions anonymously or include contact information so a reply could be sent. A disclaimer noting that this format is not a Freedom of Information request would need to be included. Currently the Citizen Service Request function of Q-Scend fulfills this need, but the Communication Committee recommended an easier less formal process. The Finance Department web page currently has a form requesting suggestions for the budget which can be submitted electronically.

Director of Information Technology Jaime Russell is preparing a mock up web page for the next Department Head meeting.

4. Policy regarding Communications

The Town Council Personnel Committee is currently reviewing an Open and Transparent Government Policy which is similar to one the Board of Education recently enacted. They will soon be presenting this draft policy to the Council for review. Additionally the Town Council Rules of Procedures clearly outline the process of public participation at Council meetings. A summary of these rules will be posted at the public table in Council Chambers.

Staff is in agreement with the Communication Advisory Committees suggestion that residents be encouraged to bring concerns about administrative and procedural matters first to Town Administrators or to Council members prior to the Council meeting. The Council has scheduled office hours prior to the second meeting of each month, although recently these have been suspended until the school building project has been decided.

5. Freedom of Information Requests

All Freedom of Information material is currently available on the Town's website on the Town Clerk's page. Staff is in agreement with the Communication Advisory Committee that the information should be accessible from a variety of web pages including Communication Request and FAQs and will move forward with completing that.

The fees for FOI copies as approved by the Town Council are in compliance with state statutes. Documents that are of a general nature like budget documents, meeting packets, strategic plan information etc., are routinely distributed to the public at no charge. Additionally reading copies of such documents are available at numerous locations in Town as are viewing copies of Town Council meetings.

In addition to the Freedom of Information Policy and the brochure for boards and commissions, staff will prepare a Freedom of Information Guide for Citizens that will be available on the website, at the Town Clerk's Office, and for citizens filing FOI requests.

TOWN OF MANSFIELD
Communications Advisory Committee



Patrick McGlamery, Chair

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE RD
MANSFIELD, CT 06268-2599
CAC@mansfieldct.org

September 21, 2010

Dear Town Council Members;

The Town Council recently asked the Communications Advisory Committee "to provide input on how best to facilitate residents in communicating with the Town."

At our meeting on May 17 the Committee engaged in an extensive discussion of this broad charge. What follows is a brief summary of our thoughts and some very preliminary recommendations. In some cases what we suggest lies entirely within the purview of the Town's professional administrators. In a few other areas, the responsibility rests primarily with the Town Council.

Essentially, communications by residents tend to fall in five general areas:

1. Requests for information about specific tasks. ("What hours is the Transfer Station open?" "Where do I go to vote?" "How do I get a license for my dog?")

For the most part the Town's recently upgraded web site provides answers. For those who call or visit Town Hall, employees should be able to respond to these inquiries or direct callers to the appropriate office.

2. Communications about specific problems. ("There's a pothole on my street." "The streetlights aren't working." "My street still hasn't been plowed.")

The Town's new website offers several opportunities to make requests on-line—under the "Citizen Communications" section and, specifically, the "Online Services," "How Do I?" and "Departments and Services" links. The "Citizen Service Request System" portion of the website is clearly aimed at such issues. Our only suggestion here is that the "Citizen Communications" header be amplified to make clear that this is where residents should go to voice complaints and requests for specific services. That might already be clear to most on-line visitors, but adding a few words of redundancy couldn't hurt. We also urge that in all cases there be provision for a response to the resident to assure that the contact has been received.

In addition, Town employees should be able (as they no doubt already are) to direct telephone callers or in-person visitors to the appropriate office, and if the office is not open at the time there should be a mechanism for the caller or visitor to note his or her request, leave contact information, and receive a response in a timely manner.

Beyond this, the Town should have a system to allow residents to check on the status of their request on-line. The University has such a system for facility issues, and perhaps this could serve as a model. The resident should be able to determine: a) that the request has been received; b) that the request has been forwarded to the appropriate personnel; c) the name of the person specifically responsible for assuring that the request (if legitimate) is being addressed; and d) a status update. The Town's Public Works and IT Departments currently use a system, known as a "ticketing system" to track issues. This concept and perhaps software, might be extended for use by other departments

3. Communications regarding Town operations. ("The Town needs to do a better job of maintaining secondary roads." "The Town needs to upgrade the area around Mansfield Hollow.")

Some of these communications fall in the category of "complaint" but others are more accurately described as "suggestions." The "Citizen Service Request System" may meet the general need here, but if there is a greater need to promote communications—including anonymous communications—the Town, via the website, should maintain an on-line "Suggestion Box"—as well as a conventional suggestion box in the Town Hall and possibly at other major facilities (e.g., the Recreational Center). Residents can communicate by name, with a response mechanism similar to that outlined in #2 above, or, if they choose, anonymously.

4. Policy regarding communications.

Residents often seek to communicate on matters of policy (including but by no means limited to budget) through the public participation period at Town Council meetings. Such communications are the essence of democracy and need to be facilitated in a manner that a) assures that residents have the opportunity to have their concerns heard; b) allows the Council to conduct its business in an efficient manner; and c) assures that our public meetings are characterized by an atmosphere of consideration and respect.

We suggest three steps that might help advance these goals:

a) Provide a written statement of procedures, available to all who seek to address the Council. The Council already has such procedures (including time limits); they should be made clear to all residents. They should be enforced uniformly. This can be dealt with as simply as having a clear, easy-to-read sign at the speaker's position at Council meetings.

b) Residents should be encouraged, but not required, to bring concerns about administrative and procedural matters first to Town administrators or to Council members prior to the Council meeting. It may be that some questions can be researched and answered more expeditiously in that way, thus allowing more time for citizen input on genuine policy matters.

c) The "Citizen Communications" section of the Town website might be modified to include a specific section labeled "Policy and Budget Concerns and Recommendations."

5. Freedom of Information requests.

Connecticut statutes set forth the responsibilities of the Town regarding response to FOI requests. The Town has clear policies in this area, outlined in several documents. The relevant forms and information regarding charges are not, however, easily accessible from the Town website. The Council may want to consider whether it would be a good idea to have a specific "Freedom of Information" link clearly posted on the website that outlines processes for submitting request and policies on charges, and links to the request form.

We believe in particular that charges for photocopying should continue to be explicit, reasonable, and assessed impartially. Moreover, as you know, not every request for information is an FOI request. The Town should routinely provide at no cost documents disseminated at no charge in general forums (e.g., budget documents provided at Town Meeting).

We hope this is helpful to you. If you would like our Committee to investigate any of these issues further and provide more detailed recommendations, please let us know.

Sincerely,



Patrick McGlamery

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University of Connecticut
*Office of the Vice President and
Chief Operating Officer*

Item #9

Office of Environmental Policy

Richard A. Miller, Esq.
Director

October 15, 2010

Ms. Denise Ruzicka
Director, Inland Water Resources Division
CT Department of Environmental Protection
79 Elm Street
Hartford, CT 06106-5127

RE: University of Connecticut Campus Drainage Master Plan, Eagleville Brook TMDL,
and the Swan Lake Outfall Improvement Project

Dear Ms. Ruzicka:

As we discussed at our meeting on August 4, 2010, the University of Connecticut is actively pursuing potential alternatives to the project known as the 55-acre diversion, as described in the Campus Drainage Master Plan (CDMP) and 2009 Memorandum of Agreement (MOA) with DEP. These alternatives coincide with, and may include, recent Low Impact Design (LID) stormwater retrofits on campus and similar projects UConn has proposed to address the Eagleville Brook TMDL. However, pursuing these alternatives will lead to delays in the schedule stipulated in the MOA and may lead to a modification of the MOA. Therefore, until the alternatives are properly evaluated, we are confirming our plans to suspend all work on the CDMP projects, including improvements to the Swan Lake outfall. We understand that, for these reasons, DEP is amenable to such delays and possible MOA modifications.

As you know, the diversion identified in the CDMP was intended to offset flood concerns along Eagleville Brook downstream of campus by diverting drainage into the Roberts Brook watershed. Based on preliminary analysis and recognizing that a number of regulatory permits would be needed, it was determined that the Roberts Brook watershed was capable of accepting the increased volume without detrimental effects so long as the diversion was preceded by several other projects identified in the CDMP (i.e., Mirror Lake V-notch weir, and water quality improvements at Swan Lake and W-lot parking area).

An Equal Opportunity Employer

31 LeDoyt Road Unit 3055
Storrs, Connecticut 06269-3055

Telephone: (860) 486-8741
Facsimile: (860) 486-5477
e-mail: rich.miller@uconn.edu

October 15, 2010

Meanwhile, as UConn negotiated the final details of the CDMP, DEP established the Eagleville Brook TMDL. Because the TMDL identifies stormwater runoff associated with impervious cover (IC) as the cause of impaired water quality in Eagleville Brook, its goals are similar to those of the CDMP. The TMDL calls for effectively disconnecting IC within the watershed in order to reduce flow into the brook.

Subsequently, in collaboration with the Town of Mansfield and DEP, and utilizing a Section 319 grant, UConn, led by staff at the Non-point Source Education of Municipal Officials (NEMO) program and its associated team of technical consultants, has identified many prospective TMDL projects for IC disconnections throughout campus.

Even before the TMDL study was completed, UConn had worked toward the goal of restoring Eagleville Brook by installing various LID features that have helped disconnect IC in the watershed. LID features within the watershed include several rain gardens, a terrace with porous architectural pavers, and more recently two permeable surface parking lots and the Gant Plaza green roof. Additional LID installations are underway at UConn's Northwood Apartments and are in design plans for several ongoing classroom building projects.

In light of the recently-published TMDL study and UConn's progress implementing various stormwater BMPs and LID features in recent years, the University proposes an engineering study to re-evaluate the CDMP by incorporating and quantifying existing and proposed IC disconnections. We are hopeful that, on a watershed-scale, the TMDL-improvements will have a positive effect on mitigating the flood hazards along Eagleville Brook such that the 55-acre diversion can be minimized or even eliminated as a result.

We understand that a proposed alternative to this diversion would have to accomplish a comparable reduction in Eagleville Brook's flood potential, up to and including the 100-year storm event. Since flooding of Eagleville Brook has historically occurred at points downstream of our campus, the volume and rate of runoff would have to be reduced through implementation of on-campus TMDL or LID projects and practices that, individually or combined, will serve to remove the captured volume of runoff from the discharge hydrograph for the same on-campus segment of the watershed.

We offer to suspend all progress on design, permit applications, and construction of the CDMP projects, including the Swan Lake outfall project, until the LID/flood mitigation study is complete and each CDMP project can be re-evaluated in light of the results. Suspending these projects will cause delay in the schedule stipulated in the MOA. However, it is our understanding that DEP is amenable to these delays.

It is also our understanding that, should the proposed engineering study generate the results we hope for, we can pursue those projects as an alternative to the CDMP projects and DEP would be open to an addendum to, or modification of, the MOA.

October 15, 2010

Further, should our proposed study be unable to support a complete elimination of the CDMP projects (e.g., full implementation of feasible LID projects still results in a predicted downstream flood hazard that is unacceptable), we expect to resume the construction of the Swan Lake outfall improvements previously approved under by DEP under General Permit authorization IW-200903033GP. Subsequent projects may be reduced in size compared to what was proposed in the CDMP, depending on the amount of flood impact that can be reasonably mitigated by feasible LID implementation.

Lastly, we have continued to improve our working relationship with local officials and Mansfield residents on drainage and wetland issues. The University has committed to communicating conceptual plans that affect drainage and wetlands with the Town of Mansfield through the Director of Planning well before submitting any permit applications. All such projects, including those in the CDMP, will be vetted through the town regardless of level of permitting and public noticing required.

Please contact me or Jason Coite, Environmental Compliance Analyst (860-486-9305), if you have any questions or disagree with the objectives or approach outlined in this letter.

Sincerely,



Richard Miller

Director of Environmental Policy

cc: Betsey Wingfield, Bureau Chief, CT DEP Bureau of Water Protection and Land Reuse
Christopher Bellucci, CT DEP Bureau of Water Protection and Land Reuse
Gregory Padick, Mansfield Director of Planning
Quentin Kessel, Mansfield Conservation Commission
Chester Arnold, CT Non-point Source Education of Municipal Officials Program
Michael Dietz, CT Non-point Source Education of Municipal Officials Program
Joseph Bushey, Assistant Professor, UConn Department of Civil and Environmental Engineering

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TOWN OF MANSFIELD

Item # 10

Explanatory Text November 2, 2010 Referendum

Resolutions adopted by the Mansfield Town Council at its meeting held August 23, 2010 shall be submitted to referendum vote of electors of the Town and persons qualified to vote in town meetings who are not electors, to be held on Tuesday, November 2, 2010 between the hours of 6:00 a.m. and 8:00 p.m. in conjunction with the election to be held on that date, in the manner provided by the Mansfield Town Charter and Code of Ordinances, and the Connecticut General Statutes. The full texts of the resolutions as approved by the Town Council are on file and available for public inspection in the office of the Town Clerk, Audrey P. Beck Building, 4 South Eagleville Road in Storrs, during normal business hours.

Electors shall vote on the questions at their respective polling places. Voters who are not electors shall vote on the questions at the following polling place: Registrars of Voters Office, Audrey P. Beck Building, 4 South Eagleville Road in Storrs. Application for an absentee ballot should be made to the Town Clerk's office.

Question 1

“SHALL THE TOWN OF MANSFIELD APPROPRIATE \$1,040,000 FOR ACQUISITION OF LAND OR INTERESTS THEREIN FOR OPEN SPACE, MUNICIPAL, OR PASSIVE OR ACTIVE RECREATIONAL USES AND FOR CAPITAL MAINTENANCE TO FACILITIES ON LAND CURRENTLY OWNED BY THE TOWN OR TO BE ACQUIRED BY THE TOWN FOR SUCH PURPOSES, AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO DEFRAY SAID APPROPRIATION?”

If approved at referendum, the resolution to be presented under the ballot heading above will appropriate \$1,040,000, and authorize the issue of bonds and notes to defray the appropriation, for costs related to: (1) the acquisition by the Town of one or more parcels of land or interests therein for open space, municipal, or passive or active recreational uses, or any combination thereof, after referral of any such proposed acquisition to the Planning and Zoning Commission of the Town for review pursuant to Section 8-24 of the Connecticut General Statutes and approval by the Town Council following a public hearing held on not less than five days' published notice, and (2) capital maintenance to facilities on any parcel of land currently owned by the Town or acquired by the Town pursuant to this resolution for such uses, or any combination thereof, as to be determined by the Town Council, after referral of any such work to the Planning and Zoning Commission of the Town for review pursuant to Section 8-24 of the Connecticut General Statutes. The amount of bonds or notes authorized shall be reduced by the amount of grants received by the Town for the project to the extent that such grants are not separately appropriated to pay additional project costs. The appropriation may be spent for survey fees, feasibility and planning studies related to potential acquisitions, design, construction, acquisition, installation, material and equipment costs related to such improvements and capital maintenance, legal fees, net temporary interest and other financing costs, and other expenses related to the project.

Question 2

“SHALL THE TOWN OF MANSFIELD APPROPRIATE \$2,735,000 FOR REPLACEMENT OF THE STONE MILL ROAD AND LAUREL LANE BRIDGES, AND AUTHORIZE THE ISSUE OF BONDS AND NOTES TO DEFRAY THE PORTION OF SAID APPROPRIATION NOT FUNDED FROM GRANTS?”

Explanatory text continued on next page

Explanatory Text, Cont'd:

If approved at referendum, the resolution to be presented under the ballot heading above will appropriate \$2,735,000 and authorize the issue of bonds and notes to defray the appropriation, for costs related to the design, construction and inspection of replacements to the Stone Mill Road bridge over the Fenton River and the Laurel Lane bridge over the Mount Hope River, and related work and improvements. The Town has received a commitment for Federal bridge project grants of eighty percent (80%) of the eligible project costs to defray in part the appropriation, an estimated \$2,351,736 in anticipated grants, and the amount of bonds or notes authorized shall be reduced by the amount of grants received by the Town for the project to the extent that such grants are not separately appropriated to pay additional project costs. The Town anticipates that the estimated net cost of the bridge projects funded by this appropriation will be approximately \$383,264. The appropriation may be spent for design, demolition, construction and inspection of construction costs, materials, engineering fees, survey fees, construction management costs, permits, legal fees, net temporary interest and other financing costs, and other expenses related to the projects. The appropriation is in addition to aggregate appropriations from the Town's Capital and Nonrecurring Expenditure Fund for the project in the amount of \$321,950, approved in the fiscal year ending June 30, 2010.

Prepared by Mary L. Stanton, Mansfield Town Clerk, in accordance with C.G.S. § 9-369b

INSERT NAME AND ADDRESS OF RECIPIENT

Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

**Voting District Locations
November 2, 2010**

District 1—Community Center
10 S. Eagleville Road

District 2—Fire Station 107
Stafford Road (Route 32)

District 3—Buchanan Auditorium at
Buchanan Center at
Mansfield Public Library
54 Warrenville Road (Route 89)

Information Session

An Information Session will be held on
the following Referendum Questions:

- \$1,040,000 Open Space and Improvements to Such Lands
- \$2,735,000 Stone Mill Road and Laurel Lane Bridge Replacement

Session: October 25, 2010
7:00 p.m. to 7:30 p.m.
Council Chambers,
Beck Municipal Building



2010 FAMILY OPEN HOUSE

Free event, adults and children welcome !
Sunday, November 14, 2010 1-5 p.m.



- * Take a tour of the center * **Free** childcare available*
- * Find out about flexible membership options and childcare services *
- * Meet our program instructors and personal trainers *
- * Learn about our new programs– including child and family exercise classes*
- * Get an overview of our **new** fitness floor policies promoting youth fitness *
- * Enjoy **FREE** demos including yoga, salsa fit, dance, children's classes, spinning, and more *
- * Attend **FREE** fitness and health seminars, swim in the pools, and take a walk on the track*
- * Demo our modern cardio and strength equipment*
- * Enter to **win a free 3-month individual or family membership***
- * A detailed schedule of demos, seminars and other events will be published in late October *

...And enjoy our famously fun **Family Fun Night (3:30-5:00pm)** including activities, board games, ping pong, air hockey, use of our giant pool and gym slides, track, fitness floor and much more!

The 2010 Family Open House is free and open to the public. For more information on the 2010 Family Open House, please contact our reception desk at 860-429-3015, 0, or visit us on line www.mansfieldct.org.

10 South Eagleville Road, Mansfield/Storrs, CT

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LEGISLATIVE BREAKFAST WITH SENATE PRESIDENT DONALD WILLIAMS

Wednesday, October 27
7:30-9:00 am
Nathan Hale Inn & Conference Center
\$15 per person includes breakfast



President Pro Tempore

Chair
Legislative Management
Vice Chair
Executive & Legislative Nominations
Representing
Brooklyn, Canterbury, Killingly, Mansfield,
Putnam, Scotland, Thompson, Windham

Donald E. Williams, Jr. is currently in his ninth term, having first been elected in a special election in 1993 from the 29th Senate District. In July 2004, Senator Williams was elected by the members of the state Senate to serve as President Pro Tempore, the highest-ranking legislator in the Connecticut General Assembly. He was re-elected to this prestigious post in 2005, 2007 and again in 2009.

During his state Senate career, Senator Williams has developed a reputation as a thoughtful, effective legislator who has successfully spearheaded a variety of cutting-edge reforms. His policy priorities have included campaign finance reform, ethics reform, the protection of children, improving the environment, and safeguarding the social safety net that is critical to families in need throughout his district and the entire state of Connecticut.

Please register by going to
www.WindhamChamber.com
or calling 860.423.6389.
Registration is required.

• • • • •
Shop Chamber
Dine Mine Shop Local
The Chamber of Commerce, Windham Region
www.windhamchamber.com

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the Chronicle, Willimantic, Conn., Friday, October 8, 2010 3

\$20,000 town Bobcat stolen

By MIKE SAVINO
Chronicle Staff Writer

MANSFIELD — Town officials are looking for help from residents after a town vehicle was stolen from a job site last month.

Public Works Superintendent Mark Keifer said town employees first noticed a Bobcat missing from a job site on Elizabeth Road when they went to the site around 2 p.m. on Sept. 13.

He said a crew was using the vehicle as part of a project to replace a culvert on the road and the vehicle was left at the site over the weekend.

Public Works Director Lon Hultgren estimated the current value of the vehicle at \$20,000, and said the town has reported the incident to its insurance company and the town's resident trooper's office.

Sgt. James Kodzis, who heads the resident trooper's office, could not be reached for comment.

Hultgren said the town is hoping police will find the vehicle, and is waiting on purchasing a replacement in the meantime.

"If we can't find it, we'll replace it through our insurance company," he said.

Hultgren added the town will make the decision about when to purchase a replacement, but also

said the public works department is "winding down" its projects with the winter approaching.

He also said the Bobcat is a "very handy piece of equipment" because of its range of attachments, including brooms and other tools, and it can be used for a number of different projects.

Hultgren said the department has already changed its procedures and is no longer leaving any equipment, even larger items, at job sites.

He said he has seen smaller items, like chainsaws and other handheld tools, go missing before but has never lost something as large as a Bobcat.

"I've been doing this for 30 years ... and we've never had anything big" stolen before, he said. Hultgren said it is "pretty unusual" because only someone in the area would know the Bobcat was left in a location like Elizabeth Road.

"Nobody from Hartford or Boston would know" about the job site, he said.

Hultgren also urged anyone with information to contact the Public Works Department at (860) 429-3676, while the resident trooper's office can be reached at (860) 429-6024.

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Residents get a glimpse of Storrs Center's first phase

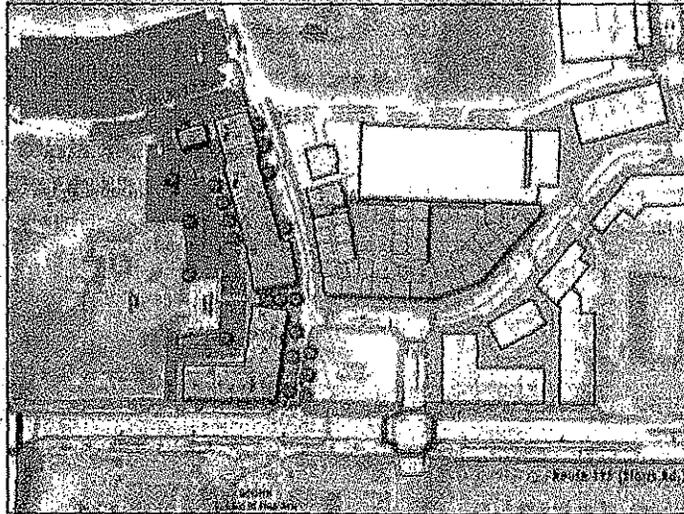
By MIKE SAVINO ^{10/8}
Chronicle Staff Writer

MANSFIELD — Area residents got a small view of the first phase of the Storrs Center project during a celebration and informational event Thursday.

Those associated with the project also expressed the belief they will be able to begin construction next spring after overcoming some of the final obstacles in the next few months.

"This is one of those things that people want to see happen," said Howard Kaufman, executive vice president and general coun-

(Residents, Page 4)



Residents get glimpse of Storrs Center's first phase

(Continued from Page 1)
sel for LeylandAlliance Inc., the project's master developer.

The roughly \$220 million proposed Storrs Center project is a mix of residential developments, retail shops and commercial buildings to be built along Storrs Road from Dog Lane to South Eagleville Road.

LeylandAlliance was joined by the Mansfield Downtown Partnership Inc., Education Realty Trust Inc., four vendors and town officials Thursday to give the public a view of the project's proposed first phase.

"The goal was to just have people meet each other informally," said Cynthia van Zelm, executive director of the Mansfield Downtown Partnership, a nonprofit public organization that includes officials from Mansfield, the University of Connecticut and the surrounding community.

Many attendees had their first

chance to meet representatives from Education Realty Trust, a Memphis, Tenn.-based company that will develop, own and manage the apartment spaces in the first two phases.

Representatives with Education Realty Trust could not be reached for comment this morning, but Mansfield Mayor Elizabeth "Betsy" Paterson said she believes the company will be a good partner for the project.

The company's web site states the firm specializes in housing near universities through mixed-use and public/private partnerships like Storrs Center.

Paterson said the company's commitment to the project and history show Education Realty Trust is "in it for the long term."

Thursday's gathering also gave the public the chance to meet some of the potential food vendors that will be part of the first phase.

Along with Vanilla Bean Café

of Pomfret, which has signed a letter of intent, a Greek restaurant named Dimitri's was also at Thursdays' event, and Kaufman said he hopes to have a letter of intent from the establishment in the near future.

With 10 food vendors already expressing their intent to move into eventual spaces, Kaufman also said LeylandAlliance and the partnership are focusing on "all types of different" businesses.

He said LeylandAlliance hopes to add a grocery store, bookstore, gift shop and clothing retailers to provide more variety.

But the project must also secure some permits in the next few months before it can break ground in the spring, something those associated with the project are confident about.

The project will need to come before the town's planning and zoning commission for some permits, and will also need approval

from the state Department of Transportation for some road-work projects.

As part of the DOT process, the Downtown Partnership will need to meet with the town council for an informational meeting, something van Zelm said could happen as soon as Oct. 25.

Kaufman said the first phase, which will cost an estimated \$60 million, will involve a lot of "multi-tasking" between the Downtown Partnership, all the private developers and the town, which will be doing some of its own work.

Kaufman credited the town, including Planning Director Gregory Padick and Public Works Director Lon Hultgren, for help in the planning phase.

Paterson said town officials will continue to help make the project "a reality" as quickly as possible.

"We're going to do everything we can to expedite it," she said.

Editor:

10/18

Last summer *the Chronicle* reported that complaints had been filed with the Freedom of Information Commission against the "reactivated" Mansfield Board of Ethics and that the council stood by its board and gave its board a vote of confidence.

It was reported that Councilor Moran commented: "the problem seems larger when those complaints get media attention." Does that mean that Mansfield council thinks *the Chronicle* should not report what goes on in Mansfield? That comment scares me.

I think *the Chronicle's* been doing a great job with Mansfield reporting. Now, I'd like a report about the Bobcat that Mansfield employees let be stolen.

A citizen told the council about this at its last

meeting. The town manager didn't want to talk about it. It's a good thing some people in town learn what is going on and tell us.

The Bobcat was left at a job site on Elizabeth Road and someone came along and took it.

If you saw a Bobcat at a work site, would you steal it? If you did think about it, would you know how to drive the thing and would you have a vehicle to transport it? Next, do you know Elizabeth Road and where it is?

So, someone who knows how to drive a Bobcat and has a way to transport it and wants to steal it just happens to be on Elizabeth Road when the town Bobcat was left unlocked.

I'd like a report about this. Wouldn't you?

Manager Matthew Hart was asked the value of the equipment. He said he didn't know. That was directly after he'd said he filed an insurance claim. I wonder if he knew the value for the insurance claim? Is this another example where the Mansfield council thinks the media should not report?

Betty Wassmundt
Storrs

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New group home use OK'd by PZC

By MIKE SAVINO
Chronicle Staff Writer

10/12

MANSFIELD — A group home on Hunting Lodge Road will be able to serve a new clients after the planning and zoning commission approved a change in use last week.

The PZC vote, which came Oct. 4, was required as part of an approval for the original group home in 1996, which stated any change in the group home's use needed PZC approval.

The new group home, operated by United Services, Inc. will serve up to six adults between the ages of 18 and 25 who have had mental health diagnoses and treatment in the children's service system," according to a description from United Services.

The total number of occupants, including staff, would not exceed 10 people after some improvements to the home, the not-for-profit organization also said.

United Services said the home will serve adults with a pervasive development disorder, a range of developmental disorders that includes Ausberger's Disorder.

The home will focus on teaching the adults "the skills they will need to function more independently

in the community," United Services Chief Executive Officer Diane Manning told the town in a letter.

Town Planning Director Gregory Padick said the potential residents will be educated, but do not have independent-living skills yet.

"These individuals may be going to school, may be holding a job, but they need life skills," he said.

Padick also said group homes can sometimes draw concerns from town officials or residents, but this particular home, which sits on roughly 6 acres of land, did not draw any concerns.

He said the PZC approval was necessary because United Services acquired the home from its previous owner, Safe Havens, Inc., and has changed its usage.

When the home was owned by Safe Havens, the facility was used to teach new single mothers skills needed to be a successful parent, a usage approved in 1996.

Padick said the location of a group home sometimes "can create concerns" in the surrounding community, but said the location and size of the property did not raise any concerns in this instance.

The PZC also said any future changes at the group home would require future approval from the PZC.

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UC could seek moratorium on Spring Weekend

By MIKE SAVINO ^{10/13}
Chronicle Staff Writer

MANSFIELD — After two violent deaths associated with large student gatherings the last 12 months, University of Connecticut officials could seek a moratorium on Spring Weekend next year.

Mansfield officials, meanwhile, are close to increasing enforcement options year-round for off-campus houses hosting large parties because of off-campus parties this semester that drew up to 6,000 students.

During a discussion on the need for more police officers, Councilman Antonia Moran said at Tuesday's town council meeting that the town's community quality of life committee is close to proposing a nuisance house ordinance.

But UConn spokesman Michael Kirk also said this morning UConn officials could approach students to seek a voluntary moratorium on the

off-campus parties associated with Spring Weekend next year.

He said the possibility was sparked in large part because of two, high-profile violent deaths, including one during last year's Spring Weekend, typically the weekend before the last week of classes at UConn.

"In light of that, asking students to not participate in Spring Weekend is understandable," Kirk said.

The decision to approach students would come from the Spring Weekend Task Force, comprised of UConn administrators, Mansfield officials and members of the public.

But Kirk said the school would also need students to "buy in" to the idea and avoid the large off-campus parties that have become notorious.

In the past, UConn and its student organizations have held events on campus, but Kirk acknowledged this

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UC could seek moratorium on Spring Weekend

(Continued from Page 1)

morning those efforts have not been successful in luring students away from the unsanctioned off-campus parties.

"The Spring Weekend event, as you know, is not something UConn has condoned and has been a thorn in the side of the university," he said.

While the event can create a nuisance for other area residents, Kirk said off-campus partying creates a year-round public safety concern.

This year during Spring Weekend in April, Jafar Karzoun, a UConn junior from Milford, died during a physical altercation with Edi Rapo, an East Hartford resident who is facing third-degree assault and other charges.

But Karzoun was the second violent death that occurred during a student gathering, as UConn football player Jasper Howard was fatally stabbed in October 2009 during a West Indian Student Organization dance on campus.

Kirk said a decision to seek a moratorium could come soon, but the task force will seek to "de-escalate" the scale of off-campus parties with any decisions it makes.

The council, meanwhile, is seeking ways to protect residents frustrated by parties year-round, especially after hearing parties during the beginning of the fall semester have become a growing trend.

The council received a report from state police Sgt. James Kodzis of the Mansfield resident trooper's office detailing recent police activity, the second such report since students came back to campus in late August.

In the report, which details weekends as recent as the first one in October, Kodzis said state police have routinely dealt with crowds ranging from 2,000 to 6,000 students around campus.

Kodzis also said state police received multiple complaints of fighting, vandalism and excessive noise during the gatherings, as well as two bonfires Sept. 25 and a "live band 'concert'" Oct. 2.

Moran, chairman of the quality of life committee, said a proposal for a nuisance house, or "party house" ordinance, could come to the council within the next two months.

A preliminary draft describes a nuisance as any gathering that creates a disturbance to neighbors, has an indecent or "riotous" atmosphere or can obstruct traffic and create public safety issues.

While many of the acts also violate state laws, Moran said state laws require an arrest, while the ordinance would allow police to issue a citation or ticket.

She also said the town could include language in the ordinance allowing the town to punish landlords whose tenants repeatedly violate the ordinance.

The committee is also working on a possible ordinance for a "parade permit," which she said could create a permitting process for gatherings or more than 100 people.

UConn officials have also gotten involved with addressing violators and their landlords, and recently sent letters to some landlords after receiving complaints about tenants and their guests.

In the letters, two of which were given to the council, UConn Director of Off-Campus Student Services Jim Hintz urged landlords to "take the opportunity to review your expectation with these tenant(s) related to the impact on the neighbors of your property."

Hintz also said students could be referred to the UConn Community Standards Office for violations and could face suspension or expulsion from the university.

Relay for Life walkers set to stroll for a cure

By MICHELLE FIRESTONE
Chronicle Staff Writer 10/14

MANSFIELD — Local residents will have the opportunity to raise money for cancer research while getting some fresh air this weekend.

The 13th annual Windham Area Relay for Life will be hosted by Eastern Connecticut State University at the Eastern Sports Complex on Mansfield City

Road in Mansfield from 11 a.m. Saturday to 11 a.m. Sunday.

Proceeds benefit the American Cancer Society.

Walkers can register online at www.relayforlife/windhamct or register in person starting Saturday at 8 a.m.

Cancer survivors who wish to get involved in the event can register at 9:30 a.m. Saturday.

"I'm very excited," said Chris Lataille Santiago, one of the event co-chairmen.

Jessie Shea, the other event co-chairman, said 95 teams with 1,268 walkers participated in the Windham Area Relay last year, raising more than \$185,000.

Shea said the fundraising goal is \$195,000 this year. As of this morning, \$101,000 had already been raised for this year's event.

Residents from 11 area towns participate in the relay: Andover, Ashford, Chaplin, Columbia,

Coventry, Eastford, Hampton, Hebron, Lebanon, Mansfield and Scotland.

Shea said each person is asked to raise \$100, although individuals and teams sometimes set higher limits.

A team of employees from the Town of Mansfield, for example, has set a goal of \$5,000 this year.

She said this team, of which she is a member, raised \$11,000 last year.

Shea said, each year, many organizations and businesses in the area choose to participate in the event. Eastern Connecticut State University, for example, has 123 students signed up online from numerous organizations, including the cheerleaders, the men's soccer team and dance team, Shea said.

There are also many students from local high schools — including Bacon Academy in Colchester,

E.O. Smith High School in Storrs and Windham High School — involved.

"They (the schools) are always willing to help out," Shea said.

The relay begins with the traditional survivor's lap, a lap dedicated to those who have survived or are currently battling cancer.

"It's comforting to be around other people with cancer," Shea said.

At night, there will be a luminara ceremony, a time when family members and friends of cancer patients light candles placed in white paper bags lining the track.

For more information about how to get involved with the event, contact Chris Lataille Santiago or Jessie Shea. Santiago can be reached at (860) 208-9916 or by e-mail, poohgirl1675@yahoo.com. Shea can be reached at (860) 208-9916 or SheaJL@mansfieldct.org.

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Opinion

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Chronicle

Lucy B. Crosbie
President

Kevin Crosbie
Publisher

Charles C. Ryan
Editor

Editorial

We offer these threads, needles

Needles to the Mansfield public works department for leaving a \$20,000 Bobcat construction vehicle at an Elizabeth Road job site. Being utilized at a culvert replacement project, the Bobcat was stolen from the site last month. Right now, the town is working with its insurance company to be reimbursed, but town policies should have mandated that equipment like this go back to the public works garage once work is finished for the day. To the department's credit, new procedures mandate just that. But had town workers put their tools away, so to speak, taxpayers wouldn't have suffered a \$20,000 loss. This is definitely a lesson for all towns.

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A relay of hope

Cancer walkathon raises \$168,000

By DAVID HINCHEY 10/18
Chronicle Staff Writer

MANSFIELD — A local Relay for Life event this weekend raised about \$168,000 for the American Cancer Society, with more than 1,000 people attending to walk for cancer research.

The Windham Region Relay for Life started Saturday at 11 a.m. and continued through the night until Sunday at 11 a.m. at the Eastern Connecticut State University Baseball Stadium in Mansfield.

The 24-hour walking marathon aims to raise cancer awareness and raises money for cancer research, with proceeds going to the American Cancer Society.

"It was great," said event co-chairman Jessie Shea, adding the event raised about \$168,000, which was short of the \$195,000 goal, but donations were still coming in. "Everything ran really smoothly."

She said some of the highlights included a team of men and women from the U.S. Coast Guard who assisted some of the cancer survivors who had difficulties getting around the track.

Shea added there was also a group of young girls who took photos and made a presentation that was scrolled on video screens at the complex.

One moving portion of the event was the lumina ceremony, which honors people
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Annual Relay for Life for cancer raises \$168,000

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who have been touched by cancer and allows them to remember those who died from the disease.

"It's emotional for a lot of people," Shea said. Shea's grandfather died in 2000 from cancer.

During the ceremony, the lights go off and people remain silent while tags on torches are read.

Some torches contain messages or poems while the names of people, written on lit bags, are scrolling on the video screens,

Shea said.

She said people do three laps in silence.

For those who are involved in the event or volunteering, most, if not all, have been directly affected by cancer in some way, she said.

"It's really closely affected a lot of people," Shea said.

Chris Lataille-Santiago, also a co-chairman, said he was pleased with how the event went and the weather, which was a little windy, but no rain, worked well

for walkers.

"We had an excellent weekend," she said. "It was very good."

Lataille-Santiago said, despite the economy, the community pulled together to make the event special.

According to a Relay for Life web site, it began in 1985 when Dr. Gordy Klatt, a colorectal surgeon in Tacoma, Wash., ran and walked around a track for 24 hours to raise money for the American Cancer Society.

Each year, more than 3.5 million people in 5,000 communities in the United States — along with additional communities in 20 other countries — take part in Relay for Life events to raise money and awareness.

People can still donate by visiting www.windhamrelayforlife/windhamct or by mailing a donation to the American Cancer Society, c/o Shannon Stahecki, 825 Brook St., Rocky Hill 06067-3405, with checks payable to the American Cancer Society.

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10/18

Info forum is slated for ballot questions

By MIKE SAVINO
Chronicle Staff Writer

MANSFIELD — With two referendum questions being added to the ballot for November elections, the town council will host a question and answer session for residents next week.

The special session will come Oct. 25 at 7 p.m., followed by the council's last meeting before the Nov. 2 elections.

Residents heading to the polls Nov. 2 will have the chance to vote on seeking bonding for \$1.04 million for the town's open space and farmland preservation fund and the approval of \$2.735 million in bonding for the replacement of two bridges.

The council agreed by consensus to add the special session to an already busy agenda on Oct. 25, but Mansfield Mayor Elizabeth "Betsy" Paterson said it would be hard to get the council together for a special meeting on another day.

The council also has a workshop at 6 p.m. to discuss a possible school building project and it will hold an information meeting on roadwork associated with the proposed Storrs Center project during its regular meeting at 7:30 p.m.

Paterson said she wanted to give residents the chance to learn more about the two referendum questions, but also said this would give the town a chance to remind residents about the vote.

"I think with all the politics going on, we're on elections overload," she said, adding residents can forget about other ballot items.

The town is seeking to add \$1.04 million to its open space fund, which it uses to acquire and preserve land based on guidance from the plan of conservation and development.

The town said in a mailer to residents in August that it has acquired 31 properties — totaling 1,017.33 acres — since 1990 by using the fund and the acquisitions.

The town also said in the mailer that it has spent \$2.8 million and received \$461,000 since 1992 for the acquisitions, which have helped protect public water supplies and preserve farmland, historic sites and native habitats.

Residents will also have the chance to vote on whether the town should seek \$2.735 million in bonding to replace bridges on Stone Mill Road and Laurel Lane.

The town has received 80-percent federal reimbursement grants for the two projects and would only be responsible for \$378,000 after the reimbursements.

A brief report from Public Works Director Lon Hultgren said the two bridges were eligible for grants because of they received poor ratings and don't meet standards.

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Land owners file suit over zone change

By MIKE SAVINO *11/19*
Chronicle Staff Writer

MANSFIELD — The owners of most of the land along Pleasant Valley Road subject to recent zoning changes has filed an appeal.

The appeal is in response to a planning and zoning commission decision that rezoned roughly 175 acres of land along Pleasant Valley Road in late September, including the creation of two new zones.

The appeal, filed by attorney Kari Olsen on behalf of Bruce and Franca Hussey, claims the PZC's decision was "illegal, arbitrary and an abuse of its discretion."

Olsen said in the complaint that the Husseys own 100 percent of the land, which was broken into three different zones, including two new ones.

The PZC established a Pleasant Valley residence/agriculture zone — or PVRA — that allows the

PZC to require a developer to designate for preservation as much as 50 percent of land deemed "prime agriculture" land.

It also created a Pleasant Valley commercial/ agriculture zone — or PVCA — that comes with many of the same preservation requirements but also allows some additional uses.

The PVCA allows industrial or repair services, communication facilities, automotive garages, offices, commercial recreation, veterinary hospitals, kennels and agricultural uses.

Any developments in both the PVRA and PVCA must be at least 25 acres, but lots can include a combination of building uses allowed by the zoning.

A third parcel was also zoned rural agriculture, although it was not added to one of the Pleasant Valley zones.

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Owners sue Mansfield over zoning

(Continued from Page 1)

In the appeal, filed on Oct. 8, Olsen said the changes were "illegal spot zoning" and "are not consistent" with the town's or state's plans of conservation and development.

She also said the PZC acting beyond its legal authority and the changes "lack sufficient criteria or other standards" that would prevent "arbitrary and capricious application."

Olsen said this morning the new zoning makes the Husseys' two properties "useless for any other purpose" beyond the guidelines set in the changes.

"We're raising a number of issues," she said. Olsen added the changes reduce the value of the Husseys' property and the Husseys are seeking payment of monetary damages, as well.

PZC Commissioner Rudy Favretti urged commission members not to comment on the appeal during the commission meeting Monday, but town Planning Director Gregory Padick noted the PZC stated reasons for the change as part of the approval.

"I think the town did attempt to state its reasons for approval," he said.

Padick said after the approval in September the intent of the rezoning is to encourage "clustering" in an area of town that can provide sewer and water service for "appropriate higher-density" uses.

Padick said the town attorney will now file the town's response to the complaint, and the town will also submit public documents and files associated with the decision.

Those files will include audio recordings of meetings where the changes were discussed, including a public hearing in May, as well as written files and correspondence supplied to the PZC.

After Olsen and the Husseys submit a written brief, the town will file a second response and, if the two sides cannot reach an agreement, the case would then go to a trial, Padick said.

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