



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, November 22, 2010
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

AGENDA

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CALL TO ORDER	
ROLL CALL	
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FUTURE AGENDAS

EXECUTIVE SESSION

- 22. 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)
- 23. Personnel in accordance with CGS §1-200(6), 1-214(b)(5)(b)

ADJOURNMENT

REGULAR MEETING – MANSFIELD TOWN COUNCIL
November 8, 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, Kochenburger, Moran, Paterson, Paulhus, Schaefer
Excused: Lindsey, Ryan

II. APPROVAL OF MINUTES

Mr. Paulhus moved and Mr. Haddad seconded to approve the minutes of the October 25, 2010 Special meeting as presented. The motion passed unanimously. Mr. Schaefer moved and Ms. Keane seconded to approve the minutes of the October 25, 2010 meeting as presented. The motion passed unanimously

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

David Freudmann, Eastwood Road, urged caution regarding the amount of debt obligated by the Town. (Statement attached)

IV. REPORT OF TOWN MANAGER

Report attached

The Town Manager reported that the information received regarding the health insurance renewal rates is very favorable. Mr. Hart thanked Assistant to the Town Manager Maria Capriola, Director of Finance Cherie Trahan, the Be Well team and Mr. Milliman, of Milliman Inc. for their efforts.

The Town Manager recommended that the ad hoc Ordinance Development and Review Committee suspend their work on the proposed amendments to the Fee Schedule for Fire Prevention Services, awaiting further staff review of the entire ordinance. The current Committee will review any proposed amendments to the existing ordinance.

Mr. Hart expressed his appreciation to those who were willing to run for the State Representative position. He thanked Mr. Haddad for his years of service and dedication to the Town.

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Paterson announced the opening of two new businesses in Town, Talented Tailor on Higgins Highway and Storrs Center Cycle on Storrs Road.

Mr. Schaefer questioned the meaning of the minutes of the Emergency Meeting of the Housing Authority which referenced bidding on HUD properties. The Town Manager explained the Housing Authority bid on the ING properties which were in foreclosure but were not awarded the bid.

VI. NEW BUSINESS

1. Appointment to Zoning Board of Appeals

November 8, 2010

Mr. Haddad moved and Mr. Schaefer seconded, effective November 8, 2010, to appoint Beverly Gotch as a regular member to the Zoning Board of Appeals, to a term expiring at the next election.
Motion passed unanimously.

2. USDA/UConn Animal Health Research Center

Mr. Schaefer moved and Ms. Keane seconded, effective November 8, 2010, to authorize the Mayor to co-endorse a letter with the Planning and Zoning Commission Chairman indicating that the Town does not have concerns with the USDA/UConn Animal Health Research Facility at this time but seeks an opportunity to review final plans prior to construction.
Motion passed unanimously.

3. FY 2011 Comprehensive DUI Enforcement Program

Ms. Moran moved and Mr. Paulhus seconded, effective November 8, 2010, to authorize the Town Manager, Matthew W. Hart, to submit a grant application to the Connecticut Department of Transportation, Division of Highway Safety, for \$33,800 to be dedicated to police overtime for DUI and related motor vehicle enforcement, and to process any related grant paperwork.
Council members asked that the southern section of Mansfield City Road be included in the areas of heightened enforcement and that the times of the scheduled enforcement be tailored to the times of concern in Mansfield and not necessarily just the holiday seasons. The Town Manager will research.

VII. DEPARTMENTAL AND COMMITTEE REPORTS

No comments offered.

VIII. REPORTS OF COUNCIL COMMITTEES

Mr. Haddad reported the Executive Session regarding matters of Personnel scheduled for this evening has been deferred until a later date. Mr. Haddad updated the Council on the Personnel Committee's work on the Rules of Procedures, the Open and Transparent Government Policy and the Personnel Rules noting that these items will be on an agenda in the near future.

Mr. Paulhus announced the Four Corners Water and Sewer Study Committee will be meeting on November 11, 2010.

Ms. Moran reported the Committee on Committees will be addressing the vacancy on the Ethics Board and asked any interested community members to file an application on the Town's website or contact the Town Clerk. Mayor Paterson suggested the Committee send a letter to the Town Committees to solicit volunteers for the various openings.

IX. PETITIONS, REQUEST AND COMMUNICATIONS

4. A. Pickett re: ASTRA Club- The Mayor will be preparing a proclamation for the organization
5. Planning and Zoning Commission re: Hunting Lodge Road Bikeway/Walkway & Salt Shed
6. Regional School District #19 District/Municipal Budget Information Sharing Meeting
7. CCM Environmental Management Bulletin

November 8, 2010

8. Chronicle "Info session on Storrs Center roads is Monday" – 10/21/10
9. Chronicle "Letter to the Editor" – 10/21/10
10. Chronicle "Editorial: No moratorium – ban Spring Weekend" – 10/21/10
11. Chronicle "Senior housing to get second look" – 10/22/10
12. Chronicle "Letter to the Editor" – 10/22/10
13. Chronicle "Weekend blaze damages home" – 10/25/10
14. Chronicle "Mansfield to look at Goodwin for school site" – 10/27/10
15. Chronicle "Letter to the Editor" – 10/28/10
16. Chronicle "Experts sought for Four Corners water projects" – 10/28/10
17. Chronicle "Voters to decide \$3.34M in bond proposals" – 11/1/10

X. FUTURE AGENDAS

Deputy Mayor Haddad announced that in December he will be resigning from the Town Council in order to assume his new position as the State Representative for the 54th Assembly District. Mr. Haddad asked any citizens interested in the Town Council position to please contact Sharry Goldman, Chair of the Nominating Committee of the Democratic Town Committee, or Mark LaPlaca, Chair of the Democratic Town Committee.

Mr. Haddad moved and Mr. Paulhus seconded to recess as the Town Council and move into Executive Session to continue the 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)
Motion passed unanimously.

XI. EXECUTIVE SESSION

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)

Present: Haddad, Keane, Kochenburger, Moran, Paterson, Paulhus, Schaefer
Also included: Town Manager Matt Hart, Director of Finance Cherie Trahan, Town Attorney Dennis O'Brien, Director of Public Works Lon Hultgren, Financial consultant Shuprotim Bhaumik.

7. ADJOURNMENT

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

Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

November 8, 2010

Mansfield, Connecticut Town Council Meeting Nov. 8, 2010
Public comment by David Freudmann, 22 Eastwood Rd.,
Storrs, CT 06268, 860-429-0763
Topic: Debt Increases from \$1.5M to \$4.4M in Four Months

I want to alert the Town Council to the precipitous increase in the town's long-term debt. Following are four recent events.

1. On September 13, 2010, voters at a Town Meeting approved the issuance of \$263,000 in bonds for various equipment acquisitions, maintenance, and facilities improvements.
2. On Sept. 29, at a referendum, Mansfield's voters approved \$1,189,000 in bonding, that being Mansfield's share of Regional School District #19's request for \$2.2 million for outdoor athletics facilities for E.O. Smith High School. (Please see Note 1.)
3. On Nov. 2, at an Election Day referendum, an additional \$1,040,000 in bonding was approved for the Open Space Preservation program.
4. Also on Nov. 2, \$383,000 in bonding was approved to cover the town's costs for bridges at Laurel Lane and Stone Mill Rd.

These four bonding authorizations total \$2,875,000. Debt outstanding on June 30, 2010, at the close of fiscal year 2009/10, was \$1.5 million. (Note 2) So, in the first 19 weeks of this fiscal year (2010/11), debt has increased (or is in the pipeline to increase) by 189%, from \$1.5 million to \$4.4 million. (Note 3) This is alarming.

You are implementing the Five Year Capital Improvements Program (CIP). Its cumulative Total Financing requirements, exclusive of grants, are \$15.1 million. (Note 4) Alas, it appears that this will be financed largely by debt. Ominously, that \$15.1 million does not include the over \$1.1 million mentioned above for the high school, does not include the Four Schools Renovation project, and it does not include the Four Corners Water and Sewer project - all to be financed by bonding.

I urge the Council not to issue any of the bonds approved since early September. Set priorities. Pay for what is necessary be either cutting less urgent items or increasing taxes, preferably the former. We must live within our means and adopt 'pay as you go' as the watchword of the fiscally prudent.

Avoid debt. Debt is a trap. Debt is pernicious. Debt is the elixir of the irresponsible.

If no change is forthcoming, there will be a fiscal crisis by mid-decade. In four years, the town will be sagging under the burden of debt service. Slashing of services and steep tax increases will inevitably ensue. I conclude by repeating my warning of April 12, 2010 at the Public Hearing on the budget: There will be a reckoning, and it is coming soon and it won't be pretty.

David Friedman

Notes:

1. $\$2,167,000 \times 54.89\% = \$1,189,000$
* Mansfield students as percentage of total enrollment
2. $\$1,520,000$. Town Budget for 2010/2011, pp. 197, 203
3. $\$1,520,000 + \$2,875,000 = \$4,395,000$
4. Town Budget for 2010/2011, pg. 177

Town Manager's Office
Town of Mansfield

Memo

To: Town Council
From: Matt Hart, Town Manager *M.H.*
CC: Town Employees
Date: November 8, 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

- *Bond Referendum* – On November 2nd, Mansfield held a bond referendum regarding the appropriation of \$1,040,000 to fund open space and farmland preservation and the appropriation of \$2,735,000 to fund bridge replacements on Stone Mill Road and Laurel Lane. Voting results for the question on open space were 3429 in favor, 1859 opposed. Voting results for the question on the bridge replacements were 3318 in favor, 1916 opposed. More than 15% of registered voters voted in favor of both questions, which satisfies the minimum turnout provision of our Town Charter.
- *Search Function on New Town Website* - The Information Technology Department is currently working on improving the search box function on the website. As we have significantly increased the number of items on the website, it is particularly important that citizens, elected officials, and staff can effectively find the greater volume of information and include both older and newer content in the search. The Department is collaborating closely with the Communications Advisory Committee on this effort to ensure it is user friendly, flexible, and effective.

Departmental/Division News

- *Fire and Emergency Management*
 - During the months of October and November, the Mansfield Fire Department has been delivering the 2010 Fire Prevention and Life Safety Program to pre-K through 5th grade school children in Mansfield. This includes public schools, private schools and daycare centers. To date the department has delivered the program to approximately 1500 participants and has received positive feedback from the participants and parents as well as school administrators. The fire prevention and life safety program curriculum is a "game based format" that uses interactive games to teach age appropriate skills that instill life long safety behaviors in the participants. It is noteworthy to mention that the fire prevention and life safety games were designed developed and implemented by members of the Mansfield Fire Department, and that each of the games teaches core skills from the State of Connecticut curriculum.
- *Parks and Recreation*
 - On Oct. 30, Parks and Recreation hosted its annual Halloween Party. There were about 500 people including all the children and their parents. We had volunteers from ECSU and UConn helping out with games and our Trick-A-Truck was held in the back parking lot.
 - On Nov. 14, there will be a family open house from 1-5 p.m. at the community center. There will be sample classes and demonstrations as well as information about personal training and all of our aquatics, fitness, and parks and recreation classes. There will also be complimentary child care for parents who want to try out a class.
 - On Nov. 13 the parks and recreation department along with Coventry, Tolland, and Ashford are sponsoring a trip to Radio City Music Hall. The cost is \$102 per person and includes bus transportation and an orchestra seat at the event.

- o The winter brochures will be in homes by Thanksgiving weekend. Registration begins on Nov. 29.

Member Organizations

- *Storrs Farmers Market*
 - o Storrs Farmers Market will continue outdoors in the Town Hall parking lot through November 20, the last Saturday before Thanksgiving. Please note that the hours have been shortened to 3:00 – 5:00 pm for the rest of the season (due to the shorter days).
 - o Storrs Winter Farmers Market will begin on Saturday, December 11 in the Buchanan Auditorium of the Mansfield Public Library. The Winter Market will be open from 3:00 – 5:00 pm on the second and fourth Saturdays of each month from December* through April. (*In December, the Market will be open on the second and third Saturdays due to the holiday.) For more information, please contact StorrsFarmersMarket@gmail.com.

Upcoming Meetings*

- Youth Service Bureau Advisory Board, November 9, 2010, 11:30AM, Conference Room B, Audrey P. Beck Municipal Building
- Town-University Relations Committee, November 9, 2010, 4:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Historic District Commission, November 9, 2010, 8:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Regulatory Review Committee, November 10, 2010, 1:15pm, Conference Room C, Audrey P. Beck Municipal Building
- Four Corners Water and Sewer Advisory Committee, November 10, 2010, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, November 15, 2010, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Committee on Committees, November 15, 2010, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Energy Education Team, November 16, 2010, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Sustainability Committee, November 17, 2010, 5:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Conservation Commission, November 17, 2010, 7:30PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Board of Education, November 18, 2010, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building
- Special Town Council Meeting, November 22, 2010, 6:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Town Council, November 22, 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.*

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SPECIAL MEETING – MANSFIELD TOWN COUNCIL
November 15, 2010

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 7:00 p.m. in Conference Room B of the Audrey P. Beck Building.

I. ROLL CALL

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

Mr. Kochenburger moved and Mr. Paulhus 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, Keane, Kochenburger, Lindsey, Moran, Paterson, Paulhus, Ryan, Schaefer
Also Present: Town Attorney Dennis O'Brien, Town Manager Matt Hart, Director of Finance Cherie Trahan, Director of Public Works Lon Hultgren

III. ADJOURNMENT

The Town Council reconvened in regular session. Mr. Ryan moved and Ms. Moran seconded to adjourn the meeting at 9:25 p.m.

Motion passed unanimously.

Elizabeth Paterson, Mayor

November 15, 2010

PAGE
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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant to Town Manager; Mary Stanton, Town Clerk
Date: November 22, 2010
Re: Town Council Rules of Procedure

Subject Matter/Background

There are still two outstanding items for discussion on the Rules of Procedure: 1) the pledge of allegiance during Council meetings; and 2) Rule 9, appointments of Council members to standing sub-committees of Council and other committees.

At its November 8, 2010 meeting the Personnel Committee, by consensus, agreed to recommend the following:

- Move language from Rule 3c to Rule 2g and add the following new language: *For select national holidays, more specifically, President's Day, Memorial Day, Independence Day, and Veteran's Day, the Council will schedule ceremonial meetings which may include traditional and appropriate activities such as a recitation of the pledge of allegiance. Council members shall participate on a voluntary basis in the planning and scheduling of such ceremonial meetings.*
- Add a new Rule 9e: *The Mayor shall make recommendations for appointments of Council members to committees other than the three standing committees of the Council, to the Council as a whole for review and consideration.*
- Change the heading on Rule 9 from *Standing Committees* to *Standing Committees and Other Committees.*

The draft amendments are attached for your reference.

Recommendation

If the Council supports the recommendations of the Personnel Committee, the following motion would be in order:

Move, effective November 22, 2010, to adopt the recommended amendments to the Town Council Rules of Procedure, as presented by the Personnel Committee.

Attachments

- 1) Draft Amendments to Rules of Procedure



TOWN OF MANSFIELD
TOWN COUNCIL RULES OF PROCEDURE
As adopted by Council 7/26/10
DRAFT AMENDMENTS 11/22/10, noted in italics

BE IT RESOLVED, that under the authority of Section C302 of the Town Charter, the Town Council of the Town of Mansfield does hereby establish its Rules of Procedure as follows. These rules are in effect for the term of office of the Council and shall be adopted at the organizational meeting. Procedural matters not covered by the Town Charter or these Rules of Procedure will be determined by the Mayor, or by the Deputy Mayor in the absence of the Mayor, in accordance with "Robert's Rules of Order, Newly Revised."

Rule 1 – Organizational Meeting

Each newly elected Council shall meet for organization at the next regular meeting of the Town Council following the municipal election. During this Organizational Meeting the Town Council shall elect, by a majority vote of all Council members, one of their number to serve as Mayor, who shall preside at Council meetings, and one of their number to serve as Deputy Mayor, who shall serve in the Mayor's temporary absence. If both are absent, the Council may designate from its membership a temporary presiding officer. At this Organizational Meeting, the Council shall also fix by Resolution the time and place of its regular meetings for the following two-year period, which meetings shall be held at least once a month as required by the Charter. The appointment of a Town Attorney may also take place at this meeting, but said appointment shall take place no later than one month after the election of the Council.

Rule 2 – Meetings

- a) All meetings shall be held in compliance with the Connecticut Freedom of Information Act, Connecticut General Statutes sections 1-200, et seq.
- b) The presence of five members of the Council is necessary for a quorum. Each Council member is asked to notify the Mayor or the Town Manager as soon as possible if the member expects to be absent
- c) Special Meetings of the Town Council may be called by the Mayor, or on the written request of at least three members of the Council, filed with the offices of the Town Manager and Town Clerk not less than 36 hours (excluding Saturday, Sunday, legal holidays and any day on which the Office of the Town Clerk is officially closed) in

advance of such meeting, which request must specify the date, time and business to be transacted at any such Special Meeting. The Town Clerk shall post a notice in the Office of the Town Clerk indicating the time, place and business to be transacted, and copies of this notice shall be served by mail or personally upon each Council member and the Town Manager or left at their usual place of abode at least twenty-four (24) hours prior thereto. The notice shall be placed on the Town's website at least 24 hours prior to the meeting.

- d) Emergency Special Meetings may be called by the Mayor or the Town Manager in case of an emergency with at least two hours notice given to Council members, without complying with the posting of notice requirement, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, C.G.S. section 1-225 (d).
- e) Work Sessions are by definition of the Freedom of Information Act, Special Meetings of the Council. In order to preserve the informal and relaxed atmosphere that encourages exchange between members of the Town Council, town government and invited participants, Work Sessions will generally be held prior to the Regular Meeting. Work Sessions may be scheduled by the Mayor or by majority of vote of the Council. All requirements of the Freedom of Information Act that pertain to Special Meetings shall be observed for Work Sessions. Work Sessions will be held to discuss, review, research or explore topics for possible later action. No formal votes may be taken, except for a vote to go into Executive Session.
- f) Joint meetings and hearings may be held with the governing bodies of other governmental entities or agencies and such joint regular or special meetings may be held in the jurisdiction of either body.
- g) Ceremonial presentations to individuals or groups that include refreshments, may be scheduled prior to the Regular Meeting time in accordance with the requirements of the Freedom of Information Act. A notice that the presentation will take place prior to the Regular Meeting will be included on the agenda for that meeting. *For select national holidays, more specifically, President's Day, Memorial Day, Independence Day, and Veteran's Day, the Council will schedule ceremonial meetings which may include traditional and appropriate activities such as a recitation of the pledge of allegiance. Council members shall participate on a voluntary basis in the planning and scheduling of such ceremonial meetings.*
- h) The Town Clerk is the Clerk of the Council and shall, in accordance with the Connecticut Freedom of Information Act, keep for public inspection minutes of all its proceedings, including all roll call votes and indicating deliberations, discussions and actions which shall be the official record of Council proceedings. The journal shall be authenticated for each meeting by the signature of the Mayor or Deputy Mayor in the absence of the Mayor. Notes from the meeting indicating all actions shall be

Comment [MEC1]: Moved from Rule 31

available to the public within 48 hours after the meeting and the minutes shall be available and posted on the website within 7 days of the meeting.

Rule 3- Agenda of Council Meetings

- a) The Town Manager, in consultation with the Mayor, shall prepare the agenda
- b) Unless altered by a two-thirds vote of the Council, the regular order of business shall be as follows:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Approval of Minutes
 - 4. Public Hearing (if scheduled)
 - 5. Opportunity For Public to Address the Council
 - 6. Report of the Town Manager
 - 7. Reports and Comments of Council Members
 - 8. Old Business
 - 9. New Business
 - 10. Quarterly Reports
 - 11. Departmental and Committee Reports
 - 12. Reports of Council Committees
 - 13. Petitions, Request and Communications
 - 14. Future Agendas
 - 15. Executive Session (if scheduled)
 - 16. Adjournment
- c) Prior to or during the discussion on each item on the agenda the Mayor may call upon the Town Manager, designated staff or other appropriate person for the purpose of background presentation of business to be discussed. Council members may address questions to these individuals.
- d) Unless extenuating circumstances occur, the agenda and all supporting material shall be delivered to the Council not later than the Friday preceding each regular meeting of the Council.
- e) Every effort will be made to ensure that copies of the agenda, minutes and related material distributed with the packet will be made available on the Town's website no later than noon on the Friday preceding each regular meeting of the Council.
- f) Recurring Old Business items shall have an end date to be determined by the Council.

Rule 4 – Public Participation

- a) Regular Meetings

The Town Council welcomes comments from the public. On the agenda of each meeting of the Town Council, a period shall be set aside and designated as an opportunity for the public to address the Council on any issue of importance to the Town. Citizen comments may be presented orally or in writing. Each speaker will be allowed one opportunity to speak for a maximum of five minutes. Any citizen so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. Citizen comments will be accepted as presented. Written statements presented by speakers during the public comment section shall be included in the minutes of the meeting.

Council members are free to ask questions to clarify the intent of the citizens commenting. Citizens should not attempt to engage Council members, the Town Manager or Town staff in debate or line of questioning. Council Members and the Town Manager may offer responses to questions or concerns raised by citizens during the portions of the agenda reserved for their reports and comments, but are not obligated to provide answers to impromptu questions.

Written statements from the public received prior to the completion of the Town Council packet will be included as a communication. Communications received after the packet has been completed will be distributed to members prior to the meeting and be included as a communication in the next packet.

b) Public Hearings

Public hearings are an opportunity for citizens to address the Town Council on a specific issue. Citizen comments may be presented orally or in writing. Written statements received by the Town Clerk prior to the public hearing will be noted on the record and distributed to Council members either in the packet or that evening. Both these letters and written statements presented by speakers during the public hearing shall become part of the minutes. All citizens so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. Public comment at public hearings is limited to five minutes per speaker unless otherwise modified by the Council at the beginning of the hearing.

c) Work Sessions

Work Sessions are an opportunity for the Council, Town Government and invited participants to discuss issues. An opportunity for public comment, other than invited participants, may be set-aside at the beginning of the Work Session to hear from citizens who have comments pertaining to the issue at hand.

Rule 5 – Decorum

All meeting participants including Councilors, citizens and staff should confine their remarks to the substance of the issue at hand. Participants should avoid discussing personalities and not impugn the motive, character or integrity of any individual. The Town Council supports the right of a resident to criticize its local government, but this should be done appropriately and responsibly, with civility and discretion. All participants should address their remarks to

the Mayor and maintain a civil tone. These rules of conduct shall also apply to all written correspondence.

Disorderly and disruptive conduct will be handled in accordance with Freedom of Information Act, C.G.S. Section 1-232.

Rule 6- Introduction and Public Hearing of Ordinances

- a) Section C307 of the Charter of the Town of Mansfield provides that "All ordinances introduced by a member of the Council shall be in written form and shall be limited to one subject, which shall be clearly stated in the title." A copy of the ordinance shall be filed with the Town Clerk who shall follow the procedures for copying, distribution and notice of the proposed ordinance set forth in Town Charter section C307.
- b) Section C308 of the Town Charter requires that the Town Council shall hold at least one public hearing before any ordinance shall be passed. The Council may also hold more than one public hearing on a proposed ordinance prior to taking final action.
- c) Prior to the Town Council scheduling a public hearing regarding a proposed ordinance, the Town Manager shall present a written fiscal impact analysis to the Council.
- d) The Town Council may discuss a proposed ordinance but may not amend, adopt or reject it on the day the first public hearing is convened in accordance with Section 308 of the Town Charter. This provision may be suspended by a majority vote.

Rule 7- Motions

- a) When a motion is made and seconded it shall be stated by the Mayor or the Town Clerk, if requested. If the motion is made in writing, it shall be read aloud prior to being debated. The motion so made and seconded will be in possession of the Council and subject to amendments or withdrawal.
- b) Motions shall be reduced to writing when requested by the Mayor or by a majority of the whole Council.
- c) When a motion is under debate, no further motion shall be received except to adjourn, to recess, to table, for the previous question, to limit or extend debate, to postpone to time certain, to refer to committee, to amend or to postpone indefinitely, which motions shall have precedence in the order indicated.
- d) Motions to adjourn, to lay upon the table and for the previous question shall be decided without debate.

- e) Motions to postpone to a definite time and to close debate at a specific time shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.
- f) Motions to refer, to postpone indefinitely or to amend shall be debatable, but only with respect to such a referral, postponement or amendment, and not with respect to the subject matter of the main motion.
- g) Any amendment must be germane to the motion.
- h) Motions to table, to postpone to time certain or to postpone indefinitely, once having been decided, shall not be reconsidered at the same meeting, whereas a motion to refer a matter to a committee can be reconsidered only at the meeting of the vote. Any other motion can be reconsidered only at the same or next succeeding meeting of the Council.
- i) Any motion to reconsider shall be in order only upon motion by a member participating in the prevailing vote of the original motion, and there shall be no reconsideration of the vote upon motion to adjourn, for the previous question or to reconsider.
- j) Any motion under debate, which consists of two or more independent propositions, may be divided by a majority vote of the whole Council.

Rule 8 - Debate

- a) During discussion or debate, no Councilor shall speak unless recognized by the Mayor.
- b) Councilors shall confine their remarks in debate to the pending question.
- c) Any Councilor who knows in advance of a meeting that he /she wishes to obtain certain data or have a question answered, or wishes specific figures or expenditures, or the like, should, insofar as possible, inform the Town Manager in writing of the nature and details of the inquiry, so that the Town Manager will have the opportunity to have the answer available at such meeting.
- d) Any member who realizes or anticipates that he/she has or will have a conflict of interest with respect to a matter before the Council for consideration should announce his or her intention to abstain from voting on the matter as soon as the conflict becomes apparent, and should thereafter refrain from further discussion of or involvement in the matter.

Rule 9 – Standing Committees and Other Committees

- a) There shall be the following standing committees of the Council
 - Committee on Committees
 - Finance Committee
 - Personnel Committee

- b) The Council may create or dissolve committees of the Council by resolution.
- c) The Mayor shall appoint members of the Council to such committees and shall designate the chair of each. The Mayor may announce any adjustments in membership or chairmanship at a regular Council meeting with such changes to be effective at the next regular committee meeting.
- d) All Councilors shall be ex-officio members of the committees to which they are not assigned, but do not have the authority to make motions or to vote.
- e) *The Mayor shall make recommendations for appointments of Council members to committees other than the three standing committees of the Council to the Council as a whole for review and consideration.*

Rule 10 – Council Office Hours

One half hour prior to the second Council meeting of the month Council members will be available to hear from the public on any issue. Councilors should participate in the office hours on a rotating basis.

Rule 11 – Executive Session

Executive Sessions will be limited to those subjects allowed pursuant to the Freedom of Information Act. The reasons for such a session and persons to attend shall be publicly stated. A two-thirds vote of the members of the Council present and voting shall be necessary in order to go into Executive Session.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant to Town Manager; Cherie Trahan, Director of Finance
Date: November 22, 2010
Re: Financial Statements Dated September 30, 2010

Subject Matter/Background

At its November 18, 2010 meeting, the Finance Committee will review the Financial Statements dated September 30, 2010. Staff will be available at Monday's Council meeting to review any questions that Councilors may have.

Recommendation

If the Finance Committee recommends acceptance of the Financial Statements as presented and the Town Council concurs with the Committee's recommendation, the following motion is in order:

Move, effective November 22, 2010, to accept the Financial Statements Dated September 30, 2010, as presented by the Director of Finance.

Attachments

- 1) Financial Statements Dated September 30, 2010

TOWN OF MANSFIELD
MANSFIELD BOARD OF EDUCATION

Quarterly Financial Statements

(For the Quarter Ending September 30, 2010)

Finance Department
Cherie Trahan
Director of Finance
November 12, 2010

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SEPTEMBER 30, 2010

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OVERVIEW

GENERAL FUND BUDGET

REVENUES:

Tax Collections

The total collection rate through September 30, 2010 is 96.1%, as compared to 96.5% through September 30, 2009. Real estate collections, which account for approximately 85% of the levy, are 97.4% as compared to 97.9% for last year. Collections in motor vehicles are at 87.7% as compared to 87.8% at September 30, 2009.

Licenses and Permits

Conveyance taxes received for the first quarter are \$23,681 or 19% of the annual budget. Building permits received are \$22,624 or 11% of the annual budget. We could be significantly short of budget for the year if building activity doesn't pick up.

Federal Support for General Government

No change from the budget at this time.

State Support for Education

There has been no change in the ECS grant estimate from the State at this point. The current budget is \$10,070,680. The transportation grant is budgeted at \$199,930.

State Support for General Government

The Pilot grant is by far the largest single grant within this category. It is budgeted at \$7,224,400.

Charges for Services

Charges for services are primarily fixed by contract and are normally received during the year. The primary exceptions are: Recording, where we have received \$12,687 or 23% of budget and Police Services which are based on expenditures.

Fines and Forfeitures

No major change expected from budget.

Miscellaneous

This area is primarily interest income and the telecommunications service payment. Total interest income through September 30, 2010 is \$3,778 as compared to \$14,422 for the same period last year. STIF interest rate for September, 2010 is 0.26% as compared to 0.43% in September, 2009. The amount of the telecommunications payment is not known yet.

GENERAL FUND BUDGET - EXPENDITURES

Town Expenditures

There are no anticipated problems at this time with expenditures.

Board Expenditures

Board of Education expenditures are anticipated to remain within budget. There are no significant issues at this time.

DAY CARE FUND

The Day Care Fund ended the period with revenues exceeding expenditures by \$8,614. Fund balance at July 1, 2010 of \$268,918 increased to \$277,532 at September 30, 2010.

CAFETERIA FUND

Expenditures exceeded revenues by \$14,258 for the period. Fund balance at July 1, 2010 decreased from \$214,729 to \$200,471 at September 30, 2010. A \$20,000 transfer from the Board of Education is included.

RECREATION PROGRAM FUND

The Recreation Program Fund ended the period with revenues exceeding expenditures by \$241,784. Fund Balance increased from \$93,087 to \$334,871. Fund balance will be drawn down as utilities and other seasonal expenditures are paid.

CAPITAL NONRECURRING FUND

The Pequot/Mohegan Grant was budgeted at \$382,670. There have been no updated estimates from the State at this point.

DEBT SERVICE FUND

Fund Balance increased from (\$72,794) on July 1, 2010 to \$837,206 at September 30, 2010. This will be drawn down as principal and interest payments are made in December, 2010 and June, 2011. Based upon our current debt plan, debt service contributions from the General Fund will rise to \$835,000 in FY 2012/2013 and the CNR Fund will contribute another \$100,000 through FY 2011/2012. The plan does not take into consideration any additional debt offerings. Because of the dramatic decreases in Pequot funding, the additional funds for debt service from the CNR Fund should be revisited.

ENTERPRISE/INTERNAL SERVICE FUNDS

Solid Waste Fund

Expenditures exceeded revenues by \$13,618. Retained Earnings decreased from \$207,148 at July 1, 2010 to \$193,530 at September 30, 2010.

Health Insurance Fund (Town of Mansfield, Mansfield BOE, and Region 19 BOE)

Revenues and Other Financing sources were more than expenditures for the first quarter by \$27,022. Fund Equity increased from \$2,954,870 (including contributed capital) at July 1, 2010 to \$2,981,892 at September 30, 2010. Claims through September (calendar year basis) have averaged \$478,561 as compared to \$484,074 for the prior year. To be considered fully funded, the Health Insurance Fund needs to maintain a fund balance of \$2.3 million.

Worker's Compensation Fund

Operating revenues exceeded expenditures by \$300,591 through the fiscal year. Retained Earnings increased from \$89,314 to \$389,905 at September 30, 2010. Fund Balance will be drawn down as premiums are paid.

Management Services Fund

Management Services Fund revenues through September 30, 2010 exceeded expenditures by \$188,017. Fund Balance increased from \$1,505,879 at July 1, 2010 to \$1,693,896 at September 30, 2010. All of the fund balance is invested in fixed assets.

CEMETERY FUND

Retained earnings in the Cemetery Fund decreased from \$317,096 at July 1, 2010 to \$308,686 at September 30, 2010. The major costs for this fund are mowing and cemetery maintenance. A one time capital expenditure was made during this period for a pick up truck, per the capital improvement budget.

LONG TERM INVESTMENT POOL

The pool experienced a \$17,506 increase in the market value of its portfolio for the period July 1, 2010 to September 30, 2010.

EASTERN HIGHLANDS HEALTH DISTRICT

Operating revenues exceeded expenditures by \$143,342 and Fund Balance increased from \$288,280 to \$431,622. The annual State-Grant-In-Aid of \$146,015 has been received.

MANSFIELD DOWNTOWN PARTNERSHIP

Operating revenues exceeded expenditures by \$196,885 through September 30, 2010, and Fund Balance increased from \$257,649 to \$454,534. Fund Balance will be drawn down as expenses are met during the year.

TOWN OF MANSFIELD
 TRIAL BALANCE - GAAP BASIS
 September 30, 2010

<u>GENERAL FUND</u>	<u>DEBIT</u>	<u>CREDIT</u>
Cash Equivalent Investments	\$ 13,626,007	
Working Cash Fund	4,150	
Accounts Receivable	25,082	
Taxes Receivable - Current	11,459,543	
Taxes Receivable - Delinquent	586,916	
Accounts and Other Payables		712,111
Refundable Deposits		116,978
Due to Other Funds		451,502
Deferred Revenue - Taxes		11,990,327
Taxes Collected in Advance/Overcollected		92,257
Encumbrances Payable - Prior Year		381,593
Liquidation - Prior Year Encumbrances	120,953	
Fund Balance - Undesignated		1,865,927
Actual Expenditures	10,607,454	
Actual Revenues		20,819,410
	\$ 36,430,105	\$ 36,430,105
	\$ 36,430,105	\$ 36,430,105

DAYCARE COMBINED PROGRAM
 COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES
 AND CHANGES IN FUND BALANCE
 FOR THE PERIOD ENDED SEPTEMBER 30, 2010
 (with comparative totals for September 30, 2009)

	BUDGET 2010/11	September 30,	
		2010	2009
REVENUES:			
Intergovernmental - Nat'l. School Lunch	\$ 27,000	\$ 8,512	\$ 8,987
Intergovernmental - Day Care Grant	319,119	72,604	78,548
School Readiness Program	24,750	8,580	8,100
UConn	78,750	78,750	78,750
Fees	806,536	170,122	180,121
Subsidies	23,000	21,866	4,489
Other	-		9,824
Total Revenues	1,279,155	360,434	368,819
EXPENDITURES:			
Administrative	186,251	49,785	63,737
Direct Program	970,584	268,941	263,539
Purchased Property Services	16,750	3,151	906
Repairs & Maintenance	5,500	885	16
Insurance	8,000	932	-
Other Purchased Services	10,475	9,000	3,775
Food Service Supplies	34,750	8,343	9,105
Energy	28,500	7,125	28,500
Supplies & Miscellaneous	16,350	2,835	3,261
Equipment	500	823	476
Total Expenditures	1,277,660	351,820	373,315
EXCESS/(DEFICIENCY)	1,495	8,614	(4,496)
FUND BALANCE, JULY 1	268,918	268,918	314,395
FUND BALANCE, END OF PERIOD	\$ 270,413	\$ 277,532	\$ 309,899

MANSFIELD BOARD OF EDUCATION
CAFETERIA FUND
BALANCE SHEET
AS OF SEPTEMBER 30, 2010
(with comparative totals for September 30, 2009)

	September 30,	
	2010	2009
<u>Assets</u>		
Cash	\$ 163,950	\$ 79,154
Due From State		33,801
Inventory	46,050	33,068
Total Assets	\$ 210,000	\$ 146,023
 <u>Liabilities and Fund Balances</u>		
<u>Liabilities</u>		
Due to Other Funds	\$ 9,529	
Total Liabilities	9,529	-
<u>Fund Balance</u>		
Fund Balance:		
Unreserved, undesignated	200,471	146,023
Total Fund Balance	200,471	146,023
Total Liabilities and Fund Balance	\$ 210,000	\$ 146,023

MANSFIELD BOARD OF EDUCATION
CAFETERIA FUND
COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE PERIOD ENDED SEPTEMBER 30, 2010
(with comparative totals for September 30, 2009)

	BUDGET	September 30,	
	2010/11	2010	2009
Operating Revenues:			
Intergovernmental	\$ 166,657	\$ 1,281	\$ 33,626
Sales of Food	562,000	107,150	115,815
Other	56,520	2,916	2,414
Total Operating Revenues	<u>785,177</u>	<u>111,347</u>	<u>151,855</u>
Other Financing:			
Transfers In - General Fund Board	20,000	20,000	20,000
Total Revenues & Other Financing	<u>805,177</u>	<u>131,347</u>	<u>171,855</u>
Operating Expenditures:			
Salaries & Benefits	561,604	114,024	121,618
Food & Supplies	285,060	30,141	44,360
Professional and Technical	2,500		2,500
Equipment - Other	10,000		-
Equipment Repairs & Contracts	2,000	1,440	51
Total Operating Expenditures	<u>861,164</u>	<u>145,605</u>	<u>168,529</u>
Excess/(Deficiency)	(55,987)	(14,258)	3,326
Fund Balance, July 1	<u>214,729</u>	<u>214,729</u>	<u>142,697</u>
Fund Balance, End of Period	<u>\$ 158,742</u>	<u>\$ 200,471</u>	<u>\$ 146,023</u>

Mansfield Parks and Recreation
 Balance Sheet
 As of September 30, 2010
 (with comparative totals for September 30, 2009)

	September 30,	
	2010	2009
<u>Assets</u>		
Cash	\$ 352,575	\$ 137,501
Accounts Receivable		-
Total Assets	\$ 352,575	\$ 137,501
<u>Liabilities and Fund Balances</u>		
<u>Liabilities</u>		
Accounts Payable	\$ 9,460	\$ 600
Due to Other Funds	8,244	
Total Liabilities	17,704	600
<u>Fund Balance</u>		
Fund Balance:		
Deferred Revenue		-
Unreserved, undesignated	334,871	136,901
Total Fund Balance	334,871	136,901
Total Liabilities and Fund Balance	\$ 352,575	\$ 137,501

Mansfield Parks and Recreation
Statement of Revenues and Expenditures
As of September 30, 2010

Description	Revenues			Expenditures (Incl. Encumbrances)			Net Income (Loss)
	Revenues	Indirect/Swim Allocation	Total Revenues	Expend.	Indirect/Swim Allocation	Total Expenditures	
Overall Indirect	267,469	(267,469)	-	318,334	(318,334)	-	-
Member Services:							
Indirect (Alloc @ 50.707%)	185,612	135,626	321,238	66,642	161,418	228,060	93,178
Child Care	3,067		3,067	9,324		9,324	(6,257)
Fitness	34,132		34,132	23,672		23,672	10,460
Personal Training	18,893		18,893	7,979		7,979	10,914
Member Swim @ 59.09%					41,526	41,526	(41,526)
Member Events			-	302		302	(302)
Sub-total Member Services	241,704	135,626	377,330	107,919	202,944	310,863	66,467
Community Services:							
Indirect (Alloc @ 49.293%)	75,000	131,843	206,843		156,916	156,916	49,927
Aquatics	57,952		57,952	70,276	(41,526)	28,750	29,202
Youth Programs	11,114		11,114	2,366		2,366	8,748
Nutcracker			-			-	-
Teen Center	25,000		25,000	1,522		1,522	23,478
Youth Sports	3,084		3,084			-	3,084
Day Camp/Vacation Camp	153,504		153,504	88,143		88,143	65,361
Sport & Specialty Camp	18,880		18,880	28,503		28,503	(9,623)
Trips	2,332		2,332	218		218	2,114
Special Events	5,681		5,681	2,768		2,768	2,913
Adult Programs	10,325		10,325	10,212		10,212	113
Sub-total Community Services	362,872	131,843	494,715	204,008	115,390	319,398	175,317
Total Parks & Recreation	872,045	-	872,045	630,261	-	630,261	241,784

Local support included in revenues above:		Budget
Overall Indirect - Administrative	Gen. Fund	\$ 265,760
Community Services:		
Overall Support	Gen. Fund	75,000
Teen Center	CNR Fund	25,000
Aquatics (Bi-Cent. Pond)	CNR Fund	25,000
Total Local Support		<u>\$ 390,760</u>

Mansfield Parks and Recreation
Statement of Revenues and Expenditures
Budget vs. Actual - September 30, 2010

Description	Revenues			Expenditures			Net Fav(Unfav)
	2010/11 Budget	Actual	Fav(Unfav) Variance	2010/11 Budget	Actual	Fav(Unfav) Variance	
Overall Indirect	-	-	-	-	-	-	-
Member Services:							
Indirect (Alloc @ 50.707%)	1,148,501	321,238	(827,264)	770,935	228,060	542,875	(284,388)
Child Care	16,300	3,067	(13,233)	40,760	9,324	31,436	18,203
Fitness	116,150	34,132	(82,018)	140,400	23,672	116,728	34,710
Personal Training	65,000	18,893	(46,107)	44,500	7,979	36,521	(9,586)
Member Swim @ 59.09%	-	-	-	190,589	41,526	149,063	149,063
Member Events	-	-	-	6,790	302	6,488	6,488
Sub-total Member Services	1,345,951	377,330	(968,622)	1,193,974	310,863	883,111	(85,511)
Community Services:							
Indirect (Alloc @ 49.293%)	208,959	206,843	(2,115)	554,285	156,916	397,369	395,253
Aquatics	187,500	57,952	(129,548)	131,951	28,750	103,201	(26,347)
Youth Programs	62,700	11,114	(51,586)	29,740	2,366	27,374	(24,212)
Nutcracker	-	-	-	-	-	-	-
Teen Center	25,000	25,000	-	10,930	1,522	9,408	9,408
Youth Sports	19,000	3,084	(15,916)	11,120	-	11,120	(4,796)
Day Camp/Vacation Camp	199,200	153,504	(45,696)	126,730	88,143	38,587	(7,109)
Sport & Specialty Camp	45,000	18,880	(26,120)	37,850	28,503	9,347	(16,773)
Trips	12,000	2,332	(9,668)	9,210	218	8,992	(676)
Special Events	34,200	5,681	(28,519)	11,050	2,768	8,282	(20,237)
Adult Programs	38,300	10,325	(27,975)	55,780	10,212	45,568	17,593
Sub-total Community Services	831,859	494,715	(337,143)	978,646	319,398	659,248	322,105
Total Parks & Recreation	2,177,810	872,045	(1,305,765)	2,172,620	630,261	1,542,359	236,594
Percentage of Budget		40.0%			29.0%		

Local support included in revenues above:		Budget	Estimated
Overall Indirect - Administrative	Gen. Fund	\$ 259,660	\$ 259,660
Community Services:			
Overall Support	Gen. Fund	75,000	75,000
Teen Center	CNR Fund	25,000	25,000
Aquatics (Bi-Cent. Pond)	CNR Fund	25,000	25,000
Total Local Support		\$ 384,660	\$ 384,660

TOWN OF MANSFIELD
CAPITAL AND NONRECURRING RESERVE FUND BUDGET
ESTIMATED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2009/10

	Actual 05/06	Actual 06/07	Actual 07/08	Actual 08/09	Actual 09/10	Adopted 10/11	Projected 11/12	Projected 12/13	Projected 13/14	Projected 14/15
SOURCES:										
Revenues:										
General Fund Contribution		100,000	644,000	85,000	685,000	307,500	400,000	500,000	600,000	700,000
Board Contribution					85,000					
Property Tax Relief		359,404								
Energy Assistance Program										
State Revenue Sharing										
State Dept. of Education - MMS IRC/MMS Drainage										
Rural Development Grant - Downtown Revitalization										
Ambulance User Fees	222,724	187,045	289,884	304,089	279,790	275,000	275,000	275,000	275,000	275,000
Landfill Closing Grant - Inkind Reimbursement										
Insurance Settlement										
Interest Income	100,000	100,000								
Other		5,949		30,813	10,464					
Sewer Assessments	9,600		14,400			3,000	3,000	3,000	3,000	3,000
Pequot Funds	1,435,767	612,032	389,462	349,407	191,333	382,670	382,670	382,670	382,670	382,670
Total Sources	1,768,091	1,364,430	1,337,746	769,309	1,251,587	968,170	1,060,670	1,160,670	1,260,670	1,360,670
USES:										
Operating Transfers Out:										
General Fund - One Time Costs/Fund Balance Plan	150,000									
General Fund - State Revenue Sharing										
Community Events										
Management Services Fund	225,000	200,000	200,000	150,000	150,000	150,000	200,000	200,000	200,000	200,000
Debt Service Sinking Fund	250,000	215,000	200,000	75,000	150,000	150,000	100,000			
Retire Debt for Fire Truck	70,000		70,000		80,000	80,000				
New Financial Reporting Model (Statement 34)										
Property Tax Revaluation Fund	25,000		25,000	25,000	25,000	35,000	25,000	25,000	25,000	25,000
Capital Fund	1,046,109	1,058,534	458,300	307,124	395,000	422,545	650,000	825,000	1,050,000	1,125,000
Capital Fund - MMS Heating Conversion					376,000					
Day Care Pension	5,000									
Town Manager Search		21,171								
Emergency Services Administration										
Community Center Operating Subsidy	40,000									
Parks & Recreation Operating Subsidy**		40,000	251,538	50,000	50,000	50,000				
Health Insurance Fund										
Retiree Medical Insurance Fund			50,000							
Compensated Absences Fund *			50,000	40,000	50,000	70,000	84,000	84,000		
Downtown Partnership			63,000							
Shared Projects with UConn										
Total Uses	1,811,109	1,534,705	1,367,838	647,124	1,276,000	957,545	1,059,000	1,134,000	1,275,000	1,350,000
Excess/(Deficiency)	(43,018)	(170,275)	(30,092)	122,185	(24,413)	10,625	1,670	26,670	(14,330)	10,670
Fund Balance/(Deficit) July 1	207,476	164,458	(5,817)	(35,909)	86,276	61,863	72,488	74,158	100,828	86,498
Fund Balance, June 30	\$164,458	(\$5,817)	(\$35,909)	\$86,276	\$61,863	\$72,488	\$74,158	\$100,828	\$86,498	\$97,168

* Compensated Absences needs to be funded for approximately \$286,000

** Anticipates moving the Town subsidy for the Teen Center and Bicentennial Pond to the General Fund

DEBT SERVICE FUND
BALANCE SHEET
AS OF SEPTEMBER 30, 2010
(with comparative totals for September 30, 2009)

	September 30,	
	2010	2009
Assets:		
Cash and cash equivalents	\$ 837,206	\$ 584,653
Total Assets	\$ 837,206	\$ 584,653
Fund Balance		
Fund Balance:		
Unreserved:		
Undesignated	\$ 837,206	\$ 584,653
Total Liabilities and Fund Balance	\$ 837,206	\$ 584,653

DEBT SERVICE FUND
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCE
 FOR THE PERIOD ENDED SEPTEMBER 30, 2010
 (with comparative totals for September 30, 2009)

	BUDGET	September 30,	
	2010/11	2010	2009
Other Financing:			
Operating Transfers In:			
General Fund	\$ 760,000	\$ 760,000	\$ 500,000
CNR Fund	150,000	150,000	75,000
Management Services Fund	-		75,000
Total Revenues and Other Financing Sources	<u>910,000</u>	<u>910,000</u>	<u>650,000</u>
Expenditures:			
Principal Payments	687,213		-
Interest Payments	149,247		
Total expenditures	<u>836,460</u>	-	-
Excess of revenues and other financing sources over expenditures	73,540	910,000	650,000
Fund balance, July 1	<u>(72,794)</u>	<u>(72,794)</u>	<u>(65,347)</u>
Fund balance, End of Period	<u>\$ 746</u>	<u>\$ 837,206</u>	<u>\$ 584,653</u>

TOWN OF MANSFIELD
DEBT SERVICE FUND
ESTIMATED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	00/01 ACTUAL	01/02 ACTUAL	02/03 ACTUAL	03/04 ACTUAL	04/05 ACTUAL	05/06 ACTUAL	06/07 ACTUAL	07/08 ACTUAL	08/09 ACTUAL	09/10 ACTUAL	10/11 PROJECTED	11/12 PROJECTED	12/13 PROJECTED	13/14 PROJECTED	14/15 PROJECTED
REVENUES:															
Intergovernmental	\$460,924	\$440,668	\$420,364	\$385,697	\$366,387	\$330,378	\$295,462	\$180,794	\$105,218						
State Revenue Sharing	472,523														
Interest on Unspent Balance															
Other (Refund on Lease Purchase in 09/10)										6,500					
Other (Co-Gen Grant in 09/10)	9,402	37		87,850											
TOTAL REVENUES	942,849	440,705	420,364	473,547	366,387	330,378	295,462	180,794	105,218	6,500					
Operating Transfers In - General Fund	797,000	500,000	400,000	400,000	400,000	400,000	400,000	400,000	415,000	500,000	735,000	765,000	835,000	420,000	310,000
Operating Transfers In - CNR Fund	500,000	355,000	250,000	235,000	295,000	250,000	215,000	200,000	75,000	150,000	150,000	100,000			
Operating Transfers In - MS Fund									75,000		50,000				
TOTAL REVENUES AND OPERATING TRANSFERS IN	2,239,849	1,295,705	1,070,364	1,108,547	1,061,387	980,378	910,462	780,794	670,218	656,500	935,000	865,000	835,000	420,000	310,000
EXPENDITURES:															
Principal Retirement	880,689	865,000	950,000	1,065,000	980,000	830,000	805,000	660,000	530,000	455,000	495,000	500,000	500,000	185,000	185,000
Interest	392,723	447,352	398,975	284,440	261,506	216,239	176,482	136,082	104,202	81,927	116,014	94,906	73,150	50,470	50,470
Lease Purchase - Co-Gen/Pool Covers 07/08									78,134	78,142	78,142	78,142	78,142		
Lease Purchase - CIP Equip 08/09 *										48,878	113,886	113,886	113,886	113,886	
Lease Purchase - CIP Equip 09/10											78,000	75,400	72,800	70,200	67,600
Financial	26,475	15,428		8,000				5,000	3,000						
Professional/Technical	19,282	311		79,497	4,800										
TOTAL EXPENDITURES	1,319,169	1,328,091	1,348,975	1,436,937	1,246,306	1,046,239	981,482	801,082	715,336	663,947	881,042	862,334	837,978	419,556	303,070
REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES	920,680	(32,386)	(278,611)	(328,390)	(184,919)	(65,861)	(71,020)	(20,288)	(45,118)	(7,447)	53,958	2,666	(2,978)	444	6,930
FUND BALANCE, JULY 1	40,566	961,246	928,860	650,249	321,859	136,940	71,079	59	(20,229)	(65,347)	(72,794)	(18,836)	(16,170)	(19,148)	(18,704)
FUND BALANCE, JUNE 30	\$961,246	\$928,860	\$650,249	\$321,859	\$136,940	\$71,079	\$59	(\$20,229)	(\$65,347)	(\$72,794)	(\$18,836)	(\$16,170)	(\$19,148)	(\$18,704)	(\$11,774)

Note: Does include estimated debt service payments for the MMS Heating Upgrade approved bond issue, expected to be issued in 09/10.

Note: Does not include approved but unissued bonds for:

Comm Ctr Air Conditioning	200,000
Storrs Center Streetscape	302,000
Salt Shed	263,130
Hunting Lodge Road Walkway	105,250
	<u>870,380</u>

* Lease Purchase to be reduced from \$508,000 to \$443,000 - Refurbish ET 507 for \$65,000 will not be put through this lease. Shown as a reduction in 2009/10 lease payment.

SOLID WASTE DISPOSAL FUND
BALANCE SHEET
AS OF SEPTEMBER 30, 2010
(with comparative totals for September 30, 2009)

	September 30,	
	2010	2009
<u>CURRENT ASSETS</u>		
Cash	\$ 293,336	\$ 282,793
Accounts Receivable (net of allow. for uncollectable accts)	10,000	34,860
Total Current Assets	303,336	317,653
<u>FIXED ASSETS</u>		
Land	8,500	8,500
Buildings & Equipment	565,138	540,857
Less: Accumulated Depreciation	(481,715)	(458,986)
Total Fixed Assets	91,923	90,371
TOTAL ASSETS	\$ 395,259	\$ 408,024
<u>LIABILITIES AND FUND EQUITY</u>		
<u>CURRENT LIABILITIES</u>		
Accounts Payable	\$ 64,475	\$ 57,645
Accrued Compensated Absences	19,479	18,114
Refundable Deposits	17,775	15,675
Total Current Liabilities	101,729	91,434
<u>LONG-TERM LIABILITIES</u>		
Landfill Postclosure Costs	100,000	104,000
Total Long-Term Liabilities	100,000	104,000
TOTAL LIABILITIES	201,729	195,434
<u>FUND EQUITY</u>		
Retained Earnings	193,530	212,590
Total Fund Equity	193,530	212,590
TOTAL LIABILITIES AND FUND EQUITY	\$ 395,259	\$ 408,024

SOLID WASTE DISPOSAL FUND
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 SEPTEMBER 30, 2010
 (with comparative totals for September 30, 2009)

	BUDGET	September 30,	
	2010/11	2010	2009
Operating Revenues:			
Tipping Fees	\$ -		\$ 314
Transfer Station Fees	90,000	19,960	26,222
Garbage Collection Fees	896,700	225,880	214,657
Sale of Recyclables	40,000	40	8,938
Other Revenues	2,000	751	1,097
Total Operating Revenues	<u>1,028,700</u>	<u>246,631</u>	<u>251,228</u>
Operating Expenses:			
Hauler's Tipping Fees	168,760	53,316	20,085
Mansfield Tipping Fees	59,500	17,885	6,664
Wage & Fringe Benefits	285,210	68,068	64,400
Computer Software	3,840	4,080	-
Trucking Fee	31,250	3,810	2,580
Recycling Cost	20,000	19	9,108
Contract Pickup	360,600	90,565	82,617
Supplies and Services	29,300	5,006	8,594
Depreciation Expense	30,000	7,500	8,000
Hazardous Waste	11,900		-
Equipment Parts/Other	3,000		-
LAN/WAN Expenditures	10,000	10,000	10,000
Total Operating Expenses	<u>1,013,360</u>	<u>260,249</u>	<u>212,048</u>
NET INCOME (LOSS)	15,340	(13,618)	39,180
Retained Earnings, July 1	<u>207,148</u>	<u>207,148</u>	<u>173,410</u>
Retained Earnings, End of Period	<u>\$ 222,488</u>	<u>\$ 193,530</u>	<u>\$ 212,590</u>

HEALTH INSURANCE FUND
BALANCE SHEET
September 30, 2010
(with comparative totals for September 30, 2009)

	September 30	
	2010	2009
<u>Assets</u>		
Cash and cash equivalents	\$ 2,738,177	\$ 2,933,556
Accounts Receivable	181,709	-
Due from Other Funds	472,006	-
Total Assets	\$ 3,391,892	\$ 2,933,556
<u>Liability and Fund Equity</u>		
Liabilities:		
Accrued Medical Claims	\$ 410,000	\$ 526,290
Due to General Fund	-	783,608
Total Liabilities	410,000	1,309,898
Fund Equity		
Net Contributed Capital	400,000	400,000
Retained Earnings	2,581,892	1,223,658
Total Fund Equity	2,981,892	1,623,658
Total Liabilities and Fund Equity	\$ 3,391,892	\$ 2,933,556

HEALTH INSURANCE FUND
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 September 30, 2010
 (with comparative totals for September 30, 2009)

	September 30	
	2010	2009
Revenues:		
Premium income	\$ 1,799,261	\$ 1,823,795
Interest income	1,270	855
Total Revenues	1,800,531	1,824,650
Expenditures:		
Payroll	50,430	48,290
Administrative expenses	127,748	132,164
Medical claims	1,556,517	1,344,451
Consultants	-	-
Employee Wellness Program	-	-
Medical Supplies	28,813	24,773
LAN/WAN Expenditures	10,000	10,000
Total Expenditures	1,773,508	1,559,678
Revenues and Other Financing Sources Over/ (Under) Expenditures	27,022	264,972
Contributed Capital	400,000	400,000
Fund Equity, July 1	2,554,870	958,686
Fund Equity plus Cont. Capital, End of Period	\$ 2,981,892	\$ 1,623,658

**ANTHEM BLUE CROSS MONTHLY CLAIMS
FISCAL YEAR BASIS**

MONTH	99/00	00/01	FY 01/02	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY08/09	FY09/10	FY10/11	Average All Years	Average FY'06-'10
JULY	170,906	216,792	216,195	231,239	353,025	332,653	368,941	409,635	430,780	493,991	534,203	667,615	252,018	447,510
AUGUST	146,139	215,571	247,118	247,238	296,808	327,584	323,401	499,754	554,171	567,129	520,970	583,042	268,468	493,085
SEPTEMBER	140,741	264,603	230,526	257,491	323,667	302,399	298,440	415,053	430,908	438,495	438,428	320,452	243,032	404,265
OCTOBER	108,729	180,875	240,996	262,401	312,245	275,610	351,888	370,945	384,033	440,640	518,768		234,371	413,255
NOVEMBER	125,629	203,813	208,715	217,831	342,691	448,834	299,882	370,405	489,535	383,653	461,484		238,295	400,992
DECEMBER	181,592	185,278	256,252	190,532	415,554	358,577	343,209	427,447	436,589	358,543	368,522		239,575	386,862
JANUARY	204,232	200,762	251,986	333,923	342,476	358,256	356,891	364,331	508,001	454,813	389,841		260,237	414,775
FEBRUARY	194,411	180,679	267,614	331,286	340,298	305,259	492,485	527,867	629,924	521,301	497,159		295,672	533,747
MARCH	211,199	200,818	237,003	358,881	386,649	409,245	392,138	482,188	399,055	482,221	519,594		278,474	455,039
APRIL	181,703	206,143	342,562	259,835	402,093	443,382	321,969	484,465	476,056	473,587	517,452		269,009	454,706
MAY	215,754	244,270	276,117	387,515	391,287	387,104	383,505	562,876	516,518	511,932	346,650		285,706	464,296
JUNE	193,549	251,842	251,747	347,060	357,517	399,827	386,641	606,023	425,253	419,214	465,244		278,798	460,475
ANNUAL TOTAL	2,074,584	2,551,446	3,026,831	3,425,231	4,264,309	4,348,731	4,319,389	5,520,987	5,680,824	5,545,518	5,578,314	1,571,109	3,007,867	5,329,007
MONTHLY AVG	172,882	212,620	252,236	285,436	355,359	362,394	359,949	460,082	473,402	462,127	464,860	523,703	252,438	444,084
% OF INCREASE	-5.1%	23.0%	18.6%	13.2%	24.5%	2.0%	-0.7%	27.8%	2.9%		0.6%	12.7%	11.56%	7.66%

WORKERS' COMPENSATION FUND
BALANCE SHEET
SEPTEMBER 30, 2010
(with comparative totals for September 30, 2009)

	September 30	
	2010	2009
<u>ASSETS</u>		
Current Assets:		
Cash and Cash Equivalents	\$ 389,905	\$ 421,081
Total Assets	\$ 389,905	\$ 421,081
<u>FUND BALANCE</u>		
Equity:		
Retained Earnings	\$ 389,905	\$ 421,081
Total Liabilities and Equity	\$ 389,905	\$ 421,081

WORKERS' COMPENSATION FUND
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 SEPTEMBER 30, 2010
 (with comparative totals for September 30, 2009)

	BUDGET	September 30,	
	2010/11	2010	2009
<u>REVENUES:</u>			
Premium Income	\$ 402,350	\$ 403,950	\$ 457,688
Total Revenues	402,350	403,950	457,688
<u>OPERATING EXPENSES:</u>			
Workers' Compensation Insurance	418,965	103,359	61,140
Total Operating Expenses	418,965	103,359	61,140
NET INCOME (LOSS)	(16,615)	300,591	396,548
Fund Balance, July 1	89,314	89,314	24,533
Fund Balance, End of Period	\$ 72,699	\$ 389,905	\$ 421,081

MANAGEMENT SERVICES FUND
ESTIMATED BALANCE SHEET
SEPTEMBER 30, 2010

		<u>Sept. 30, 2010</u>
<u>ASSETS</u>		
Current Assets:		
Cash and Cash Equivalents	\$	834,029
Due from General Fund		
Accounts Receivable		43,831
Inventory		9,136
Total Current Assets		<u>886,996</u>
Fixed Assets:		
Construction in Progress		
Land		145,649
Buildings		226,679
Office Equipment		3,077,617
Construction in Progress		
Accum. Depreciation		<u>(1,919,654)</u>
Net Fixed Assets		<u>1,530,291</u>
Total Assets	\$	<u><u>2,417,287</u></u>
 <u>LIABILITIES AND EQUITY</u>		
Liabilities:		
Accounts Payable	\$	730,502
Due to the General Fund		
Due to Internal Service Fund		<u>2,731</u>
Total Liabilities		733,233
Equity:		
Contributed Capital		146,000
Retained Earnings		<u>1,538,054</u>
Total Equity		<u>1,684,054</u>
Total Liabilities and Equity	\$	<u><u>2,417,287</u></u>

MANAGEMENT SERVICES FUND
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE PERIOD ENDED SEPTEMBER 30, 2010

	TOTAL MANAGEMENT SERVICES FUND		
	Budget 2010/11	Actual 2010/11	Variance Favorable (Unfavorable)
REVENUES:			
Mansfield Board of Education	\$ 103,150	\$ 103,150	\$ -
Region 19	97,980	97,980	
Town of Mansfield	10,000	10,000	
Communication Service Fees	216,000	216,200	200
Copier Service Fees	226,240	225,242	(998)
Energy Service Fees	2,030,530	511,985	(1,518,545)
Rent	72,450	18,112	(54,338)
Rent - Telecom Tower	110,000	31,810	(78,190)
Sale of Supplies	36,000		(36,000)
CNR Fund	150,000	150,000	
Health Insurance Fund	10,000	10,000	
Solid Waste Fund	10,000	10,000	
Sewer Operating Fund	3,000	3,000	
Local Support			
Postal Charges	91,250	91,250	
Universal Services Fund	30,000	38,519	8,519
Total Revenues	<u>3,196,600</u>	<u>1,517,248</u>	<u>(1,679,352)</u>
EXPENDITURES:			
Salaries & Benefits	423,659	106,286	317,373
Training	8,550	3,048	5,502
Repairs & Maintenance	27,255	13,422	13,833
Professional & Technical	30,465	16,116	14,349
System Support	113,900	110,857	3,043
Copier Maintenance Fees	82,500	82,975	(475)
Communications	216,512	95,760	120,752
Supplies and Software Licensing	23,600	25,548	(1,948)
Equipment	165,500	22,764	142,736
Postage	92,000	24,677	67,323
Energy	1,734,000	818,330	915,670
Equipment Rental/Cost of Sales	50,200	9,448	40,752
Total Expenditures	<u>2,968,141</u>	<u>1,329,231</u>	<u>1,638,910</u>
Add:			
Depreciation	208,657		208,657
Less:			
Equipment Capitalized	(30,000)		(30,000)
Operating Expenditures	<u>3,146,798</u>	<u>1,329,231</u>	<u>1,817,567</u>
Net Income (Loss)	49,802	188,017	138,215
Total Equity & Contributed Capital, July 1	<u>1,505,879</u>	<u>1,505,879</u>	
Total Equity & Contributed Capital, End of Period	<u>\$ 1,555,681</u>	<u>\$ 1,693,896</u>	<u>\$ 138,215</u>

CEMETERY FUND
BALANCE SHEET
SEPTEMBER 30, 2010
(with comparative totals for September 30, 2009)

	September 30	
	2010	2009
<u>ASSETS</u>		
Cash and cash equivalents	\$ (59,071)	\$ -
Investments	367,757	352,662
Total Assets	\$ 308,686	\$ 352,662
 <u>LIABILITIES AND FUND BALANCE</u>		
<u>Liabilities</u>		
Accounts Payable	\$ -	\$ -
Due to General Fund		31,893
Total Liabilities	-	31,893
 <u>Fund Balance</u>		
Fund Balance		
Reserved for perpetual care		495,947
Reserved for nonexpendable trust	1,200	1,200
Unreserved, undesignated	307,486	(176,378)
Total Fund Balance	308,686	320,769
Total Liabilities and Fund Balance	\$ 308,686	\$ 352,662

CEMETERY FUND
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 SEPTEMBER 30, 2010
 (with comparative totals for September 30, 2009)

	BUDGET	September 30	
	2010/11	2010	2009
Operating Revenues:			
Interest & Dividend Income	\$ 24,000	\$ -	\$ -
Sale of Plots	3,700	2,700	2,700
Total Operating Revenues	<u>27,700</u>	<u>2,700</u>	<u>2,700</u>
Operating Expenses:			
Salaries	2,500	673	673
Cemetery Maintenance	17,680	3,875	9,022
Mowing Service	21,640	6,562	22,600
Capital Projects-Rolling Stock			
Total Operating Expenses	<u>41,820</u>	<u>11,110</u>	<u>32,295</u>
Operating Income/(Loss)	(14,120)	(8,410)	(29,595)
Retained Earnings, July 1	<u>317,096</u>	<u>317,096</u>	<u>350,364</u>
Retained Earnings, End of Period	<u>\$ 302,976</u>	<u>\$ 308,686</u>	<u>\$ 320,769</u>

TOWN OF MANSFIELD
INVESTMENT POOL
AS OF SEPTEMBER 30, 2011

	MARKET VALUE JUL 01, 2010	MARKET VALUE SEP 30, 2010	FISCAL 09/10 CHANGE IN VALUE
<u>STOCK FUNDS:</u>			
<u>FIDELITY INVESTMENTS:</u>			
SELECT UTILITIES GROWTH	38,472.45	43,530.76	5,058.31
<u>BANK OF AMERICA</u>			
COLUMBIA LG CAP INDEX FUND	10,302.59	12,009.54	1,706.95
COLUMBIA MULTI-ADVISOR INTL EQUIT	3,959.00	4,651.85	692.85
COLUMBIA MID CAP INDEX FUND	1,579.05	1,774.91	195.86
COLUMBIA SMALL CAP INDEX FUND	1,202.50	1,332.77	130.27
SUB-TOTAL BANK OF AMERICA	17,043.14	19,769.07	2,725.93
TOTAL STOCK FUNDS	55,515.59	63,299.83	7,784.24
<u>BOND FUNDS:</u>			
<u>WELLS FARGO ADVANTAGE</u>			
WELLS FARGO INCOME PLUS-INV	61,076.91	63,030.51	1,953.60
<u>T. ROWE PRICE</u>			
U.S. TREASURY LONG	67,235.96	70,808.14	3,572.18
<u>U.S. SECURITIES</u>			
U.S. TREASURY NOTES	66,819.97	66,837.04	17.07
<u>BANK OF AMERICA</u>			
COLUMBIA HIGH INCOME FUND	1,936.10	1,993.34	57.24
COLUMBIA BOND FUND	17,205.72	17,497.97	292.25
SUB-TOTAL BANK OF AMERICA	19,141.82	19,491.31	349.49
<u>VANGUARD INVESTMENTS</u>			
GNMA FUND	316,645.08	320,062.26	3,417.18
TOTAL BOND FUNDS	530,919.74	540,229.26	9,309.52
<u>PUBLIC REAL ESTATE INVESTMENT TRUST:</u>			
<u>BANK OF AMERICA</u>			
COLUMBIA REAL ESTATE EQUITY FUND	1,442.04	1,612.34	170.30
TOTAL CASH	1,442.04	1,612.34	170.30
<u>CASH:</u>			
<u>BANK OF AMERICA</u>			
COLUMBIA MONEY MARKET FUND	10,641.09	10,883.82	242.73
TOTAL CASH	10,641.09	10,883.82	242.73
TOTAL INVESTMENTS	598,518.46	616,025.25	17,506.79

**Town of Mansfield
Investment Pool
As of June 30, 2010**

	Equity Percentage	Equity In Investments	Equity In Cash Equiv.	Total Equity
Cemetery Fund	65.050%	393,644.50	7,079.92	400,724.43
School Non-Expendable Trust Fund	0.092%	556.73	10.01	566.74
Compensated Absences Fund	34.858%	210,940.20	3,793.88	214,734.08
Total Equity by Fund	100.000%	605,141.43	10,883.82	616,025.25

Investments	Market Value
<u>Stock Funds:</u>	
Fidelity - Select Utilities Growth	43,530.76
Bank of America - Colombia Lg Cap Index	12,009.54
Bank of America - Columbia Multi-Adv Intl	4,651.85
Bank of America - Columbia Mid Cap Index	1,774.91
Bank of America - Columbia Small Cap Index	1,332.77
Sub-Total Stock Funds	63,299.83
<u>Bond Funds:</u>	
Wells Fargo Advantage Funds-Corp Bond Inv	63,030.51
T. Rowe Price - U. S. Treasury Long-Term	70,808.14
People's Securities, Inc. - U.S. Treasury Notes	66,837.04
Bank of America-Columbia High Income Fund	1,993.34
Bank of America-Columbia Bond Fund	17,497.97
Vanguard - GNMA Fund	320,062.26
Sub-Total Bond Funds	540,229.26
<u>Public Real Estate Investment Trust</u>	
Columbia Real Estate Equity Fund	1,612.34
<u>Cash Equivalents:</u>	
Columbia Money Market Fund - Trust	10,883.82
Total Investments	616,025.25

Allocation	Amount	Percentage
Stocks	63,299.83	10.28%
Bonds	540,229.26	87.70%
Public Real Estate Investment Trust	1,612.34	0.26%
Cash Equivalents	10,883.82	1.77%
Total Investments	616,025.25	100.00%

EASTERN HIGHLANDS HEALTH DISTRICT
BALANCE SHEET
AS OF SEPTEMBER 30, 2010
(with comparative totals for September 30, 2009)

<u>Assets</u>	September 30,	
	2010	2009
Cash and cash equivalents	\$ 436,687	\$ 235,969
Total Assets	\$ 436,687	\$ 235,969
<u>Liabilities and Fund Balance</u>		
<u>Liabilities</u>		
Accounts Payable	\$ 5,065	\$ -
Total Liabilities	5,065	-
<u>Fund Balance</u>		
Fund Balance:		
Reserved for Prior Year Encumbrances		-
Unreserved, undesignated	431,622	235,969
Total Fund Balance	431,622	235,969
Total Liabilities & Fund Balance	\$ 436,687	\$ 235,969

EASTERN HIGHLANDS HEALTH DISTRICT
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 AS OF SEPTEMBER 30, 2010
 (with comparative totals for September 30, 2009)

	Adopted	Amended	Estimated	September 30,		
	Budget	Budget	Actuals	2010		2009
	2010/11	2010/11	2010/11			
Operating Revenues:						
Member Town Contributions	\$ 360,850	\$ 360,850	\$ 360,850	\$ 99,044	27.4%	\$ 90,407
State Grants	148,020	148,020	148,020	148,015	100.0%	22,302
Septic Permits	28,560	28,560	28,560	8,880	31.1%	8,540
Well Permits	21,330	21,330	21,330	4,814	22.6%	6,660
Soil Testing Service	32,480	32,480	32,480	10,135	31.2%	10,880
Food Protection Service	54,460	54,460	54,460	2,230	4.1%	1,775
B100a Reviews	32,630	32,630	32,630	7,640	23.4%	7,515
Septic Plan Review	27,300	27,300	27,300	8,900	32.6%	6,430
Other Health Services	3,500	3,500	3,500	871	24.9%	5,243
Appropriation of Fund Balance	10,160	10,160	10,160			
Total Operating Revenues	719,290	719,290	719,290	290,529	40.4%	159,752
Operating Expenditures:						
Salaries & Wages	465,700	465,700	465,700	92,028	19.8%	97,834
Benefits	168,780	168,780	168,780	36,883	21.9%	37,811
Miscellaneous Benefits	6,030	6,030	6,030	890	14.8%	622
Insurance	15,650	15,650	15,650	3,837	24.5%	7,430
Professional & Technical Services	15,450	15,450	15,450	6,800	44.0%	3,000
Other Purchased Services	34,220	34,220	34,220	4,930	14.4%	6,478
Other Supplies	8,000	8,000	8,000	1,819	22.7%	1,617
Equipment - Minor	2,460	2,460	2,460		0.0%	163
Total Operating Expenditures	716,290	716,290	716,290	147,187	20.5%	154,955
Transfers Out:						
Transfers to CNR	3,000	3,000	3,000		0.0%	
Total Operating Exp. & Transfers C	719,290	719,290	719,290	147,187	20.5%	154,955
Operating Income/(Loss)	-	-	-	143,342		4,797
Fund Balance, July 1	288,280	288,280	288,280	288,280		231,172
Fund Balance, End of Period	\$ 288,280	\$ 288,280	\$ 288,280	\$ 431,622		\$235,969

EASTERN HIGHLANDS HEALTH DISTRICT
 CAPITAL NONRECURRING FUND BALANCE SHEET
 AS OF SEPTEMBER 30, 2010
 (with comparative totals for September 30, 2009)

	September 30,	
	2010	2009
<u>Assets</u>		
Cash and cash equivalents	\$ 69,670	\$ 69,670
 Total Assets	\$ 69,670	\$ 69,670
 <u>Fund Balance</u>		
Fund Balance:		
Unreserved, undesignated	\$ 69,670	\$ 69,670
Total Fund Balance	\$ 69,670	\$ 69,670

**MANSFIELD DOWNTOWN PARTNERSHIP
BALANCE SHEET
AS OF SEPTEMBER 30, 2010
(with comparative totals for September 30, 2009)**

	September 30,	
	2010	2009
<u>ASSETS</u>		
Cash & Cash Equivalents	\$ 453,693	\$ 380,842
Accounts Receivable	900	900
Total Assets	\$ 454,593	\$ 381,742
<u>LIABILITIES</u>		
Accounts Payable	\$ 59	\$ -
Total Liabilities	59	-
<u>FUND BALANCE</u>		
Fund Balance, Unreserved	454,534	381,742
Total Fund Balance	454,534	381,742
Total Liabilities and Fund Balance	\$ 454,593	\$ 381,742

**MANSFIELD DOWNTOWN PARTNERSHIP
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE**

	Actual 2000/01	Actual 2001/02	Actual 2002/03	Actual 2003/04	Actual 2004/05	Actual 2005/06	Actual 2006/07	Actual 2007/08	Actual 2008/09	Actual 2009/10	Budget 2010/11	Actual a/o 9/30/10
Revenues:												
Intergovernmental:												
Mansfield General Fund/CNR	\$ 32,500	\$ 20,000	\$ 30,000	\$ 41,500	\$ 50,000	\$ 62,000	\$ 62,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Uconn		32,500	45,000	46,500	60,000	62,000	62,000	125,000	125,000	125,000	125,000	125,000
Mansfield Capital Projects *						60,000						
Leyland Share - Relocation								30,210				
Membership Fees			10,040	13,085	17,355	20,282	19,215	21,820	22,440	20,199	18,000	1,585
Local Support				1,500	1,500							
State Support						4,993						
Contributions/Other					200	2,165	(165)			240		
Total Revenues	32,500	52,500	85,040	102,585	129,055	211,440	143,050	302,030	272,440	270,439	268,000	251,585
Operating Expenditures:												
Salaries and Benefits		15,531	71,378	73,007	83,974	92,800	107,140	121,544	133,679	135,713	145,570	41,429
Professional & Technical	930	9,519	7,386	5,406	8,397	63,068	44,967	31,817	27,202	28,893	80,700	2,289
Relocation Costs							20,000	40,420				
Office Rental		3,600	11,000	11,800	13,181	13,775	16,451	17,565	17,584	15,918	16,170	5,570
Insurance			1,650	1,760	1,764	1,772	1,702	1,704	1,713	1,724	1,750	560
Purchased Services			8,029	5,005	6,092	9,065	7,092	7,003	8,157	6,666	7,100	4,573
Supplies & Services		3,980	4,704	2,837	2,463	4,075	2,055	2,733	2,783	3,257	2,900	279
Contingency											25,000	
Total Operating Expenditures	930	32,630	104,147	99,815	115,871	184,555	199,407	222,786	191,118	192,171	279,190	54,700
Operating Income/(Loss)	31,570	19,870	(19,107)	2,770	13,184	26,885	(56,357)	79,244	81,322	78,268	(11,190)	196,885
Fund Balance, July 1		31,570	51,440	32,333	35,103	48,287	75,172	18,815	98,059	179,381	257,649	257,649
Fund Balance, End of Period	\$ 31,570	\$ 51,440	\$ 32,333	\$ 35,103	\$ 48,287	\$ 75,172	\$ 18,815	\$ 98,059	\$ 179,381	\$ 257,649	\$ 246,459	\$ 454,534
Contribution Recap:												
Mansfield	\$ 32,500	\$ 20,000	\$ 30,000	\$ 41,500	\$ 50,000	\$ 62,000	\$ 62,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Mansfield Capital Projects						60,000						
UCONN		32,500	45,000	46,500	60,000	62,000	62,000	125,000	125,000	125,000	125,000	125,000
Total Contributions	\$ 32,500	\$ 52,500	\$ 75,000	\$ 88,000	\$ 110,000	\$ 184,000	\$ 124,000	\$ 250,000				

**TOWN OF MANSFIELD
DOWNTOWN REVITALIZATION & ENHANCEMENT
PROJECT #84120 through #84130
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
AS OF SEPTEMBER 30, 2010**

	Project Length	
	Budget	Actual
Operating Revenues:		
Intergovernmental Revenues -		
USDA Rural Development Grant	\$ 175,509	\$ 175,509
DECD STEAP Grants - I, II, III	1,200,000	550,827
Urban Action Grant	2,500,000	39,575
DOT Grant # 77-217	1,474,800	
Urban Action Grant/Rell	10,000,000	5,705
DOT Grant # 77-223	2,250,000	
Federal Transit Authority (GHFD)	490,000	
Omnibus Bill (DOT)	712,500	
Federal Transit Authority (Bus Facility)	4,940,000	
Leyland Share-MDP Design	9,000	9,000
Total Operating Revenues	23,751,809	780,616
Operating Expenditures:		
Downtown Revitalization & Enhancement:		
Legal Services	229,238	270,400
Legal Services - DECD Contract	7,442	2,442
Administration	25,000	18,422
Architects & Engineers	1,143,000	291,624
Demolition	80,000	
Environmental Remediation	250,000	
Construction Costs	19,402,300	
Construction - Storrs Road	2,392,558	
Construction - Walkway	222,271	222,271
Total Operating Expenditures	23,751,809	805,159
Operating Income/(Loss)		(24,543)
Fund Balance, July 1		
Fund Balance, End of Period	\$ -	\$ (24,543)

SERIAL BONDS SUMMARY
SCHOOLS AND TOWN
September 30, 2010

	Schools	Town	Total
Balance at July 1, 2010	\$330,000	\$1,190,000	\$1,520,000
Issued During Period			
Retired During Period			
Balance at 09/30/10	<u>\$330,000</u>	<u>\$1,190,000</u>	<u>\$1,520,000</u>

CHANGES IN BOND AND NOTES OUTSTANDING

	Serial Bonds	BAN's	Promissory Note	Total
Balance at July 1, 2010	\$1,520,000			\$1,520,000
Debt Issued				
Debt Retired				
Balance at 09/30/10	<u>\$1,520,000</u>			<u>\$1,520,000</u>

Description	Original Amount	Payment Date		Bonds	BAN's	Promissory Note	Total
		P & I	I				
2004 Town Taxable Gen. Obligation Bond	2,590,000	6/01	12/01	930,000			930,000
2004 School General Obligation Bond	940,000	6/01	12/01	330,000			330,000
2004 Town General Obligation Bond	725,000	6/01	12/01	260,000			260,000
	<u>\$4,255,000</u>			<u>\$1,520,000</u>			<u>\$1,520,000</u>

DETAIL OF DEBT OUTSTANDING
SCHOOLS AND TOWNS
September 30, 2010

	<u>Original Amount</u>	<u>Balance 9/30/10</u>
Schools		
Consists of -		
2004 General Obligation Bonds:		
MMS IRC	\$ 940,000	\$ 330,000
	<u>940,000</u>	<u>330,000</u>
Town		
Consists of -		
2004 Taxable GOB - Community Center	\$ 2,590,000	\$ 930,000
2004 General Obligation - Library	725,000	260,000
	<u>3,315,000</u>	<u>1,190,000</u>
Total Debt Outstanding	<u>\$ 4,255,000</u>	<u>\$ 1,520,000</u>

TOWN OF MANSFIELD
SUMMARY OF INVESTMENTS
September 30, 2010

ALL OTHER FUNDS:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 09/30/10
State Treasurer	15,191,329	0.260	Various	Various	2,271
Total Accrued Interest @ 09/30/10					2,271
Interest Received 7/1/10 - 09/30/10					<u>3,778</u>
Total Interest, General Fund, 09/30/10					<u><u>6,049</u></u>

CAPITAL FUND:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 09/30/10
State Treasurer			Various	Various	
Total Accrued Interest @ 09/30/10					
Interest Received 7/1/10 - 09/30/10					<u> </u>
Total Interest, Capital Fund @ 09/30/10					<u><u> </u></u>

HEALTH INSURANCE FUND:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 09/30/10
MBIA - Class	2,589,932	0.180	Various	Various	381
State Treasurer	130,362	0.260	Various	Various	28
Total Accrued Interest @ 09/30/10					409
Interest Received 7/1/10 - 09/30/10					<u>1,270</u>
Total Interest, Health Insurance Fund @ 09/30/10					<u><u>1,679</u></u>

Memo

DATE October 1, 2010

To: Matt Hart, Town Manager
Cherie Trahan, Director of Finance

From: Christine Gamache, Collector of Revenue

Subject: Amounts and % of Collections for 7/1/10 to 9/30/10 comparable to 7/1/09 to 9/30/09

	GRAND LIST 2009	ADJUSTMENTS	ADJUSTED LIST	PAID	% PAID	DELINQUENT BALANCE	% DEL
RE 1st	11,126,400	(12,290)	11,114,110	10,829,799	97.4%	284,311	2.6%
PER 1st	425,941	(2,937)	423,004	407,468	96.3%	15,536	3.7%
MV	1,755,812	(36,672)	1,719,139	1,507,641	87.7%	211,499	12.3%
DUE 7/1/10	13,308,153	(51,900)	13,256,253	12,744,908	96.1%	511,346	3.9%
RE 2nd	11,123,972	1,755.62	11,125,727	479,516.83	4.3%	10,646,211	95.7%
PER 2nd	421,016	(4,519.76)	416,496	114,509.31	27.5%	301,987	72.5%
Due 1/1/11	11,544,988	(2,764.14)	11,542,223	594,026	5.1%	10,948,197	94.9%
TOTAL	24,853,140	(54,664)	24,798,477	13,338,934	53.8%	11,459,543	46.2%

PRIOR YEARS COLLECTION

July 1, 2010 to June 30, 2011

Suspense Collections	2,387.79	Suspense Interest Less Fees	2,313.48
Prior Years Taxes	<u>91,572.38</u>	Interest and Lien Fees	<u>23,640.68</u>
	<u>93,960.17</u>		<u>25,954.16</u>

	GRAND LIST 2008	ADJUSTMENTS	ADJUSTED LIST	PAID	% PAID	DELINQUENT BALANCE	% DEL
RE 1st	10,591,010	(2,914)	10,588,096	10,368,404	97.9%	219,692	2.1%
PER 1st	435,715	(1,301)	434,414	418,747	96.4%	15,668	3.6%
MV	1,723,897	(40,756)	1,683,141	1,477,326	87.8%	205,815	12.2%
DUE 7/1/09	12,750,622	(44,971)	12,705,651	12,264,476	96.5%	441,175	3.5%
RE 2nd	10,588,027	17,648.55	10,605,676	398,947.78	3.8%	10,206,728	96.2%
PER 2nd	430,928	(1,244.22)	429,683	115,035.10	26.8%	314,648	73.2%
Due 1/1/10	11,018,955	16,404.33	11,035,359	513,983	4.7%	10,521,376	95.3%
TOTAL	23,769,577	(28,567)	23,741,010	12,778,459	53.8%	10,962,551	46.2%

PRIOR YEARS COLLECTION

July 1, 2009 to June 30, 2010

Suspense Collections	2,799.74	Suspense Interest Less Fees	3,106.87
Prior Years Taxes	<u>71,410.87</u>	Interest and Lien Fees	<u>29,381.61</u>
	<u>74,210.61</u>		<u>32,488.48</u>

CAPITAL PROJECTS - OPEN SPACE
STATUS REPORT THROUGH SEPTEMBER 30, 2010

Acreage	Total Budget	Expended Thru 6/30/2010	Current Year Expenditures	Estimated Unexpended Balance	Anticipated Grants
	\$3,369,389	130,790			
UNALLOCATED COSTS:					
		17,766			
		8,975			
		10,710			
		6,475			
		10,127			
		3,000			
		2,927			
		3,852			
		103,604			
PROPERTY PURCHASES:					
	8.23	128,439			
	25.80	163,330			
	6.50	42,703			
	106.00	101,579			
	61.00	342,482			
	32.00	35,161			
	8.60	162,236			
	1.19	31,492			
	7.40	7,636			
	35.33	291,780			
	18.60	62,576			
	11.70	24,202			
		81,871			
	2.10	8,804			
		1,500			
	15.00				
		4,310			
	134.50	100,000			
	5.90	12,500			
	17.00	10,000			
	59.75	104,133			
	6.70	135,466			
	23.70	69,527			
	102.00	283,322			
	50.57	90,734			
	29.00	64,423			
		1,500			
	29.50	91,792			
	3.00	31,732			
	68.41	257,996			
	6.80	24,638			
	23.50	92,456			
899.78	\$3,369,389	\$3,158,546	\$0	\$210,843	\$0

Project Name	Breakdown of Expenditures of Prior to 9/2/93
85105 - Local Funds 94/95	\$250,000 White Cedar Swamp - Purchase \$50,000
85105 - Local Funds 90/91	227,855 Appraisal Fees 250
85105 - Local Funds 97/98	250,000 Financial Fees 5,457
85105 - Local Funds 98/99	250,000 Miscellaneous Costs 605
85105 - Local Funds 99/00	250,000 Unidentifiable (Prior 89/90) 74,478
85105 - Local Funds 00/01	250,000
85105 - Local Support June 15, 2001	5,000
85105 - Local Funds 01/02	250,000
85105 - Local Funds 02/03	75,000
85105 - Local Funds 03/04	100,000
85105 - State Support - Rich Property	60,000
85105 - State Support - Hatch/Skinner Property	126,000
85105 - State Support - Olsen Property	50,000
85105 - State Support - Vernon Property	113,000
85105 - State Support - Dorwart Property	112,534
85114 - Bonded Funds	1,000,000
	<u>\$3,369,389</u>
85105 - Authorized (Unissued) Bonding \$1,000,000 - 06/07-LAPSED	

*The Merrow Meadow Park property was donated to us. Funds were expended to improve the property, supported partially by a State grant in the amount of \$63,600.

TOWN OF MANSFIELD
 BOARD OF EDUCATION
 RECAP OF SPECIAL EDUCATION REVENUES AND EXPENDITURES

As of September 30, 2010

REVENUE:

TUITION REVENUE:

RECEIVED TO DATE	19,840.00	
OUTSTANDING RECEIVABLE	0.00	
	19,840.00	

TOTAL TUITION REVENUE

EXCESS COST & STATE AGENCY GRANT	48,086.08	
SERVICES FOR THE BLIND	0.00	
MEDICAID REIMBURSEMENT PROGRAM	0.00	

TOTAL REVENUES		67,926.08
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EXPENDITURES:

TUITION PAYMENTS (BALANCE):

PUBLIC	65,000.00	
PRIVATE	(147,176.17)	
STATE AGENCY/PUBLIC	40,000.00	
STATE AGENCY/PRIVATE	50,000.00	

TOTAL TUITION PAYMENTS UNDER (OVER) BUDGET	7,823.83	
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TUITION COST OF REGULAR EDUCATION STUDENT PLACED BY THE STATE (none at this time)	0.00	
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OCCUPATIONAL & PHYS THERAPY - UNDER (OVER) BUDGET (A/C 112-62104-XXXXX-52)	128,171.57	
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TRANSPORTATION UNDER (OVER) BUDGET	39,265.30	
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TOTAL EXPENDITURES BALANCE - UNDER (OVER)		175,260.70
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TOTAL BALANCE UNDER (OVER) BUDGET		243,186.78
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MAINTENANCE PROJECTS - CAPITAL 86260

Date	Project Description	Status	Paid	Encumbered	Total Estimated Project Cost	Account Balance
1	Roof Repairs to all Town Buildings (American Heritage - 108697)	Open 08/09	14,974	26	15,000	140,235
2	Roof Repairs to All Town Buildings (American Heritage - 108686)	Open 09/09	7,024	976	8,000	132,235
3	Preventive Maintenance to all Town Buildings and School (American Heritage - 108685)	Open 09/09	14,435	565	15,000	117,235
4	New body for utility truck (New Haven Body - 108711)	Completed 12/09	8,430	-	8,430	108,805
5	Repairs/Paint for utility truck (Chris' Automotive - PV)	Completed 12/09	3,442	-	3,442	105,363
7	Evaluation of Siemen's Project (Fuss & O'Neill - 7464)	Cancel prior year encumbrance	-	(1,200)	(1,200)	106,563
8	Roof Repairs to All Town Buildings (American Heritage - Accrued A/P)	Completed 07/10	9,489	-	9,489	97,074
9	MCC Pool Pump Repairs (Piela Electric)	Completed 09/10	5,879	-	5,879	91,195
10	Firestation 107 Roof Repairs (American Heritage)	Completed 10/10	3,300	-	3,300	87,895
11	A/C Air Handler/Curb Adpt Vinton (Johnstone Supply)	Completed 10/10	2,926	-	2,926	84,969
12			-	-	-	84,969

Town of Mansfield
Monthly Revenue Summary

Fiscal Year: 2011 to 2011 for Dates from 01-Jul-2010 to 30-Sep-2010

Account and Description	Estimated Revenue	Current Debits	Current Credits	Remaining Balance	Net Revenue Activity
111 General Fund - Town					
Taxes and Related Items					
40101 Current Year Levy	(24461355.00)	17235.05	13260296.57	(11218293.48)	13243061.52
40102 Prior Year Levy	(200000.00)	3670.08	94851.94	(108818.14)	91181.86
40103 Interest & Lien Fees	(125000.00)	2.94	37987.39	(87015.55)	37984.45
40104 Motor Vehicle Supplement	(175000.00)	.00	.00	(175000.00)	.00
40105 Susp. Coll. Taxes - Trnsc.	(6000.00)	.00	2654.63	(3345.37)	2654.63
40106 Susp. Coll. Int. - Trnsc.	(4000.00)	.00	2046.64	(1953.36)	2046.64
Total Taxes and Related Items	(24,971,355.00)	20,908.07	13,397,837.17	(11,594,425.90)	
Licenses and Permits					
40201 Misc Licenses & Permits	(2520.00)	.00	835.00	(1685.00)	835.00
40202 Sport Licenses	(700.00)	59.00	113.00	(646.00)	54.00
40203 Dog Licenses	(8000.00)	(75.40)	2518.20	(5406.40)	2593.60
40204 Conveyance Tax	(125000.00)	.00	23681.40	(101318.60)	23681.40
40205 Vacant Property Registration	.00	.00	200.00	200.00	200.00
40210 Subdivision Permits	(4000.00)	.00	.00	(4000.00)	.00
40211 Zoning/Special Permits	(18000.00)	.00	1950.00	(16050.00)	1950.00
40212 Zba Applications	(4000.00)	.00	.00	(4000.00)	.00
40214 Iwa Permits	(5000.00)	.00	685.00	(4315.00)	685.00
40223 Sewer Permits	(50.00)	.00	.00	(50.00)	.00
40224 Road Permits	(1300.00)	.00	150.00	(1150.00)	150.00
40230 Building Permits	(204000.00)	.00	22623.70	(181376.30)	22623.70
40231 Adm Cost Reimb-permits	(100.00)	.00	66.00	(34.00)	66.00
40232 Housing Code Permits	(86000.00)	35.00	21335.00	(64700.00)	21300.00
40233 Housing Code Penalties	(100.00)	.00	.00	(100.00)	.00
40234 Landlord Registrations	(600.00)	6750.00	7215.00	(135.00)	465.00
Total Licenses and Permits	(459,370.00)	6,768.60	81,372.30	(384,766.30)	
Fed. Support Gov					
40352 Payment In Lieu Of Taxes	(1850.00)	.00	.00	(1850.00)	.00
40357 Social Serv Block Grant	.00	.00	684.00	684.00	684.00
Total Fed. Support Gov	(1,850.00)	.00	684.00	(1,166.00)	
State Support Education					
40401 Education Assistance	(10070680.00)	.00	.00	(10070680.00)	.00
40402 School Transportation	(199930.00)	.00	.00	(199930.00)	.00
Total State Support Education	(10,270,610.00)	.00	.00	(10,270,610.00)	

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Town of Mansfield
Monthly Revenue Summary

Fiscal Year: 2011 to 2011 for Dates from 01-Jul-2010 to 30-Sep-2010

Account and Description	Estimated Revenue	Current Debits	Current Credits	Remaining Balance	Net Revenue Activity
State Support Gov					
40451 Pilot - State Property	(7224400.00)	.00	7265843.32	41443.32	7265843.32
40454 Circuit CRT-parking Fines	.00	.00	2814.00	2814.00	2814.00
40455 Circuit Breaker	(46720.00)	.00	.00	(46720.00)	.00
40456 Tax Relief For Elderly	(2000.00)	.00	2000.00	.00	2000.00
40457 Library - Connecticut/ill	(10000.00)	.00	.00	(10000.00)	.00
40459 Tax Credit New Mfg Equipment	(4500.00)	.00	.00	(4500.00)	.00
40460 Boat Reimbursement	(2500.00)	.00	.00	(2500.00)	.00
40462 Disability Exempt Reimb	(800.00)	.00	.00	(800.00)	.00
40465 Emerg Mgmt Performance Grant	(11300.00)	22000.00	11000.00	(22300.00)	(11000.00)
40469 Veterans Reimb	(7600.00)	.00	.00	(7600.00)	.00
40494 Judicial Revenue Distribution	(3000.00)	.00	5628.00	2628.00	5628.00
40496 Pilot-holinko Estates	(13500.00)	.00	.00	(13500.00)	.00
	(7,326,320.00)	22,000.00	7,287,285.32	(61,034.68)	
Total State Support Gov					
Charge for Services					
40605 Region 19 Financial Serv	(87530.00)	.00	21882.50	(65647.50)	21882.50
40606 Health District Services	(19720.00)	.00	4930.00	(14790.00)	4930.00
40610 Recording	(55000.00)	.00	12687.00	(42313.00)	12687.00
40611 Copies Of Records	(11240.00)	.00	3933.50	(7306.50)	3933.50
40612 Vital Statistics	(8500.00)	.00	3032.00	(5468.00)	3032.00
40613 Sale Of Maps/regs	(100.00)	.00	30.00	(70.00)	30.00
40620 Police Service	(25000.00)	803.00	453.00	(25350.00)	(350.00)
40622 Redemption/Release Fees	(2500.00)	.00	625.00	(1875.00)	625.00
40625 Animal Adoption Fees	(900.00)	.00	305.00	(595.00)	305.00
40641 Postage On Overdue Books	(16000.00)	.00	4752.00	(11248.00)	4752.00
40644 PARKING PLAN REVIEW FEE	.00	150.00	885.00	735.00	735.00
40650 Blue Prints	(50.00)	.00	5.00	(45.00)	5.00
40656 Reg Dist 19 Grnds Mntnce	(77350.00)	.00	19337.50	(58012.50)	19337.50
40663 Zoning Regulations	(200.00)	.00	9.00	(191.00)	9.00
40671 Day Care Grounds Maintenance	(11240.00)	.00	2810.00	(8430.00)	2810.00
40674 Charge for Services	(2500.00)	.00	.00	(2500.00)	.00
40678 Celeron Sq Assoc Bikepath Main	(2700.00)	.00	2700.00	.00	2700.00
40684 Cash Overage/Shortage	.00	241.36	.00	(241.36)	(241.36)
40699 Fire Safety Code Fees	(66500.00)	1.69	5171.14	(61330.55)	5169.45
	(387,030.00)	1,196.05	83,547.64	(304,678.41)	
Total Charge for Services					
Fines and Forfeitures					
40702 Parking Tickets - Town	(4500.00)	.00	1780.00	(2720.00)	1780.00
40710 Building Fines	(1000.00)	.00	.00	(1000.00)	.00
40711 Landlord Registration Penalty	(90.00)	.00	.00	(90.00)	.00
40715 Ordinance Violation Penalty	(500.00)	.00	.00	(500.00)	.00
40716 Noise Ordinance Violation	(50.00)	.00	616.00	566.00	616.00
40717 Possession Alcohol Ordinance	(8500.00)	.00	2520.00	(5980.00)	2520.00
40718 Open Liquor Container Ordin	(10000.00)	.00	6245.00	(3755.00)	6245.00

Town of Mansfield
Monthly Revenue Summary

Fiscal Year: 2011 to 2011 for Dates from 01-Jul-2010 to 30-Sep-2010

Account and Description	Estimated Revenue	Current Debits	Current Credits	Remaining Balance	Net Revenue Activity
Total Fines and Forfeitures	(24,640.00)	.00	11,161.00	(13,479.00)	
Miscellaneous					
40804 Rent - Historical Soc	(2000.00)	.00	1700.00	(300.00)	1700.00
40807 Rent - Town Hall	(200.00)	.00	.00	(200.00)	.00
40808 Rent - Senior Center	(100.00)	.00	.00	(100.00)	.00
40817 Telecom Services Payment	(95000.00)	.00	.00	(95000.00)	.00
40820 Interest Income	(80000.00)	.00	3777.95	(76222.04)	3777.96
40824 Sale Of Supplies	(20.00)	.00	15.00	(5.00)	15.00
40825 Rent - R19 Maintenance	(2790.00)	.00	2790.00	.00	2790.00
40890 Other	(2500.00)	1036.87	1149.27	(2387.60)	112.40
Total Miscellaneous	(182,610.00)	1,036.87	9,432.23	(174,214.64)	
Operating Transfers In					
40928 School Cafeteria	(2500.00)	.00	.00	(2500.00)	.00
Total Operating Transfers In	(2,500.00)	.00	.00	(2,500.00)	
Total 111 General Fund - Town	(43,626,285.00)	51,909.59	20,871,319.66	(22,806,874.93)	

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Town of Mansfield
Monthly Expenditure Summary

Fiscal Year: 2011 to 2011 for Dates from 01-Jul-2010 to 30-Sep-2010

Account and Description	Original Budget	Bud Adjustments	Encumbrances	Expenses	Balance
111 General Fund - Town					
General Government					
11100 Legislative	67,490.00	.00	18,450.00	45,103.58	3,936.42
12100 Municipal Management	188,990.00	.00	.00	44,934.00	144,056.00
12200 Human Resources	120,250.00	.00	.00	20,410.03	99,839.97
13100 Town Attorney	37,950.00	.00	.00	.00	37,950.00
13200 Probate	5,230.00	.00	.00	188.00	5,042.00
14200 Registrars	57,210.00	.00	.00	10,586.66	46,623.34
15100 Town Clerk	189,870.00	.00	5,386.70	47,770.49	136,712.81
15200 General Elections	20,450.00	.00	3,350.00	5,863.93	11,236.07
16100 Finance Administration	48,400.00	.00	.00	19,571.14	28,828.86
16200 Accounting & Disbursements	237,790.00	.00	.00	60,711.75	177,078.25
16300 Revenue Collections	132,640.00	.00	.00	50,273.71	82,366.29
16402 Property Assessment	197,975.00	.00	.00	44,942.60	153,032.40
16510 Central Copying	39,000.00	.00	.00	35,000.00	4,000.00
16511 Central Services	32,500.00	.00	112.98	25,302.40	7,084.62
16600 Information Technology	10,000.00	.00	.00	10,000.00	.00
30900 Facilities Management	888,670.00	.00	33,073.04	257,957.62	597,639.34
Total General Government	2,274,415.00	.00	60,372.72	678,615.91	1,535,426.37
Public Safety					
21200 Police Services	950,950.00	.00	1,122.40	23,905.61	925,921.99
21300 Animal Control	87,530.00	.00	.00	22,545.26	64,984.74
22101 Fire Marshal	125,390.00	.00	17,965.66	33,075.68	74,348.66
22155 Fire & Emerg Services Admin	206,850.00	.00	30.00	28,862.73	177,957.27
22160 Fire & Emergency Services	1,361,170.00	.00	81,027.56	424,610.91	855,531.53
23100 Emergency Management	48,420.00	.00	.00	13,452.10	34,967.90
Total Public Safety	2,780,310.00	.00	100,145.62	546,452.29	2,133,712.09
Public Works					
30100 Public Works Administration	79,900.00	.00	.00	36,556.92	43,343.08
30200 Supervision & Operations	90,610.00	.00	.00	21,547.05	69,062.95
30300 Road Services	658,640.00	.00	22.00	156,925.24	501,692.76
30400 Grounds Maintenance	341,660.00	.00	772.61	89,131.42	251,755.97
30600 Equipment Maintenance	569,210.00	.00	2,817.95	125,379.96	441,012.09
30700 Engineering	180,810.00	.00	.00	38,366.05	142,443.95
Total Public Works	1,920,830.00	.00	3,612.56	467,906.64	1,449,310.80
Community Services					
42100 Human Services Administration	293,750.00	.00	.00	45,142.26	248,607.74

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Town of Mansfield
Monthly Expenditure Summary

Fiscal Year: 2011 to 2011 for Dates from 01-Jul-2010 to 30-Sep-2010

Account and Description	Original Budget	Bud Adjustments	Encumbrances	Expenses	Balance
42202 Mansfield Challenge - Winter	2,650.00	.00	.00	.00	2,650.00
42204 Youth Employment - Middle Sch	2,000.00	.00	.00	332.00	1,668.00
42210 Youth Services	155,310.00	.00	.00	34,363.02	120,946.98
42300 Senior Services	181,080.00	.00	.00	36,766.63	144,313.37
43100 Library Services Admin	617,180.00	.00	6,611.79	163,623.75	446,944.46
45000 Contributions To Area Agency	295,540.00	.00	81,600.00	99,310.76	114,629.24
Total Community Services	1,547,510.00	.00	88,211.79	379,538.42	1,079,759.79
Community Development					
30800 Building Inspection	145,550.00	.00	.00	33,384.57	112,165.43
30810 Housing Inspection	97,730.00	.00	.00	24,475.25	73,254.75
51100 Planning Administration	226,780.00	.00	.00	48,588.90	178,191.10
52100 Planning/Zoning Inland/Wetlnd	7,500.00	.00	.00	365.85	7,134.15
58000 Boards and Commissions	6,750.00	.00	.00	261.38	6,488.62
Total Community Development	484,310.00	.00	.00	107,075.95	377,234.05
Town-Wide Expenditures					
71000 Employee Benefits	2,290,590.00	.00	.00	840,356.61	1,450,233.39
72000 Insurance	126,470.00	.00	84,000.15	31,046.67	11,423.18
73000 Contingency	83,800.00	.00	.00	.00	83,800.00
Total Town-Wide Expenditures	2,500,860.00	.00	84,000.15	871,403.28	1,545,456.57
Other Financing					
92000 Other Financing Uses	1,605,660.00	.00	.00	1,588,260.00	17,400.00
Total Other Financing	1,605,660.00	.00	.00	1,588,260.00	17,400.00
Total 111 General Fund - Town	13,113,895.00	.00	336,342.84	4,639,252.49	8,138,299.67

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Town of Mansfield
Monthly Expenditure Summary

Fiscal Year: 2011 to 2011 for Dates from 01-Jul-2010 to 30-Sep-2010

Account and Description	Original Budget	Bud Adjustments	Encumbrances	Expenses	Balance
112 General Fund - Board					
Reg Instructional Prog					
61101 Regular Instruction	7,741,320.00	.00	.00	946,063.46	6,795,256.54
61102 English	49,520.00	.00	6,451.67	15,987.63	27,080.70
61104 World Languages	10,090.00	.00	1,311.52	3,285.58	5,492.90
61105 Health & Safety	7,730.00	.00	500.00	309.82	6,920.18
61106 Physical Education	12,690.00	.00	4,635.76	3,303.73	4,750.51
61107 Art	14,060.00	.00	1,000.00	7,500.38	5,559.62
61108 Mathematics	30,020.00	.00	4,362.18	8,124.38	17,533.44
61109 Music	17,240.00	.00	3.01	5,194.34	12,042.65
61110 Science	30,750.00	.00	3,081.43	8,082.72	19,585.85
61111 Social Studies	20,680.00	.00	3,468.31	6,522.55	10,689.14
61115 Information Technology	201,250.00	.00	13,160.47	96,064.12	92,025.41
61122 Family & Consumer Science	9,080.00	.00	2,982.35	361.23	5,736.42
61123 Technology Education	10,830.00	.00	25.67	3,237.34	7,566.99
60 Total Reg Instructional Prog	8,155,260.00	.00	40,982.37	1,104,037.28	7,010,240.35
Special Educ. Programs					
61201 Special Ed Instruction	1,316,790.00	.00	2,197.60	173,124.26	1,141,468.14
61202 Enrichment	417,000.00	.00	2,944.08	48,614.89	365,441.03
61204 Preschool	354,590.00	.00	259.95	44,879.32	309,450.73
Total Special Educ. Programs	2,088,380.00	.00	5,401.63	266,618.47	1,816,359.90
Culturally Disadv Pupil					
61310 Remedial Reading/Math	342,960.00	.00	200.00	40,920.39	301,839.61
Total Culturally Disadv Pupil	342,960.00	.00	200.00	40,920.39	301,839.61
Summer School-Free Only					
61400 Summer School	30,500.00	.00	.00	42,314.37	(11,814.37)
Total Summer School-Free Only	30,500.00	.00	.00	42,314.37	(11,814.37)
Tuition Payments					
61600 Tuition Payments	190,000.00	.00	207,309.50	8,762.09	(26,071.59)

Town of Mansfield
Monthly Expenditure Summary

Fiscal Year: 2011 to 2011 for Dates from 01-Jul-2010 to 30-Sep-2010

Account and Description	Original Budget	Bud Adjustments	Encumbrances	Expenses	Balance
Total Tuition Payments	190,000.00	.00	207,309.50	8,762.09	(26,071.59)
Central Serv Instr Supp					
61900 Central Service-Instr Suppl.	159,760.00	.00	6,810.32	108,761.52	44,188.16
Total Central Serv Instr Supp	159,760.00	.00	6,810.32	108,761.52	44,188.16
Support Serv-Students					
62102 Guidance Services	138,790.00	.00	257.84	20,230.01	118,302.15
62103 Health Services	205,990.00	.00	.00	39,794.13	166,195.87
62104 Outside Eval/Contracted Serv	241,500.00	.00	90,769.22	8,989.21	141,741.57
62105 Speech And Hearing Services	150,230.00	.00	1,815.76	40,698.62	107,715.62
62106 Pupil Services - Testing	11,570.00	.00	.00	.00	11,570.00
62108 Psychological Services	296,710.00	.00	257.15	34,897.56	261,555.29
Total Support Serv-Students	1,044,790.00	.00	93,099.97	144,609.53	807,080.50
Improv-Instr Services					
62201 Curriculum Development	166,460.00	.00	350.00	32,534.94	133,575.06
62202 Professional Development	36,990.00	.00	6,054.00	4,392.87	26,543.13
Total Improv-Instr Services	203,450.00	.00	6,404.00	36,927.81	160,118.19
Educ Media Services					
62302 Media Services	70,770.00	.00	9,613.46	2,117.27	59,039.27
62310 Library	284,140.00	.00	1,013.57	35,569.87	247,556.56
Total Educ Media Services	354,910.00	.00	10,627.03	37,687.14	306,595.83
General Administration					
62401 Board Of Education	411,520.00	.00	4,200.00	214,509.12	192,810.88
62402 Superintendent's Office	359,890.00	.00	2,826.15	91,325.05	265,738.80
62404 Special Education Admin	281,300.00	.00	225.00	66,486.51	214,588.49
Total General Administration	1,052,710.00	.00	7,251.15	372,320.68	673,138.17
School Based Admin					
62520 Principals' Office Services	982,640.00	.00	18,678.77	255,976.91	707,984.32

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Town of Mansfield
Monthly Expenditure Summary

Fiscal Year: 2011 to 2011 for Dates from 01-Jul-2010 to 30-Sep-2010

Account and Description	Original Budget	Bud Adjustments	Encumbrances	Expenses	Balance
62521 Support Services - Central	16,490.00	.00	2,063.55	1,532.04	12,894.41
62523 Field Studies	13,500.00	.00	.00	.00	13,500.00
Total School Based Admin	1,012,630.00	.00	20,742.32	257,508.95	734,378.73
Fiscal Serv/Bus Support					
62601 Business Management	319,990.00	.00	45,230.85	142,546.33	132,212.82
Total Fiscal Serv/Bus Support	319,990.00	.00	45,230.85	142,546.33	132,212.82
Plant Oper & Maint Serv					
62710 Plant Operations - Building	1,513,970.00	.00	65,516.25	437,364.50	1,011,089.25
Total Plant Oper & Maint Serv	1,513,970.00	.00	65,516.25	437,364.50	1,011,089.25
Student Transp Service					
62801 Regular Transportation	680,730.00	.00	.00	48,645.00	632,085.00
62802 Spec Ed Transportation	130,000.00	.00	.00	2,200.00	127,800.00
Total Student Transp Service	810,730.00	.00	.00	50,845.00	759,885.00
Enterprise Activities					
63430 After School Program	40,330.00	.00	52.47	72.52	40,205.01
63440 Athletic Program	36,190.00	.00	2,148.16	1,198.70	32,843.14
Total Enterprise Activities	76,520.00	.00	2,200.63	1,271.22	73,048.15
Employee Benefits					
68000 Employee Benefits	3,165,550.00	.00	.00	868,856.57	2,296,693.43
Total Employee Benefits	3,165,550.00	.00	.00	868,856.57	2,296,693.43
Transfer Out-Other Fund					
69000 Transfers Out To Other Funds	66,050.00	.00	.00	66,050.00	.00
Total Transfer Out-Other Fund	66,050.00	.00	.00	66,050.00	.00

Town of Mansfield
Monthly Expenditure Summary

Fiscal Year: 2011 to 2011 for Dates from 01-Jul-2010 to 30-Sep-2010

Account and Description	Original Budget	Bud Adjustments	Encumbrances	Expenses	Balance
Total 112 General Fund - Board	20,588,150.00	.00	511,776.02	3,987,401.85	16,088,982.13



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; William Hammon, Director of Facilities Management; Dennis O'Brien, Town Attorney
Date: November 22, 2010
Re: Lease Agreement for Tredgold Hall

Subject Matter/Background

Since 1990, the Town has used Tredgold Hall located on the grounds of the Mansfield Training School located at 123 Walters Avenue in Mansfield for cold storage purposes. Storage contents consist of materials collected during evictions and old school property (desks, etc.).

The Town would like to extend its current lease for two years, retroactive to March 1, 2010 and ending on February 28, 2012, at which point the lease may be renewed.

Financial Impact

The cost of the rent of the facility is minimal as the University of Connecticut leases this facility to the town for \$1.00 per year. As enumerated under section 6 of the agreement, the Town is responsible for various expenses and services related to our use of the facility, including refuse removal and structural maintenance and repair.

Legal Review

The lease presented by the University of Connecticut has been reviewed and approved by the Town Attorney and is consistent with past lease agreements for this location.

Recommendation

The cold storage space is regularly used by the Town and is currently a necessary part of our facilities management operation. The lease of this facility and our arrangement with the University has functioned well for many years. Authorization to enter into the lease agreement with the University of Connecticut is respectfully recommended.

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

Move, effective November 22, 2010, to authorize the Town Manager, Matthew W. Hart, to execute a lease agreement with the University of Connecticut for the use of Tredgold Hall located on the grounds of the Mansfield Training School located at 123 Walters Avenue in Mansfield for cold storage, for a term of two (2) years, commencing on March 1, 2010 and ending on February 28, 2012.

Attachments

- 1) Proposed lease between the University of Connecticut and the Town of Mansfield



LEASE

This Lease is made and entered into by and between the **UNIVERSITY OF CONNECTICUT** (hereinafter "LESSOR" or "UNIVERSITY"), acting herein by its Vice President and Chief Operating Officer pursuant to the provisions of Conn. Gen. Stat. Section 4b-38, as revised, AND **TOWN OF MANSFIELD**, (hereinafter "LESSEE"), having its principal place of business at 4 South Eagleville Road, in the Town of Mansfield, and State of Connecticut, acting herein by Matthew W. Hart, its Town Manager, duly authorized.

WITNESSETH:

The parties hereto for the consideration mentioned covenant and agree as follows:

1. **LEASE OF PREMISES:** The LESSOR hereby leases unto the LESSEE the entire building known as Tredgold Hall on the grounds of the Mansfield Training School located at 123 Walters Avenue, Mansfield, Connecticut, ("Leased Premises") together with the right of ingress into and egress out of the premises.
2. **TERM OF LEASE:** The term of the Lease shall extend for two (2) year(s) commencing on March 1, 2010 and ending on February 28, 2012 (hereinafter "Lease Term").
3. **RENT:**
 - 3.1 The LESSEE shall pay the LESSOR fixed rent of \$2.00 for the period of March 1, 2010 to February 28, 2012.
 - 3.2 The LESSEE shall pay rent by check, payable to the **University of Connecticut**, and mailed to:

University of Connecticut
Cash Operations
343 Mansfield Road, U-2331
Storrs, Connecticut 06269-2331
4. **USE OF PREMISES:** The Premises shall be used only for the purpose of cold storage for eviction and old school property of LESSEE; and no other purpose. LESSEE agrees that all activities conducted within the Premises shall be in full compliance with all federal and/or State rules and regulations, as well as any existing University of Connecticut written policies. Subsequent University policies (and amendments to existing policies) shall not be binding upon LESSEE unless LESSEE so agrees in writing.
5. **LESSOR'S OBLIGATIONS:** LESSOR will provide and pay for: snow and ice removal in the sidewalk and parking areas, sanding, groundskeeping and utilities to the building line, driveways, footways, sidewalks, and

other facilities, if any, which are owned or controlled by the LESSOR and which are a part of the demised Premises or adjoin the same, for the purposes of loading and unloading merchandise.

6. **LESSEE'S OBLIGATIONS:**

6.1 Except as otherwise provided for in Section 5, LESSEE shall be responsible for the following expenses, services and financial obligations related to use of the Premises:

a. refuse removal, repair and/or replacement for any damage caused to the property by the LESSEE or its invitees; structural maintenance and/or repairs; assessments, special assessments or special permits, or similar charges, if any, related to the Premises, of any nature whatsoever, utilities separately metered; leasehold improvements; renovations to the building which must comply with local fire, health, handicap and safety codes; plate glass replacement; signs, subject to reasonable consent of the LESSOR.

6.2 LESSEE agrees it will conform to all federal, State and University of Connecticut Environmental Health and Safety (EHS) requirements relating to hazardous waste removal, radiation safety and animal health and welfare. The LESSEE agrees for the University to provide monitoring and training in these areas. The LESSEE agrees to allow site inspections of the leased Premises at any time that may be determined necessary by EHS personnel.

6.3 LESSEE agrees to supply to the LESSOR, upon execution of this Lease or Lease Amendment, a copy of its incorporation papers including original, executed documents indicating current officer names and ownership.

6.4 LESSEE agrees to immediately notify LESSOR'S Department of Public Safety regarding any injuries or accidents occurring on the Premises.

6.5 LESSEE further agrees to promptly notify LESSOR of any new employees who will be working at the Premises to ensure that they receive timely orientation relative to applicable University policies.

7. **CONDITION OF PREMISES:** The Premises are leased to and taken by the LESSEE "as is," and in its present condition; provided, however, that nothing contained herein shall modify LESSOR'S obligations under Section 5 hereof, and this provision shall not apply to latent defects or conditions or to non-obvious structural matters. LESSEE covenants that it will maintain the Premises in a clean, orderly and safe condition, ordinary wear and tear excepted, free from waste, and shall not permit any nuisance therein or the accumulation of trash or debris thereon or appurtenant thereto.

8. **ASSIGNMENT AND SUBLETTING:** LESSEE shall not sublet the Premises, in whole or in part, or assign this Lease, or permit the Premises to be used or occupied, in whole or in part, by others without the prior written consent of the LESSOR which shall not be unreasonably withheld, delayed or conditioned. In the event such consent is given, the LESSEE shall not be relieved from any obligation under this Lease by reason of any such assignment or subletting.

9. **LESSOR'S RIGHT OF ENTRY:** The LESSEE agrees that the LESSOR shall have the right to enter upon the Premises at any time or from time to time for whatever purpose the LESSOR deems necessary to enforce its rights or perform its obligations under this Lease, provided that LESSOR will use its best efforts to avoid interfering with LESSEE'S business on the Premises.

10. **COMPLIANCE WITH LAW:** The LESSEE agrees that it will use the Premises so as to conform with

and not violate any laws, regulations and/or requirements of the United States and/or the State of Connecticut and/or any ordinance, rule or regulation of the Town of Mansfield, now or hereafter made, relating to the use of the Premises to the extent applicable, and the LESSEE shall indemnify and save the LESSOR harmless from any fines, penalties or costs for violation of or noncompliance with the same, relating to the operation of LESSEE'S business on the Premises.

11. **LIENS:** LESSEE will not permit any lien for money claimed against or owing by LESSEE to be placed against the Premises during the term hereof and should any such lien be recorded, LESSEE shall, within fifteen (15) days after such lien is recorded, bond over or pay and discharge same. Should any such lien be recorded and not be bonded over, released or discharged, LESSOR may, at LESSOR'S option (but without obligation so to pay or discharge such lien), pay and discharge any such lien, at the cost and expense of LESSEE.

12. **DEFAULT BY LESSEE; RIGHT TO TERMINATE**

12.1 In the event LESSEE shall: (a) fail to pay any rent payable pursuant to this Lease within ten (10) days following written notice that same is due or if; for a period of thirty (30) days after notice thereof has been given to LESSEE; or (b) LESSEE shall fail to perform or comply with any term hereof or any duty or obligation imposed upon it by this Lease or by any other rule or regulation of LESSOR (provided, however, that if such cure cannot be accomplished within such thirty (30) days, and if LESSEE promptly commences and diligently pursues such cure, LESSEE may have up to thirty (30) additional days to effect such a cure); or (c) if LESSEE shall abandon the Premises; or (d) there shall be filed by or against LESSEE, or any guarantor of LESSEE'S obligations hereunder, a petition in bankruptcy or insolvency or for reorganization, dissolution, liquidation or for the appointment of a receiver or trustee of all or a portion of LESSEE'S or such guarantor's property and in the case of an involuntary bankruptcy, the same is not discharged within sixty (60) days thereafter; or (e) if LESSEE or such guarantor makes an assignment for the benefit of creditors or enters into an arrangement or admits its inability to pay its debts as they become due, **then** and in any such event LESSOR shall have the right, in addition to any other rights and remedies LESSOR may have at LESSOR'S option, to enter upon the Premises, repossess, and enjoy the same in accordance with applicable law, as if this Lease had not been made, and thereupon this Lease shall terminate without prejudice. Upon demand by LESSOR, LESSEE shall surrender to LESSOR complete and peaceable possession of the Premises.

12.2 Without such re-entry as provided in Section 12.1, LESSOR may recover possession thereof in any manner permitted by law, including summary process, it being understood that no demand for rent or re-entry for condition broken, as at common law, shall be necessary to enable LESSOR to recover such possession.

12.3 Upon the breach by the LESSEE of any terms and conditions of this Lease, the parties hereto agree that this Lease may be terminated immediately at the option of the LESSOR, without any obligations being thrust upon the LESSOR of any nature whatsoever.

12.4 Either party may terminate this Lease without cause or penalty upon thirty (30) days prior written notice.

13. **ALTERATIONS AND IMPROVEMENTS:** LESSEE shall not make any alterations or improvements in or to the Premises without the written consent of LESSOR, which consent shall not be unreasonably withheld or delayed. Any approved alteration or improvement shall be done by contractors consented to by LESSOR, which consent shall not be unreasonably withheld or delayed. Such approved alteration or improvement shall be made in a good and workmanlike manner and in a manner so that the structural integrity of the Building shall not be impaired. LESSEE shall obtain all necessary permits and, at LESSOR'S option, shall submit to LESSOR architectural renderings, insurance certificates and lien waivers as reasonably required by LESSOR. Upon the making of such

alterations or improvements the same shall become the property of LESSOR, provided, however, that should LESSOR require removal of such improvements, LESSOR shall notify LESSEE in writing at the time consent is given that LESSOR will require that LESSEE remove the same at no expense to LESSOR and repair any damage caused by such removal and that the Premises shall be left by LESSEE in the condition that the Premises were in at the commencement of the term of this Lease, ordinary wear and tear excepted.

14. **PERSONAL PROPERTY:** All personal property of every kind and description, which may at any time be on the Premises, shall be at the LESSEE's sole risk and the LESSOR shall have no liability therefore.

15. **INSURANCE:**

15.1 The LESSEE shall maintain its own insurance policy covering such personal property.

15.2 LESSEE shall obtain and keep in force at its sole expense during the Lease Term, the following insurance coverage:

(a) Commercial General Liability

1. Each Occurrence	\$1,000,000
2. Products/Completed Operations	\$1,000,000
3. Personal and Advertising Injury	\$1,000,000
4. General Aggregate	\$2,000,000
5. Fire Legal Liability	\$ 100,000

The insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of this Lease.

(b) Business Automobile Liability: Minimum Limits for Owned, Scheduled, Non Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence.

(c) Workers' Compensation and Employer's Liability: As required under state law.

(d) Such other insurance in such amounts which from time to time may reasonably be required by the mutual consent of the LESSOR and LESSEE against other insurable hazards relating to performance.

15.3 All policies of insurance provided for in this Section shall be issued by insurance companies with general policyholder's rating of not less than A- and a financial rating of not less than Class VIII as rated in the most current available A.M. Best Insurance Reports and be licensed to do business in the State of Connecticut. All such policies shall be issued in the name of LESSEE, and shall name, as Additional Insured, The State of Connecticut, University of Connecticut with respects to liability arising out of operations, maintenance or use of that part of the Premises leased to the LESSEE. Certificates thereof shall be delivered to LESSOR within thirty (30) days after substantial completion of the Premises, and thereafter certificates thereof shall be delivered to LESSOR within ten (10) days prior to the expiration of the term of each such policy, all at no cost to LESSOR. All certificates delivered to LESSOR shall contain a provision that the company writing said policy will give to LESSOR at least twenty (20) days notice in writing in advance of any material change, cancellation, termination or lapse of the Effective Date of any reduction in the amounts of insurance below the requirements of the Lease. Policies shall waive the right of recovery against the LESSOR and shall be primary.

16. **INDEMNIFICATION:** The LESSEE shall at all times protect, defend, indemnify and save harmless the LESSOR and its officers, agents, and employees on account of any and all claims, damages, losses, reasonable litigation costs, expenses, reasonable counsel fees and compensation arising out of injuries (including death) sustained by or alleged to have been sustained by the officers, agents, and employees of the LESSEE or the LESSOR

and from injuries (including death) sustained by or alleged to have been sustained by the public or by any other person or property, real or personal (including property of the LESSEE or the LESSOR), to the extent caused by the willful misconduct or gross negligence of the LESSEE or the employees, agents, clients, contractors or invitees of the LESSEE.

17. **SURRENDER OF PREMISES:** At the expiration or other termination of this Lease, the LESSEE will surrender the Premises in as good condition as that existing at the beginning of the Lease Term (excluding reasonable use and wear thereof), and except for: damage caused by unavoidable circumstances; and any alterations or additions which may have been made by the LESSEE at the LESSEE'S expense with the written consent of the LESSOR, or otherwise permitted hereunder. Any such alterations or additions shall become, at no cost to the LESSOR, the property of the LESSOR, at the end of the Lease Term, unless as otherwise provided in Section 12 hereof. The LESSOR reserves the right; however, at the termination or expiration of the Lease, to demand, upon reasonable notice to the LESSEE, that the LESSEE removes such alterations and additions at the LESSEE's expense, leaving the Premises in substantially the same condition as it was at the beginning of the Lease Term.

18. **HOLDING OVER:** If at the expiration or termination of the Lease (including any applicable extension option periods contained therein) the LESSEE shall hold over for any reason without the consent of the LESSOR, the LESSEE thereafter shall be a tenant at sufferance, and the base rent shall be one hundred fifty percent (150%) of the rent specified in the final year of the Lease. Any holding over by LESSEE shall not operate to extend or renew this Lease.

19. **NOTICES:**

19.1 All notices, demands or requests provided for or permitted to be given pursuant to this Lease must be in writing. All notices demands and requests shall be deemed to have been properly served if sent by Federal Express or other reputable express carrier for next business day delivery, charges billed to or prepaid by shipper; or if deposited in the United States mail, registered or certified with return receipt requested, proper postage prepaid, addressed as follows:

If directed to LESSOR, written notice shall be addressed to:

Real Estate Officer
Real Estate and Property Risk Management
31 LeDoyt Road, U-3094
Storrs, CT 06269-3094
(860) 486-3396

If directed to LESSEE, written notice shall be directed to:

Matthew W. Hart, Town Manager
Town of Mansfield
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268-2599

20. **COMPLETE AGREEMENT:** No prior stipulations, agreements or understandings, verbal or otherwise, of the parties hereto or their agents, shall be valid or enforceable unless embodied in the provisions of this Lease.

21. **NON-DISCRIMINATION.** References in this section to "Contract" shall mean this Lease and references

to "Contractor" shall mean the LESSEE.

(a) The following subsections are set forth here as required by section 4a-60 of the Connecticut General Statutes:

(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission; (3) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this section and section 46a-56.

(b) If the Contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

(c) "Minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

(d) Determination of the Contractor's good faith efforts shall include but shall not be limited to the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(e) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.

(f) The Contractor shall include the provisions of sections (a) and (b) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The

Contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the Contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

(g) The following subsections are set forth here as required by section 4a-60a of the Connecticut General Statutes:

(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this section and section 46a-56.

(h) The Contractor shall include the provisions of section (g) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the Contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

(i) For the purposes of this entire Non-Discrimination section, "Contract" or "contract" includes any extension or modification of the Contract or contract, "Contractor" or "contractor" includes any successors or assigns of the Contractor or contractor, "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced, and "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders. For the purposes of this section, "Contract" does not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

22. **EXECUTIVE ORDERS:** The Lease is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Lease as if they had been fully set forth herein. At the LESSEE'S request, the LESSOR shall provide a copy of these orders to the

LESSEE. The Lease may also be subject to Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions.

23. **STATE ELECTION ENFORCEMENT COMMISSION (SEEC) CAMPAIGN CONTRIBUTION BAN:** This Lease is subject to the provisions of the State Election Enforcement Commission (SEEC) Campaign Contribution Ban. For all State Contracts as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Agreement expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See SEEC Form (below):

SEEC FORM 11

NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN

This notice is provided under the authority of Connecticut General Statutes 9-612(g)(2), as amended by P.A. 07-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

Campaign Contribution and Solicitation Ban

No state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (I) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee;

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (I) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

Duty to Inform

State contractors and prospective state contractors are required to inform their principal of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

Penalties for Violations

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil Penalties--\$2000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of \$2000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or \$5000 in fines, or both.

Contract Consequences

Contributions made or solicited in violation of the above prohibitions may result, in the case of a state contractor, in the contract being voided.

Contributions made or solicited in violation of the above prohibitions, in the case of a prospective state contractor, shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Election Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State will not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Election Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information and the entire text of P.A. 07-1 may be found on the website of the State Elections Enforcement Commission, www.ct.gov/seec. Click on the link to "State Contractor Contribution Ban."

Definitions:

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan or a loan to an individual for other than commercial purposes.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee

or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

24. **POWER TO EXECUTE.** The individual signing this Lease on behalf of the LESSEE certifies that he has full authority to execute the same on behalf of the LESSEE and that this Lease has been duly authorized, executed and delivered by the LESSEE and is binding upon the LESSEE in accordance with its terms. The LESSEE shall provide a Corporate Resolution or other signature authority documentation certifying that the individual executing this Lease has been authorized by the governing body of the LESSEE to sign on behalf of the LESSEE, signed on or after the date of the Lease execution by LESSEE.

25. **ETHICS AFFIDAVITS AND NONDISCRIMINATION CERTIFICATION REQUIREMENTS**

25.1 The LESSOR, as an agency of the State of Connecticut, requires that notarized Gift and Campaign Contribution Certificates (Office of Policy and Management "OPM" Form 1) and Consulting Agreement Affidavits (OPM Form 5) accompany all State contracts/agreements with a value of \$50,000 or more in a calendar or fiscal year. (Form 1 is also used with a multi-year contract to update the initial certification on an annual basis.)

25.2 An executed Nondiscrimination Certification must also be provided by the LESSEE at the time of Lease execution for all Leases with individuals, corporations and other entities, regardless of type, term, cost or value. The Certification requires the signer to disclose his/her title and certify that the LESSEE has in place a properly-adopted policy, which supports the nondiscrimination requirements of Connecticut law. This Certification is required for all original Leases as well as Lease Amendments, signed on or after the date of the Lease execution by the LESSEE.

26. **GOVERNING LAW:** This Lease shall be governed by the laws of the State of Connecticut.

27. **CLAIMS AGAINST THE STATE:** The LESSEE agrees that the sole and exclusive means for the presentation of any claim against the State arising from this Lease shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the LESSEE further agrees not to initiate any legal proceedings in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.

28. **MODIFICATION:** The terms of this Lease may be modified or altered only by written Amendment to Lease between the LESSOR and LESSEE approved and signed by both the Attorney General and the Treasurer of the State of Connecticut, and no act or omissions of any employee or agent of LESSOR or LESSEE shall alter, change or modify any of the provisions hereof.

29. **APPROVAL OF BOARD OF TRUSTEES, ATTORNEY GENERAL AND TREASURER:**

This Lease shall not be binding on the LESSOR or LESSEE unless and until approved by the Board of Trustees for the LESSOR and approved and signed by both the Attorney General and the Treasurer of the State of Connecticut and delivered to the LESSEE.

30. **FORCE MAJEURE.** LESSOR and LESSEE shall be excused for the period of delay in the performance of any of their respective obligations, excepting monetary obligations hereunder, and shall not be considered in default when prevented from so performing due to a labor strike, riot, war, fire, flood or other casualty, or Acts of God so extensive as to prevent LESSEE from conducting business or preventing LESSEE or LESSOR from complying with their obligations under the Lease.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

Signed in the presence of:

LESSEE:

Town of Mansfield

_____)
Witness)
_____)
_____)
_____)
_____)
_____)
Witness

By _____
Matthew W. Hart
Its Town Manager
Duly Authorized

Date Signed _____

State of Connecticut

ss: Mansfield
(Town/City)

County of Tolland

The foregoing instrument was acknowledged before me this _____ day of _____, 2010 by

_____, _____ of _____, a
(Name) (Title) (Company)

_____, a municipality, on behalf of the municipality.
(State)

Notary Public:
My commission expires:

Signed in the presence of:

LESSOR:

University of Connecticut

_____))
Witness)
_____))
Witness)

By _____
Barry M. Feldman
Vice President and Chief Operating Officer
Duly Authorized

Date Signed _____

State of Connecticut

ss: _____

County of Tolland

On this the _____ day of _____, 2010, before me, _____, the undersigned officer, personally appeared Barry M. Feldman, Vice President and Chief Operating Officer for the University of Connecticut, Storrs, Connecticut, known to me to be the person described in the foregoing instrument, and acknowledged that he executed the same in the capacity therein stated and for the purposes therein contained.

Melanie R.F. Savino
Notary Public
My commission expires

APPROVED pursuant to C. G. S. § 4b-38(g):

Denise L. Nappier, State Treasurer

Date: _____

(Or designee, _____)

(Title of designee : _____)

APPROVED AS TO FORM:

Assistant/Associate Attorney General

Date: _____

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matthew Hart, Town Manager *M.H.*
CC: Maria Capriola, Assistant to Town Manager
Date: November 22, 2010
Re: Contract Between the Mansfield Board of Education and the Mansfield Education Association

Subject Matter/Background

The Mansfield Board of Education and the Mansfield Education Association have agreed to the attached three (3) year successor agreement. In accordance with Connecticut General Statutes (CGS) 10-153d(b), on November 2, 2010 the Mansfield Board of Education filed a copy of the contract between the parties with the Town Clerk.

With respect to teacher's contracts, pursuant to CGS 10-153d(b) the Town Council may exercise one of three options within thirty (30) days of the date of filing with the Town Clerk's Office:

- 1) Ratify/approve the tentative agreement;
- 2) Reject the tentative agreement, in which case the matter shall be referred to binding arbitration; or
- 3) Take no action, in which case the tentative agreement shall be considered ratified by the town after the 30-day waiting period from the date of file.

Town staff does not participate in labor relations involving Mansfield Board of Education employees. However, Councilor Ryan did attend the negotiation sessions as the Council's representative. The cost projections related to the tentative agreement do appear favorable with respect to recently negotiated teacher settlements around the state.

Financial Impact

Over a three year period, the proposed successor agreement represents a 5.68% increase, whereas the state-wide average represents a 7.65% increase. More detailed information can be found in the attached memo.

Legal Review

The Mansfield Board of Education has negotiated the agreement with the assistance of its labor attorney.

Attachments

- 1) F. Baruzzi re: Key Provisions of Settlement with the Mansfield Board of Education and Mansfield Education Association
- 2) Legal Notice
- 3) CGS §10-153d
- 4) Contract between the Mansfield Board of Education and the Mansfield Education Association



THE PUBLIC SCHOOLS OF MANSFIELD, CONNECTICUT

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**Key Provisions of Settlement with the
 Mansfield Board of Education and Mansfield Education Association**

<u>Issue</u>	<u>Agreement</u>
Duration	The parties agreed to a three (3) year successor agreement. The agreement will be effective on July 1, 2011 and run through June 30, 2014.
Salaries	<p>The parties agreed to the following salary increases for the proposed successor collective bargaining agreement:</p> <p>Effective July 1, 2011 - Hard freeze (0% general wage increase and no step movement).</p> <p>Effective July 1, 2012 - 1.7% general wage increase plus step movement. The total cost for the increase in 2012-2013 is 2.68% of the salary account.</p> <p>Effective July 1, 2013 - 1.7% general wage increase plus step movement. The total cost for the increase in 2013-2014 is 3.03% of the salary account.</p> <p>For teacher collective bargaining settlements to date this year, the average increases are as follows:</p> <p>2011-2012 - 1.53% overall cost 2012-2013 - 3.21% overall cost 2013-2014 - 2.91% overall cost</p> <p>Over a three year period, the proposed successor agreement represents a 5.68% increase, whereas the state-wide average represents a 7.65% increase.</p>
Insurance	<p>Premium Cost Sharing:</p> <p>Under the last year of the current collective bargaining agreement (2008-2011), teachers are required to contribute 17.0% of the overall premium costs associated with receiving the PPO plan. Under the proposed successor agreement, the employee contributions are as follows:</p> <p>2011-2012: 17.0%* 2012-2013: 18.0% 2013-2014: 19.0%</p> <p>* The employee premium cost share remains the same as the current cost share dollar amount for the first year of the agreement based on the salary settlement (no increase) in the first year of the agreement.</p>

<u>Issue</u>	<u>Agreement</u>
Insurance Continued	<p data-bbox="388 304 685 336">Health Savings Account:</p> <p data-bbox="388 372 1395 506">In the proposed successor agreement, the parties eliminated the POS plan option, of which there was no enrollment, and added a Health Savings Account alternative with 1,500/3,000 deductibles, 50% Board funding of the deductibles, and premium cost sharing contributions as follows:</p> <p data-bbox="388 542 602 638"> 2011-2012: 10% 2012-2013: 11% 2013-2014: 12% </p>

Legal Notice
Town of Mansfield

Notice is hereby given that a copy of the contract between the Mansfield Board of Education and the Mansfield Education Association effective July 1, 2011 through and including June 30, 2014, or until such subsequent time that a successor agreement becomes effective, was filed in the Town Clerk's office, 4 South Eagleville Road, Mansfield on November 2, 2010 and is available for public inspection, in accordance with the General Statutes of the State of Connecticut.

Dated this 3rd day of November, 2010. Mary Stanton Mansfield Town Clerk

Sec. 10-153d. Meeting between board of education and fiscal authority required. Duty to negotiate. Procedure if legislative body rejects contract. (a) Within thirty days prior to the date on which the local or regional board of education is to commence negotiations pursuant to this section, such board of education shall meet and confer with the board of finance in each town or city having a board of finance, with the board of selectmen in each town having no board of finance and otherwise with the authority making appropriations therein. A member of such board of finance, such board of selectmen, or such other authority making appropriations, shall be permitted to be present during negotiations pursuant to this section and shall provide such fiscal information as may be requested by the board of education.

(b) The local or regional board of education and the organization designated or elected as the exclusive representative for the appropriate unit, through designated officials or their representatives, shall have the duty to negotiate with respect to salaries, hours and other conditions of employment about which either party wishes to negotiate. For purposes of this subsection and sections 10-153a, 10-153b and 10-153e to 10-153g, inclusive, (1) "hours" shall not include the length of the student school year, the scheduling of the student school year, the length of the student school day, the length and number of parent-teacher conferences and the scheduling of the student school day, except for the length and the scheduling of teacher lunch periods and teacher preparation periods and (2) "other conditions of employment" shall not include the establishment or provisions of any retirement incentive plan authorized by section 10-183jj. Such negotiations shall commence not less than two hundred ten days prior to the budget submission date. Any local board of education shall file forthwith a signed copy of any contract with the town clerk and with the Commissioner of Education. Any regional board of education shall file forthwith a signed copy of any such contract with the town clerk in each member town and with the Commissioner of Education. Upon receipt of a signed copy of such contract the clerk of such town shall give public notice of such filing. The terms of such contract shall be binding on the legislative body of the local or regional school district, unless such body rejects such contract at a regular or special meeting called and convened for such purpose within thirty days of the filing of the contract. If a vote on such contract is petitioned for in accordance with the provisions of section 7-7, in order to reject such contract, a minimum number of those persons eligible to vote equal to fifteen per cent of the electors of such local or regional school district shall be required to participate in the voting and a majority of those voting shall be required to reject. Any regional board of education shall call a district meeting to consider such contract within such thirty-day period if the chief executive officer of any member town so requests in writing within fifteen days of the receipt of the signed copy of the contract by the town clerk in such town. The body charged with making annual appropriations in any school district shall appropriate to the board of education whatever funds are required to implement the terms of any contract not rejected pursuant to this section. All organizations seeking to represent members of the teaching profession shall be accorded equal treatment with respect to access to teachers, principals, members of the board of education, records, mail boxes and school facilities and, in the absence of any recognition or certification as the exclusive representative as provided by section 10-153b, participation in discussions with respect to salaries, hours and other conditions of employment.

(c) If the legislative body rejects the contract pursuant to the provisions of subsection (b) of this section, the parties shall commence the arbitration process, in accordance with the provisions of subsection (c) of section 10-153f, on the fifth day next following the rejection which, for the purposes of this procedure, shall serve as the equivalent of the one hundred thirty-fifth day prior to the budget submission date, provided, if requested by either party, the parties shall mediate the contract dispute prior to the initial arbitration hearing. The parties shall meet with a mediator mutually selected by them, provided such parties shall inform the commissioner of the name of such mediator. If the parties are unable to mutually select a mediator, then the parties shall meet with the commissioner or the commissioner's agent or a mediator designated by said commissioner. Mediators shall be chosen from a panel of mediators selected by the State Board of Education or from outside such panel if mutually

agreed by the parties. Such mediators shall receive a per diem fee determined on the basis of the prevailing rate for such services, and the parties shall share equally in the cost of such mediation. In any civil or criminal case, any proceeding preliminary thereto, or in any legislative or administrative proceeding, a mediator shall not disclose any confidential communication made to such mediator in the course of mediation unless the party making such communication waives such privilege. The parties shall provide such information as the commissioner may require. The commissioner may recommend a basis for settlement but such recommendations shall not be binding upon the parties.

The Contract Between
The MANSFIELD BOARD OF EDUCATION
and
The MANSFIELD EDUCATION ASSOCIATION
2011-2014

Final

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2011-2014

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Contract between the MANSFIELD BOARD OF EDUCATION and
the MANSFIELD EDUCATION ASSOCIATION
2011-2014

ARTICLE 1
Recognition/Definitions

- A. The Mansfield Board of Education (hereinafter referred to as the "Board") hereby recognizes the Mansfield Education Association (hereinafter referred to as the "Association") as the exclusive representative, as defined in Section 10-153b, through 10-153g of the Connecticut General Statutes as amended, of the Teachers' Unit, which includes the group of certified professional employees who are employed by the Board in positions requiring a teaching or special services certificate or who are employed on the basis of a Durational Shortage Area Permit (DSAP), excluding employees in the administrators' bargaining unit, substitutes, and all others excluded by the Teacher Negotiation Act.

Employees working in a teaching position solely on the basis of a DSAP shall be covered by all terms and conditions of the collective bargaining agreement, except as follows:

1. DSAP holders shall not accrue seniority or length of service for any purpose of this Agreement. Notwithstanding the foregoing, if a DSAP holder becomes certified as a teacher and is retained continuously by the Board as an employee after receiving such certification, with no break in service, then the individual shall be credited with seniority and length of service for all purposes under this Agreement, retroactive to the first date of employment by the Board.
 2. The Board shall have the right, in its sole discretion, not to renew and/or to terminate the employment of a DSAP holder, and the DSAP holder shall have no right to file and/or pursue a grievance under this Agreement with respect to such action.
 3. DSAP holders shall have no bumping rights or recall rights under this Agreement.
- B. Unless otherwise indicated, the term "teacher" when used hereinafter in this Agreement shall refer to all employees in the Teachers' Unit.
- C. The Association accepts such recognition, and agrees to represent equally all teachers.
- D. It is the intent and purpose of the parties hereto that their agreements provide for orderly professional negotiation between the Board and the Association with respect to

salaries and other conditions of employment and to secure prompt and fair disposition of grievances.

- E. As used in this Agreement, the term "days" means business days, unless otherwise expressly specified in this Agreement.
- F. As used in this Agreement, the term "year" means the employment year, as defined in Article 6 of this Agreement, unless otherwise expressly specified in this Agreement.

ARTICLE 2 Board Prerogatives

All rights, powers, authority and prerogatives of the Board, as specified by Connecticut General Statutes, shall continue to remain exclusively vested in the Board.

ARTICLE 3 Professional Negotiations

- A. The Board and the Association agree to begin to negotiate in good faith pursuant to Section 10-153b through 10-153g of the Connecticut General Statutes as amended in accordance with the procedures set forth herein. The purpose of such negotiations shall be to secure a successor agreement relative to salaries and other conditions of employment.
- B. During negotiation, the Board and the Association shall exchange relevant data, points of view, and proposals and counter-proposals with respect to salaries and other conditions of employment about which either party wishes to negotiate. Either party may utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

ARTICLE 4 Severability

In the event that any provision or portion of this agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, such provision or portion shall be severed from this agreement, and the balance and remainder of this agreement shall remain in full force and effect.

ARTICLE 5
Grievance Procedure

A. Purpose: The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise, under this Agreement, affecting the welfare or working conditions of teachers. Both parties agree that proceedings shall be kept as confidential as is appropriate, to the extent permitted by law.

B. Definitions

1. "Grievance" shall mean a claim based upon a complaint by a teacher(s) that he/she has been unfairly or inequitably treated, (a) upon a violation, misinterpretation of or misapplication of the provisions of this Agreement, or (b) upon a violation of a procedure contained within the district's teacher evaluation plan. Grievances described in (a) above may be submitted to arbitration in accordance with Level 4 of this procedure. Grievances described in (b) above may be processed through to the Superintendent at Level 2, but may not be processed beyond that level.
2. "Teacher" means any individual(s) represented by the Association as defined in Article 1 B.
3. "Party in interest" shall mean the teacher or teachers making the claim, including their designated representative as provided for herein, any teacher or administrator who might be required to take action or against whom action might be taken in order to resolve the problem.

C. Time Limits

1. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If a teacher does not file a grievance in writing with his/her immediate supervisor within twenty (20) calendar days of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the grievant teacher at any level to appeal a grievance to the next level within the time limit specified in the formal procedure shall be deemed to be acceptance of the decision rendered at that level.

D. Informal Procedure

1. If a teacher feels that he/she may have a grievance, he/she shall first discuss the matter with his/her immediate supervisor in an effort to resolve the problem informally.
2. If the teacher is not satisfied with the disposition of the matter, he/she shall then have the right to have the Association assist him/her in further efforts to resolve the problem informally with the immediate supervisor and the Superintendent of Schools.

E. Formal Procedure

1. Level One - Immediate Supervisor

- a. If a grievant teacher is not satisfied with the outcome of informal procedures, he/she may present his/her claim as a written grievance to his/her immediate supervisor within the specified time period as stated in Paragraph C.2. above. The teacher shall also send a copy of the grievance to the Association at the same time.
- b. The immediate supervisor shall, within five (5) days after receipt of the written grievance, render his/her decision and the reasons therefore in writing to the grievant teacher and to the Association.

2. Level Two - Superintendent of Schools

- a. If the grievant teacher is not satisfied with the disposition of his/her grievance at Level One, he/she may within five (5) days after receipt of the written decision of his/her immediate supervisor, file his/her written grievance with the Association.
- b. The Association shall, within five (5) days after receipt, refer the grievance to the Superintendent, if it is determined by either the grievant teacher or the Association that the grievance is to be pursued. Prior to doing so the grievant teacher shall meet with the Professional Rights and Responsibilities Committee to review the grievance.
- c. The Superintendent shall, within ten (10) days after receipt of the referral, meet with the grievant teacher and with representatives of the Professional Rights and Responsibilities Committee of the Association for the purpose of resolving the grievance.

- d. The Superintendent shall, within seven (7) days after the hearing, render his/her decision and the reasons therefore in writing to the grievant teacher, with a copy to the Association.

3. Level Three - The Board

- a. If the grievant teacher is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within three (3) days after receipt of the decision, file the grievance again with the Association for appeal to the Board.
- b. If the Association determines that the matter should be reviewed further, the Association shall, within three (3) days after receipt, refer the appeal to the Board.
- c. The Board (or its designated committee) shall, within twenty (20) days, meet with the grievant teacher and with representatives of the Association for the purpose of resolving the grievance. Meetings concerning personnel matters or character of the grievant shall be held in executive session to the extent permitted by law.
- d. The Board shall render its decision and the reasons therefore in writing to the grievant teacher, with a copy to the Association, within ten (10) days following the hearing of the appeal.

4. Level Four - Arbitration

- a. Decision of the Board shall be final on all grievances except as specifically provided in paragraph "b" below.
- b. If the decision of the Board does not resolve, to the satisfaction of the grievant teacher, a grievance based upon an alleged violation, misinterpretation or misapplication of the specific terms of this Agreement, and he/she wishes review by a third party, and if the Association determines that the matter should be reviewed further, it shall so advise the Board through the Superintendent in writing within twenty (20) days of the Board's decision. The Board and the president of the Association shall, within five (5) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the Board and the Association are unable to agree on an arbitrator within five (5) days, the American Dispute Resolution Center, Inc. shall be immediately called upon to select the single arbitrator.

- c. All grievance proceedings shall be conducted in accordance with the rules of the American Dispute Resolution Center, Inc. The decision of the arbitrator shall be final and binding, except as otherwise provided by law. The arbitrator shall be bound by, and must comply with all of the terms of this Agreement. The arbitrator shall have no power to add to, delete from, or modify in any way the provisions of this Agreement.
- d. The costs of the services of the arbitrator shall be borne equally by the Board and the Association.

F. Rights of Teachers

- 1. No reprisals of any kind shall be taken by the Board, the Association, or by any member of the administration against any participant in the grievance procedure by reason of such participation.
- 2. Any party of interest may be represented at any level of the grievance procedure by the Association, including representatives from the Mansfield Education Association and its state affiliate the Connecticut Education Association.
- 3. All records dealing with the processing of a grievance shall be filed in a central filing system separate from the personnel file.

G. Obligation of Teachers: This is the official mutually agreed upon procedure by which teachers register grievances and teachers will proceed exclusively in accordance with this procedure.

ARTICLE 6
Employment Year

- A. The Board will notify teachers of the proposed calendar for the next employment year by June 1 of the preceding school year, or sooner if possible.
- B. Employees covered by this Agreement will be considered twelve-month employees whose scheduled work year will begin on July 1 and end on June 30. Six professional days shall be designated as follows: one shall be a pre-school work day and five shall be full professional days incorporated into the calendar by the calendar committee. The five full professional days will be scheduled during the school year or immediately preceding or following the school year. (For purposes of the preceding sentence, the school year shall include the pre-school work day). Activities on professional days may include, but are not limited to: workshops, curriculum council meetings, curriculum development, building planned in-service, conferences and visitations. Effort will be

made to schedule professional days in common with surrounding school systems in order to offer a wide variety of available workshops.

The number of vacation days per year for all twelve-month employees shall be sixty (60) during the term of this Agreement:

The number of vacation days will be increased by one (1) day in the event of a leap year. Vacation days may not be taken when school is in session or on scheduled professional days. Unscheduled days off which occur during the year (including, but not limited to snow days) will be charged as vacation days.

Employees in the bargaining unit will not be required to work on the twelve (12) legal holidays observed by the Board per year.

If the Board, in its discretion, elects to reduce the number of vacation days for employees covered by this Agreement, in order to increase the number of professional days or student school days, it will pay an additional per diem for each additional work day calculated as one divided by the total number of work days in the previous year.

Guidance counselors at the Middle School may work up to an additional ten (10) days, as determined by the Superintendent, and be compensated on a per diem basis for the additional days worked. In addition, the Library-Media Coordinator, the District Reading Consultant(s) and the District Math Consultant(s) may work up to an additional ten (10) days, as determined by the Superintendent and the coordinators/consultants, and be compensated on a per diem basis for the additional days worked. The district's two Computer Coordinators may work up to an additional twenty (20) days, as determined by the Superintendent, and be compensated on a per diem basis for the additional days worked.

ARTICLE 7

Length of Teachers' Day, Attendance at Faculty Meetings, Responsibility of Part-Time Teachers, and Professional Development

- A. Length of Teachers' Day
1. The work day for teachers shall be seven and one-quarter (7-1/4) hours per day.
 2. The minimum school week schedule for individuals and groups will be arranged by the principals at the beginning of the school year after consultation with affected staff. Mutually convenient individual schedule variations may be arranged with the principals.

3. If the Board, in its sole discretion, elects to increase the teacher work day as described above, it agrees to bargain with the Association over the impact of that decision upon salaries provided herein, in accordance with the Teacher Negotiations Act.

B. Attendance at Faculty Meetings

1. Teachers shall attend regular faculty meetings as scheduled by the principal. Such faculty meetings shall end no later than one hour after the end of the teachers' work day and shall not exceed twelve (12) per school year, provided that up to three of the twelve meetings may end no later than ninety (90) minutes after the end of the teachers' work day.
2. Attendance at faculty meetings does not preclude attendance at one district-wide, in-service meeting or workshop occurring during the same week held on a different day.
3. At the beginning of each school year the staff shall receive a list of the dates of at least nine (9) of the twelve (12) regular faculty meetings.
4. Teachers shall receive a written agenda at least one day before the regular faculty meetings.
5. Emergency faculty meetings may be called by the building administrators to handle crises such as school closings, bomb scares, power failures, safety or security situations and other problems of a similar nature.
6. If any scheduled meeting is canceled due to inclement weather or other emergency, the building administrator can re-schedule such meeting.

C. Responsibilities of part-time teachers

1. Teachers working part-time are responsible for attending faculty meetings, curriculum development, training sessions, in-service programs, kindergarten screenings and related staff responsibilities in an amount equal to the percentage of time their assignment represents in relation to a full-time assignment. At the beginning of each employment year, part-time teachers are expected to confer with their immediate supervisor to determine a mutually agreeable schedule to complete these responsibilities.

D. Professional Development

1. Teachers shall receive .90 continuing education units for the participation in and .50 continuing education units for the presentation of professional development strands. In addition, a stipend of \$300 per strand shall be allocated and divided amongst the presenters of each strand to pursue additional professional development.

ARTICLE 8 Duty Free Lunch

All teachers shall have an uninterrupted duty-free lunch period daily of 25-30 minutes, depending on the building schedule.

ARTICLE 9 Preparation and Planning Time

The Board and the Association agree that the best interests of the students are served when teachers are afforded sufficient preparation and planning time, in addition to their before and after school planning times. Therefore:

- A. All teachers at the Middle School shall have, in addition to their lunch period, a minimum of four (4) hours of preparation and planning time per week.
- B. All teachers in the elementary schools shall have, in addition to their lunch period, at least three (3) hours of preparation and planning time per week. Teachers and administrators shall continue to review schedules and staff utilization in an attempt to equalize elementary teacher planning time with that of the Middle School.
- C. Teachers working part-time shall have preparation and planning time equal to the percentage of their assignment.

ARTICLE 10 Vacancies and Transfers

- A. All vacancies and available promotions including newly created positions will be published, dated and posted for the staff for a minimum of seven (7) days before applications are closed.
- B. Notification of any vacancies becoming available during the summer shall be emailed to all teachers as soon as possible.

- C. Teachers who desire to transfer the succeeding year shall file a written statement of such desire with their immediate supervisor and Superintendent by February 1. After that date, a teacher may apply for any posted position.
- D. Transfers initiated by the administration shall be made only after a meeting between the teacher involved and the Superintendent, or his/her designee, at which time the teacher shall be notified of the reasons for the transfer. Following such meeting, the Superintendent or his/her designee will provide written notification of such reasons to the affected teacher(s).
- E. Notice of transfer shall be given to the teacher as soon as possible, but not later than one month prior to the close of the school year, whenever feasible.
- F. All positions will be filled by the best qualified person, as determined by the Superintendent of Schools.

ARTICLE 11
Summer Vacancies

- A. All summer school vacancies including newly created summer school positions shall be published, dated and posted for the staff for a minimum of seven (7) days before applications are closed. Notification of any summer school vacancies available during the summer shall be sent via District electronic mail (e-mail).
- B. Teachers who desire to apply for summer school vacancy shall provide written application to the administration within the time limit specified in the notice.

ARTICLE 12
Leave Policies

The Board and Association agree that the best interests of students are usually served when they are working with their regularly assigned teachers. We also agree that upon occasion, either due to personal health, opportunities for professional growth, or other extenuating circumstances, both the interests of the teachers and their students are best served by a teacher's temporary absence. The following leave policies have been mutually agreed in recognition of the desirability of such temporary absences. However, such absences should occur only when necessary. If a leave is denied, reason for denial shall be written on the request for leave form. The form stating reason for denial shall be filed with approved forms. In the event that any provision of this Article is inconsistent with any applicable statute concerning family and medical leave, the provisions of the statute shall be controlling.

- A. Individual Leave. Teachers will be allowed a maximum of three (3) days of absence without loss of pay for individual reasons, provided the absences are approved by the

Principal and Superintendent of Schools. These individual reasons shall include: legal business, attendance at academic exercises and other pressing matters which are unavoidable and beyond the teacher's control and which cannot reasonably be attended to on non-school days. Two of these days may be taken as private leave with no further explanation. Specifically excluded from individual leave with pay are absences which result in an extension of any vacation unless approved by the Superintendent.

- B. Professional Leave. The Board encourages each teacher to continue his/her professional growth while in service through participation in professional meetings, conferences and conventions and/or through visiting programs in other schools, either within or outside the school system when such activity is expected to result in professional growth of the teacher and, therefore, improvement in the quality of education in the Mansfield Public Schools. Professional days for those purposes may be granted without loss of pay upon approval of the principal and the Superintendent, based upon the following criterion: Under normal circumstances, no more than 20% of the staff in each school shall be granted a professional leave on a given day. Requests beyond 20% of the staff may be granted at the discretion of the administration.
- C. Bereavement Leave
 - 1. In the event of a death in the family of a staff member, specifically - spouse, parent or child, sibling, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law a maximum of five (5) days absence may be granted without loss of pay.
 - 2. In the event of the death of a person with whom a staff member has a close personal relationship, a maximum of one (1) day of absence may be granted without loss of pay.
- D. Observance of Holy Days. A maximum of three (3) school days without loss of pay in any school year may be allowed for observances of Holy Days.
- E. Sick Leave.
 - 1. Each full-time employee is entitled to fifteen (15) days sick leave with full pay in each year. These fifteen days shall be accrued from the first day of employment in the year. Sick leave may be accrued up to a maximum of the number of work days in a year. Employees who have accrued up to a maximum of the number of work days in a year shall have their sick days deducted from the fifteen (15) days they would have earned in that year if they were not at the maximum. After utilizing the fifteen days, any other sick leave shall be deducted from the number of work days in a year. Unused sick leave shall be accumulated from year to year so long as the employee remains continuously in the service of the Board, or on authorized leave.

All part-time employees are eligible for a prorated share of sick leave based on the percentage of their assignment.

2. Use of Sick Leave. Sick leave shall be allowed for personal illness, physical incapacity or non-compensable bodily injury or disease and for medical treatment or diagnosis. Physical incapacity includes disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom. Effective July 1, 2011, up to eight (8) days sick leave per year may be used to render care to an immediate family member. Effective July 1, 2012 up to nine (9) days sick leave per year may be used to render care to an immediate family member. Effective July 1, 2013 up to ten (10) days sick leave per year may be used to render care to an immediate family member. Immediate family member shall be interpreted to mean spouse, parent, sibling, child or other person(s) residing in the same household of the staff member.

Extensions of such leave may be requested under Section I.2. or I.3.

For extended absences, the Superintendent may require proof of illness or, in rare circumstances, an examination by a District appointed physician. In cases of three (3) or more consecutive days of absence, the Superintendent may require a teacher to provide a doctor's certificate.

4. An employee on sick leave shall be treated in all matters as any other regularly employed staff member.
5. Upon request of her physician, subject to consultation with the school medical advisor, a pregnant teacher may be excused from her duties when there exists a risk of contagion of a disease potentially harmful to the fetus (including but not limited to Fifth Disease). Such leave shall be charged to sick leave to the extent accrued and shall thereafter be without pay but with benefits. Such teachers shall return after tests establish immunity from the disease or when otherwise her physician, in consultation with the school medical advisor, determines the teacher may return to work.

F. Leave for Jury Duty

1. Any teacher who is called for jury duty shall be eligible to receive the necessary leave to fulfill this civic duty. This leave shall not be deducted from sick leave or from personal days. The teacher shall receive a rate of pay equal to the difference between his/her contract step on the professional salary schedule and the jury fee.

2. Any teacher called for jury duty will so inform the Superintendent within three working days of such notification. The Superintendent may request that the teacher be excused if the Superintendent feels such jury duty would create an extreme hardship for the system.

G. Sabbatical Leave. The Superintendent shall determine availability of suitable substitutes and determine leave on this availability and shall review and approve worthwhile programs subject to the following conditions:

1. No more than 2% of the total staff shall be absent on sabbatical leave at any one time.
2. Request for sabbatical leave must be received by the Superintendent in writing in such form as may be required no later than December 15 of the year preceding the school year in which the sabbatical is requested. It is understood that the deadline of December 15 may be waived at the discretion of the Superintendent when fellowships, grants or scholarships awarded later in the year make such a deadline unreasonable.
3. The teacher shall be eligible for an initial sabbatical leave after at least six (6) consecutive full school years of active service in this system. A second sabbatical may be granted after another six-year period.
4. A sabbatical leave shall be for a full academic year and the professional staff member shall be paid 1/2 of the base rate, provided that the total compensation of any program grant, scholarship, assistantship or other compensation and the sabbatical pay does not exceed the teacher's full annual base rate. In this instance, "full annual base rate" shall be defined as that salary from which retirement is deducted.
5. The teacher, as a condition to the acceptance of the sabbatical leave, shall agree to return to employment in the system for two (2) full years. In the event the teacher shall not elect to return, the teacher shall reimburse the Board fully for all sabbatical payments made by the School Board.
6. The Teacher returning from sabbatical leave shall be placed on the appropriate step on the salary schedule as though he/she had been in active service in the system for the year of the sabbatical leave. The sabbatical leave shall not affect continuity of service or accrual of benefits.
7. A sabbatical leave shall be subject to the recommendation of the Superintendent and subject to the approval of the Board. If a sabbatical leave is denied, reason for the denial will be submitted in writing to the applicant by the Superintendent

promptly and no later than February 15 of the year preceding the year in which the leave would be taken.

8. Normally, a sabbatical leave shall not be granted to a teacher whose spouse also has a sabbatical leave from any institution during the same period. However, the Board may waive this rule if upon investigation it feels that the granting of a sabbatical leave is in the best interest of the school system.

H. Leave for Work-Related Injury

1. The Board guarantees teachers no loss of pay for injuries for which they can establish eligibility for Workers' Compensation for as long as eligibility exists, but in no case for more than one (1) calendar year from the date of injury.
2. The employee's sick leave will be used on a pro rata basis to compensate for the difference between normal salary and that received from Workers' Compensation.

I. Other Leaves

1. The Superintendent may, at his/her discretion, grant up to three days leave without pay per employee each year.
2. On the rare occasion when an employee with five (5) years of completed service with the Board may have an extended period of disability which requires absence from his/her position beyond absences covered by his/her accumulated sick days, that employee may request the MEA to establish an Emergency Sick Day Bank on his/her behalf. Only employees with five (5) years of completed service with the Board may contribute up to two (2) days each of their accumulated sick days to the bank. These days will be used exclusively by the applicant. Any unused days will revert back to the contributors on a prorated basis.
3. On rare occasions, an employee may have an unusual personal situation which requires absence from his/her position beyond absences covered by the above leave policies. In such cases, the employee may apply to the Board for a leave of absence without pay not to extend beyond the end of the current employment year (or if within sixty working days of the end of the current employment year, not to extend beyond the end of the next employment year). The Board will act upon each such request in the best interests of the school system. Employees on such leave shall have the option to participate in the group insurance program and pay the required premium.

4. In any case where a paid leave is granted to a certified staff member for purposes for which the teacher is to be reimbursed by a fee, the staff member shall receive a rate of pay equal to the difference between his/her contractual step on the professional schedule and the fee received.

J. Childrearing Leave

1. Any certified professional employee shall be entitled, upon written request submitted to the Superintendent of Schools and after approval granted by the Board, to an extended leave without pay for the purposes of child rearing, apart from any period of childbirth disability leave with pay. Such employee shall be entitled to such leave until the end of the half school year in which the child is born or adopted, and for one or two additional half school years after that. The employee shall request leave for one of the three durations described above.

Employees granted such leave by the Board shall not be permitted to subsequently modify the length of the leave granted to them, except when, in the Board's opinion and after review by the Superintendent, extraordinary circumstances justifying modification of the length of the leave exist.

2. Childrearing leave, like other extended leaves, shall be subject to the following provisions:
 - a. Employees requesting leave shall submit not less than thirty (30) days written notice of the anticipated date of ending performance of their duties.
 - b. Employees on such leave shall have the option to participate in the group insurance programs and pay the required premiums.

- K. Absences without prior approval: Any employee absent from work without any of the leave coverages stated above shall be subject to disciplinary action by the Board.

ARTICLE 13
Payroll Deductions

- A. An individual teacher may elect to have a portion of his or her salary deposited into a tax-sheltered annuity designated by the individual teacher from a minimum of five (5) Board approved vendors, unless otherwise required by law, under the Board's Annuity Plan. The Board agrees to provide payroll deductions for annuities for those teachers filing a form no later than thirty (30) days prior to the effective date of the change.

- B. The Board further agrees to provide payroll deductions for local, state and national teacher association dues, to be deducted from each payroll from October through June for those teachers filing a payroll deduction form no later than the last week of September of each year.
- C. Teachers may have payments made via direct deposit, provided the teacher files a form no later than two pay periods before the desired deduction date.
- D. The Board will make available to the teachers a Section 125 plan for payment of the following qualified expenses on a pre-tax basis:
 - 1. Insurance premium contribution
 - 2. Dependent care assistance
 - 3. Supplemental medical expense reimbursement

The teachers' insurance premium contributions, as set forth in Article 14, shall be paid through payroll deductions from twenty (20) paychecks per year. The Board agrees to provide payroll deductions for dependent care assistance and supplemental medical expense reimbursement based on the number of checks the teacher receives each calendar year.

ARTICLE 14
Insurance Benefits

A. Health Insurance

Each full-time employee may select coverage under one of the following health insurance plans:

1. PPO Plan

For teachers electing coverage under the PPO plan, the Board and the teachers shall pay the following percentages of the costs for coverage under the PPO plan:

<u>Contract Year</u>	<u>Board Contribution</u>	<u>Employee Contribution</u>
2011-2012*	83.0%	17.0%
2012-2013	82.0%	18.0%
2013-2014	81.0%	19.0%

* For the 2011-2012 contract year, a teacher's contribution to the health insurance premium shall not exceed the dollar amount that a teacher paid toward the insurance premium for the teacher's selected health insurance plan in 2010-

2011 in the appropriate employee class (single, 2 person, family). If a teacher switches plans or employee class in 2011-12, that teacher's insurance contribution in 2011-2012 shall not exceed the contribution made by a teacher who was enrolled in the plan into which the teacher switched at the appropriate employee class."

The PPO plan provided by the Board will include the following elements:

Co-payments for in-network services	
OV co-payment & outpatient services	\$0 preventive care \$15 PCP \$15 specialists (including allergists) \$15 for outpatient services (including mental health, substance abuse, PT, OT, speech, chiro, short-term rehab)
Urgent Care	\$25
ER	\$50
Outpatient hospital services	\$100
In-patient hospitalization	\$200
Out-of-network services	
Deductibles	\$400/800/1000
80-20 Co-insurance, subject to the following out-of-pocket maximums	\$2000/4000/5000
Lifetime maximum benefit	\$1,000,000
Prescription Coverage	\$5/15/25 public sector formulary, \$3,000/year max, 2x co-payment for mail order (3-mo. supply).

2. HSA Plan

For teachers electing coverage under the HSA plan, the Board and the teachers shall pay the following percentages of the costs for coverage under the HSA plan:

<u>Contract Year</u>	<u>Board Contribution</u>	<u>Employee Contribution</u>
2011-2012	90.0%	10.0%
2012-2013	89.0%	11.0%
2013-2014	88.0%	12.0%

The HSA plan provided by the Board will include the following elements:

Cost Shares Provisions	In-Network	Out-of Network
Annual Deductible (individual/aggregate family)	\$1,500/\$3,000	
Co-insurance	100%	20/80% after deductible, up to co-insurance maximum
Annual Out-of-Pocket Maximum Co-insurance	\$1,500 individual coverage/\$3,000 family coverage	\$3,000 individual coverage \$6,000 family coverage
Lifetime Maximum	Unlimited	\$1,000,000
Preventive Care	Deductible not applicable	20% after deductible, subject to co-insurance limits
Prescription Drug Coverage	Treated as any other medical expense/100% after deductible	

The Board will contribute fifty percent (50%) of the applicable HSA deductible amount. The Board's contribution toward the HSA deductible will be deposited into the HSA accounts throughout the course of the year, on the employing Board's payroll dates. The parties acknowledge that the Board's fifty percent (50%) contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active employees. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment.

The health insurance plans will incorporate the State statutory mandates applicable to fully insured plans for the purpose of including provisions for mental health parity and for coverage of oral contraceptives.

- B. The Board will pay all costs for each full-time employee for a \$50,000 term life insurance policy. Retirees may continue to participate in the group term life insurance program at their own expense, until the age of 75.
- C. The Board and the teachers shall pay the following percentages of the costs for individual coverage under the Blue Cross/Blue Shield Dental Plan, or its equivalent, for each full-time employee:

<u>Contract Year</u>	<u>Board Contribution</u>	<u>Employee Contribution</u>
2011-2012	83.0%	17.0%
2012-2013	82.0%	18.0%
2013-2014	81.0%	19.0%

Teachers may purchase dental coverage for their eligible dependents, provided that the additional cost for such dependent dental coverage (above the cost for individual coverage) shall be borne 50% by the Board and 50% by the teacher.

- D. The Board reserves the right to change carriers for any of the above insurance plans, provided that it gives advance notice to the Association, and provided that the level of benefits is substantially comparable to or better than the current coverage.
- E. The Board shall make available to teachers a Section 125 Flexible Spending Account plan for payment of the following qualified expenses on a pre-tax basis, in accordance with the Town of Mansfield's Section 125 plan and/or to the extent permitted by law:
 - a. Insurance premium contribution
 - b. Dependent care assistance, and
 - c. Supplemental medical expense reimbursement
- F. Having successfully performed his/her contract obligation to the school system for the entire school year, a teacher is entitled to appropriate fringe benefits until the commencement of the succeeding school year, or until insurance benefits are available from the new position, whichever occurs sooner.

ARTICLE 15
Payroll Schedule

- A. Three payroll options are available to each teacher upon receipt of his/her salary notification. The options are:
 - 1. Twenty-six (26) checks may be issued, one (1) every other Wednesday beginning with the first regularly scheduled town payroll in September, after school is in session.
 - 2. Twenty-one (21) checks, one every other Wednesday while school is in session.
 - 3. Twenty-one (21) equal checks, based on a twelve (12) month year, will be issued every other Wednesday while school is in session, the remaining amount to be paid in five checks on the last day of the teacher work year.

- B. A payroll option sheet will be attached to the salary notification for each teacher to indicate a choice of option. No change can be made after date of employment or August 15, whichever is later.

ARTICLE 16
Retirement Benefits

- A. Upon retirement (or early retirement), each full-time teacher with twenty (20) years or more of service to the Mansfield Public Schools shall be compensated for unused sick leave days up to a maximum of 180 days, at a rate of \$12 per day.
- B. Upon retirement (or early retirement), each full-time teacher with fifteen to nineteen (15-19) years of service to the Mansfield Public Schools shall be compensated for unused sick leave up to a maximum of 180 days, at a rate of \$6 per day.

ARTICLE 17
Reduction in Force and Recall Procedure

The Association shall be notified of the need for staff reduction as soon as it is apparent that there is no other alternative.

- A. General Statement of Policy: It is recognized that, under Section 10-220 and 10-4a of the Connecticut General Statutes, the Board has the sole and exclusive prerogative to eliminate or reduce certificated staff positions. It also has the responsibility to maintain good public elementary and secondary schools and to implement the educational interest of the state. However, recognizing that it may become necessary to eliminate or reduce certified staff positions in certain circumstances, this policy is incorporated into this contract to provide a fair and orderly process should such reductions and/or elimination become necessary.
- B. Definitions: As used herein the terms teacher, teaching and teaching/administrative experience shall apply to any employee of the Board who holds a certificate issued by the Connecticut State Board of Education and is employed in a teaching or administrative position below the rank of Superintendent.
- C. Procedure
 - 1. The Association shall be notified in writing of the need for staff reduction.
 - 2. Prior to the identification of any tenured teacher who is to be terminated a seniority list will be developed by the Superintendent of Schools and the president of the Mansfield Education Association or designee. This list will be

available to all staff members for review. Such a seniority list shall reflect in this order:

- a. teachers' name
 - b. total certificated employment for the Board
 - c. date on which contract of employment for the Board was signed
 - d. total public school teacher experience
 - e. degree status (per agreement between the Mansfield Education Association and the Board)
 - f. areas of certification
3. Prior to commencing action to terminate teacher contracts under this procedure, the Board will give due consideration to its ability to effectuate elimination and/or reduction in staff by:
- a. voluntary retirement
 - b. voluntary resignation
 - c. transfer of existing staff members, i.e.,
 - (1) transfer to an opening for which that teacher is certified and qualified
 - (2) transfer to a position for which the teacher is certified and qualified which is currently held by a teacher with less seniority in Mansfield in the following categories and in the order stated:
 - i. nontenured teacher
 - ii. teacher holding one or more provisional certificates
 - iii. tenured teacher holding one or more professional certificates
 - (3) no transfers under (1) or (2) above shall be required for part-time teachers where the transfer would increase the teacher's position to full-time or greater part-time employment.
 - d. voluntary leave of absence
 - e. reduction from full-time to part-time positions
 - f. permanent substitute position(s)
 - g. utility teacher positions
4. Determination of staff members who are to be terminated shall be in the following order:
- a. certified, nontenured teachers

- b. certified, tenured teachers
5. In the event that the foregoing determinations are not definitive, these criteria shall apply in the following order:
- a. total certificated employment for the Mansfield Board
 - b. total public school teacher experience
 - c. degree status (per agreement between the Mansfield Education Association and the Board - the person with the highest degree shall be retained).
 - d. areas of certification
- D. Policy Provisions Not Applicable to Promotions: Nothing in this policy shall require the promotion of a teacher into a position of higher rank, authority, or compensation even though the teacher be qualified.
- E. Recall to Full or Partial Employment Procedure
1. If the contract of employment of a teacher is terminated, or the terms of that contract reduced because of the elimination or reduction of a position, and such teacher makes a prompt written request for placement on a recall list, the name of that teacher shall be placed on a reappointment list and remain on such a list for a period of up to two years, if the teacher has served for two years or less, or for three years if the teacher has served for three years or more. Teachers eligible to remain on the recall list must request continuation in writing at the beginning of each school year. Recall will be in descending order from the reappointment list with the staff person most recently terminated or reduced placed at the top. In the event that the services of more than one teacher are terminated or reduced at the same time, recall order will be determined by recommendation of the Superintendent. If a position becomes open during such period, and the teacher has been selected by the Board as a person on the recall list who is certified and qualified to hold that position, then the teacher will be notified in writing by registered mail, sent to his or her last known address, at least thirty (30) days prior to the anticipated date of reemployment, if possible. The teacher shall accept or reject the appointment within seven (7) days after the mailing of such notification by certified mail, return receipt requested, to the teacher at the address on file with the district. If the appointment is accepted, the teacher shall receive a written contract within twenty (20) days of receipt of the teacher's reply by the Board. If the teacher rejects the appointment offer or does not respond according to this procedure within seven (7) days after receipt of such notification, the name of the teacher will be removed from the recall list.

2. Separation of a teacher under that staff reduction policy shall not, during the recall period, adversely affect accumulated sick leave, accumulated toward sabbatical leave, eligibility for placement on the salary schedule, except that time of unemployment shall not be credited for salary schedule advancement on reappointment. Reemployment beyond the recall period may result in such credits and shall be determined at the time of the teacher's reemployment.
- F. It is recognized that dismissal of a teacher is reviewable only under Connecticut General Statutes 10-151 and in no other manner. The procedures therein provide the exclusive method for challenging a separation from employment. Therefore no grievance under Article 17 may be filed or submitted to an arbitrator under Article 6. However, the parties agree that in the event of a challenged dismissal under this section, the provisions of this contract can and should be submitted to the Board, an impartial hearing panel or a court, as appropriate.

ARTICLE 18 **No Strike**

Employees are prohibited from striking or engaging in concerted refusals to render services in accordance with Section 10-153e of the General Statutes, as it may be amended from time to time.

ARTICLE 19 **Just Cause**

Any substantive complaint made against a teacher by any parent, student or other person shall promptly be called to the attention of the teacher. In no case shall any such complaint be placed in a teacher's file without an investigation by the Superintendent or his designee. The investigation shall include a meeting or meetings as appropriate with the Superintendent or his designee and the teacher during which the teacher may have association representation and a reasonable opportunity to comment upon and present relevant information concerning the complaint. Consideration shall be given to the views and information provided by the teacher before any determination of the validity of the complaint is made. The Superintendent or his designee shall determine the validity of the complaint, and if he determines the complaint to be valid, he shall briefly state the reason in writing. In no case shall any anonymous complaint be placed in a teacher's file.

No written evaluation, or written notice of discipline, or written complaint submitted by any person against a teacher, originating after original employment, shall be placed in a teacher's personnel file unless the teacher has been notified and has had an opportunity to review the material. A teacher may submit a written notation regarding any material placed in the teacher's file, and the same shall be attached to the file copy of the material in question. If the

teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.

No teacher shall be given a written letter of reprimand, denied an increment or given a disciplinary suspension without just cause. Such teacher shall be entitled to receive a statement of reasons in writing and to have a representative of the Association present.

ARTICLE 20 Salaries

- A. The salary schedule covered by this Agreement is set forth in Appendix A, which is attached hereto and made a part of this Agreement.
- B. Salary increments will be based on satisfactory performance with the provision that a warning letter of substandard performance be sent to the teacher by the Superintendent of schools before February 1. If improvement is not noted, the teacher will be so informed before the following March 15.
- C. Longevity - It is agreed that any individual hired after September 1, 1985 will be eligible for longevity only after he/she has been employed by the Board for a minimum of fourteen years.

Longevity will be paid on the following scale:

15-19 years:	\$ 750
20-24 years:	1,000
25 or more years:	1,250

The longevity payments set forth in this section shall be available only to teachers hired by the Board prior to June 30, 1993.

- D. The salary schedule listed in the Appendix of this Agreement shall be interpreted and applied in accordance with the following definitions:

Bachelor's Degree-- A Bachelor's degree earned at an accredited college or university.

Master's Degree-- A Master's degree earned at an accredited college or university.

Masters' Degree plus 15 hours-- Fifteen semester hours earned in a planned program at an accredited college or university.

Sixth Year Certificate-- The 6th year shall constitute a planned program at an accredited institution resulting in the award of a Sixth Year Certificate.

Teachers may advance to a new column in the salary schedule by receiving one of the degrees defined above in the field of education. Alternatively, upon the prior written

determination of the Superintendent that the teacher's degree benefits the school system, teachers may advance by receiving one of the defined degrees outside of the field of education.

- E. Professional Improvement. Compensation at a salary above the level of original employment shall be paid for the completion of approved degree programs or for the completion of an equivalent professional improvement (E.P.I.) program above an earned degree or diploma. An equivalent professional improvement shall be measured in terms of 30 credits as being equal to a year of academic work in lieu of an advanced degree program.
1. Such professional improvement shall be defined as an approved program directed at improving the teaching and learning situation. Each program must be submitted to the Superintendent for approval in advance. Any changes in the program, as approved, must be authorized in accordance with the procedure for original approval outlined above.
 2. Approval of change in salary status through the Professional Improvement Program will be recommended to the Board by the Superintendent upon receipt of official transcripts and/or official documentation no later than the last regular meeting of the Board in October. Salary adjustments will be retroactive to September 1st.
 3. The Board will make available \$15,000 for each contract year to be used by staff members as reimbursement for approved courses. Funds will be available at the rate of \$200 per credit hour (or actual cost if less) for a maximum of six (6) credit hours per staff member per year. Priority will be given to those on the Bachelor's level. Applications must be submitted to the Superintendent by August 15 for the upcoming contract year. The Superintendent may accept later applications if there is still money available.
- F. In placing incoming teachers on the salary schedule, the Superintendent shall give salary schedule credit for previous teaching experience in public, private and parochial schools, provided that such experience shall have been continuous service of at least one-half of any school year. Intermittent or short-term substitute teaching service will not be credited as previous teaching experience. The Superintendent may also grant credit on the salary schedule to an incoming teacher for any other type of experience deemed relevant to teaching in Mansfield.

ARTICLE 21
Stipends

TEAM Mentor \$500 per team per year

The Principal shall determine how the TEAM mentor stipend of \$500 payment shall be distributed to the members of each mentor team. If a mentor team is serving as the TEAM mentor for a new teacher and the new teacher leaves the Board's employ for any reason during the course of a school year, the stipend for the TEAM mentor team shall be pro-rated based on the number of months remaining in the school year at the time the teacher leaves the Board's employ. Any teacher serving as a member of more than one TEAM mentor team at a time will be eligible for a portion of the stipend applicable to each of the mentor teams on which he/she is serving.

ARTICLE 22
Past Practices

All past practices, agreements and understandings between the Association and the Board in conflict with this contract, are void and of no force and effect.

ARTICLE 23
Agency Fee

- A. All teachers employed by the Board shall, as a condition of employment, join the Association or pay a service fee to the Association. Said service fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration, and grievance adjustment.
- B. The Board agrees to deduct the service fee by means of payroll deduction. The amount of the deduction for service fee from each paycheck shall be equal to the total service fee divided by the number of paychecks from and including the first paycheck in January through and including the last paycheck in June. The amount of service fee shall be certified by the Association to the Board prior to January 1 of each school year.

Those teachers whose employment commences after the start of the school year shall pay a pro-rated amount equal to the percentage of the remaining school year.

The Board agrees to forward to the Association each month a check for the amount of money deducted during that month. The Board shall include with such check a list of the teachers for whom such deductions were made.

No later than the first paycheck in October of each school year, the Board shall provide the Association with a list of all employees of the Board and the positions held by said employees. The Board shall notify the Association monthly of any changes in said list.

The singular reference to the "Association" herein shall be interpreted as referring to the Mansfield Education Association, the Connecticut Education Association, and the National Education Association.

- C. The Association shall indemnify and save the Board harmless against all claims, demands, suits, or other forms of liability, including attorney's fees, which may arise by reason of any action taken in applying or enforcing the provisions of this Article, including the making of deductions and remitting of the same to the Association.

ARTICLE 24
Duration and Amendment

- A. This Agreement shall be in full force and effect from July 1, 2011 through and including June 30, 2014, or until such subsequent time that a successor Agreement becomes effective.
- B. This Agreement may be amended only by the mutual written agreement of the parties. Any agreement between the parties with respect to a proposed amendment shall be reduced to writing, shall be signed by the Board and the Association and shall become an addendum of this Agreement.

In witness whereof, the duly authorized Parties hereunto affix their seals this _____ day of _____, 2010.

MANSFIELD BOARD OF EDUCATION

By Chairperson

MANSFIELD EDUCATION ASSOCIATION

By President

1695070 v.01

SIDE LETTER

Early Retirement

- A. Any teacher whose age and years of teaching as of June 30 total at least seventy (70) and who has been employed for at least fifteen (15) years (not necessarily consecutive) as a teacher in Mansfield, may elect to retire (retirement meaning such teacher will not be employed in a position requiring payment being made to the Connecticut State Teachers' Retirement System while receiving early retirement from the Town of Mansfield) early under the following conditions:
1. The applicant must submit a letter of application to the Superintendent by January 1 prior to the end of the last full year of employment. The Board will review the application and determine whether an employee may participate.
 2. The Board will not consider any request to withdraw an election for early retirement beyond March 1st. In cases of extreme hardship the applicant may appeal to the Superintendent to withdraw the application to early retire.
 3. Annual compensation will be one-fifth of the teacher's signed salary agreement at the time of retirement. This compensation shall not include retirement pay for unused sick leave days. The payment will be made for a maximum of five (5) consecutive years.
 4. Upon death of the retiree receiving early retirement payments, the benefits remaining due shall be payable to the retiree's designated beneficiary under prevailing terms.
 5. It is the responsibility of the retiree to maintain accurate address information with the Superintendent's office.
 6. Retirement payments will be made in a lump sum or in two equal payments on July 15 and/or January 15. The first payment must be taken in the first eligible fiscal year. The retiree must notify the Superintendent in writing of the payment schedule selected and may not change it once it has been selected.
 7. Continued participation in the group insurance program offered by the Board for those coverages existing at the time of retirement shall be available under the applicable options below. State law including but not limited to Section 10-183t as it may be amended from time to time, may provide teachers with additional rights.

- a. Persons drawing early retirement compensation from the Board and not drawing funds from the Connecticut State Teachers Retirement System may elect to participate in the group insurance program offered by the Board under a co-payment plan. The retiree would pay one half of the total annual premium and the Board would pay one half.
- b. Retirees who have participated in (A) above and who are no longer drawing early retirement funds from the Board, and who have not become eligible for Medicare, may continue to participate in the Board's group insurance plan at their own expense.
- c. Retirees who draw early retirement funds from the Board and who draw funds from the State Teachers Retirement System may continue to participate in the group insurance program of the Board at their own expense after they become eligible for Medicare.
- d. Premiums due must be submitted to the office of the Superintendent of schools by the tenth of the month in which State Teachers Retirement benefits commence. Insurance will be discontinued if premium payments are more than thirty days overdue. Teachers receiving early retirement benefits under Article 12 will be permitted to make their insurance premium contributions on a pre-tax basis under the district's Section 125 plan, to the extent that such pre-tax treatment is permitted by law. In order to be eligible for such pre-tax treatment, teachers must agree to have such insurance premium contributions deducted from their early retirement payments. Such pre-tax treatment shall continue only until such time as the teacher ceases receiving early retirement payments under Article 12.
- e. Retirees must notify the Superintendent's office in writing of desired coverage or change in coverage thirty (30) days before the date the coverage or change is to become effective.
- f. In the event of death continued benefits under this plan are not transferable.
- g. The individual teachers and the Association agree to Save Harmless the Board and the Town of Mansfield from any and all claims from the implementation of this retirement provision.

- B. This Side Letter shall be effective for all teachers employed by the Board prior to September 1, 1987.

SIDE LETTER

Mansfield Board of Education and Mansfield Education Association

The following stipends shall apply for 2011-2014:

Curriculum Writing, outside the school day, per hour	\$25
After School Activities per session	\$30
Athletic Director	\$2,000
Head Coach, all sports	
• 1-3 years experience	\$1,200
• 4+ years experience	\$1,500
Assistant Coach, all sports	\$350
Academic Seminars/clubs, Including planning, per hour	\$30
Team Leader, Base Salary	\$600
• Over 4, per person add	\$30
Budget Coordinator, Base Salary	\$200
• Over 1, per person add	\$25
Middle School Play Director	\$1,000

APPENDIX A - SALARY SCHEDULES

2011-12 SALARY SCHEDULE*¹

Step	BA	MA	MA+15	Sixth
1	\$45,752	\$47,659	\$48,996	\$50,202
2	\$48,204	\$50,511	\$51,778	\$53,005
3	\$49,498	\$52,140	\$53,613	\$54,748
4	\$51,017	\$53,768	\$55,144	\$56,488
5	\$52,533	\$55,393	\$56,830	\$58,232
6	\$54,070	\$57,028	\$58,509	\$59,975
7	\$55,568	\$58,783	\$60,197	\$61,725
8	\$57,084	\$60,416	\$61,880	\$63,460
9	\$58,765	\$62,041	\$63,560	\$65,203
10	\$60,120	\$63,674	\$65,244	\$66,946
11	\$61,635	\$65,213	\$66,930	\$68,688
12	\$65,174	\$66,930	\$68,609	\$70,430
13	\$70,966	\$71,532	\$72,313	\$74,195
14		\$80,833	\$82,857	\$84,878

2012-13 SALARY SCHEDULE

Step	BA	MA	MA+15	Sixth
1	\$46,530	\$48,469	\$49,829	\$51,055
2	\$49,023	\$51,370	\$52,658	\$53,906
3	\$50,339	\$53,026	\$54,524	\$55,679
4	\$51,884	\$54,682	\$56,081	\$57,448
5	\$53,426	\$56,335	\$57,796	\$59,222
6	\$54,989	\$57,997	\$59,504	\$60,995
7	\$56,513	\$59,782	\$61,220	\$62,774
8	\$58,054	\$61,443	\$62,932	\$64,539
9	\$59,764	\$63,096	\$64,641	\$66,311
10	\$61,142	\$64,756	\$66,353	\$68,084
11	\$62,683	\$66,322	\$68,068	\$69,856
12	\$66,282	\$68,068	\$69,775	\$71,627
13	\$72,172	\$72,748	\$73,542	\$75,456
14		\$82,207	\$84,266	\$86,321

¹ * There shall be no step movement effective July 1, 2011.

2013-14 SALARY SCHEDULE

Step	BA	MA	MA+15	Sixth
1	\$47,321	\$49,293	\$50,676	\$51,923
2	\$49,856	\$52,243	\$53,553	\$54,822
3	\$51,195	\$53,927	\$55,451	\$56,626
4	\$52,766	\$55,612	\$57,034	\$58,425
5	\$54,334	\$57,293	\$58,779	\$60,229
6	\$55,924	\$58,983	\$60,516	\$62,032
7	\$57,474	\$60,798	\$62,261	\$63,841
8	\$59,041	\$62,488	\$64,002	\$65,636
9	\$60,780	\$64,169	\$65,740	\$67,438
10	\$62,181	\$65,857	\$67,481	\$69,241
11	\$63,749	\$67,449	\$69,225	\$71,044
12	\$67,409	\$69,225	\$70,961	\$72,845
13	\$73,399	\$73,985	\$74,792	\$76,739
14		\$83,605	\$85,699	\$87,788

MEMORANDUM OF AGREEMENT

In connection with the contract settlement reached by the Mansfield Board of Education (the "Board") and the Mansfield Education Association (the "Association") in October 2010, the parties agree that, effective at the beginning of the 2011-12 contract year, the Board will provide a one-time recognition payment in the amount of \$1000 to any teacher who earns National Board Certification, with such payment to be made in the year in which the teacher provides verification of such certification.

MANSFIELD BOARD OF EDUCATION

By: 

Date: 11/2/10

MANSFIELD EDUCATION ASSOCIATION

By: Carrie Helmer Holley Tammin

Date: 11/2/10

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant to Town Manager; Mary Stanton, Town Clerk
Date: November 22, 2010
Re: Open and Transparent Government Policy

Subject Matter/Background

In April 2009, the Town Council adopted a resolution in support of open and transparent government. That resolution called for the formation and adoption of an open and transparent government policy. At its November 8, 2010 meeting, the Personnel Committee agreed to recommend the attached draft policy to the Council for its review and consideration.

Both the Planning and Zoning Commission and Communications Advisory Committee commented favorably on an earlier draft of this policy. This policy is similar to an accountability and transparency policy adopted by the Mansfield Board of Education in May 2010.

Recommendation

If the Council supports the recommendation of the Personnel Committee to adopt the proposed policy, the following motion is in order:

Move, effective November 22, 2010, to adopt the Open and Transparent Government Policy presented and endorsed by the Personnel Committee, and to include the Open and Transparent Government Policy in the Town Council's policy index.

Attachments

- 1) Draft Open and Transparent Government Policy
- 2) Open and Transparent Government Resolution, adopted April 2009



TOWN OF MANSFIELD POLICY MEMORANDUM

To: All Citizens & Town Employees
From: Mansfield Town Council and Matthew Hart, Town Manager
Date: November 22, 2010
Subject: Open and Transparent Government Policy

I. PURPOSE

Accountability, transparency and openness are standards of good government that enhance public trust. In order to maintain the public trust, the Town of Mansfield ("Town") has adopted measures that ensure, to the best of its ability, that all activities and services undertaken utilize a process that is open and accessible to the public. In accordance with law, the Town will engage the public throughout its decision making process, in the spirit of open, visible and transparent government. The Town's official website, www.mansfieldct.gov, will be used to promote these goals, communicate with the public, and provide services.

II. DEFINITIONS

A) Accountability: The principle that the Town is responsible to residents, business owners, and all stakeholders in the community for decisions made and policies implemented.

B) Transparency: The principle means that the Town's decision making process by elected officials and Town employees is, to the extent permitted by law, open and clear to the public.

C) Constituents: Residents, business owners, and stakeholders who comprise the community of the Town of Mansfield.

D) Public Access: Encouraging and facilitating public access to information about the Town's services and programs and encouraging public participation to ensure that decision-making is responsive to the needs, and receptive to the opinions, of the constituents.

E) Service Delivery: Delivering high quality services to constituents and actively seeking input for enhancing service delivery and achieving best practices.

F) Efficiency: Promoting the efficient and effective use of public resources.

III. SCOPE

The principles of accountability and transparency shall apply to the Town's decision making as well as to the decisions of administrative management. In keeping with the Town's commitment to the principles of transparency and accountability, the following measures, initiatives and activities will be adopted:

A) FINANCIAL MATTERS

The Town will be accountable and transparent in its financial dealings. Practices and procedures supporting

this principle include the following and will be available to the public:

- i) External audits: The Town accounts are audited on an annual (fiscal year) basis by an external auditor appointed by the Town Council.
- ii) Budget Process: The Town budget process complies with applicable state law, the Town Charter, and the Town's budget and financial policies.
- iii) Financial Reports: Quarterly financial reports provide reporting on budget variances.
- iv) Annual Budget: The annual budget (Manager's proposed, Council adopted, Citizen adopted).
- v) Purchasing Policy: The Town's procurement practices shall comply with the Town's Purchasing Policies. Purchasing policies and procedures establish a process for the purchase of goods and services in order to ensure competitive procurement. Requests for qualifications, requests for proposals, and bid awards shall be available to the public as specified in the purchasing policies and in accordance with freedom of information laws.

B) ADMINISTRATIVE PRACTICES

The Town establishes accountability on the part of its elected officials and employees through the following initiatives:

- i) Conflicts of Interest. Elected and appointed officials and employees are subject to the Town's Ethics Ordinance. The Ethics Code is available to the public and posted on the Town's website.
- ii). The Town's administrative practices work to ensure accountability on the part of its employees through the following initiatives:
 - a) Codes of Professional Responsibility and Town Policies: Employees of the Town are subject to state regulations and Town policies governing their professional conduct.
 - b) Hiring Policies: The Town does not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability or genetic information, except in the case of a bona fide occupational qualification. Positions are posted in accordance with applicable collective bargaining agreements.
 - c) Employee Evaluations: The Town Council evaluates the Town Manager's performance annually. Annual evaluations for other employees will be conducted by the appropriate authority to promote effectiveness and best practices in delivery of services.
 - d) Human Resources: The Town has approved policies governing employment for its staff, as well as collective bargaining agreements. The collective bargaining agreements are posted on the Town's website.
 - e) Public Participation: The Town complies with the Freedom of Information Act with respect to posting meeting notices and agendas and permits members of the public to address the Council in accordance with its Rules of Procedures.



Town of Mansfield

TOWN COUNCIL

Resolution Affirming Commitment to Open and Transparent Government

April 13, 2009

A Resolution AFFIRMING COMMITMENT TO OPEN AND TRANSPARENT GOVERNMENT:

WHEREAS, the Mansfield Town Council has the authority to adopt resolutions and ordinances that pertain to the government and affairs of the Town;

WHEREAS, transparent is defined as "see through;" therefore, open and transparent government means that citizens are able to "see through" the workings of government;

WHEREAS, the Town of Mansfield has a long history of open government and the Town Council wishes to affirm its commitment to the principle of transparent and open government;

WHEREAS, the Town of Mansfield maintains an official website and government access television channel to enhance the access and delivery of government services and information to benefit citizens, business and employees;

WHEREAS, the website and government access television provide accessible forums in which to communicate information regarding Town government, including information concerning programs and services, budgeting, spending and policy;

WHEREAS, the Town Council desires to provide policy guidance, financial and other support to ensure the further development of the Town website, government access television channel and other means to promote open and transparent government;

NOW, THEREFORE BE IT RESOLVED, by the Mansfield Town Council to refer the task of developing and recommending policy to promote and enhance open and transparent government, while maintaining a balance between open records and security, to the Personnel Committee with a goal for the Committee to present its recommendations to the Town Council by July 2009.

NOW, THEREFORE BE IT RESOLVED, by the Mansfield Town Council to refer the task of developing and recommending policy to promote the establishment of a long-term, organization-wide strategy to enhance website access, organization and information to fulfill citizen and staff information needs, to the Communications Committee with a goal for the Committee to present its recommendations to the Town Council by October 2009.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
Date: November 22, 2010
Re: Fiscal Year 2010/11 Wage and Benefits Adjustment for Nonunion Personnel

Subject Matter/Background

The Town Council establishes compensation for Town employees on a fiscal year basis (July 1 through June 30). With respect to salary, the Town pays regular nonunion personnel according to the Town Administrators Pay Plan, which is organized on a pay grade and step system.

With the endorsement of the Personnel Committee, I would like to present the Town Council with the following recommendations for changes to the compensation for regular, nonunion employees:

- Wages – increase the pay rates in the Town Administrators Pay Plan by 1.5% retroactive to July 1, 2010 and by 1.5% on January 1, 2011 (cumulative impact on current fiscal year budget is approximately 2.25%).

This wage increase is consistent with changes implemented for the Public Works bargaining unit. We are still negotiating successor collective bargaining agreements with other unions.

- Health insurance cost share – increase from 14% to 15% of premium for the PPO Plan. Modify plan design changes (see attached) to achieve savings and to come into compliance with new federal regulations on preventive care and dependent coverage.

Increase from 10% to 12.5% of premium for the POE/HMO Plan. Convert the POS plan to a POE/HMO plan. Modify plan design changes (see attached) to achieve savings and come into compliance with new federal regulations on preventive care and dependent coverage.

Changes for both health insurance plans and premium shares will take effect January 1, 2011 with open enrollment occurring late-November through mid-December.

At its November 8, 2010 meeting, the Personnel Committee concurred with my recommendations and agreed to submit the recommendations to the Council for its November 22nd meeting.

Financial Impact

Nonunion positions (regular and non-regular) represent approximately 30% of total town salaries. By utilizing the split wage approach (1.5% on July 1 and 1.5% on January 1) the Town will be able to realize some short-term savings. The estimated cost of the wage increase from July 1-December 31 will be \$18,947¹ and from January 1 – June 30 \$19,285² (plus the new base from July 1-December 31).

The overall increase of the proposed changes totals 3.6%. In addition to the general wage increase, the employer contribution to the Municipal Employees Retirement System (MERS) has increased by 2%. However, several factors have lowered some benefit costs such as: negotiating lower insurance premiums for life, long and short-term disability insurances; implementing new health insurance plan designs on 1/1/11; and increasing employee shares of health insurance premiums. (For more detailed cost estimates please refer to the attachment.)

We have sufficient funds available in the contingency account to cover the cost of the wage increase.

Recommendation

Especially in light of the fact that Town employees accepted a hard wage freeze for FY 2009/10, I believe that the proposed changes to the compensation and benefits for regular nonunion employees is fair and reasonable. If the Council concurs with this recommendation, the following motion is in order:

Move, to: 1) increase the pay rates in the Town Administrators Pay Plan by 1.5 percent retroactive to July 1, 2010 and by another 1.5 percent effective January 1, 2011; 2) authorize the Town Manager to award regular nonunion employees with a 1.5 percent wage increase retroactive to July 1, 2010 and by 1.5 percent effective January 1, 2011; and 3) authorize the Town Manager to make the changes to the health insurance benefits for nonunion employees, as recommended by the Manager.

Attachments

- 1) Summary Table of Wage & Benefit Costs - FY 09/10 and FY 10/11
- 2) Health Insurance Plan Design – Effective January 1, 2011
- 3) Positions Impacted by Changes to Nonunion Compensation
- 4) Proposed Salary Ranges and Step Detail (7/1/10, 1/1/11)

¹ Salary costs only. Related benefits costs are accounted for in the attached summary table of wages and benefits.

² Salary costs only. Related benefits costs are accounted for in the attached summary table of wages and benefits.

Town of Mansfield
NonUnion - Salary and Benefits Estimates

Fiscal Year	Est. Salaries *	FICA	Medicare	MERS	Longevity	Life Ins.	STD	LTD	Health Ins. (Town Share)	Total	% Change
FY 2009/2010	2,131,450	132,150	30,906	159,859	15,230	6,188	10,624	13,809	263,412	2,763,628	
FY 2010/2011	2,182,592	135,321	31,648	207,346	15,230	5,748	9,812	10,245	264,800	2,862,741	3.6%

Assumptions/Notes:

Per state mandate, MERS increased appx. 2% for FY10/11

Longevity includes applicable taxes, amounts may vary slightly based upon employee anniversary dates/rentention.

Town negotiated lower rates with insurance providers for life and disability insurances for FY 10/11.

Health insurance in FY 10/11 reflects 2 different plan designs as plan design changes go into effect 1/1/11.

Costs include all funds

Salaries does not include controller/accounting manager position b/c of vacancy and related salary savings

TOWN OF MANSFIELD*
HEALTH INSURANCE PLAN DESIGN

BENEFIT	PPO (BEGINNING JANUARY 1, 2011)	HMO/POE (BEGINNING JANUARY 1, 2011)
Cost Shares	<p>In-Network services subject to co-pays Out-of-Network services subject to deductible and coinsurance \$ 20 PCP / \$ 25 Specialist \$ 175 Outpat Hosp / \$ 350 Inpat Hosp co-pay \$50 Emergency / \$25 Urgent Care Facility Deductible \$400/\$800/\$1,000 Cost share Maximum \$1,600/\$3,200/\$4,000 Out of Pocket Cost \$2,000/\$4,000/\$5,000</p> <p>Lifetime Maximum In-Network -Unlimited</p>	<p>In-Network services subject to co-pays Out-of-Network not available</p> <p>\$ 15 PCP / \$ 15 Specialist \$ 100 Op Hsp / \$ 200 Inpat Hosp co-pay \$75 Emergency / \$50 Urgent Care Facility</p> <p>Lifetime Maximum In-Network -Unlimited</p>
Preventive Care Pediatric	<p>Covered according to age-based schedule: \$20 co-pay Per Federal Regulations Preventive will be covered at 100% effective January 1, 2011 Birth to 1 year - 6 exams 1 year through 5 years - 6 exams 6 years through 10 years - 1 exam every two years 11 years through 21 years - 1 exam every year</p>	<p>Covered according to age-based schedule: \$15 co-pay Per Federal Regulations Preventive will be covered at 100% effective January 1, 2011 Birth to 1 year - 6 exams 1 year through 5 years - 6 exams 6 years through 10 years - 1 exam every two years 11 years through 21 years - 1 exam every year</p>
Adult	<p>Covered according to age-based schedule: \$20 Co-pay 22 through 29 one exam every 5 years 30 through 39 one exam every 3 years 40 through 49 one exam every 2 years 50 and over one exam per year</p>	<p>Covered according to age-based schedule: \$15 Co-pay 22 through 29 one exam every 5 years 30 through 39 one exam every 3 years 40 through 49 one exam every 2 years 50 and over one exam per year</p>
Vision	<p>\$20 Co-pay one exam every two years (Frames & Lenses covered under vision rider)</p>	<p>\$15 Co-pay one exam every two years (Frames & Lenses covered under vision rider)</p>
Hearing	<p>\$ 20 Co-pay</p>	<p>\$ 15 Co-pay</p>
Gynecological	<p>\$15 Co-pay Routine annual exam</p>	<p>\$15 Co-pay Routine annual exam</p>
Medical Services Medical Office Visit	<p>\$ 20 office visit co-pay PCP \$ 25 office visit co-pay Specialist</p>	<p>\$ 15 office visit co-pay PCP \$ 15 office visit co-pay Specialist</p>
Outpatient PT/OT/Chiro/ Speech	<p>\$ 20 office visit co-pay Unlimited Visits (subject to medical necessity)</p>	<p>\$ 15 office visit co-pay Unlimited Visits (subject to medical necessity)</p>
Allergy Services	<p>\$20 office visit co-pay No copay for injections maximum benefit - 60 visits in 2 years</p>	<p>\$15 office visit co-pay No copay for injections maximum benefit - 60 visits in 2 years</p>
Diagnostic Lab & X-ray	<p>Covered</p>	<p>Covered</p>
Inpatient Medical Services	<p>Covered</p>	<p>Covered</p>
Surgery Fees	<p>Covered</p>	<p>Covered</p>
Office Surgery	<p>Covered</p>	<p>Covered</p>
Outpatient MH	<p>\$ 20 office visit co-pay Limited to 40 visits per calendar year</p>	<p>\$ 15 office visit co-pay Limited to 40 visits per calendar year</p>

HEALTH INSURANCE PLAN DESIGN

BENEFIT	PPO (BEGINNING JANUARY 1, 2011)	HMO/POE (BEGINNING JANUARY 1, 2011)
Emergency Care Emergency Room	\$ 50 co-pay (waived if admitted)	\$ 75 co-pay (waived if admitted)
Urgent Care	\$ 25 co-pay Participating Facilities only	\$ 50 co-pay Participating Facilities only
Ambulance	Covered Land & Air Ambulance	Covered Land & Air Ambulance
General/Medical/Surgical/ Maternity (Semi-Private)	Note: All hospital admissions require pre-cert \$ 350 per admission co-pay	Note: All hospital admissions require pre-cert \$ 200 per admission co-pay
Ancillary Services (Medication, Supplies)	Covered	Covered
Psychiatric	\$ 350 per admission co-pay	\$ 200 per admission co-pay
Substance Abuse/Detox	\$ 350 per admission co-pay	\$ 200 per admission co-pay
Rehabilitative	\$ 350 per admission co-pay up to 60 days per calendar year	\$ 200 per admission co-pay up to 60 days per calendar year
Skilled Nursing Facility	\$ 350 per admission co-pay up to 90 days per calendar year	\$ 200 per admission co-pay up to 90 days per calendar year
Hospice	\$ 350 per admission co-pay up to 60 days per calendar year	\$ 200 per admission co-pay up to 60 days per calendar year
Outpatient Hospital Outpatient Surgery Facility Charges	\$ 175 per admission co-pay	\$ 100 per admission co-pay
Diagnostic Lab & X-ray	Covered	Covered
Pre-Admission Testing	Covered	Covered
Other Services Durable Medical Equip.	Covered (Limited to covered items only) Prosthetics limited to \$ 1,000 annual max	Covered (Limited to covered items only) Prosthetics limited to \$ 1,000 annual max
Prescription Drugs	\$ 10 Generic / \$ 20 Brand / \$ 30 Non listed Brand 1 co-pays mail - \$ 3,000 max add'l benefits subject to ded & coin (Oral contraceptives are covered)	\$ 10 Generic / \$ 20 Brand / \$ 30 Non listed Brand 1 co-pays mail - unlimited max (Oral contraceptives are covered)
Infertility	\$5,000 Lifetime maximum Phase I \$ 5 co-pay Phase II & III 50% (limited to covered services only)	\$5,000 Lifetime maximum Phase I \$ 5 co-pay Phase II & III 50% (limited to covered services only)
Dependent age max	Per Federal regulations eligible dependents will be covered to age 26 effective January 1, 2011	Per Federal regulations eligible dependents will be covered to age 26 effective January 1, 2011

* Plan design extended to other employers purchasing insurance through the Town such as WINCOG, Housing Authority, WRTD, and the Discovery Depot

NONUNION REGULAR POSITIONS

Grd

Non Union 40 Hour

INFORMATION TECHNOLOGY SPECIALIST	15
NETWORK ADMINISTRATOR	18
DIRECTOR OF FACILITIES MANAGEMENT	30
SUPERINTENDENT OF PUBLIC WORKS	31

Non Union 35 Hour

ACCOUNTANT	15
EXECUTIVE ASSISTANT TO TOWN MANAGER	15
BUDGET ANALYST	18
LIBRARIAN	18
PUBLIC SERVICE LIBRARIAN	18
ACCOUNTING MANAGER-TREASURER	21
ASSISTANT DIRECTOR PARKS & RECREATION	22
ASSISTANT TO TOWN MANAGER	22
TOWN CLERK	22
FIRE MARSHAL - EMG MGMT DIRECTOR	23
DIRECTOR OF BUILDING & HOUSING INSPECTION	24
DIRECTOR OF HUMAN SERVICES	25
LIBRARY DIRECTOR	25
DIRECTOR OF PARKS & RECREATION	26
DIRECTOR OF PLANNING	26
FIRE CHIEF	26
DIRECTOR OF PUBLIC WORKS	29
DIRECTOR OF FINANCE	32

Non Union - Regular Part Time

HUMAN RESOURCES ASSOCIATE	14
PARKS COORDINATOR	15
DEPUTY FIRE MARSHAL	17
CODE ENFORCEMENT OFFICER	17

Non Union - Regular Part Time (Non Classified In Pay Plan)

ADMINISTRATIVE ASSISTANT	
KITCHEN AIDE	
PARENT EDUCATION COORDINATOR	
POLICE OFFICER	
RECEPTIONIST	

Town of Mansfield
 Grade & Step Listing
 Effective 7/1/10

		Annual	Period	Daily	Hourly
TADM Town Administrators					
Grade: 001	Step 1:	23,495.00	900.20	90.02	12.8600
Hrs/Year: 1,827.00	Step 2:	23,824.00	912.80	91.28	13.0400
Hrs/Day: 7.00	Step 3:	24,683.00	945.70	94.57	13.5100
Days/Period: 10.00	Step 4:	25,414.00	973.70	97.37	13.9100
	Step 5:	26,181.00	1,003.10	100.31	14.3300
	Step 6:	26,967.00	1,033.20	103.32	14.7600
	Step 7:	27,679.00	1,060.50	106.05	15.1500
TADM Town Administrators					
Grade: 002	Step 1:	24,299.00	931.00	93.10	13.3000
Hrs/Year: 1,827.00	Step 2:	25,140.00	963.20	96.32	13.7600
Hrs/Day: 7.00	Step 3:	25,943.00	994.00	99.40	14.2000
Days/Period: 10.00	Step 4:	26,766.00	1,025.50	102.55	14.6500
	Step 5:	27,588.00	1,057.00	105.70	15.1000
	Step 6:	28,373.00	1,087.10	108.71	15.5300
	Step 7:	29,232.00	1,120.00	112.00	16.0000
TADM Town Administrators					
Grade: 003	Step 1:	25,468.00	975.80	97.58	13.9400
Hrs/Year: 1,827.00	Step 2:	26,272.00	1,006.60	100.66	14.3800
Hrs/Day: 7.00	Step 3:	27,149.00	1,040.20	104.02	14.8600
Days/Period: 10.00	Step 4:	28,026.00	1,073.80	107.38	15.3400
	Step 5:	28,903.00	1,107.40	110.74	15.8200
	Step 6:	29,725.00	1,138.90	113.89	16.2700
	Step 7:	30,584.00	1,171.80	117.18	16.7400
TADM Town Administrators					
Grade: 004	Step 1:	26,766.00	1,025.50	102.55	14.6500
Hrs/Year: 1,827.00	Step 2:	27,624.00	1,058.40	105.84	15.1200
Hrs/Day: 7.00	Step 3:	28,556.00	1,094.10	109.41	15.6300
Days/Period: 10.00	Step 4:	29,470.00	1,129.10	112.91	16.1300
	Step 5:	30,383.00	1,164.10	116.41	16.6300
	Step 6:	31,260.00	1,197.70	119.77	17.1100
	Step 7:	32,192.00	1,233.40	123.34	17.6200
TADM Town Administrators					
Grade: 005	Step 1:	28,191.00	1,080.10	108.01	15.4300
Hrs/Year: 1,827.00	Step 2:	29,031.00	1,112.30	111.23	15.8900
Hrs/Day: 7.00	Step 3:	30,018.00	1,150.10	115.01	16.4300
Days/Period: 10.00	Step 4:	30,986.00	1,187.20	118.72	16.9600
	Step 5:	31,899.00	1,222.20	122.22	17.4600
	Step 6:	32,886.00	1,260.00	126.00	18.0000
	Step 7:	33,708.00	1,291.50	129.15	18.4500

Town of Mansfield
 Grade & Step Listing
 Effective 7/1/10

=====
 Annual Period Daily Hourly
 =====

TADM Town Administrators

Grade: 006	Step 1:	29,524.00	1,131.20	113.12	16.1600
Hrs/Year: 1,827.00	Step 2:	30,529.00	1,169.70	116.97	16.7100
Hrs/Day: 7.00	Step 3:	31,424.00	1,204.00	120.40	17.2000
Days/Period: 10.00	Step 4:	32,448.00	1,243.20	124.32	17.7600
	Step 5:	33,434.00	1,281.00	128.10	18.3000
	Step 6:	34,457.00	1,320.20	132.02	18.8600
	Step 7:	35,426.00	1,357.30	135.73	19.3900

TADM Town Administrators

Grade: 007	Step 1:	31,041.00	1,189.30	118.93	16.9900
Hrs/Year: 1,827.00	Step 2:	32,064.00	1,228.50	122.85	17.5500
Hrs/Day: 7.00	Step 3:	33,105.00	1,268.40	126.84	18.1200
Days/Period: 10.00	Step 4:	34,074.00	1,305.50	130.55	18.6500
	Step 5:	35,133.00	1,346.10	134.61	19.2300
	Step 6:	36,138.00	1,384.60	138.46	19.7800
	Step 7:	37,234.00	1,426.60	142.66	20.3800

TADM Town Administrators

Grade: 008	Step 1:	32,521.00	1,246.00	124.60	17.8000
Hrs/Year: 1,827.00	Step 2:	33,653.00	1,289.40	128.94	18.4200
Hrs/Day: 7.00	Step 3:	34,676.00	1,328.60	132.86	18.9800
Days/Period: 10.00	Step 4:	35,846.00	1,373.40	137.34	19.6200
	Step 5:	36,905.00	1,414.00	141.40	20.2000
	Step 6:	37,965.00	1,454.60	145.46	20.7800
	Step 7:	38,970.00	1,493.10	149.31	21.3300

TADM Town Administrators

Grade: 009	Step 1:	33,361.00	1,278.20	127.82	18.2600
Hrs/Year: 1,827.00	Step 2:	34,549.00	1,323.70	132.37	18.9100
Hrs/Day: 7.00	Step 3:	35,846.00	1,373.40	137.34	19.6200
Days/Period: 10.00	Step 4:	36,978.00	1,416.80	141.68	20.2400
	Step 5:	38,148.00	1,461.60	146.16	20.8800
	Step 6:	39,390.00	1,509.20	150.92	21.5600
	Step 7:	40,541.00	1,553.30	155.33	22.1900
	Step 8:	41,783.00	1,600.90	160.09	22.8700

Town of Mansfield
 Grade & Step Listing
 Effective 7/1/10

	Annual	Period	Daily	Hourly
TADM Town Administrators				
Grade: 010	Step 1: 35,078.00	1,344.00	134.40	19.2000
Hrs/Year: 1,827.00	Step 2: 36,321.00	1,391.60	139.16	19.8800
Hrs/Day: 7.00	Step 3: 37,508.00	1,437.10	143.71	20.5300
Days/Period: 10.00	Step 4: 38,842.00	1,488.20	148.82	21.2600
	Step 5: 40,121.00	1,537.20	153.72	21.9600
	Step 6: 41,345.00	1,584.10	158.41	22.6300
	Step 7: 42,624.00	1,633.10	163.31	23.3300
	Step 8: 43,866.00	1,680.70	168.07	24.0100
TADM Town Administrators				
Grade: 011	Step 1: 36,869.00	1,412.60	141.26	20.1800
Hrs/Year: 1,827.00	Step 2: 38,148.00	1,461.60	146.16	20.8800
Hrs/Day: 7.00	Step 3: 39,518.00	1,514.10	151.41	21.6300
Days/Period: 10.00	Step 4: 40,815.00	1,563.80	156.38	22.3400
	Step 5: 42,112.00	1,613.50	161.35	23.0500
	Step 6: 43,391.00	1,662.50	166.25	23.7500
	Step 7: 44,780.00	1,715.70	171.57	24.5100
	Step 8: 46,022.00	1,763.30	176.33	25.1900
TADM Town Administrators				
Grade: 012	Step 1: 38,732.00	1,484.00	148.40	18.5500
Hrs/Year: 2,088.00	Step 2: 40,027.00	1,533.60	153.36	19.1700
Hrs/Day: 8.00	Step 3: 41,426.00	1,587.20	158.72	19.8400
Days/Period: 10.00	Step 4: 42,783.00	1,639.20	163.92	20.4900
	Step 5: 44,161.00	1,692.00	169.20	21.1500
	Step 6: 45,623.00	1,748.00	174.80	21.8500
	Step 7: 46,917.00	1,797.60	179.76	22.4700
	Step 8: 48,295.00	1,850.40	185.04	23.1300
TADM Town Administrators				
Grade: 013	Step 1: 40,541.00	1,553.30	155.33	22.1900
Hrs/Year: 1,827.00	Step 2: 42,076.00	1,612.10	161.21	23.0300
Hrs/Day: 7.00	Step 3: 43,501.00	1,666.70	166.67	23.8100
Days/Period: 10.00	Step 4: 44,962.00	1,722.70	172.27	24.6100
	Step 5: 46,406.00	1,778.00	177.80	25.4000
	Step 6: 47,831.00	1,832.60	183.26	26.1800
	Step 7: 49,274.00	1,887.90	188.79	26.9700
	Step 8: 50,681.00	1,941.80	194.18	27.7400

Town of Mansfield
 Grade & Step Listing
 Effective 7/1/10

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 Annual Period Daily Hourly
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TADM Town Administrators

Grade: 014	Step 1:	42,624.00	1,633.10	163.31	23.3300
Hrs/Year: 1,827.00	Step 2:	44,195.00	1,693.30	169.33	24.1900
Hrs/Day: 7.00	Step 3:	45,712.00	1,751.40	175.14	25.0200
Days/Period: 10.00	Step 4:	47,173.00	1,807.40	180.74	25.8200
	Step 5:	48,708.00	1,866.20	186.62	26.6600
	Step 6:	50,151.00	1,921.50	192.15	27.4500
	Step 7:	51,759.00	1,983.10	198.31	28.3300
	Step 8:	53,312.00	2,042.60	204.26	29.1800

TADM Town Administrators

Grade: 015	Step 1:	43,793.00	1,677.90	167.79	23.9700
Hrs/Year: 1,827.00	Step 2:	45,419.00	1,740.20	174.02	24.8600
Hrs/Day: 7.00	Step 3:	47,082.00	1,803.90	180.39	25.7700
Days/Period: 10.00	Step 4:	48,726.00	1,866.90	186.69	26.6700
	Step 5:	50,462.00	1,933.40	193.34	27.6200
	Step 6:	52,033.00	1,993.60	199.36	28.4800
	Step 7:	53,641.00	2,055.20	205.52	29.3600
	Step 8:	55,285.00	2,118.20	211.82	30.2600
	Step 9:	56,893.00	2,179.80	217.98	31.1400

TADM Town Administrators

Grade: 016	Step 1:	45,967.00	1,761.20	176.12	25.1600
Hrs/Year: 1,827.00	Step 2:	47,740.00	1,829.10	182.91	26.1300
Hrs/Day: 7.00	Step 3:	49,402.00	1,892.80	189.28	27.0400
Days/Period: 10.00	Step 4:	51,211.00	1,962.10	196.21	28.0300
	Step 5:	52,892.00	2,026.50	202.65	28.9500
	Step 6:	54,572.00	2,090.90	209.09	29.8700
	Step 7:	56,326.00	2,158.10	215.81	30.8300
	Step 8:	58,026.00	2,223.20	222.32	31.7600
	Step 9:	59,798.00	2,291.10	229.11	32.7300

TADM Town Administrators

Grade: 017	Step 1:	48,269.00	1,849.40	184.94	26.4200
Hrs/Year: 1,827.00	Step 2:	50,023.00	1,916.60	191.66	27.3800
Hrs/Day: 7.00	Step 3:	51,960.00	1,990.80	199.08	28.4400
Days/Period: 10.00	Step 4:	53,732.00	2,058.70	205.87	29.4100
	Step 5:	55,577.00	2,129.40	212.94	30.4200
	Step 6:	57,350.00	2,197.30	219.73	31.3900
	Step 7:	59,140.00	2,265.90	226.59	32.3700
	Step 8:	60,894.00	2,333.10	233.31	33.3300
	Step 9:	62,776.00	2,405.20	240.52	34.3600

Town of Mansfield
 Grade & Step Listing
 Effective 7/1/10

	Annual	Period	Daily	Hourly
TADM Town Administrators				
Grade: 018	Step 1: 50,663.00	1,941.10	194.11	27.7300
Hrs/Year: 1,827.00	Step 2: 52,599.00	2,015.30	201.53	28.7900
Hrs/Day: 7.00	Step 3: 54,499.00	2,088.10	208.81	29.8300
Days/Period: 10.00	Step 4: 56,363.00	2,159.50	215.95	30.8500
	Step 5: 58,300.00	2,233.70	223.37	31.9100
	Step 6: 60,163.00	2,305.10	230.51	32.9300
	Step 7: 62,081.00	2,378.60	237.86	33.9800
	Step 8: 63,982.00	2,451.40	245.14	35.0200
	Step 9: 65,863.00	2,523.50	252.35	36.0500
TADM Town Administrators				
Grade: 019	Step 1: 53,184.00	2,037.70	203.77	29.1100
Hrs/Year: 1,827.00	Step 2: 55,212.00	2,115.40	211.54	30.2200
Hrs/Day: 7.00	Step 3: 57,203.00	2,191.70	219.17	31.3100
Days/Period: 10.00	Step 4: 59,231.00	2,269.40	226.94	32.4200
	Step 5: 61,150.00	2,342.90	234.29	33.4700
	Step 6: 63,269.00	2,424.10	242.41	34.6300
	Step 7: 65,187.00	2,497.60	249.76	35.6800
	Step 8: 67,197.00	2,574.60	257.46	36.7800
	Step 9: 69,207.00	2,651.60	265.16	37.8800
TADM Town Administrators				
Grade: 020	Step 1: 55,851.00	2,139.90	213.99	30.5700
Hrs/Year: 1,827.00	Step 2: 58,007.00	2,222.50	222.25	31.7500
Hrs/Day: 7.00	Step 3: 60,072.00	2,301.60	230.16	32.8800
Days/Period: 10.00	Step 4: 62,282.00	2,386.30	238.63	34.0900
	Step 5: 64,256.00	2,461.90	246.19	35.1700
	Step 6: 66,393.00	2,543.80	254.38	36.3400
	Step 7: 68,421.00	2,621.50	262.15	37.4500
	Step 8: 70,559.00	2,703.40	270.34	38.6200
	Step 9: 72,715.00	2,786.00	278.60	39.8000
TADM Town Administrators				
Grade: 021	Step 1: 58,702.00	2,249.10	224.91	32.1300
Hrs/Year: 1,827.00	Step 2: 60,857.00	2,331.70	233.17	33.3100
Hrs/Day: 7.00	Step 3: 63,086.00	2,417.10	241.71	34.5300
Days/Period: 10.00	Step 4: 65,334.00	2,503.20	250.32	35.7600
	Step 5: 67,489.00	2,585.80	258.58	36.9400
	Step 6: 69,718.00	2,671.20	267.12	38.1600
	Step 7: 71,911.00	2,755.20	275.52	39.3600
	Step 8: 74,103.00	2,839.20	283.92	40.5600
	Step 9: 76,296.00	2,923.20	292.32	41.7600

Town of Mansfield
 Grade & Step Listing
 Effective 7/1/10

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Annual      Period      Daily      Hourly
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TADM Town Administrators

Grade: 022	Step 1:	61,643.00	2,361.80	236.18	33.7400
Hrs/Year: 1,827.00	Step 2:	63,945.00	2,450.00	245.00	35.0000
Hrs/Day: 7.00	Step 3:	66,284.00	2,539.60	253.96	36.2800
Days/Period: 10.00	Step 4:	68,531.00	2,625.70	262.57	37.5100
	Step 5:	70,869.00	2,715.30	271.53	38.7900
	Step 6:	73,171.00	2,803.50	280.35	40.0500
	Step 7:	75,473.00	2,891.70	289.17	41.3100
	Step 8:	77,757.00	2,979.20	297.92	42.5600
	Step 9:	80,077.00	3,068.10	306.81	43.8300

TADM Town Administrators

Grade: 023	Step 1:	64,694.00	2,478.70	247.87	35.4100
Hrs/Year: 1,827.00	Step 2:	67,142.00	2,572.50	257.25	36.7500
Hrs/Day: 7.00	Step 3:	69,517.00	2,663.50	266.35	38.0500
Days/Period: 10.00	Step 4:	72,020.00	2,759.40	275.94	39.4200
	Step 5:	74,359.00	2,849.00	284.90	40.7000
	Step 6:	76,862.00	2,944.90	294.49	42.0700
	Step 7:	79,255.00	3,036.60	303.66	43.3800
	Step 8:	81,703.00	3,130.40	313.04	44.7200
	Step 9:	84,115.00	3,222.80	322.28	46.0400

TADM Town Administrators

Grade: 024	Step 1:	65,096.00	2,494.10	249.41	35.6300
Hrs/Year: 1,827.00	Step 2:	68,348.00	2,618.70	261.87	37.4100
Hrs/Day: 7.00	Step 3:	71,564.00	2,741.90	274.19	39.1700
Days/Period: 10.00	Step 4:	74,925.00	2,870.70	287.07	41.0100
	Step 5:	78,159.00	2,994.60	299.46	42.7800
	Step 6:	81,375.00	3,117.80	311.78	44.5400
	Step 7:	84,627.00	3,242.40	324.24	46.3200
	Step 8:	87,879.00	3,367.00	336.70	48.1000
	Step 9:	91,076.00	3,489.50	348.95	49.8500

TADM Town Administrators

Grade: 025	Step 1:	68,348.00	2,618.70	261.87	37.4100
Hrs/Year: 1,827.00	Step 2:	71,838.00	2,752.40	275.24	39.3200
Hrs/Day: 7.00	Step 3:	75,090.00	2,877.00	287.70	41.1000
Days/Period: 10.00	Step 4:	78,579.00	3,010.70	301.07	43.0100
	Step 5:	81,996.00	3,141.60	314.16	44.8800
	Step 6:	85,376.00	3,271.10	327.11	46.7300
	Step 7:	88,810.00	3,402.70	340.27	48.6100
	Step 8:	92,264.00	3,535.00	353.50	50.5000
	Step 9:	95,735.00	3,668.00	366.80	52.4000

Town of Mansfield
 Grade & Step Listing
 Effective 7/1/10

	Annual	Period	Daily	Hourly
TADM Town Administrators				
Grade: 026	Step 1: 71,838.00	2,752.40	275.24	39.3200
Hrs/Year: 1,827.00	Step 2: 75,382.00	2,888.20	288.82	41.2600
Hrs/Day: 7.00	Step 3: 79,036.00	3,028.20	302.82	43.2600
Days/Period: 10.00	Step 4: 82,471.00	3,159.80	315.98	45.1400
	Step 5: 86,125.00	3,299.80	329.98	47.1400
	Step 6: 89,651.00	3,434.90	343.49	49.0700
	Step 7: 93,250.00	3,572.80	357.28	51.0400
	Step 8: 96,831.00	3,710.00	371.00	53.0000
	Step 9: 100,485.00	3,850.00	385.00	55.0000
TADM Town Administrators				
Grade: 027	Step 1: 75,382.00	2,888.20	288.82	41.2600
Hrs/Year: 1,827.00	Step 2: 79,127.00	3,031.70	303.17	43.3100
Hrs/Day: 7.00	Step 3: 82,909.00	3,176.60	317.66	45.3800
Days/Period: 10.00	Step 4: 86,709.00	3,322.20	332.22	47.4600
	Step 5: 90,345.00	3,461.50	346.15	49.4500
	Step 6: 94,164.00	3,607.80	360.78	51.5400
	Step 7: 97,964.00	3,753.40	375.34	53.6200
	Step 8: 101,727.00	3,897.60	389.76	55.6800
	Step 9: 105,473.00	4,041.10	404.11	57.7300
TADM Town Administrators				
Grade: 028	Step 1: 79,127.00	3,031.70	303.17	43.3100
Hrs/Year: 1,827.00	Step 2: 83,055.00	3,182.20	318.22	45.4600
Hrs/Day: 7.00	Step 3: 87,002.00	3,333.40	333.34	47.6200
Days/Period: 10.00	Step 4: 91,003.00	3,486.70	348.67	49.8100
	Step 5: 94,913.00	3,636.50	363.65	51.9500
	Step 6: 98,950.00	3,791.20	379.12	54.1600
	Step 7: 102,878.00	3,941.70	394.17	56.3100
	Step 8: 106,806.00	4,092.20	409.22	58.4600
	Step 9: 110,789.00	4,244.80	424.48	60.6400
TADM Town Administrators				
Grade: 029	Step 1: 83,055.00	3,182.20	318.22	45.4600
Hrs/Year: 1,827.00	Step 2: 87,221.00	3,341.80	334.18	47.7400
Hrs/Day: 7.00	Step 3: 91,387.00	3,501.40	350.14	50.0200
Days/Period: 10.00	Step 4: 95,570.00	3,661.70	366.17	52.3100
	Step 5: 99,718.00	3,820.60	382.06	54.5800
	Step 6: 103,847.00	3,978.80	397.88	56.8400
	Step 7: 108,031.00	4,139.10	413.91	59.1300
	Step 8: 112,196.00	4,298.70	429.87	61.4100
	Step 9: 116,307.00	4,456.20	445.62	63.6600

Town of Mansfield
 Grade & Step Listing
 Effective 7/1/10

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Annual      Period      Daily      Hourly
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TADM Town Administrators

Grade: 030	Step 1:	73,936.00	2,832.80	283.28	35.4100
Hrs/Year: 2,088.00	Step 2:	76,734.00	2,940.00	294.00	36.7500
Hrs/Day: 8.00	Step 3:	79,448.00	3,044.00	304.40	38.0500
Days/Period: 10.00	Step 4:	81,808.00	3,134.40	313.44	39.1800
	Step 5:	84,982.00	3,256.00	325.60	40.7000
	Step 6:	87,842.00	3,365.60	336.56	42.0700
	Step 7:	90,577.00	3,470.40	347.04	43.3800
	Step 8:	93,375.00	3,577.60	357.76	44.7200
	Step 9:	96,132.00	3,683.20	368.32	46.0400

TADM Town Administrators

Grade: 031	Step 1:	63,830.00	2,445.60	244.56	30.5700
Hrs/Year: 2,088.00	Step 2:	66,294.00	2,540.00	254.00	31.7500
Hrs/Day: 8.00	Step 3:	68,653.00	2,630.40	263.04	32.8800
Days/Period: 10.00	Step 4:	71,180.00	2,727.20	272.72	34.0900
	Step 5:	73,435.00	2,813.60	281.36	35.1700
	Step 6:	75,878.00	2,907.20	290.72	36.3400
	Step 7:	78,196.00	2,996.00	299.60	37.4500
	Step 8:	80,639.00	3,089.60	308.96	38.6200
	Step 9:	83,102.00	3,184.00	318.40	39.8000

TADM Town Administrators

Grade: 032	Step 1:	96,429.00	3,694.60	369.46	52.7800
Hrs/Year: 1,827.00	Step 2:	99,608.00	3,816.40	381.64	54.5200
Hrs/Day: 7.00	Step 3:	102,769.00	3,937.50	393.75	56.2500
Days/Period: 10.00	Step 4:	105,948.00	4,059.30	405.93	57.9900
	Step 5:	109,108.00	4,180.40	418.04	59.7200
	Step 6:	112,287.00	4,302.20	430.22	61.4600
	Step 7:	115,448.00	4,423.30	442.33	63.1900
	Step 8:	118,627.00	4,545.10	454.51	64.9300
	Step 9:	121,806.00	4,666.90	466.69	66.6700

TADM Town Administrators

Grade: 033	Step 1:	103,372.00	3,960.60	396.06	56.5800
Hrs/Year: 1,827.00	Step 2:	107,519.00	4,119.50	411.95	58.8500
Hrs/Day: 7.00	Step 3:	111,685.00	4,279.10	427.91	61.1300
Days/Period: 10.00	Step 4:	115,887.00	4,440.10	444.01	63.4300
	Step 5:	120,016.00	4,598.30	459.83	65.6900
	Step 6:	124,145.00	4,756.50	475.65	67.9500
	Step 7:	128,347.00	4,917.50	491.75	70.2500
	Step 8:	132,494.00	5,076.40	507.64	72.5200
	Step 9:	136,623.00	5,234.50	523.46	74.7800

Town of Mansfield
 Grade & Step Listing
 Effective 1/1/11

	Annual	Period	Daily	Hourly
TADM Town Administrators				
Grade: 001	Step 1: 23,842.00	913.50	91.35	13.0500
Hrs/Year: 1,827.00	Step 2: 24,189.00	926.80	92.68	13.2400
Hrs/Day: 7.00	Step 3: 25,048.00	959.70	95.97	13.7100
Days/Period: 10.00	Step 4: 25,797.00	988.40	98.84	14.1200
	Step 5: 26,583.00	1,018.50	101.85	14.5500
	Step 6: 27,368.00	1,048.60	104.86	14.9800
	Step 7: 28,099.00	1,076.60	107.66	15.3800
TADM Town Administrators				
Grade: 002	Step 1: 24,665.00	945.00	94.50	13.5000
Hrs/Year: 1,827.00	Step 2: 25,523.00	977.90	97.79	13.9700
Hrs/Day: 7.00	Step 3: 26,327.00	1,008.70	100.87	14.4100
Days/Period: 10.00	Step 4: 27,167.00	1,040.90	104.09	14.8700
	Step 5: 28,008.00	1,073.10	107.31	15.3300
	Step 6: 28,794.00	1,103.20	110.32	15.7600
	Step 7: 29,670.00	1,136.80	113.68	16.2400
TADM Town Administrators				
Grade: 003	Step 1: 25,852.00	990.50	99.05	14.1500
Hrs/Year: 1,827.00	Step 2: 26,674.00	1,022.00	102.20	14.6000
Hrs/Day: 7.00	Step 3: 27,551.00	1,055.60	105.56	15.0800
Days/Period: 10.00	Step 4: 28,446.00	1,089.90	108.99	15.5700
	Step 5: 29,342.00	1,124.20	112.42	16.0600
	Step 6: 30,164.00	1,155.70	115.57	16.5100
	Step 7: 31,041.00	1,189.30	118.93	16.9900
TADM Town Administrators				
Grade: 004	Step 1: 27,167.00	1,040.90	104.09	14.8700
Hrs/Year: 1,827.00	Step 2: 28,044.00	1,074.50	107.45	15.3500
Hrs/Day: 7.00	Step 3: 28,976.00	1,110.20	111.02	15.8600
Days/Period: 10.00	Step 4: 29,908.00	1,145.90	114.59	16.3700
	Step 5: 30,840.00	1,181.60	118.16	16.8800
	Step 6: 31,735.00	1,215.90	121.59	17.3700
	Step 7: 32,667.00	1,251.60	125.16	17.8800
TADM Town Administrators				
Grade: 005	Step 1: 28,611.00	1,096.20	109.62	15.6600
Hrs/Year: 1,827.00	Step 2: 29,470.00	1,129.10	112.91	16.1300
Hrs/Day: 7.00	Step 3: 30,474.00	1,167.60	116.76	16.6800
Days/Period: 10.00	Step 4: 31,443.00	1,204.70	120.47	17.2100
	Step 5: 32,374.00	1,240.40	124.04	17.7200
	Step 6: 33,379.00	1,278.90	127.89	18.2700
	Step 7: 34,220.00	1,311.10	131.11	18.7300

Town of Mansfield
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	Annual	Period	Daily	Hourly
TADM Town Administrators				
Grade: 006	Step 1: 29,963.00	1,148.00	114.80	16.4000
Hrs/Year: 1,827.00	Step 2: 30,986.00	1,187.20	118.72	16.9600
Hrs/Day: 7.00	Step 3: 31,899.00	1,222.20	122.22	17.4600
Days/Period: 10.00	Step 4: 32,941.00	1,262.10	126.21	18.0300
	Step 5: 33,927.00	1,299.90	129.99	18.5700
	Step 6: 34,969.00	1,339.80	133.98	19.1400
	Step 7: 35,955.00	1,377.60	137.76	19.6800
TADM Town Administrators				
Grade: 007	Step 1: 31,497.00	1,206.80	120.68	17.2400
Hrs/Year: 1,827.00	Step 2: 32,539.00	1,246.70	124.67	17.8100
Hrs/Day: 7.00	Step 3: 33,599.00	1,287.30	128.73	18.3900
Days/Period: 10.00	Step 4: 34,585.00	1,325.10	132.51	18.9300
	Step 5: 35,663.00	1,366.40	136.64	19.5200
	Step 6: 36,686.00	1,405.60	140.56	20.0800
	Step 7: 37,801.00	1,448.30	144.83	20.6900
TADM Town Administrators				
Grade: 008	Step 1: 33,014.00	1,264.90	126.49	18.0700
Hrs/Year: 1,827.00	Step 2: 34,165.00	1,309.00	130.90	18.7000
Hrs/Day: 7.00	Step 3: 35,188.00	1,348.20	134.82	19.2600
Days/Period: 10.00	Step 4: 36,376.00	1,393.70	139.37	19.9100
	Step 5: 37,454.00	1,435.00	143.50	20.5000
	Step 6: 38,531.00	1,476.30	147.63	21.0900
	Step 7: 39,555.00	1,515.50	151.55	21.6500
TADM Town Administrators				
Grade: 009	Step 1: 33,854.00	1,297.10	129.71	18.5300
Hrs/Year: 1,827.00	Step 2: 35,060.00	1,343.30	134.33	19.1900
Hrs/Day: 7.00	Step 3: 36,376.00	1,393.70	139.37	19.9100
Days/Period: 10.00	Step 4: 37,527.00	1,437.80	143.78	20.5400
	Step 5: 38,714.00	1,483.30	148.33	21.1900
	Step 6: 39,975.00	1,531.60	153.16	21.8800
	Step 7: 41,144.00	1,576.40	157.64	22.5200
	Step 8: 42,405.00	1,624.70	162.47	23.2100

Town of Mansfield
 Grade & Step Listing
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		Annual	Period	Daily	Hourly
TADM Town Administrators					
Grade: 010	Step 1:	35,608.00	1,364.30	136.43	19.4900
Hrs/Year: 1,827.00	Step 2:	36,869.00	1,412.60	141.26	20.1800
Hrs/Day: 7.00	Step 3:	38,075.00	1,458.80	145.88	20.8400
Days/Period: 10.00	Step 4:	39,427.00	1,510.60	151.06	21.5800
	Step 5:	40,724.00	1,560.30	156.03	22.2900
	Step 6:	41,966.00	1,607.90	160.79	22.9700
	Step 7:	43,263.00	1,657.60	165.76	23.6800
	Step 8:	44,524.00	1,705.90	170.59	24.3700
TADM Town Administrators					
Grade: 011	Step 1:	37,417.00	1,433.60	143.36	20.4800
Hrs/Year: 1,827.00	Step 2:	38,714.00	1,483.30	148.33	21.1900
Hrs/Day: 7.00	Step 3:	40,103.00	1,536.50	153.65	21.9500
Days/Period: 10.00	Step 4:	41,436.00	1,587.60	158.76	22.6800
	Step 5:	42,752.00	1,638.00	163.80	23.4000
	Step 6:	44,049.00	1,687.70	168.77	24.1100
	Step 7:	45,456.00	1,741.60	174.16	24.8800
	Step 8:	46,716.00	1,789.90	178.99	25.5700
TADM Town Administrators					
Grade: 012	Step 1:	39,317.00	1,506.40	150.64	18.8300
Hrs/Year: 2,088.00	Step 2:	40,632.00	1,556.80	155.68	19.4600
Hrs/Day: 8.00	Step 3:	42,052.00	1,611.20	161.12	20.1400
Days/Period: 10.00	Step 4:	43,430.00	1,664.00	166.40	20.8000
	Step 5:	44,829.00	1,717.60	171.76	21.4700
	Step 6:	46,312.00	1,774.40	177.44	22.1800
	Step 7:	47,627.00	1,824.80	182.48	22.8100
	Step 8:	49,026.00	1,878.40	187.84	23.4800
TADM Town Administrators					
Grade: 013	Step 1:	41,144.00	1,576.40	157.64	22.5200
Hrs/Year: 1,827.00	Step 2:	42,715.00	1,636.60	163.66	23.3800
Hrs/Day: 7.00	Step 3:	44,159.00	1,691.90	169.19	24.1700
Days/Period: 10.00	Step 4:	45,638.00	1,748.60	174.86	24.9800
	Step 5:	47,100.00	1,804.60	180.46	25.7800
	Step 6:	48,543.00	1,859.90	185.99	26.5700
	Step 7:	50,005.00	1,915.90	191.59	27.3700
	Step 8:	51,448.00	1,971.20	197.12	28.1600

Town of Mansfield
 Grade & Step Listing
 Effective 1/1/11

		Annual	Period	Daily	Hourly
TADM Town Administrators					
Grade: 014	Step 1:	43,263.00	1,657.60	165.76	23.6800
Hrs/Year: 1,827.00	Step 2:	44,853.00	1,718.50	171.85	24.5500
Hrs/Day: 7.00	Step 3:	46,406.00	1,778.00	177.80	25.4000
Days/Period: 10.00	Step 4:	47,886.00	1,834.70	183.47	26.2100
	Step 5:	49,439.00	1,894.20	189.42	27.0600
	Step 6:	50,900.00	1,950.20	195.02	27.8600
	Step 7:	52,545.00	2,013.20	201.32	28.7600
	Step 8:	54,116.00	2,073.40	207.34	29.6200
TADM Town Administrators					
Grade: 015	Step 1:	44,451.00	1,703.10	170.31	24.3300
Hrs/Year: 1,827.00	Step 2:	46,095.00	1,766.10	176.61	25.2300
Hrs/Day: 7.00	Step 3:	47,794.00	1,831.20	183.12	26.1600
Days/Period: 10.00	Step 4:	49,457.00	1,894.90	189.49	27.0700
	Step 5:	51,211.00	1,962.10	196.21	28.0300
	Step 6:	52,819.00	2,023.70	202.37	28.9100
	Step 7:	54,445.00	2,086.00	208.60	29.8000
	Step 8:	56,107.00	2,149.70	214.97	30.7100
	Step 9:	57,751.00	2,212.70	221.27	31.6100
TADM Town Administrators					
Grade: 016	Step 1:	46,662.00	1,787.80	178.78	25.5400
Hrs/Year: 1,827.00	Step 2:	48,452.00	1,856.40	185.64	26.5200
Hrs/Day: 7.00	Step 3:	50,151.00	1,921.50	192.15	27.4500
Days/Period: 10.00	Step 4:	51,978.00	1,991.50	199.15	28.4500
	Step 5:	53,677.00	2,056.60	205.66	29.3800
	Step 6:	55,395.00	2,122.40	212.24	30.3200
	Step 7:	57,167.00	2,190.30	219.03	31.2900
	Step 8:	58,902.00	2,256.80	225.68	32.2400
	Step 9:	60,693.00	2,325.40	232.54	33.2200
TADM Town Administrators					
Grade: 017	Step 1:	49,000.00	1,877.40	187.74	26.8200
Hrs/Year: 1,827.00	Step 2:	50,772.00	1,945.30	194.53	27.7900
Hrs/Day: 7.00	Step 3:	52,745.00	2,020.90	202.09	28.8700
Days/Period: 10.00	Step 4:	54,536.00	2,089.50	208.95	29.8500
	Step 5:	56,418.00	2,161.60	216.16	30.8800
	Step 6:	58,208.00	2,230.20	223.02	31.8600
	Step 7:	60,035.00	2,300.20	230.02	32.8600
	Step 8:	61,807.00	2,368.10	236.81	33.8300
	Step 9:	63,726.00	2,441.60	244.16	34.8800

Town of Mansfield
 Grade & Step Listing
 Effective 1/1/11

	Annual	Period	Daily	Hourly
TADM Town Administrators				
Grade: 018	Step 1: 51,430.00	1,970.50	197.05	28.1500
Hrs/Year: 1,827.00	Step 2: 53,385.00	2,045.40	204.54	29.2200
Hrs/Day: 7.00	Step 3: 55,322.00	2,119.60	211.96	30.2800
Days/Period: 10.00	Step 4: 57,203.00	2,191.70	219.17	31.3100
	Step 5: 59,177.00	2,267.30	226.73	32.3900
	Step 6: 61,058.00	2,339.40	233.94	33.4200
	Step 7: 63,013.00	2,414.30	241.43	34.4900
	Step 8: 64,950.00	2,488.50	248.85	35.5500
	Step 9: 66,850.00	2,561.30	256.13	36.5900
TADM Town Administrators				
Grade: 019	Step 1: 53,988.00	2,068.50	206.85	29.5500
Hrs/Year: 1,827.00	Step 2: 56,034.00	2,146.90	214.69	30.6700
Hrs/Day: 7.00	Step 3: 58,062.00	2,224.60	222.46	31.7800
Days/Period: 10.00	Step 4: 60,127.00	2,303.70	230.37	32.9100
	Step 5: 62,063.00	2,377.90	237.79	33.9700
	Step 6: 64,219.00	2,460.50	246.05	35.1500
	Step 7: 66,174.00	2,535.40	253.54	36.2200
	Step 8: 68,202.00	2,613.10	261.31	37.3300
	Step 9: 70,248.00	2,691.50	269.15	38.4500
TADM Town Administrators				
Grade: 020	Step 1: 56,692.00	2,172.10	217.21	31.0300
Hrs/Year: 1,827.00	Step 2: 58,884.00	2,256.10	225.61	32.2300
Hrs/Day: 7.00	Step 3: 60,967.00	2,335.90	233.59	33.3700
Days/Period: 10.00	Step 4: 63,214.00	2,422.00	242.20	34.6000
	Step 5: 65,224.00	2,499.00	249.90	35.7000
	Step 6: 67,398.00	2,582.30	258.23	36.8900
	Step 7: 69,444.00	2,660.70	266.07	38.0100
	Step 8: 71,618.00	2,744.00	274.40	39.2000
	Step 9: 73,811.00	2,828.00	282.80	40.4000
TADM Town Administrators				
Grade: 021	Step 1: 59,578.00	2,282.70	228.27	32.6100
Hrs/Year: 1,827.00	Step 2: 61,771.00	2,366.70	236.67	33.8100
Hrs/Day: 7.00	Step 3: 64,036.00	2,453.50	245.35	35.0500
Days/Period: 10.00	Step 4: 66,320.00	2,541.00	254.10	36.3000
	Step 5: 68,494.00	2,624.30	262.43	37.4900
	Step 6: 70,760.00	2,711.10	271.11	38.7300
	Step 7: 72,989.00	2,796.50	279.65	39.9500
	Step 8: 75,218.00	2,881.90	288.19	41.1700
	Step 9: 77,447.00	2,967.30	296.73	42.3900

Town of Mansfield
 Grade & Step Listing
 Effective 1/1/11

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Annual      Period      Daily      Hourly
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TADM Town Administrators

Grade: 022	Step 1:	62,575.00	2,397.50	239.75	34.2500
Hrs/Year: 1,827.00	Step 2:	64,913.00	2,487.10	248.71	35.5300
Hrs/Day: 7.00	Step 3:	67,270.00	2,577.40	257.74	36.8200
Days/Period: 10.00	Step 4:	69,554.00	2,664.90	266.49	38.0700
	Step 5:	71,929.00	2,755.90	275.59	39.3700
	Step 6:	74,268.00	2,845.50	284.55	40.6500
	Step 7:	76,606.00	2,935.10	293.51	41.9300
	Step 8:	78,926.00	3,024.00	302.40	43.2000
	Step 9:	81,283.00	3,114.30	311.43	44.4900

TADM Town Administrators

Grade: 023	Step 1:	65,662.00	2,515.80	251.58	35.9400
Hrs/Year: 1,827.00	Step 2:	68,147.00	2,611.00	261.10	37.3000
Hrs/Day: 7.00	Step 3:	70,559.00	2,703.40	270.34	38.6200
Days/Period: 10.00	Step 4:	73,098.00	2,800.70	280.07	40.0100
	Step 5:	75,473.00	2,891.70	289.17	41.3100
	Step 6:	78,013.00	2,989.00	298.90	42.7000
	Step 7:	80,443.00	3,082.10	308.21	44.0300
	Step 8:	82,928.00	3,177.30	317.73	45.3900
	Step 9:	85,376.00	3,271.10	327.11	46.7300

TADM Town Administrators

Grade: 024	Step 1:	66,064.00	2,531.20	253.12	36.1600
Hrs/Year: 1,827.00	Step 2:	69,371.00	2,657.90	265.79	37.9700
Hrs/Day: 7.00	Step 3:	72,642.00	2,783.20	278.32	39.7600
Days/Period: 10.00	Step 4:	76,058.00	2,914.10	291.41	41.6300
	Step 5:	79,328.00	3,039.40	303.94	43.4200
	Step 6:	82,599.00	3,164.70	316.47	45.2100
	Step 7:	85,887.00	3,290.70	329.07	47.0100
	Step 8:	89,194.00	3,417.40	341.74	48.8200
	Step 9:	92,446.00	3,542.00	354.20	50.6000

TADM Town Administrators

Grade: 025	Step 1:	69,371.00	2,657.90	265.79	37.9700
Hrs/Year: 1,827.00	Step 2:	72,916.00	2,793.70	279.37	39.9100
Hrs/Day: 7.00	Step 3:	76,222.00	2,920.40	292.04	41.7200
Days/Period: 10.00	Step 4:	79,767.00	3,056.20	305.62	43.6600
	Step 5:	83,220.00	3,188.50	318.85	45.5500
	Step 6:	86,655.00	3,320.10	332.01	47.4300
	Step 7:	90,144.00	3,453.80	345.38	49.3400
	Step 8:	93,652.00	3,588.20	358.82	51.2600
	Step 9:	97,178.00	3,723.30	372.33	53.1900

Town of Mansfield
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		Annual	Period	Daily	Hourly
TADM Town Administrators					
Grade: 026	Step 1:	72,916.00	2,793.70	279.37	39.9100
Hrs/Year: 1,827.00	Step 2:	76,515.00	2,931.60	293.16	41.8800
Hrs/Day: 7.00	Step 3:	80,224.00	3,073.70	307.37	43.9100
Days/Period: 10.00	Step 4:	83,713.00	3,207.40	320.74	45.8200
	Step 5:	87,422.00	3,349.50	334.95	47.8500
	Step 6:	91,003.00	3,486.70	348.67	49.8100
	Step 7:	94,657.00	3,626.70	362.67	51.8100
	Step 8:	98,293.00	3,766.00	376.60	53.8000
	Step 9:	102,001.00	3,908.10	390.81	55.8300
TADM Town Administrators					
Grade: 027	Step 1:	76,515.00	2,931.60	293.16	41.8800
Hrs/Year: 1,827.00	Step 2:	80,315.00	3,077.20	307.72	43.9600
Hrs/Day: 7.00	Step 3:	84,152.00	3,224.20	322.42	46.0600
Days/Period: 10.00	Step 4:	88,007.00	3,371.90	337.19	48.1700
	Step 5:	91,697.00	3,513.30	351.33	50.1900
	Step 6:	95,570.00	3,661.70	366.17	52.3100
	Step 7:	99,425.00	3,809.40	380.94	54.4200
	Step 8:	103,262.00	3,956.40	395.64	56.5200
	Step 9:	107,062.00	4,102.00	410.20	58.6000
TADM Town Administrators					
Grade: 028	Step 1:	80,315.00	3,077.20	307.72	43.9600
Hrs/Year: 1,827.00	Step 2:	84,298.00	3,229.80	322.98	46.1400
Hrs/Day: 7.00	Step 3:	88,299.00	3,383.10	338.31	48.3300
Days/Period: 10.00	Step 4:	92,373.00	3,539.20	353.92	50.5600
	Step 5:	96,338.00	3,691.10	369.11	52.7300
	Step 6:	100,430.00	3,847.90	384.79	54.9700
	Step 7:	104,413.00	4,000.50	400.05	57.1500
	Step 8:	108,414.00	4,153.80	415.38	59.3400
	Step 9:	112,452.00	4,308.50	430.85	61.5500
TADM Town Administrators					
Grade: 029	Step 1:	84,298.00	3,229.80	322.98	46.1400
Hrs/Year: 1,827.00	Step 2:	88,536.00	3,392.20	339.22	48.4600
Hrs/Day: 7.00	Step 3:	92,757.00	3,553.90	355.39	50.7700
Days/Period: 10.00	Step 4:	96,995.00	3,716.30	371.63	53.0900
	Step 5:	101,216.00	3,878.00	387.80	55.4000
	Step 6:	105,400.00	4,038.30	403.83	57.6900
	Step 7:	109,657.00	4,201.40	420.14	60.0200
	Step 8:	113,877.00	4,363.10	436.31	62.3300
	Step 9:	118,042.00	4,522.70	452.27	64.6100

Town of Mansfield
 Grade & Step Listing
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Annual      Period      Daily      Hourly
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TADM Town Administrators

Grade: 030	Step 1:	75,043.00	2,875.20	287.52	35.9400
Hrs/Year: 2,088.00	Step 2:	77,882.00	2,984.00	298.40	37.3000
Hrs/Day: 8.00	Step 3:	80,639.00	3,089.60	308.96	38.6200
Days/Period: 10.00	Step 4:	83,040.00	3,181.60	318.16	39.7700
	Step 5:	86,255.00	3,304.80	330.48	41.3100
	Step 6:	89,158.00	3,416.00	341.60	42.7000
	Step 7:	91,935.00	3,522.40	352.24	44.0300
	Step 8:	94,774.00	3,631.20	363.12	45.3900
	Step 9:	97,572.00	3,738.40	373.84	46.7300

TADM Town Administrators

Grade: 031	Step 1:	64,791.00	2,482.40	248.24	31.0300
Hrs/Year: 2,088.00	Step 2:	67,296.00	2,578.40	257.84	32.2300
Hrs/Day: 8.00	Step 3:	69,677.00	2,669.60	266.96	33.3700
Days/Period: 10.00	Step 4:	72,245.00	2,768.00	276.80	34.6000
	Step 5:	74,542.00	2,856.00	285.60	35.7000
	Step 6:	77,026.00	2,951.20	295.12	36.8900
	Step 7:	79,365.00	3,040.80	304.08	38.0100
	Step 8:	81,850.00	3,136.00	313.60	39.2000
	Step 9:	84,355.00	3,232.00	323.20	40.4000

TADM Town Administrators

Grade: 032	Step 1:	97,872.00	3,749.90	374.99	53.5700
Hrs/Year: 1,827.00	Step 2:	101,106.00	3,873.80	387.38	55.3400
Hrs/Day: 7.00	Step 3:	104,303.00	3,996.30	399.63	57.0900
Days/Period: 10.00	Step 4:	107,537.00	4,120.20	412.02	58.8600
	Step 5:	110,753.00	4,243.40	424.34	60.6200
	Step 6:	113,968.00	4,366.60	436.66	62.3800
	Step 7:	117,184.00	4,489.80	448.98	64.1400
	Step 8:	120,399.00	4,613.00	461.30	65.9000
	Step 9:	123,633.00	4,736.90	473.69	67.6700

TADM Town Administrators

Grade: 033	Step 1:	104,925.00	4,020.10	402.01	57.4300
Hrs/Year: 1,827.00	Step 2:	109,127.00	4,181.10	418.11	59.7300
Hrs/Day: 7.00	Step 3:	113,365.00	4,343.50	434.35	62.0500
Days/Period: 10.00	Step 4:	117,622.00	4,506.60	450.66	64.3800
	Step 5:	121,824.00	4,667.60	466.76	66.6800
	Step 6:	126,008.00	4,827.90	482.79	68.9700
	Step 7:	130,265.00	4,991.00	499.10	71.3000
	Step 8:	134,485.00	5,152.70	515.27	73.6100
	Step 9:	138,669.00	5,313.00	531.30	75.9000



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to the Town Manager; Cynthia van Zelm, Mansfield Downtown Partnership
Date: November 22, 2010
Re: Development Agreement - Phases 1A and 1B - Town of Mansfield, Storrs Center Alliance, LLC and Education Realty Trust, Inc

Subject Matter/Background

As you know, in the near future staff plans to present the proposed development agreement for Storrs Center to the Town Council in public session. We are contemplating a proposed review schedule as follows:

- 12/22/10 (7:30 PM) – Regular Council Meeting– set date for public hearing on proposed development agreement
- 12/01/10 (7:00 PM) – Special Council Meeting – present draft development agreement to Town Council; refer draft agreement to PZC for review under CGS §8-24 and to Mansfield Downtown Partnership, Inc. as municipal development agency for Storrs Center. (We had contemplated scheduling this meeting for 11/29/10 but one of our key presenters is not available on that day or 11/30/10.)
- 12/08/10 (7:00 PM) – Public Hearing – conduct public hearing at EO Smith High School Auditorium regarding draft development agreement. For this forum, I would recommend a staff presentation at the start of the public hearing and that the Council modify its rules of procedure to allow Councilors and staff the ability to respond to questions raised by members of the public.
- 12/13/10 (7:30 PM) – Regular Council Meeting - Council consideration of draft development agreement

Recommendation

Please let me know if the proposed schedule is acceptable to you. I have also provided below a draft resolution prepared by the Town Attorney to set the date of the public hearing. Your approval of the resolution is respectfully requested.

BE IT RESOLVED, that a public hearing be held before this Town Council on Wednesday, December 8, 2012, at 7 p.m. in the Auditorium at EO Smith High School, 1235 Storrs Road, Mansfield, CT, for the purpose of receiving public comment directed to a document entitled "Development Agreement, Phases 1A and 1B, Town of Mansfield, Storrs Center Alliance, LLC, and Education Realty Trust, Inc.," notice of said hearing to be published on the town website forthwith, and in the Chronicle on or about November 24, 2010, and on or about December 2, 2010, with copies of said document made available on the website and at the office of the Town Clerk at the Town Hall and at the Public Library, 54 Warrenville Road, Mansfield Center, CT, on or before December 2, 2010, said hearing to be conducted in the manner required by Rule 4b of the Town of Mansfield Town Council Rules of Procedure, except that the Town Council and staff may offer responses to questions raised by citizens regarding the details of the document.

**Open Space Preservation Committee
Minutes for October 19, 2010
MCC Conference Room**

1. Chairman Jim Morrow called the meeting to order at 7:35 PM
2. Members present: Jim Morrow, Quentin Kessel, Ken Feathers, Vicky Wetherell, Susan Westa, and Michael Allison.
3. Morrow, Wetherell motion to approve the minutes of September 21, 2010 approved unanimously.
4. Public comment: no public present
5. Executive session: Motion to enter by Morrow, Feathers. Session begins 7:42 PM
Session ends 7:55 PM
6. Old business:
 - Secretary's role to be performed on a rotating basis.
 - Charge of Committee approved by Committee on Committees on October 12, 2010
7. New business: discussion of Draft Provisions to Subdivision Regulations:
 - Design process, common driveway, bikeways
 - Committee members will meet with Town Planner to offer input regarding these proposals.
8. No reports
9. No communications.
10. No comment on future agendas.
11. Motion to adjourn: Wetherell, Morrow. Meeting adjourned at 9:18 PM

Respectfully submitted,
Michael Allison



COMMITTEE ON COMMITTEES
October 4, 2010 @ 7:00 p.m.
Special Meeting
Room B

1. CALL TO ORDER

The meeting was called to order by Toni Moran, Chair of the Committee.
Present: Toni Moran, Bill Ryan
Excused: Meredith Lindsey

2. OPPORTUNITY FOR PUBLIC COMMENTS

No comments offered

3. APPROVAL OF MINUTES

Mr. Ryan moved and Ms. Moran seconded to approve the minutes of the August 16, 2010 meeting as presented. Motion passed unanimously.

4. DISCUSSION OF OPEN SPACE COMMITTEE CHARGE AND MEMBERSHIP

Jim Morrow, Chair of the Open Space Committee, explained the changes to the 1987 charge the Committee would like to have approved. The proposed changes more specifically reflect the work of the Committee and enumerate the expertise needed to accomplish these goals. The proposed charge also changes the membership from ten members to five members and two alternates.

Mr. Ryan moved and Ms. Moran seconded to approve the proposed changes and recommend their acceptance to the Town Council at the next meeting. Motion passed unanimously.

5. DISCUSSION OF STRUCTURE OF SOCIAL SERVICES COMMITTEE

The Committee and Town Manager Matt Hart discussed the proposed changes to the structure of the Social Services Committee. Mr. Hart expressed his concern that the changes create more of a management oversight committee as opposed to an advisory committee but did voice support for the concept of an umbrella organization for the various constituency committees. Committee members reviewed the existing committees and agreed the only constituency not represented is adult services. The Town Manager will rework the draft based on the discussion.

6. REVIEW OF COMMITTEE FOLLOW UPS

Mr. Ryan reviewed his list of calls to committee chairs and agreed to do the following:

Contact Gloria Bent regarding her willingness to continue service on the Advisory Committee on Persons with Disabilities;
Contact Ida Millman regarding the CATV Committee;

Contact John Meyers for suggestions for the Historic District Commission;
Contact Bruce Silva for suggestions for students for the Parks Advisory
Committee.

Ms. Moran agreed to do the following:

Contact Kay Niemasik regarding membership on the Arts Advisory Committee;
Contact Paul Shapiro regarding membership on the Ethics Board.

7. COMMITTEE APPOINTMENTS

Members agreed to recommend the following to the Town Council:

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

Additionally, the Agriculture Committee membership will be recommended as
follows:

Al Cyr (Chair), Breezy Acres Percherons

Charles Galgowski, Round the Bend Farm and USDA NRCS

Bill Palmer, Breezy Heights Farms

Kathleen Paterson, Storrs Farmers Market

Carolyn Stearns, Mountain Dairy

Edward Wazer, Shundahai Farm

Vicky Wetherell (Open Space Preservation Committee Liaison and Secretary

Wesley Bell (alt.) Gardens at Bassetts Bridge Farm

Chrissie Dittrich (alt.) Connecticut Country Store (alt.)

Larry Lombard, Pleasant Valley Harvest (alt.)

8. FUTURE AGENDA ITEMS

Ms. Moran will contact Ms. Lindsey to determine her availability for the October
18th meeting. Ms. Moran and Mr. Ryan are available on October 18th and
November 1st.

9. ADJOURNMENT

Mr. Ryan moved and Ms. Moran seconded to adjourn the meeting.
Motion passed unanimously.

Mary Stanton, Town Clerk

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, SEPTMEBER 23, 2010

MINUTES

Present: Phil Barry, Harry Birkenruth, Tom Callahan, Pat Carino, Mark Hammond, and Frank Vasington

Staff: Cynthia van Zelm

1. Call to Order

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

2. Approval of Minutes from August 26, 2010

The minutes were approved by consensus.

3. Update on Storrs Center

The Committee discussed the partnering of EDR with LeylandAlliance to develop the housing in Phases 1A and 1B.

Mr. Callahan went over the task and schedule conveyed by LeylandAlliance for the various infrastructure and building projects that need to be undertaken to meet a groundbreaking date of spring 2011. Mr. Callahan noted the complexity of the projects and the significant amount of coordination needed by all entities: Town, UConn, and LeylandAlliance/EDR. Mr. Callahan said that Lou Marquet with LeylandAlliance is providing the leadership on the infrastructure and building tasks.

Harry Birkenruth said it will be important to understand who is responsible for security and safety issues.

Cynthia van Zelm said that three firms have been interviewed for design of the garage. She said that yesterday the Town received responses to its Request for Proposals on design of the intermodal center and the Village Street.

4. Review and Discussion of Partnership Office in Phase 1A

Ms. van Zelm reviewed the current lease terms for the Partnership office as well as proposed draft lease terms from LeylandAlliance for space in Phase 1A. Mr. Callahan asked Ms. van Zelm to ask LeylandAlliance to provide a draft Letter of Intent for the Committee's review for discussion at the next Finance and Administration Committee meeting.

5. Update on Four Corners Sewer and Water Advisory Committee

Ms. van Zelm reported that per Public Works Director Lon Hultgren, the selection committee has interviewed firms for the water source work and expects to select a firm soon.

With respect to the design of the sewage pump station, firms have been selected to submit proposals with a deadline of September 30.

6. Adjourn

Mr. Birkenruth made a motion to adjourn. Phil Barry seconded the motion. The motion was approved unanimously. The meeting adjourned at 4:15 pm.

Minutes taken by Cynthia van Zelm



MINUTES
MANSFIELD ADVOCATES FOR CHILDREN

Wednesday, October 6, 2010

5:00-6:00 Team Meetings, 6:00-7:00MAC Meeting, 7:00-8:00Team Meetings
 Council Chambers- Town Hall

PRESENT: K. Grunwald (staff), J. Goldman, J. Higham, V. Fry, Chelsea Laughran, E. Gresh, A. Bladen, J. Stoughton (Co-Chair), MJ Newman, F. Baruzzi (staff), L. Young, G. Bent (Co-Chair), P. Braithwaite, M. Barton,
REGRETS: S. Baxter, M. LaPlaca, L. Holle, A. Bloom, L. Dahn, D. McLaughlin, S. Daley, K. Paulhus, Julie Suedmyer

ITEM	DISCUSSION	OUTCOME
<p>Actions needed and Announcements</p>	<p>-Welcome: G. Bent welcomed members; noted absences from the group.</p> <p>-Adopt minutes of August 4, 2010</p> <p>-Community Conversation Award-Executive Council: We have received a \$1500 grant to hold a Community Conversation on our plan. G. Bent and K. Grunwald provided information about the orientation on 10/13. 3 members will be required to attend.</p> <p>-Introductions: Chelsea Laughran-ECSU Data Intern will be working with MAC on our data development. She is currently working on a survey for the Health Team, and is also putting together flyers to publicize the data that we are collecting to the general population. She is currently here on Monday and Wednesday from 11-4.</p> <p>Sasha Davis – CT Parent Power: not present. There are literature and lawn signs available for the “I support Kids and I Vote” campaign.</p> <p>(MAC Financial Report for April-August-Hand Out): no discussion.</p> <p><u>Local Events:</u> Festival on the Green 9/12/10 Brief Report: J. Higham provided a brief overview. There was not a lot of attendance at the table; suggestion to provide an activity that requires more prolonged play. She also distributed a flyer for the Southeast School PTO auction on Oct. 16.</p> <p>Farm to Table Event 9/28/10 Brief Report: P. Braithwaite provided an overview. Not as much opportunity for attendees to visit tables. Talked about Dr. Katz’s presentation and his website: www.davidkatzmd.com. Dr. Katz has developed the NuVal system for nutritional scoring. Those who attended spoke very</p>	<p>Minutes were adopted as written.</p> <p>Contact K. Grunwald if you are able to attend.</p> <p>Contact Chelsea if you have a data project for her to work on.</p> <p>Contact J. Higham if you are interested in joining an ad hoc committee to plan community events.</p>

	highly of his presentation.	
Ice Breaker	Group Exercise: G. Bent facilitated a group exercise that focused on what we have in common and what we bring that is unique.	
NEW MAC MEETING TIMES	Calendars- Discuss New meeting times –half hour less and no interruptions of team, and time food available early. J. Stoughton presented a proposal from the Executive Committee for a new structure and proposed meeting times: 5:00 Food available, 5:00/5:30-6:30 Team Time, 6:30-7:30 Full MAC meeting. E. Gresh feels that it's better not to be eating during the full meeting time; J. Goldman suggested that we try this. J. Stoughton questioned whether or not it is realistic that we expect to start the full meeting at 6:30; proposed 6:45-8:00. J. Goldman suggested starting the team meetings at 5:30. A. Bladen would prefer to start at 5 and commit to end at 7:30.	Teams will decide if they start their meetings at 5 or 5:30; the full MAC meeting will start at 6:30, beginning in November.
School Readiness	Update re School Readiness Liaison and Council responsibilities: no discussion.	
Team Updates	<p>Team Leader share Action Plans with the group and take 5 min. to update the whole MAC group assembled.</p> <p>Community Connectedness: J. Higham reported that the survey has gone to the printer and will be sent out October 15 to 2000 randomly selected residents. They are also working with the playground issue for the Downtown Partnership. She distributed copies of their action plan.</p> <p>Successful Learners: MJ Newman reported that they are looking at comparing CMT scores over several years. Have planned 5 sites for focus groups for parents of pre-school children; looking at parents of older children as well: two questions on literacy. Also looking at academic outcomes for School Readiness children.</p> <p>Health Team: P. Braithwaite reported that the team is using the Action Guide for Child Care Nutrition and Physical Activity Policies. They have created a survey which has been distributed to all licensed childcare providers in Mansfield.</p>	<p>Chelsea Laughran would like to be included in email distribution for all teams: laughranc@easternct.edu.</p> <p>Contact J. Higham if you are interested in being on the ad hoc playground committee.</p>
Team Assignments	<p>Work on Action Plans –be specific</p> <p>Story behind the numbers must come first</p> <p>MOAs: does your team have enough; are they specific enough?</p> <p>Team Meetings</p>	

Meeting adjourned to teams at 7:05 PM.

Respectfully submitted,

Kevin Grunwald

MANSFIELD DOWNTOWN PARTNERSHIP
BUSINESS DEVELOPMENT AND RETENTION COMMITTEE

Wednesday, September 29, 2010

5:00 PM

Conference Room B, Audrey P. Beck Building

Minutes

Present: Chair; Steve Rogers, Roger Adams, Curt Hirsch, Rene Schein, Brian Wells,
Guest: Brian Buckman

1. Call to Order

Steve Rogers called the meeting to order at 5:05 pm. Hirsch volunteered to take minutes of the meeting.

2. Public Comment

There was no public present.

3. Approval of 9/30/09 minutes

Schein moved, Wells seconded to approve the 9/30/09 minutes as presented. Motion approved unanimously.

4. Recommendation of Brien Buckman to Board of Directors to serve on the Business Development and Retention Committee.

Hirsch moved, Schein seconded to forward Brien Buckman's name to the Board for consideration as a member to this Committee. Motion approved unanimously.

5. Review of Committee Charge

Chairman Rogers said that the items listed in the Committee's charge were many years old and that it should be reviewed and if needed, revised to reflect the current progress that has been made in the Storrs Center Project planning. The remainder of the meeting was used to discuss the list item by item. There was a good exchange of ideas and opinions on each charge with several items tagged for deletion from the list and others that need some wording revisions to reflect the Committee's opinion of what they can do to help the existing downtown businesses survive and what they cannot control. The notes will be compiled for further discussion and refinement at a future meeting.

6. Future meetings

Rogers would like to meet again in three weeks to a month to continue the work on today's discussion. The day and time was good for all present and a specific date and place for the meeting will be determined.

7. Other

There was no other business

8. The meeting was adjourned at 6:22 pm.

Mansfield Commission on Aging Minutes
9:30 AM – Senior Center
October 12, 2010 (Tuesday)

PRESENT: K. Grunwald (staff), T. Rogers, J. Quarto, E. Poirier, Don Nolan, C. Dainton (staff), J. Scottron, S. Gordon, C. Pellegrine (Vice-Chair), Joan Terry (guest), M. Thatcher, Lida Bilokur (guest), J. Adamcik,
REGRETS: T. Quinn, W. Bigl, B. Lavoie, A. Holinko

I. **Call to Order:** Vice-Chair C. Pellegrine 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 **September 13** meeting accepted as written, noting that M. Thatcher had called in regrets for that meeting.

IV. **Correspondence – Chair and Staff:** none.

V. **New Business**

A. **Report of Nominating Committee:** J. Quarto reported that W. Bigl has indicated that Joann McCaughy has agreed to accept an appointment to the Commission.

B. "Other": none.

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

A. **Health Care Services**

Wellness Center and Wellness Program – B. Lavoie was not present for the meeting; no report.

B. **Social, Recreational and Educational**

Senior Center – C. Dainton distributed copies of her report for the month of September. Two new exercise programs started this month.

Senior Center Assoc. – T. Rogers reported that John Brubacher's memorial service will be at 11:00 AM on Oct. 30 at Storrs Congregational Church.

C. **Housing**

Assisted Living Advisory Committee: C. Pellegrine reported that she received a marketing call from Masonicare. She was concerned about the buy-in cost for the facility, and stated that they did not discuss a monthly rental option. She questioned how low-income residents will be able to live there. K. Grunwald reported that Masonicare's Board has approved the purchase of property on Maple Road, and that they have always discussed offering both a buy-in and a

rental option. He added that this will be a market-rate facility and was never intended to be an option for low-income residents.

Wrights Way: J. Adamcik stated that they are still waiting for the bus shelter.

Jensen's Park: E. Poirier states that there is no news.

Glen Ridge: J. Scottron reported no news.

Related Town and Regional Organizations:

K. Grunwald reported that the Advisory Committee on the Needs of Persons with Disabilities is addressing the issue of accessibility to voting locations.

VII. Old Business

- A. Long Range Plan Update: K. Grunwald suggested that the Commission needs to get moving on updating this by the end of the year. C. Pellegrine suggested that all members take some time to review the plan. K. Grunwald suggested that we use the next meeting to review the plan and identify areas that the Commission wants to focus on. Members are asked to review the plan; K. Grunwald will send out a template to update the plan in the November packet.
- B. Volunteer Driver Program Update: C. Dainton reported that Gianna Stebbins has been hired as the Coordinator of the program. C. Dainton has been meeting with drivers who are interested in volunteering.
- C. Triad: W. Bigl was not present. K. Grunwald reported that the kick-off ceremony will be at the Senior Center on October 20 at 12:30. All are invited.
- D. Committee Goals/Plans for 2010/2011: K. Grunwald distributed draft copies of Accomplishments for the past year and Goals for this year. C. Pellegrine requested adding a goal to "ensure the implementation of the Volunteer Driver Program. This was agreed to unanimously. There was then a discussion about the bus stop shelters, and J. Quarto recommended that the following be added to the goals: continue advocacy for bus shelters at Wrights' Way and Rt. 275. This was also adopted unanimously. The revised Accomplishments & Goals document was adopted unanimously.

VIII. **Opportunity for the Public to Address the Commission:** J. Adamcik feels that 12:30 is too early for the Triad event, given needs of the lunch program.

VIII. Adjournment

Meeting adjourned at 10:10 AM. Next meeting: **Monday, November 8, 2010 at 9:30 AM** at the Senior Center.

Respectfully submitted,
Kevin Grunwald

TOWN/UNIVERSITY RELATIONS COMMITTEE
Tuesday, October 12, 2010
Audrey Beck Municipal Building
Council Chambers

Minutes

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

Staff: M. Capriola, J. Jackman, G. Padick, W. Wendt (UCONN)

1) Call to Order

The meeting was called to order at 4:00p.m. Introductions of members were offered.

2) September 14, 2010 Meeting Minutes

Mr. Schurin made a motion to adopt the September 14, 2010 minutes as presented. The motion was seconded by Ms. Paterson and passed unanimously.

3) Updates:

a) *Spring Weekend 2010*. Mr. Schurin and Ms. Paterson provided an update. Mr. Saddlemire and Mr. Jackman are working on the 2010 Spring Weekend Report that the Committee is charged with preparing. The President's Spring Weekend Task Force now includes municipal representatives. The Task Force is expected to submit its recommendations to President Austin in the near future.

b) *Mansfield Community Campus Partnership*. Mr. Hintz provided an overview of the MCCP fall community outreach programs.

c) *Mansfield Downtown Partnership/Festival on the Green*. Ms. Paterson and Mr. Hart provided an update on the housing component of the Storrs Center project. They also discussed the recently held public meeting on Storrs Center; it was held on 10/7/10 with approximately 120-130 people attending.

4) Fall 2010 Off-campus Activity

The Committee reviewed and discussed a report of fall 2010 off-campus activity submitted by Sgt. Kodzis. Mr. Hart reviewed staffing (police) measures the Town has taken to ensure the Town as a whole is receiving adequate police coverage during the weekends.

5) UCONN Emergency Alert System

Mr. Schurin provided an update on this item. Citizens can also subscribe to facebook and twitter to receive updates from UCONN public safety. Citizens can also use the University's website to access information from UCONN public safety.

6) Police Services Study

Ms. Paterson provided a brief overview of how police services are provided to the Town/University. Mr. Hart discussed the police services study purpose and scope.

The study is currently underway and will evaluate four service delivery options. The study will gather stakeholder input through interviews, focus groups, surveys, and public information sessions.

- 7) Other
Ms. Capriola distributed copies of the Town of Mansfield Freedom of Information Guidelines for Boards, Committees, and Commissions to new Committee members.

Ms. Silander inquired and Mr. Padick provided an update on the status of the new parking ordinance for residential rental properties.
- 8) Opportunity for Public to Address the Committee
None.
- 9) Adjournment
Mr. Paulhus made a motion to adjourn the meeting, seconded by Ms. Silander. The motion passed unanimously. The meeting adjourned at 5:14p.m.

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

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE**

**Monday, September 13, 2010
Beck Municipal Building, Conference Room B
Minutes**

Members Present: Deputy Mayor Gregg Haddad (Chair), Chris Paulhus, Peter Kochenburger

Other Council Members Present: Meredith Lindsey, Denise Keane

Staff Present: Matthew Hart, Town Manager

The meeting was called to order at 6:30 p.m.

1. APPROVAL OF MINUTES

The meeting minutes of 8/9/10 were adopted unanimously without objections.

2. RULES OF PROCEDURE

Pledge of Allegiance. The Committee continued discussion on potential language/inclusion of the pledge of allegiance in the Rules of Procedure. Discussion occurred about moving Rule 3c to Rule 2 and adding a reference to recitation of the pledge of allegiance. Sample (new/additional) language could include: *For select national holidays, more specifically, President's Day, Memorial Day, Independence Day, and Veteran's Day, the Council will schedule ceremonial meetings which may include traditional and appropriate activities such as a recitation of the pledge of allegiance. Council members shall participate in the planning and scheduling of such ceremonial meetings.* No action was taken on this item.

Rule 9c, Council Committee Appointments. Discussion occurred but no action was taken on this item.

3. OPEN AND TRANSPARENT GOVERNMENT POLICY

This item was tabled to a future meeting.

The meeting adjourned at 7:00 p.m.

Respectfully Submitted,
Matthew Hart
Town Manager



Personnel Committee
September 27, 2010
5:00 p.m.

The meeting of the Personnel Committee was called to order by Chair Gregory Haddad at 5:00 p.m.

Present: Gregory Haddad, Peter Kochenburger, Chris Paulhus

Mr. Paulhus moved and Mr. Kochenburger seconded to move into executive session to discuss personnel in accordance with §§ CGS Section 1-200(6), 1-214(b)(5)(b).

Motion passed unanimously.

At 5:35 p.m. the Personnel Committee came out of executive session.

Mr. Paulhus moved and Mr. Kochenburger seconded to adjourn.
Motion passed unanimously at 5:37 p.m.

Gregory Haddad, Chair

**TOWN OF MANSFIELD
COMMUNICATIONS ADVISORY COMMITTEE**

Monday, Sept 21, 2010
Mansfield Community Center Conference Room

APPROVED Minutes

Members Present: Aline Booth, Leila Fecho, Patrick McGlamery (chair), Ronald Schurin

Elected Officials and Staff Present: Jaime Russell, Mary Stanton

I. Meeting called to order at 10:02am by chairperson McGlamery

II. Approval of Minutes – With changes, minutes approved unanimously.

III. Public Comment – None.

IV. Old Business –

A. Committee Membership Status: Leila Fecho accepted Full Time member.

B. Freedom of Information

- The June 7th draft letter of how to communicate with the town was approved unanimously to send on to the Town Council.

- Freedom of Information discussion with Mary Stanton. She receives 2-3 written requests for information per week. The Town Clerk's Office numerically record who it is from, what they request, and when action is taken on it. They first determine if the information already exists in the manner they have requested it. The town has a brochure on FOIs for committee members. Aline Booth noted some omissions; the Committee offered to work with the Town Clerk's office to review the brochure. A FOI brochure does not exist for citizens. Mary Stanton will draft a document, from the committee brochure for citizens.

- Committee members were asked to 'test' Town web site by making 'queries' to determine its effectiveness in providing timely information. Ron searched for "overnight parking" and could not find it. Coincidentally, Patrick searched for "parking ordinance/s" and got 681 responses, mostly minutes and agendas, went to the Data Center and found 654. He also searched for "landlord" and got a huge number. The current ranking is based on the frequency of times the character string "parking ordinance" appears in a document sequences where it is placed on the list. Control over the tool that is behind the sequencing is difficult. Patrick to draft a Problem Statement for the next meeting.

V. New Business

A draft document was presented by Leila on the Parking Signs based on the results of the survey. It is going to be a topic for next meeting.

VI. Reports – no additional reports

VII. Communications – no additional communications

VIII. Agenda for Next Meeting – set for October 19th at 10a in the Town Hall

IX. Adjournment –meeting adjourned at 11:08a.

Respectfully Submitted, 9/29/10

Leila Fecho, Secretary pro tem

A meeting generally to bring the Committee up-to-date. Last meeting was in June.

We talked about the Gateways near and at the 4-Corners, although little apparently has been done so far. 3 areas are being considered, at 195-44 [I notice just now on the map it is called "44A"!], and further west and north on 195 and on 44. The Committee discussed this with Mark Westa of the UConn planning staff. (UConn favors gateways at the actual edges of the campus, not necessarily at the 4 Corners, but is willing to coordinate signage/architecture both before and through the 4 Corners area.

As I think we know,

I—Water—4 possibilities

- groundwater right there, in Cedar Swamp
- groundwater from Willi River, below UConn wetfield
- Connecticut water (basically through Tolland)
- Windham Water Works

Finding and permitting water may be more costly than we thought. The Town's consultant is just beginning work.

II—Sewer

--we seem to be further along, and it may be possible to design and construct a sewer pump station with less cost than we thought. But this is still up the air as design of the pump station is just beginning..

Carl Schaefer (additions by Lon Hultgren)

Nov. 13/10

PAGE
BREAK

TOWN OF MANSFIELD
MEMORANDUM
11/1/10

Item #9

TO: Cherie A. Trahan, Director of Finance
FROM: Lon R. Hultgren, Director of Public Works, 
RE: CPI Increase for Single-family Garbage/Recycling Collection Contract

As in past years, beginning October 1, 2010 the prices in our single-family collection contract rise (or fall) based on the CPI from September, 2009 to September, 2010. Accordingly, the index increase by 1.2% in this period requiring a 1% increase to the price schedule. These are given below and should be used from October, 2010 to September, 2011. In December the multi-family prices will be adjusted based on the CPI from the preceding twelve months.

Single-Family (Mayo)		
Item	Current Price	Escalated Price
Mini-mini service	8.13	8.21
Mini svc	8.13	8.21
1-can	8.47	8.55
2-can	8.82	8.91
Maxi Svc	9.48	9.57
In-Yard normal	11.82	11.94
In-Yard long	15.54	15.70

cc: Matthew Hart, Town Manager
F.W. Mayo & Sons, Single-family hauler
Linda Patenaude, Public Works Specialist
Virginia Walton, Recycling/Refuse Coordinator
Cheryl Urban, Collector's office

PAGE
BREAK

11/8/10

Storrs Center Update

Prepared by G. Padick, Mansfield Director of Planning

Item # 10

1. Storrs Road/Dog Lane Improvements

- Thirty plus percent complete Design Plans were presented at an October Public Hearing and are being finalized in association with the State Department of Transportation design process
- Designs are expected to be completed and approved by the Spring of 2011
- Construction expected to start Spring 2011
- Completion expected by June 2012

2. Intermodal Improvements/Parking Facility

a. Intermodal Improvements

- \$4.9 Million grant awarded in July by the Federal Transit Administration for construction of Intermodal and associated access improvements, including roadway connections to Storrs Road and the Post Office Road
- A consultant has been selected and design work has begun
- Designs are expected to be completed and approved by spring 2011 (FTA and Zoning Permit approvals needed)
- Construction expected to start by fall 2011
- Completion expected by July 2012

b. Parking Facility

- \$10 Million grant awarded by State
- A consultant has been selected and design work has begun
- Designs expected to be completed and approved by spring 2011 (CT DOT and Zoning Permit approvals needed)
- Construction expected to start by fall of 2011
- Completion expected by July 2012

3. Building Phase(s) 1A and 1B

- Final designs are in process for building phases 1A and 1B and expected to be completed by the end of November
- Phase 1A is located east of Storrs Road and north of Dog Lane. This phase includes the merger of the previously approved Dog Lane-1 building in the Planned Business -2 zone with an adjacent Storrs Center Special Design District mixed use building. A portion of the adjacent Bishop Center parking lot will be incorporated into Phase 1A.
- In association with the merger of the Planned Business-2 zoned Dog Lane project into Phase 1A, an application to amend the Zoning Regulations is expected to be submitted in November.
- The currently planned Phase 1A will include about 130 apartments and about 20 commercial tenants in about 30,000 square feet of space.
- PZC Special Permit Modification approval and Zoning Permit approval (pursuant to Storrs Center Design District Standards) will be necessary for Phase 1A.
- Construction of Phase 1A is planned for the spring of 2011 with completion by July 2012.
- Phase 1B, which will be submitted for Zoning Permit approval concurrently with Phase 1A, is located south of Dog Lane between the planned town square and the planned parking facility. Phase 1B will include about 160 apartments and about 40,000 square feet of commercial space
- Construction of Phase 1B is planned for the spring of 2012 with completion by July 2013.

4. Other

- Development Agreements between the developer and the Town and between the Developer and UConn are progressing with anticipated completion by the end of November.
- Necessary property and easement acquisitions have been agreed to but need execution in association with planned time schedules.
- Construction traffic plans are being developed and will need to be approved by State and local officials.
- A judgment will be needed that the Phase 1A and 1B plans are consistent with the IWA's approval of the entire Storrs Center development.
- Potential subdivision issues are under review.

TOWN OF MANSFIELD



AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
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TOWN OF MANSFIELD HAS A FACEBOOK PAGE!

The Town of Mansfield is proud to announce the release of our new Facebook page! "Like" our page today and stay in touch with what's hot in the Town of Mansfield - a great place to work, live, and play!

The Mansfield Facebook page can be found by searching for "Town of Mansfield, Connecticut" when signed in to Facebook, or by clicking the link to our Facebook page found on the Mansfield website (www.MansfieldCT.gov).

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**Tax Incentives to Protect Family Farms
Without Breaking Your Budget
An AGvocate Workshop
Monday, November 29, 2010**



Item #12

6:30 to 9 pm

Hampton Community Center

(At the Little River Grange)

178 Main Street (Rte 97)

Hampton, CT

Local governments can make good use of tax tools to create a supportive business environment for local farms. Are you an agricultural producer, agricultural based business, a municipal decision maker, or do you just have an interest in keeping Connecticut's working lands viable? Join us on November 29 for a FREE workshop, sponsored by the AGvocate program, to learn about available tax reduction programs that can help retain farms and farmland in your community.

This workshop will cover:

- Public Act 490-Ct land use value assessment law for farmland, forestland and open space land
- State tax exemptions and abatements currently existing for farms and farmland
- Optional tax exemptions and abatements your town can implement
- Lessons learned from towns that have successfully implemented tax incentives

Share Ideas, Gather Resources

Monday, November 29, 2010

Hampton Community Center at the Little River Grange

178 Main Street (Rte 97)

Hampton, CT

FREE Registration begins at 6:30 p.m.

Workshop will run from 7 to 9 p.m.

To assure program materials, contact Jennifer Kaufman, AGvocate Program Director, 860-450-6007 or AGvocate@yahoo.com to reserve your space.

Funding for the AGvocate Program was provided by a Ct Department of Agriculture Farm Viability Grant

**Tax Incentives to Protect Family Farms
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An AGvocate Workshop
Monday, November 29, 2010**



6:30 to 9 pm

**Hampton Community Center
(At the Little River Grange)
178 Main Street (Rte 97)
Hampton, CT**

Workshop Agenda

6:30 p.m. Registration & Light Refreshments
Meet AGvocate town representatives

7:00 p.m. to 7:45 p.m. Tax Incentives to Protect Family Farms—*Joan Nichols, Government Relations Specialist, Ct Farm Bureau Association will provide a review of PA 490, what it is and who can benefit. She will then discuss state tax reduction programs available for farmers and optional tax reduction programs municipalities may adopt to protect family farms.*

8:00 p.m. to 8:45 p.m. Using Tax Reductions Programs to Create a Supportive Business Environment for Farms in your Town—Where to Begin and What Makes Sense—A Panel Discussion with *Paula Stahl, LLA, ASLS, AICP, Co-Director Green Valley Institute, Catherine Osten, First Selectman, Town of Sprague, Carolyn Nadeau, CCMail, Assessor Towns of Watertown and Bethlehem CT; Reva Seybolt, Town of Woodstock*

8:45 p.m. to 9:00 p.m. AGvocate Program Update
Year 1 AGvocate Towns Ashford, Brooklyn, Canterbury, Franklin, Sterling, and Thompson
Year 2 AGvocate Towns: Eastford, Hampton, Windham, Woodstock

9:00 p.m. Adjourn

About the AGvocate Program

Since June 2009, the towns of Ashford, Brooklyn, Canterbury, Franklin, Sterling, and Thompson have been working with circuit rider "AGvocate", Jennifer Kaufman, to implement tools to strengthen farm friendliness, including forming agriculture commissions, reviewing tax reduction programs, planning for farmland protection, and establishing right-to-farm ordinances. A second grant has extended the program for another year and increased the number of participating towns to include the towns of Eastford, Hampton, Windham and Woodstock. For more contact Jennifer Kaufman, AGvocate, at 860-450-6007 or AGvocate@yahoo.com.

AGvocate Steering Committee: Ben Bowell, American Farmland Trust • Lois Bruinooge, The Last Green Valley, Inc. • David Fuss, Town of Brooklyn • John Guskowski, Eastern CT Resource Conservation and Development Area, Inc. • Rick Hermonot, Ekonk Hill Turkey Farm • Jennifer Kaufman, AGvocate Program • Kevin Kennedy, Town of Thompson • Joyce Meader, UConn Cooperative Extension • Dawn Pindell, Windham County Farm Service Agency • Norma O'Leary, The Last Green Valley Natural Resources & Agriculture Committee • Elizabeth Rogers, USDA Natural Resources Conservation Service

Funding for the AGvocate Program was provided by a Ct Department of Agriculture Farm Viability Grant

Town rallies around injured man

Item #13

BY MELANIE SAVAGE
Staff Writer

10/14

Christopher Clark was working on his wife's car in the driveway of their Mansfield home when something went horribly wrong. The jack somehow shifted and the car came down, pinning Clark to the ground. It was July 4, so Clark's wife, Lodamia, and their two children were at home. But from inside the house, they couldn't hear his cries for help. Fortunately, neighbor Ed Goldberg happened to be working on a nearby house. It was somewhat remarkable that Goldberg was even in the area. He lives in Norwich and works on the Mansfield home, inherited from his parents, when time permits. Even more remarkable was that Goldberg didn't hesitate to run to Clark's assistance. It was July 4, after all. But somehow, Goldberg knew that what he heard wasn't a teenaged prank or holiday merrymaking. "It is unbelievable," said Lodamia. "Unfortunately in this day and age, people don't run when they hear someone scream. He ran."

Also remarkable was that the day of the accident, Mansfield had just begun a pilot program bringing paramedics in from Willimantic. "It was the first day of a trial for Willimantic to be at Mansfield three days a week," said Terry Clark, Christopher's mom. "They were just pulling into the driveway of the fire station. Otherwise, it would have been 20 or 30 minutes before they got there, and my son wouldn't have made it." EMTs and Goldberg were able to retrieve the jack, and lift the car off of Clark in a matter of minutes. "We had the heavy equipment on the way," said Mansfield Fire Captain Ryan Hawthorne. "But by the time it got there, they had already gotten the car off of him." Rescue personnel were able to get Clark breathing again within seconds of removing the car.

"Having the paramedic on board made a big difference," said Hawthorne. "The ALS (advanced life support) can give an IV, tube a patient, give a paralytic." And having Lifestar respond for transport enabled the crew to get Clark to the hospital quickly. "The paramedic and Lifestar made a huge difference," said Hawthorne.

Since the incident, Clark has faced an uphill battle of recovery. Asked what he recalls of the accident, Clark said it is



(LtoR) - Neighbor Ed Golberg, Mansfield firefighter Brian Jones, Chris Clark, Mansfield firefighters Ted Morrissette and Ian Berghorn, Emma Raea, Avery, and Lodamia Clark, and Mansfield firefighter Juan Sanchez III.

all a blur, as are the first weeks of his recovery. "The first month, no clue," he said. "Second month is foggy. Now, it's a little bit better." On Oct. 8, Clark was finally allowed to return home. He is still in a wheelchair, but is already able to stand. He will require round-the-clock care for some time. But he is determined to get back to normal. "I think the next couple of weeks I'll be walking short distances," he said. "And then with a cane."

Clark's children, daughter Emma Raea (10) and son Avery (11), are happy to have him home. And the whole family is grateful for the support shown by their friends and neighbors. Lodamia, who works as a special education instructional assistant at a local elementary school, said that her friends arranged a party in September to help raise money to cover expenses. "And a girlfriend of mine set up meals, four days a week," she said, "so that I can focus on the kids and on Chris." The family's driveway has been lined with firewood to help get them through the winter. "I want to thank everyone for their support," said Chris.

Lodamia hasn't even stopped to think about medical expenses yet. But with Chris currently requiring in-home care, they are bound to add up. "He needs 24-hour care, which isn't covered by insurance," said Terry. "The family



(L-R): Windham Hospital paramedic Ryan Monahan, Mansfield firefighters Ted Morrissette and Brian Jones. Photos by Ryan Hawthorne.

is going to pitch in to help." To help defray some of the expenses, friends and family have planned a second fund raiser for Oct. 23. The pig roast is scheduled for 2:30 p.m. at the Andover ball field off of Long Hill Road. "Chris and Lodamia both grew up in Andover," said Terry. "It's going to be a family-friendly event. We'll have children's games, food, beverages, music, face-painting, pumpkin carving, all kinds of fun stuff." For information about the event, contact Terry at 860-558-6224 or Josh Clark at 860-798-0552.

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Council concerned on Masonicare status

By MIKE SAVINO 11/4
Chronicle Staff Writer

MANSFIELD — While town officials told the council Monday the preferred developer for an assisted-living center intends to move forward with the project, some councilmen expressed concerns about the project's status.

Mansfield Human Services Director Kevin Grunwald said Masonicare is "very enthusiastic" about its plans to build an assisted-living center for seniors on Maple Road.

The council selected Masonicare, a nonprofit health-care provider based in Wallingford, as its preferred developer for the project in July 2008.

Masonicare's board of directors approved a budget to go forward with the project nearly a month ago and Grunwald told the council the company is studying the

site. Masonicare has an option to purchase a site on Maple, but the option expires at the end of the year and company Vice President of Marketing and Communications Margaret Steeves said last week the developer will need to decide by then if the site is suitable.

Grunwald told the council Monday Masonicare has already done some preliminary site work on the property, and is conducting market and water studies.

He said part of the purpose of the market study is to determine if seniors would want to own or rent homes in the development.

But he also said securing a water supply is "the most critical question" and Masonicare may have to find another location in town if it cannot locate a suitable supply.

Steeves and other Masonicare officials have said the developer is interested in Mansfield because of other services currently available to seniors, many of which are located on or near Maple Road.

Councilman Meredith Lindsey said she is "still struggling" with having Masonicare as the preferred developer and asked why the town needed to grant the designation in the first place.

She also said she heard rumors that developers have a "gentlemen's agreement" not to seek projects in a town that has granted preferred status to a developer.

Councilman Antonia Moran also raised concerns about delays in the project, but said she is not willing to remove the status for Masonicare and "set the project back five years."

"It's taken long enough as it is, and I'm not sure I want to start all over again," she said.

Grunwald and Mansfield Town Manager Matthew Hart both said they had never heard of any "gentlemen's agreement" and added the advantage of having a preferred developer is the amount of research the town did before the designation. "The advantage to us is that we've already done a lot of due diligence," Hart said, while Grunwald said the town also interviewed other developers before choosing Masonicare.

Hart also said the town acts as a "facilitator" to help Masonicare through any permitting processes, but is not under any legal obligation to give the company and financial backing or special treatment.

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the Chronicle, Willimantic, Conn.

Mansfield mulls zone reg changes

By MIKE SAVINO
Chronicle Staff Writer

11/6

MANSFIELD — The planning and zoning commission could soon be looking at proposed zoning regulation changes that would include ways to provide more input on planned subdivisions.

Planning Director Gregory Padick said the proposed revisions will go back to the open space committee and conservation commission, who both made some of the recommended revisions, for further review. He said the two boards will help to "clarify" some of the revisions before he then sends them to the regulatory review committee.

Padick said he hopes to bring updated revisions back to the PZC by its next meeting Nov. 15 so it can discuss a possible public hearing, which he said likely wouldn't happen until early 2011.

He said the revisions include an "assortment of changes," some of which are intended to meet current state statutes or update references to various zoning codes and regulations.

The biggest change would be intended to update the application process for subdivisions to allow developers to "gather more information" before submitting a final proposal, he said.

The town would have a two-step permitting process, with developers submitting initial plans for input and guidance from land-use officials before

submitting final designs for the necessary permits.

The current proposal would require any subdivisions that involve the creation of a new road or at least four lots to go through the new first step, but Padick said all developers would be encouraged to seek initial input.

The proposed revisions would also allow developments to have up to five homes along a common driveway, up from the three-home limit in current regulations.

Padick said the revisions would still require a three-fourths majority for any proposal that has more than three homes along a common driveway.

He also said the proposed change could encourage an increased use of common drives and limit the need for more roads in new subdivisions, which would lower the town's costs for road maintenance and increase traffic safety.

Padick said the revisions would also give the town more authority on projects after they are approved, specifically subdivisions that involve new roads.

He said one of the revisions would require developers to conduct some of the initial roadwork for any homes along the road before the town grants building permits.

Currently developers do not need to do any roadwork beforehand and Padick said those situations have occasionally caused safety issues.

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Mansfield council approves DUI enforcement funds

By MIKE SAVINO 11/9
Chronicle Staff Writer

MANSFIELD — Local police hope to crack down on drunken drivers in town after the town council Monday approved an application for a grant to fund enforcement efforts.

But some councilmen also urged town officials to see if they could modify the enforcement program, noting the town's needs are different from other towns due to off-campus partying among University of Connecticut students.

Even with the questions, councilmen did not want to lose out on the state Department of Transportation's grant, which will help focus on policing driving under the influence and other motor vehicle enforcement.

The DOT would provide \$25,350 for the increased enforcement efforts, 75 percent of the estimated costs, with the town providing

the remaining \$8,450.

The grant would cover the overtime pay for an officer to patrol designated areas, with the program focusing on state roads and other high traffic areas.

In Mansfield's application, the town said it would focus patrols on routes 32, 195 and 275, as well as Hunting Lodge Road.

But Councilmen Denise Keane asked Town Manager Matthew Hart to see if the town could also include Mansfield City Road in the patrol area. She said the council expressed concerns about the road in the past because area residents could utilize it as a way of avoiding local patrols while traveling between Mansfield and Willimantic.

Hart said the decision for which roads receive coverage is "primarily driven" by traffic counts, but he would still urge the town's resident troopers to monitor other areas of

concern.

Mansfield Mayor Elizabeth "Betsy" Paterson, meanwhile, urged Hart to see if the town could change some of the dates of enforcement efforts to coincide with peak times for off-campus parties.

The grant program calls for increased patrols on major holidays, such as Christmas, Thanksgiving, July 4 and Labor Day, as well as Super Bowl Sunday, St. Patrick's Day and other days that tend to increase the number of drunken drivers.

But Paterson said many students are home during holidays, many of which coincide with breaks in classes, and said the grant would be more beneficial if enforcement efforts occurred when off-campus partying increased.

"I wonder if this is the most effect time to do these DUI stops," she said.

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Union should be polling place on Election Day

As you are hopefully aware, Election Day took place six days ago, and it was one of the most exciting non-presidential elections in a long time. Linda McMahon was spending more money than Connecticut had ever seen in a race for U.S.

By Sam Tracy
Staff Columnist

Senate. Dan Malloy was trying to become the first Democratic governor in Connecticut in 20 years. And two UConn students were in the race for Mansfield State Representative. The UConn Votes Coalition, made up of many organizations on campus, had registered over 1,500 voters in this semester alone.

Yet out of about 4,000 total students registered in Mansfield, only about 750 actually went out and voted, that's 18.75 percent. Let's compare this to turnout in other years. Thirty-seven percent of the country's eligible voters made it to the polls in 2006, while turnout in Mansfield topped 60 percent. Just two years ago, nearly 80 percent of Mansfield voters made it out to the polls, and the lines of students seeking to vote stretched for hours. The low turnout this year, while incredibly disappointing, has many

causes. But if students were able to vote in the Student Union, rather than going (barely) off-campus, I am sure the turnout would greatly increase.

Once I found out how low the turnout was last week, I found out which of my friends hadn't voted, and asked them why they stayed home.

Many had strong opinions about Linda McMahon spending \$50 million on her campaign, as they had been plagued with her commercials for weeks. Many had even received mailers at their UConn addresses. Most, whether they were liberal or conservative, knew how close the race for governor was, and strongly favored one candidate over the other. A majority knew that two current students, Jason Ortiz and Brian Buckman, would be on the ballot. Sadly, barely anyone knew that Mansfield's own Denise Merrill was running for Secretary of State. Despite that, it was clear that students were knowledgeable about the elections, and cared about the outcome to at least some extent.

So why did they not vote? The most common answer was that they didn't have time to get to the polls between classes, work and other commitments. What this really translates to is that voting was not high enough on their list of priorities for them to exert the effort to get out and vote. The place

for on-campus students to vote was at the Mansfield Community Center, which is located slightly off-campus, near E.O. Smith High School. The UConn Votes Coalition had multiple buses ferrying students back and forth from the polls to campus. The Ortiz for State Rep. campaign had chartered a limo bus to bring students to vote as well. So, we've already tried bringing students to the polls. It doesn't work very well. Students claimed that they weren't aware of these buses, or that it would take too long to take the bus, vote and take the bus back. The logical solution, then, is to bring the polls to the students.

"So, we've already tried bringing students to the polls. It doesn't work very well."

The Student Union is the perfect location for a polling place. The ballroom is gigantic and has no fixed furniture to get in the way of voting. Unlike the Mansfield Community Center, the Student Union is at the center of campus, is a stop on the normal UConn bus system and is familiar to every student. Students would not need to do any research to find

out where the polling places are, or how to get there. Furthermore, they would be able to vote with just a short break in their daily routine. They could even grab something to eat down at the food court and then head upstairs to cast their ballots.

I'm going to be honest and say that I'm not completely familiar with the requirements for a polling place. I'm sure it costs money and requires a decent number of volunteers. But the UConn community has both of those in excess. If the UConn Votes Coalition did not have to pay for buses to the Mansfield Community Center, they could use that money to defray or even cover the cost of the polling station. There must be dozens of students on campus who would be willing to work the polls on Election Day.

Students and faculty alike should be concerned with the dismal turnout of UConn students on Election Day. As having a polling place in the Student Union would surely increase turnout, we should devote ourselves to making this happen, and to therefore encourage students to have a voice in government.

Staff Columnist Sam Tracy is a 3rd-semester political science and communications major. He can be reached at Samuel.Tracy@UConn.edu

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Berliner expected to retire for good in December

By KATHLEEN EDGEComb
The Day

NEW LONDON — The New London City Council recently thanked its department heads for their hard work and dedication and gave out paperweights to everyone, including City Manager Martin H. Berliner.

"A paperweight? We should get Marty a lounge chair," City Councilor Michael Buscetto quipped after the brief ceremony during the council meeting. "And one for his wife, too."

The retired Mansfield town manager, who arrived in New London in 2006 for a six-month stint as interim city manager, is retiring Dec. 10 — this time for good.

Berliner's six months rolled into a second six months and eventually the "interim" was dropped. His contract has been renewed three times. Whenever the city council asked him to stay on a bit longer, he obliged.

"I'm like a bad penny," he joked. "I keep turning up."

When Berliner, 65, finally puts down his ever-present yellow legal pad — on which he jots his notes for the day — he will be leaving a city with strong department heads, a work force that is relatively proud of itself, better maintained parks and cleaner streets.

"Truthfully, things have improved greatly," said Buscetto, who has on occasion chastised Berliner for not always following through on issues raised by the seven-member council.

"People of New London want simple services from their government," Buscetto said. They want the garbage picked up, potholes filled, and they expect their streets and parks to be clean and safe, he said.

"Between this city manager and the council, I think things have really improved," he said.

Berliner had only a superficial view of New London before he came here to work. He went to Ocean Beach as a youngster, returning when he was raising a family. He said he would drive down Pequot Avenue, stop and have a hot dog at Fred's Shanty and take in the scenic vistas along the Thames River.

"I thought, 'This is the most lovely place in the world,'" he said.

When he retired from Mansfield in August 2006 after 28 years, he was looking forward to some time off.

"I fully expected to retire," he said. "But someone called saying New London was looking for a short-term manager. I thought New London was a place I could help."

Although Mansfield and New London have a similarly sized populations of about 25,000, Mansfield is a university community in a rural area, while New London is a small city.

Matthew W. Hart, who replaced Berliner as town manager in Mansfield, called Berliner his mentor. He said he wasn't surprised when Berliner took the job in New London.

"He has such a love for the profession," said Hart. "The prospect of new challenges was exciting to him."

Hart admitted that many managers are "geeks" who see their job as a 24-hour-a-day commitment.

"It gets into your lifeblood," he said. "It's all about making a community a better place to live. It's quite a motivator."

Berliner, who grew up in Hartford, has moved to New London and said he enjoys being in a city again. He likes walking to restaurants and attending events. In addition to his manager duties, he goes to lighthouse dedications and antique car shows, greets cruise-ship visitors and attends outdoor concerts.

"I don't want to hear there's nothing to do here. There's no shortage of events," he said.

One of the first things he noticed when he arrived was that the parks look tired and the streets and sidewalks neglected.

"It was obvious to me, looking at public facilities, that they didn't look the way they should," he said.

Mayor Rob Pero credits Berliner for making positive changes in the city, including hiring three new department heads, keeping finances in order and refinancing the city's debt. He has also overseen several construction projects, including a \$10 million project for infrastructure improvements, \$2.5 million for parks and fields, \$10 million for the Parade reconstruction and \$60 million for new school buildings.

"He has the kind of temperament where you can sit and talk to him, and he listens. He'll tell you what the problem is in a direct way, but he doesn't beat you over the head. He's more delicate," Pero said.

In addition to bringing in new managers for public works and finance, Berliner hired the city's first female police chief, choosing Margaret Ackley over other candidates who had strong community backing. The city also has hired a number of new police officers, boosting the ranks to about 96.

While police are actively investigating the apparently random murder of a downtown resident who was stabbed Oct. 29 on the street walking home from work, Berliner said the streets remain safe. In most murders that have occurred, the victim knew his attacker, he said.

"The city has shown over the years it's a safe place to be," he said. But like any city in America, he added, you have to be aware of your surroundings.

"I walk the streets here all the time," he said. "There are a lot of events downtown. I see no reason why people shouldn't keep coming into town. It's a good city with a lot of good things going for it."

"Every once in a while there's going to be something with a negative impact," he said. "I'd like to say it's not going to happen. But the reality is, it happens."

Berliner believes the city is poised for success once the economy gets better.

"We accomplished a lot. I feel good," he said.

The Parade project is nearly completed, opening up the foot of State Street and providing a stage for several well-attended concerts this past summer. The city has agreed to a contract with a developer to build 80 condominiums at Fort Trumbull. Harbour Towers on Bank Street is finished, and units are selling. And Electric Boat workers are moving into the former Pfizer Inc. Global Research center on Pequot Avenue.

"What amazes me is not how many businesses have closed, but how many businesses have opened," Berliner said.

He cited three new restaurants that have opened in the past few weeks: Me and Ma's, Lyric Cafe and Copperwood.

The city should concentrate now, he said, on attracting a big business. There are tracts of land and a few vacant buildings that can be reused, he said.

Berliner sees the city's future as a destination for the arts, music and entertainment, and he defends the city's financial backing this summer of concerts on the pier, hiring a waterfront coordinator and supporting entrepreneurial groups, such as the Hygienic Art Inc.

"We are investing in ourselves," he said. "It's all the little pieces of the puzzle that hopefully make it all work. You can't look at only one piece. It's all part of the mosaic."

"People say New London gets to a corner and then doesn't succeed," he said.

"When the economy improves, the city will be ready to turn that corner."

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Opinion 11/15

ChronicleLucy B. Crosbie
*President*Kevin Crosbie
*Publisher*Charles C. Ryan
Editor

Editorial

We offer these threads, needles

Needles to the restrictions on a \$25,350 state Department of Transportation grant that Mansfield town officials recently applied for. The grant would fund drunken driving enforcement operations by state police along routes 32, 195 and 275 — in addition to Hunting Lodge Road. The only problem, though, is the operations would take place during major holidays such as July 4, Thanksgiving and Christmas. Councilors, to their credit, didn't want to give up on that kind of funding, but they believe more leeway should be given to when the patrols happen. That's because the University of Connecticut campus in Mansfield is practically empty of students during most major holidays. Drunken driving patrols on, say, Christmas Day, would likely yield few results. The state needs to give Mansfield the option of utilizing DUI patrols on high-party days when school is in session. For example, any weekend night in September is probably worthy of DUI patrols. Funding holiday enforcement at a university doesn't make sense when the students are home.

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Mansfield wants input on police 11/16

By MIKE SAVINO
Chronicle Staff Writer

MANSFIELD — As part of an ongoing study to examine options for police services, the town is currently seeking input from residents.

The town has posted an online study on its web site and consultants for the study have been meeting with town officials and residents in focus groups to talk about the town's police services.

The town began working with Management Partners and the Police Executive Research Forum, or "PERF," in September.

Town Manager Matthew Hart said in late September the study, which will cost \$68,500, will likely take months, although town officials hope consultants can finish it before the end of this fiscal year.

The survey asks members of the public a series of questions about any past interactions with Mansfield resident troopers, their biggest public safety concerns and the options they want the town to explore.

Mayor Elizabeth "Betsy" Paterson said the town is currently looking at four options, including the possibility of maintaining its current resident trooper's office.

The town is under jurisdiction of the state police at Troop C in Tolland and Mansfield has its own sergeant, seven resident state troopers and four part-time officers to police the town.

Among other options, the survey asks residents if they want the town to increase the number of resident troopers in Mansfield.

The town could also seek to expand its relationship with University of Connecticut police, giving the department more jurisdiction in town.

The other options include the town creating its own municipal police department or trying to establish a regional department with other area towns.

Paterson said residents and town officials have voiced a wide range of concerns and opinions and she is not sure what the consultants will recommend.

"There are several options, and of course cost is a factor," she said, noting the creation of a municipal police department can be "very expensive."

Paterson also said the process for implementing any changes would depend on the recommendations, but added residents will have "quite a bit of input" on any potential decisions.

The survey is currently available at www.surveymonkey.com/s/MansfieldPoliceSurvey. The town has also posted a link on its web site, www.mansfieldct.gov.

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Storrs Center project: Zoning changes needed for plan

By MIKE SAVINO 11/16
Chronicle Staff Writer

MANSFIELD — With the Mansfield Downtown Partnership LLC seeking changes in zoning restrictions for the Storrs Center project, the planning and zoning commission will hold a public hearing next month.

The public hearing will be during the PZC meeting Dec. 6, which will start at 7 p.m. in the Audrey P. Beck Municipal Office Building on Route 275.

LeylandAlliance LLC, the developer, and the Mansfield Downtown Partnership, a nonprofit organization overseeing the project, are asking the PZC to amend some zoning requirements for the Storrs Center area.

Thomas Cody, an attorney representing the LeylandAlliance and the Downtown Partnership, said in an application to the town that the two parties

are seeking to increase height-limits for buildings from 60 feet to 85 feet.

The applications also seek a change in zoning language that limits residential usage to no more than 50 percent of the buildings constructed.

The Storrs Center project is a \$220 million development that would be a mix of residential developments, retail shops and commercial buildings.

Cynthia van Zelm, executive director of the Mansfield Downtown Partnership, said the request comes as plans for the first phase of the project have changed.

LeylandAlliance and the Downtown Partnership are seeking to incorporate a building — referred to as Dog Lane 1 and originally intended for the relocation of existing tenants — into the existing plans for Phase 1A.

Van Zelm said existing tenants will (Zoning changes, Page 4)

Zoning changes needed for plan

(Continued from Page 1)

now relocate to constructed buildings as the project progresses and plans now call for the Dog Lane 1 building to be combined with other buildings.

She said that building will follow design guidelines created for the Storrs Center area, but town Zoning Agent Curt Hirsch said the guidelines were drafted after the PZC approved some zoning amendments in 2006 that were intended to address the first phase of the project.

Among the restrictions in the 2006 amendments was a height limit of 65 feet, but the design guidelines created later allow for buildings as tall as 85 feet.

Van Zelm said the request is to "make (restrictions) consistent."

The 2006 zoning amendments also allow for no more than 50 percent of the space for residential usage, but van Zelm said those amendments were written when Dog Lane 1 was intended to be a "totally different building."

The plans for Phase 1A are still in development, but van Zelm said it appears more than 50 percent of the space intended for Dog Lane 1 could now be used for residential use.

The partnership will also need approvals for its design based on parking, efforts to tie into public utilities and other aspects, which will come from both the PZC and town Planning Director Gregory Padick.

Padick told the PZC Monday night the project is "moving quite rapidly," but some of the permits could not be approved for the current plans without the zoning amendments.

Hirsch said the changes would be for areas zoned as Planned Business 2, a distinction that applies only to the area intended for the Storrs downtown project and the two other plazas across from E.O. Smith High School.

The request comes as project officials hope to break ground next spring.

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