



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, September 26, 2011
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

AGENDA

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EXECUTIVE SESSION

ADJOURNMENT

REGULAR MEETING – MANSFIELD TOWN COUNCIL
September 12, 2011

DRAFT

Deputy Mayor Antonia Moran 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: Keane, Kochenburger, Lindsey, Moran, Paulhus, Ryan, Schaefer, Shapiro
Excused: Paterson

II. APPROVAL OF MINUTES

Mr. Paulhus moved and Ms. Keane seconded to approve the minutes of the August 22, 2011 Special meeting as presented. Motion passed by all. Mr. Paulhus moved and Mr. Ryan seconded to approve the minutes of the August 22, 2011 regular meeting. Ms. Lindsey requested it be noted that her change to the July 25, 2011 meeting was to include a statement that EDR agreed to forward copies of the amended brochure to Council members. Mr. Shapiro asked to have the minutes reflect that he abstained both from the discussion and the vote on the response to the petition regarding assisted living. Motion to approve as amended passed unanimously.

III. PUBLIC HEARING

1. An Ordinance Regarding the Administration of the Town Human Resources Betty Wassmundt, Old Turnpike Road, asked that the phrases "in accordance with merit principles" and "best practices" be explained. Ms. Wassmundt also questioned whether approval of the ordinance would mean an endorsement of the Personnel Policies and Rules of the Town.

Carol Pellegrine, Clover Mill Road, thinks the ordinance is too vague in its description of the criteria used for evaluations and in the identification of who does what.

Richard Pellegrine, Clover Mill Road, stated his belief that all employees should have a job description and that except for union contract changes those descriptions should not be able to be altered.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Sheila Quinn Clark, resident of Mountain Road and Chair of the Library Advisory Board, noted her understanding of the need for the Town to brainstorm different ideas. However, based on the testimony and research surrounding the proposed shared library director's position, the Board supported a motion in opposition to the concept.

Rita Braswell, resident of Browns Road and former Mansfield Library Director, reviewed the proposed shared library director's position and offered her comments on the proposal. (Statement attached)

Louise Bailey, resident of Lodi Drive and recently retired Mansfield Library Director, reported on a variety of public library director advertised positions which all required public library experience and questioned fiscal soundness of adding an additional layer of management.

Matt Proser, Sycamore Drive, questioned why given all the voiced opinions in opposition to the concept of a shared library director it is still being considered.

Bruce Goldman, Browns Road, spoke in support of the library services as they currently exist and questioned the decision to use tax abatement as opposed to bonding for the Storrs Center project if saving money is of concern to the Town.

Oman Kouatly, Fern Road, agreed with previous speakers regarding the value of the library. Mr. Kouatly requested an update on the abandoned bus garage in their neighborhood and urged the building be dismantled and removed. (Statement attached)

Jane Blanshard, Sycamore Drive, asked the Council to look at what Louise Bailey has added to the library during her tenure and asked them to reject the proposed shared services.

Kay Holt, Storrs Road, agreed with those commenting on the proposed changes to the library and asked the Council to keep the library as one of the great glories of Mansfield.

Ruth McLaughlin, Sycamore Drive, commented that she feels the proposed library changes have been veiled in silence as there has not been a nationwide search for a new librarian and the Friends of the Library have not been consulted.

Hal Abramson and Carol Abramson asked to yield their time to Ms. Braswell. Deputy Mayor Moran stated that past practice of the Council has been not to allow the yielding of time to others but that Council members may be contacted individually or written comments submitted for inclusion in the record.

Sharry Goldman, Browns Road, asked that prior to making a decision on combining the public and school library directorships data be provided outlining the available information.

Betty Wassmundt, Old Turnpike Road, asked that a policy regarding the use of sign up sheets for public comments be established and that a review of Town-owned parcels be undertaken. Ms. Wassmundt asked what happens when a personnel policy is written after the fact.

Richard Pellegrine, Clover Mill Road, stated that he heard that a State Trooper had been transferred from the Town because of his stringent enforcement of Town ordinances and questioned the value of having cookout with off campus students.

Mark LaPlaca, resident of Jonathan Lane and Chair of the Board of Education, speaking for himself, stated that although the many currently shared services between the Town and Board of Education are role models for how towns should work, he is not sure of the benefits that would be realized by implementing a shared library director. Mr. LaPlaca complimented the Town Manager and the Superintendent of Schools for looking at long term ways to work together for the benefit of the Town.

David Freudmann, Eastwood Road, spoke to the increase in the Town indebtedness and predicted a fiscal crisis by 2014.

V. REPORT OF TOWN MANAGER

In addition to the distributed Town Manager's report, Mr. Hart stated that he has no knowledge of any State Trooper being reassigned as a result of his enforcement of Town ordinances; the school building projects will again be reviewed this fall; a Town Meeting will be held on September 26, 2011 at 6:30 to consider bonding for town vehicles and the Town Manager will be attending the ICMA conference in Milwaukee this weekend.

VI. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mr. Ryan attended the negotiations with the Boards of Education calling them very successful.

Ms. Keane asked that the new EDR brochure be emailed to members. The Town Manager will do so.

Ms. Lindsey requested a meeting with EDR's Community Manager be arranged, as promised.
Mr. Kochenburger complimented the staff on their response to Tropical Storm Irene.

VII. OLD BUSINESS

2. An Ordinance Regarding the Administration of the Town Human Resources 3. Community/Campus Relations
Members discussed the proposed ordinance. Assistant to the Town Manager Maria Capriola reported that both job descriptions and an evaluation process have been in place for many years. Approval of the ordinance will be added to the next agenda.

3. Community/Campus Relations
Town Manager Matt Hart introduced Mansfield's new Resident State Trooper, Sergeant Richard Cournoyer. Sgt. Cournoyer detailed his over fourteen years of experience as a State Trooper and offered some preliminary observations and plans.

VIII. NEW BUSINESS

4. WPCA, Sewer Extension to College Mart Plaza
Mr. Paulhus moved and Ms. Keane seconded to recess as the Town Council and convene as the Water Pollution Control Authority. The motion passed unanimously.
Mr. Paulhus moved and Ms. Keane seconded, effective September 12, 2011, to refer the proposed sewer extension to College Mart Plaza to the Planning and Zoning Commission for review pursuant to Section 8-24 of the Connecticut General Statutes.
The motion passed unanimously.
Mr. Schaefer moved and Mr. Paulhus seconded to reconvene as the Town Council.
The motion passed unanimously.

5. Tropical Storm Irene Recovery Operations
Town Manager Matt Hart and staff described the actions taken to deal with the effects of the tropical storm. A complete after action review will be presented at a later date including questions regarding the lack of communication with CL&P. The Town Manager will work with the Mayor to acknowledge the volunteer efforts of citizens and staff.
Council members complimented staff on their work.
Mr. Paulhus left the meeting at 10:30 p.m.

6. HUD Community Challenge Planning Grant
Mr. Ryan moved and Mr. Schaefer seconded, effective September 12, 2011, to authorize the Town Manager to submit the Community Challenge Planning Grant Application to the Department of Housing and Urban Development including a commitment letter for the local match on behalf of the Town.
Those voting in favor were Kochenburger, Moran, Ryan, Schaefer and Shapiro and those opposed were Keane and Lindsey.

7. State Department of Education – 2011/12 Minimum Budget Requirement
Mr. Ryan moved and Ms. Keane seconded, effective September 12, 2011, to appropriate an additional \$15,990 to the FY 2011/12 Mansfield Board of Education budget, bringing the total appropriation to \$20,588,160.
Motion passed unanimously.

8. Financial Statements Dated June 30, 2011
Mr. Ryan, Chair of the Finance Committee moved, effective September 12, 2011, to accept the Financial Statements Dated June 30, 2011.
Motion passed unanimously

9. Yearend Budget Transfers
Mr. Ryan, Chair of the Finance Committee moved the following resolution:

Resolved, effective September 12, 2011, to adopt the Yearend Budget Transfers for FY 2010/11, as presented by the Director of Finance in her correspondence dated September 7, 2011.
Motion passed unanimously.

IX. DEPARTMENTAL AND COMMITTEE REPORTS
No comments

X. REPORTS OF COUNCIL COMMITTEES

Mr. Ryan reported the Finance Committee has been discussing the budget process and will propose an earlier start to the process.

XI. PETITIONS, REQUEST AND COMMUNICATIONS

10. A. Kotula re: Parcel A – The Town Manager will provide an update regarding the status of the offer to lease the Maple Road property to the Kotulas at the next meeting.
11. R. Pollack re: Shared Library Director
12. K. Taylor re: Domino's
13. D. Dagon re: Certificate of Recognition
14. Blumenthal, Courtney Press CL&P for Comprehensive Review in Wake of Hurricane Response
15. Gov. Malloy Announces FEMA Disaster Recovery Center Open Across State
16. Storrs Center Partners Committed to Connecticut
17. American Warrior re: WWII Heroes – The Council offered its congratulations to Mr. Hawkins.
18. Connecticut Passport Agency re: Passport Day in the USA 2011
19. Leukemia & Lymphoma Society re: 2011 Light the Night Walks

XII. FUTURE AGENDAS

Consideration of An Ordinance Regarding the Administration of the Town Human Resources will be added to the next agenda.
A meeting with EDR's Community Manager will be arranged for a future meeting.

XIII. ADJOURNMENT

Ms. Lindsey moved and Mr. Schaefer seconded to adjourn the meeting at 11:10 p.m.
Motion passed unanimously.

Antonia Moran, Deputy Mayor

Mary Stanton, Town Clerk

1167a Phaswell
275 Brown's Road
Mansfield Center, Ct.

At one time the Ct. State Library asked public librarians to co-operate in a job description and classification study. One of the ideas I took away from it was the necessity to ask myself 3 questions when doing my job: "Exactly what am I doing?"; "Why am I doing it?"; and "Is this the best way to do it?" And all answers to these questions should be very specific.

And now I have been asking myself these same questions about this new proposal.

What, specifically, will this proposal do?

A.

1. It will cut the public library director's position to 20 hours per week.
2. This new 20 hour position will be filled by a school library media specialist with no significant public library training or experience.
3. The remaining 15 hours of the director's position will be filled by a less experienced, part-time worker who will be taking on some unspecified "administrative duties."

Presumably, since the new director will be spending only 20 hours per week in the public library the duties of this new, less experienced staffer will include some or all of the following: supervision and evaluation of staff performance, as well as staff development; materials selection; preparation for and attendance at Library Advisory Board meetings; preparation and control of a budget at a time when prices are rising and budgets may well shrink; program planning and oversight; attendance at town department head meetings; planning for services to new groups of people e.g. those working in the planned technical park; collection development; maintaining the co-operative regional services the area's public libraries have developed over the years; scheduling of hours for part-timers, especially as regards evening, weekend and summer hours; explaining the library's refusal to censor certain materials to indignant patrons; and maintaining personal relations with the public the better to serve its needs and interests.

It will be very difficult for a young and inexperienced individual to take on these tasks without the benefit of the presence of an experienced supervisor.

B.

1. The school libraries will continue to have their media specialist at 20 hours, except, perhaps, with a different title and pay scale.

At this point, there has been no information as to what additional benefits the school libraries expect from this combined directorship.

2. Will there be any conflicts of interest in serving different groups, e.g., will the public library's children's librarian (who is school certified) be expected to offer more

programs, story hours, or time in the school libraries, at the expense of those pre-school and home-schooled children she now serves?

Why, specifically, are we doing this?

1. According to quotes in the *Chronicle*, the Superintendent of Schools and the Town Manager believe that the combined position will lead to improved and expanded library services in both the school and the public libraries. Just how this will be achieved was not explained, or at least not reported in the newspaper.

2. Again according to quotes in the *Chronicle*, the aim was not to save money, which is fortunate, because there is a real possibility that this change could eventually lead to two library heads under a super director of libraries, an unneeded extra layer of bureaucracy.

There may be a small amount of money saved when half of the public library director's position is filled with a less experienced individual coming in at a lower rank on the pay scale. But what will that relatively small savings buy for Mansfield? I am afraid it will be nothing but a weakened and less effective public library.

Is this the best way we can do this?

Assuming that the real purpose of this exercise is to increase co-operation between the public and the school libraries and thereby to improve library services while perhaps even saving money, is this the best way to achieve that purpose?

Should school and public libraries co-operate? Of course they should - in as many ways and as much as possible.

Should towns be allowed to supply library services as efficiently and economically as they can? To quote a well-known ex-Alaska governor, "You betcha!"

But was this the way to do it? Absolutely not! If improvement is truly the aim, why not call the interested parties on both sides together to present a program of improved co-operation to both the Town Council and the Mansfield Board of Education? Are there reasons why the book ordering and technical processing functions cannot be combined? Can librarians trained to be children's librarians work in school as well as public libraries? If not, why not? What are these impediments? If they come from the State level, maybe it's time the Ct. Dept. of Education and the Ct. State Library got together and helped their respective libraries work out some new protocols.

At a less exalted level, teachers can notify the public library about special projects or their summer reading lists, so the public libraries can borrow or buy multiple copies of needed materials for students.

Also, might it be more appropriate to have school libraries share a library directorship among themselves, rather than to combine the public and school library systems?

For instance, might it profit Willington and Ashford to co-ordinate their library programs, story hours, purchases and processing along with Mansfield? This would eliminate much duplication of effort, with one professional doing the same work for 3 towns.

In short, I am asking you not to rush into what seems to be a vague and un-thought out proposal, a proposal which will, I fear, result in a weakened and less effective public library, with no additional benefits to the school libraries.

Mansfield has worked long and hard over the last 40 and more years to bring its public library up to the high standard of service it can now offer. Why retreat from the standard of excellence that has been a hallmark of life in Mansfield that has been here since I and my family moved here in 1962?

Why not take the time to research whether this type of co-operation has been tried before, noting the size and educational make-up of the communities trying it? If they were successful we need to know what made them successful. If they were failures we need to why even more.

Town Council Meeting

Public Input 9/12/2011

RE: Bus Garage on Fern Road

The bus garage has been an eyesore and blight on Fern, Scottron and Sheffield Rd neighborhood for years.

Based on lack of payment of taxes and a conversation of the owner indicating his wish to give away the property to the town we re-raised this to the Town Council's attention in April this year. We had greater than half of the audience full of neighbors to ask again for the town to take action on this.

There was follow-up from the town in June and action taken to board up gaping holes in structure. This was progress however the blight is still there.

Due to Hurricane Irene several trees have fallen on the structure. It's clear to me this looks unsafe.

I urge Council to take action that would result in dismantling and removing the building. Acquisition of the land is a secondary concern. If the town is concerned about owning the land, just getting the building dismantled and removed would satisfy the neighborhood greatly.

Respectfully,

Omar Kouatly

98 Fern Rd, Storrs.

SPECIAL MEETING – MANSFIELD TOWN COUNCIL
September 12, 2011
WORK SESSION
DRAFT

Deputy Mayor Antonia Moran called the special meeting of the Mansfield Town Council to order at 6:00 p.m. in the Council Chambers.

I. ROLL CALL

Present: Keane, Kochenburger, Lindsey, Moran, Paulhus, Ryan, Schaefer, Shapiro
Excused: Paterson

II. REVISIONS TO ETHICS ORDINANCE

Deputy Mayor Moran described the process from the Ethics Board's initial draft ordinance to the latest Personnel Committee's draft ordinance dated September 8, 2011. Town Attorney Dennis O'Brien reported the only change in the latest draft is the inclusion of a provision which specifically allows public officials and resident employees to vote at town meetings. The most significant change from the current ordinance is the inclusion of a complaint and investigation process.

The Council agreed to refer the following issues to the Personnel Committee for additional consideration:

- o 25-3 Purpose - add "guide officials in standards of conduct" as proposed in the Ethics Board's draft.
- o 25-4 Definition of Immediate Family – Members discussed the pros and cons of expanding the definition to include cohabitating partners' relatives.
- o 25-4 Definition of Financial Interest – Members discussed the suggested removal of the word "trivial" with some members feeling the word is too subjective and others believing that its inclusion is standard language and will be defined by the Ethics Board, if needed.
- o 25-4 Definition of Gift – add "travel" to the list of acceptable exceptions when a public official acting in an official capacity attends an event.
- o 25-4 Definition of Gift – remove "like" and substitute "included but not limited to" in the examples of a "life event."
- o 25-4 Definition of Gift – add language encouraging public officials and employees to seek an advisory opinion if in doubt.
- o 25-4 Definition of Individual With Whom One is Associated – substitute "town official or public employee" for "person."
- o 25-5 Board of Ethics – substitute "members" with "electors."
- o 25-5 Board of Ethics – clarify that Board of Ethics members may serve on advisory committees.
- o 25-5D Board of Ethics – include language prohibiting employees from serving on the Board of Ethics
- o 25-7 Organization and Procedure – relocate 25-7 between 25-5 and 25-6 as in the Ethics Board draft.
- o 25-6 Rules – reorganize headings to outline form as in the Ethics Board draft.
- o 25-6C Rules – expand the currently proposed UConn exception to ECSC and other state employees.
- o 25-6G Rules – add "written" prior to "Town policy"

September 12, 2011

- 25-7C Organization and Procedure – identify specific period for “time to time.”
- 25-9D Former Public Officials/Employees – review employment limitations for former public employee or official.

III. ADJOURNMENT

Mr. Paulhus moved and Ms. Lindsey seconded to adjourn the meeting at 7:30 p.m.

Antonia Moran, Deputy Mayor

Mary Stanton, Town Clerk



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Mansfield Library Advisory Board; Judy Stoughton, Acting Library Director;
 Fred Baruzzi, Superintendent of Schools; Maria Capriola, Assistant to Town
 Manager
Date: September 26, 2011
Re: Shared Library Services

Subject Matter/Background

On July 25, 2011, Superintendent of Schools Fred Baruzzi and I received consensus approval from the Town Council and the Mansfield Board of Education to investigate the feasibility of sharing library services between the two entities. Our ideas and concepts for shared library services include:

- Shared town/school library director
- Additional shared town/school librarian(s)
- Consolidated technical processing
- Joint purchasing
- Joint programming

Since July, Mr. Baruzzi and I have reviewed these concepts with the professional staff at the Mansfield Public Library, the town's administrative staff and the members of the Mansfield Library Advisory Board. In addition, numerous members of the public have addressed the council and staff regarding these ideas.

The feedback we have received to date has focused on the concept of creating a shared library director, who would oversee the operations of both the public library and the school library system. As the Town Council is aware, the feedback regarding this concept has been overwhelmingly negative.

Mr. Baruzzi and I have had productive conversations with the professional staff at the public library, covering a variety of topics. Regarding the shared director concept, the professional staff did not see how the transition to this organizational model would necessarily enhance the public library's mission or programming capacity. Outside of the shared director concept, the professional staff did see some merit in looking at some of the other means in which the public library and the school library system could collaborate to share resources and to enhance services for both entities. In addition, the staff commented favorably on the strong relationship that presently exists between

the public library and the Mansfield Public Schools and the importance of maintaining that relationship to benefit the community.

Superintendent Baruzzi and I also had the opportunity to attend a number of Mansfield Library Advisory Board meetings regarding the shared director concept. During these meetings, the members emphasized several concerns, including the following:

- Public librarianship and school librarianship are two different disciplines and the scope of the shared position would be too broad
- The potential candidate pool would be too limited, for both the immediate selection process and future appointments
- Because the director's focus and time would be split between the public and the school libraries, the mission and the programming for both the public library and the school library system would be negatively impacted

(For more information concerning the library advisory board's deliberations, please see the attached meeting minutes.) Many, if not all, of the concerns expressed by library advisory board have been echoed by members of the Friends of the Mansfield Library as well as the public at large.

Recommendation

Based upon the stakeholder and community feedback received to date, I would not recommend that the town proceed with the concept of a shared town/school library director. While I do believe that sharing the director's position would enable both the town and the school district to share additional resources and to develop a more sustainable budget, I respect the concerns that have been expressed regarding the proposed organizational model. Although budget considerations are important, a primary goal of the shared director concept is to improve the quality of services for both the public library and the school district – based upon the input we have received to date, it is not clear that this objective is viable.

Consequently, unless the Town Council wishes to go in a different direction, I would plan to immediately initiate a competitive search to hire a new director for the Mansfield Public Library. However, because I believe our budget pressures will continue while the demand for quality library services remains unabated, I would ask the new director to work with the professional staff and the library advisory board to review other collaborative arrangements with the Mansfield Public Schools and other appropriate partners, to determine whether it is feasible to share resources and to enhance services.

I would like to thank the Mansfield Library Advisory Board, town and school district staff, Superintendent Baruzzi and other key stakeholders for their assistance in evaluating the concepts to develop additional shared town/school library services.

Attachments

- 1) Analysis/Memo re: Shared Library Services, dated 08/27/11 (revised 09/22/11)
- 2) Mansfield Library Advisory Board re: Shared Town/School Library Director
- 3) Mansfield Library Advisory Board, selected meeting minutes
- 4) Friends of the Mansfield Library, 08/02/11 meeting minutes

Sharing Library Services:
Potential Opportunities for Sharing
Services and their Budgetary Impact



Submitted by:
Matthew Hart, Town Manager

August 27, 2011
FOOTNOTED REVISIONS SEPTEMBER 22, 2011

I. BACKGROUND

The Town and the Mansfield Public Schools (also referred to as the "Board") have a long successful history of sharing services. Examples include:

- Shared Finance Department with one Finance Director/School Business Manager
- Shared Information Technology Department with one Information Technology Director
- Shared Facilities Management Department with one Facilities Management Director
- Shared Children's Librarian
- Shared grounds maintenance services (through Town Public Works Department)
- Shared employee benefits and risk management services (through the Town Manager's Office)

These successful partnerships have enabled the Town and the Board to capture salary and benefits savings through shared administrative personnel and numerous workload efficiencies.

Very few towns and boards of education in Connecticut share services. In fact, many Connecticut communities experience adversarial relationships between the town and the board which results in both entities competing for scarce resources. In Mansfield, this does not occur. Our successful partnerships have fostered and sustained positive and effective working relationships between the Town and the Board. Rather than competing with one another for resources, we work together to provide quality services for our residents of all ages.

In July 2011, the Town Manager and Superintendent of Schools received authorization from the Mansfield Town Council and the Mansfield Board of Education to research and analyze the feasibility of sharing library services between the two entities. Currently, the Town Manager has been gathering feedback from constituent groups such as the Friends of the Mansfield Library and the Library Advisory Board. He has also had a number of staff members begin to analyze various options for service delivery from staffing and budgetary perspectives. This work is being conducted and is not complete. Similarly, the Superintendent has sought input from his staff members.

II. OBJECTIVES

By researching and analyzing opportunities¹ for sharing library services we aspire to accomplish the following:

- Identify means to restore services to the Mansfield Public Library (MPL) such as evening hours of operation and the materials budget.
- Identify means to increase programming capacity such as family literacy programs and tween/teen reading and after school programs.
- Increase circulation to meet or exceed 2007-2008 levels.
- Build a sustainable budget for the Mansfield Public Library during an era of declining revenues and economic uncertainty.

¹ In researching and analyzing opportunities and developing objectives, management consulted with library staff at the Mansfield Public Library and the Mansfield Public Schools.

- Increase school professional librarian capacity and increase effectiveness of school libraries.

III. KEY ISSUES

KEY ISSUE 1:

- REGIONALISM AND SHARING SERVICES

In 2007 and 2008 the Town engaged in a community visioning and strategic planning process. One of the nine vision points that emerged from the strategic plan *Mansfield 2020: A Unified Vision* is regionalism. The vision for regionalism is as follows: *“Mansfield is a leader in developing regional strategies for addressing common concerns such as public works and infrastructure, public safety, education, economic development, transportation, natural resources, housing and public health in order to share resources and expertise that will lead to economies of scale, preservation of resources, cooperation and improved quality of life.”*

The Mansfield Town Council identified goals for their 2009-2011 term of office. One of their key goals is to maintain core services despite declining revenues. In order to achieve that goal Council further stated the desire to avoid major layoffs, develop creative solutions to maintain or enhance services, and explore opportunities for providing services regionally. Researching and analyzing potential opportunities for the Town and Board of Education to share library services is in the spirit of Council’s goal to maintain core services despite declining revenues.

Many policy leaders at the State level are interested in municipalities regionalizing, sharing services, and sharing equipment. Although planning grants are some times made available for municipalities to review and analyze sharing services, little to no state funds are available for implementation of regionalization plans.

KEY ISSUE 2:

- MAINTAINING OR ENHANCING LIBRARY SERVICES DESPITE DECLINING REVENUES AND ECONOMIC UNCERTAINTY

The Town has not been immune to the economic downturn. The Town has entered its third consecutive year of declining revenues. Intergovernmental revenues, interest income, and permitting fees have all been significantly impacted. Since 2009 we have lost \$1,499,000 in revenues that were used to fund the Town and Board operating budgets. Intergovernmental revenues made up 42% of operating budget revenues in 2009 and only 39% of the budget in 2011. We have also seen a devastating reduction in intergovernmental revenue that was being used to fund the capital needs of the Board and the Town. At the high point the Town received nearly three million dollars in Pequot-Mohegan revenues which were largely used to fund Town and Board capital needs. In 2006 we received \$1,436,767 in Pequot-Mohegan revenues while this year we are projected to only receive \$195,000 from this revenue source.

It has not been easy to overcome such significant revenue losses and most Town and Board departments have seen budget reductions. The Town has eliminated positions and laid-off

employees. Both Town and Board employees have accepted wage freezes and offered concessions. Capital needs have been deferred. During this era of declining revenues the Mansfield Public Library has seen reductions to two staff positions by five hours each, hours of operation impacted, and materials budgets reduced.

State statutes in Connecticut make it extremely difficult for municipalities to diversify their revenue base. As towns continue to lose intergovernmental revenue they generally have two options: increase property taxes or reduce services. Rather than reduce services or sacrifice quality Mansfield has researched opportunities for partnerships and sharing services with other agencies and communities.

KEY ISSUE 3:

- *CHANGES IN STAFF*

The Mansfield Public Library typically has low turnover amongst staff members. This summer has brought about a significant amount of staffing changes for the Library due to one resignation (employee moved out of state) and three retirements; this represents four of our eleven regular² positions at the Library being vacated, or a turnover rate of 36%. Amongst the retiring employees, they collectively had nearly seventy years of service to the Library.

Fortunately, MPL has many quality highly skilled employees. We have been able to promote two employees and two other employees have gone from part-time to full-time status. Recruitments are underway to fill two vacant part-time library assistant positions and the positions are expected to be filled by mid-September. It will certainly take a few months for staff to become comfortable in their new roles and training will be required. Judy Stoughton, our long serving Children's Librarian will serve as Acting Director for an interim period of time beginning September 10th.

Additionally, the Mansfield Public Schools currently has one district-wide paraprofessional library assistant vacancy. This position has not been filled and a recruitment process has not been initiated.

IV. OPTIONS

OPTION 1:

- *SHARING A LIBRARY DIRECTOR*

The Town and Board can consider the possibility of sharing a single Director of Library Services. Ideally, a shared director would be responsible for: visioning and planning activities; leadership, advocacy, and public information; collection development; supervision; budgeting; and other duties. In order for a shared director concept to be successful, sufficient support staff must be provided to absorb certain administrative, programming, and desk functions previously performed by the separate directors. Savings achieved through a shared director; along with eliminating an IA position currently vacant (see Option 2 for

² Regular employees do not include library pages. Library pages are non-regular employees and are not included in the discussion of Key Issue #3, changes in staff.

more details), would generate enough savings to hire a new full-time shared librarian (see Option 2), a new part-time shared librarian (see Option 2), upgrade a current MPL librarian to a senior librarian (see below), and add a new part-time library assistant position to MPL (see Option 3). Sharing a Director of Library Services would generate an estimated \$116,874 in savings that can be reallocated for other uses identified in options one and two. In addition to funding other new positions, the savings could add up to \$18,036 back to the materials budget. A shared director would need to have a MLS degree, public library experience, and library media specialist certification³. A shared director would report to both the Town Manager and the Superintendent of Schools; this is the same reporting structure currently utilized for our shared Finance, Information Technology, and Facilities Management Directors.

Senior Librarian. If the Town and Public Schools opt to share a director, MPL will likely need additional higher-level administrative support, for example, with regards to supervising and evaluating staff and collection development. A likely solution would be to reclassify an existing librarian position to a senior librarian position. Some of the senior librarian's previous duties could be absorbed by the new shared full-time librarian as presented in Option 2. The estimated cost to reclassify a librarian position to a senior librarian would be \$9,826.

Reclassifying a librarian to a senior librarian would create a promotional and professional growth opportunity for a member of our current MPL staff. This, along with sharing a number of professional librarians between the two entities, would aide in succession planning for the shared department.

OPTION 2:

- *SHARING AN ADDITIONAL FULL-TIME LIBRARIAN AND/OR PART-TIME LIBRARIAN*

Full-Time Librarian. The Town and the Board of Education could share a second full-time librarian. This would be a new position for the organizations. This position could provide direct services to the schools and MPL. Having an additional shared position could assist MPL with improving staffing coverage during hours of operation or possibly expanding evening hours of operation. This position could also aide the professional staff at MPL with certain administrative duties previously performed by the senior librarian as discussed in Option 1. It could also improve the level and quality of service provided to the Board by increasing the amount of professional librarians working in the schools. The estimated cost for this position would be \$75,962/yr.

Part-Time Librarian. The Town and the Board of Education could share a part-time librarian that worked between 15 – 18 hours per week. This would be a new position for the organizations. This shared librarian could, for example, focus on programming efforts geared towards youth and families such as family literacy programs, after school programs, and tween/teen outreach. This would be a service improvement to our community as these programs are not currently offered or offered on a limited basis. This position may also be

³ The Town and Board would engage in a competitive merit-based recruitment process for the shared director position.

able to assist with our existing early childhood programming efforts. The estimated cost for this position would be \$23,492 - \$28,191/yr.

Savings from altering other positions would be needed to help fund either of these new shared librarian positions. If we were to eliminate an instructional assistant position that is currently vacant at the Public Schools we would generate an estimated \$24,531 in savings. These savings could then be reallocated to help fund one of these positions. **Savings from sharing a library director would be needed in order to fund the new shared full-time librarian.**

OPTION 3:

- *SHARING TECHNICAL PROCESSING SERVICES*

The Mansfield Public Schools could share technical processing services with the Mansfield Public Library. For a fee, for example, the Board could pay MPL to conduct its technical processing (estimated BOE fee of \$9,390 to offset MPL cost). MPL would serve as the centralized technical processing center. The Town could add one part-time, non-benefits eligible library assistant at 10 hrs/wk; this new position could help offset the increased workload for MPL technical processing staff. Having an additional staff person at MPL may also help to alleviate some scheduling challenges around hours of operation. Challenges to implementing this may include: staff learning to operate two separate technical processing software systems; storage space at MPL; and transporting materials between the schools and MPL.

V. DISCUSSION

If the Town and Board move forward with all of the concepts outlined in Options 1 – 3, the financial summary would be as follows:

Expenditure Savings

\$116,874	Consolidating Shared Director Position
\$24,531	Eliminating District-wide Library IA Position
\$141,405	Total

Reallocated Costs

\$75,962	New Shared Full-time Librarian
\$28,191	New Shared Part-time Librarian
\$9,826	Changing One Existing Librarian to Sr. Librarian Position
\$9,391	New 10 hr/wk Library Assistant Position
\$123,369	Total

\$18,036 | Savings (balance) to be Applied to Materials Budget & Other Needs

Based on these estimates, if all concepts in Options 1 – 3 are implemented, the Library and Public Schools could have up to \$18,036 to add back to their materials budgets and for other

uses. These funds would enable the Library to restore approximately 65% of their materials budget lost since 2009.

If the Town and Board move forward with all of the concepts outlined in Options 1 – 3, both entities would see a slight increase in professional staff and the personnel summary would be as follows:

	Current FTE			Proposed FTE		
	Town	MBOE	Total	Town	MBOE	Total
Library Director	1	1	2	0.5	0.5	1
Librarians	2.5	0.5	3	3.25	1.25	4.5
Library Associates	2.57	0	2.57	2.57	0	2.57
Library Assistants	2.51	5	7.51	2.8	4	6.8
<i>Sub-Total</i>	8.58	6.5	15.08	9.12	5.75	14.87

Without sharing a director, only the part-time librarian concept in Option 2 and Option 3 (sharing technical processing) are financially feasible for further discussion.

VI. NEXT STEPS

If review and analysis of these options continues the following needs further work:

- Analysis and refinement of budget savings and expenditures
- Job duties/assignments of new and altered positions, job descriptions, and pay ranges
- Work schedules
- Programming offerings
- Technical processing logistics
- Facilities and maintenance planning
- Governance (ultimately duties would be detailed via a contract or memorandum of agreement similar to other jointly shared services)
- Consultation with Connecticut Library Association
- Research for relevant literature and/or benchmarks

If any of the options are implemented it is recommended that the shared services be evaluated after an initial trial period of 18-24 months. It would be important to measure value, quality, and effectiveness. Was the service(s) positively or negatively impacted?

ATTACHMENTS

Mansfield Public Library Staffing Chart April 2011 (prior to retirements)

Mansfield Public Library Staffing Chart September 2011

Mansfield Board of Education Staffing Chart September 2011

Sample Staffing Chart with Shared Services

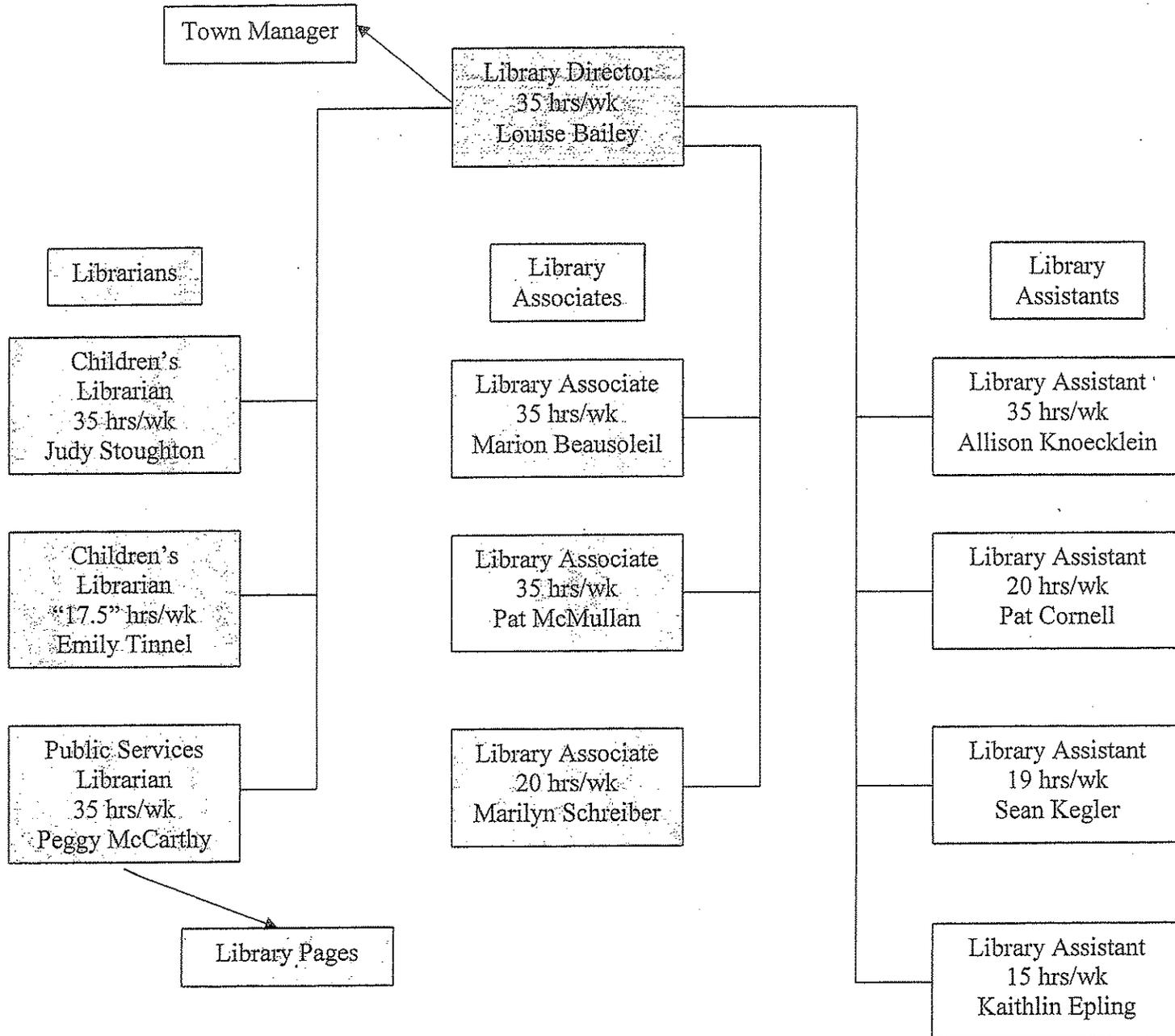
Mansfield Town Council Goals, 2009-2011

Summary of Non-Tax Revenues, FY 2009 – FY 2012

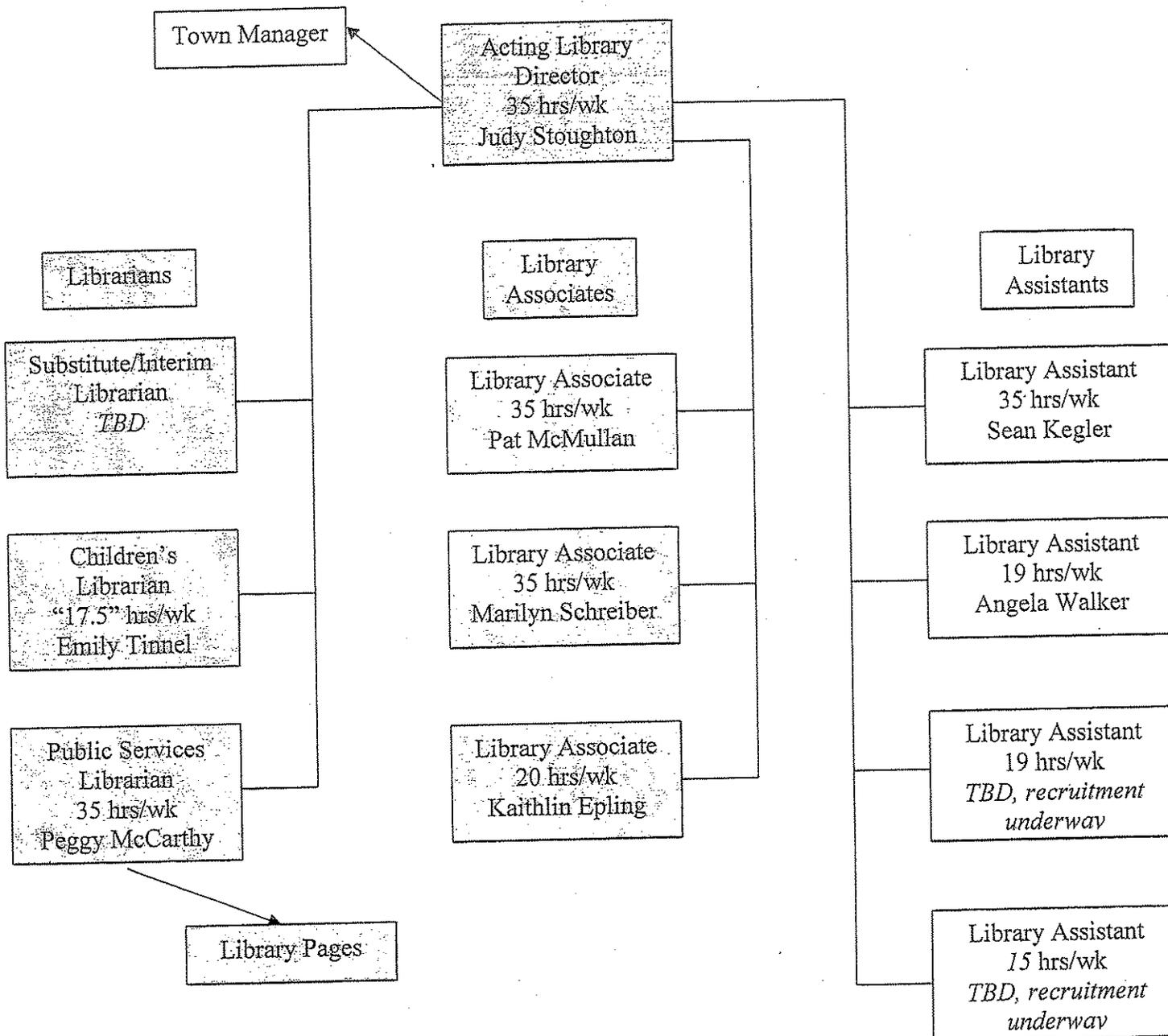
Mansfield Public Library Summary of Budget Expenditures, FY 2009 – FY 2012

Mansfield Board of Education Summary of Budget Expenditures, FY 2009 – FY 2012

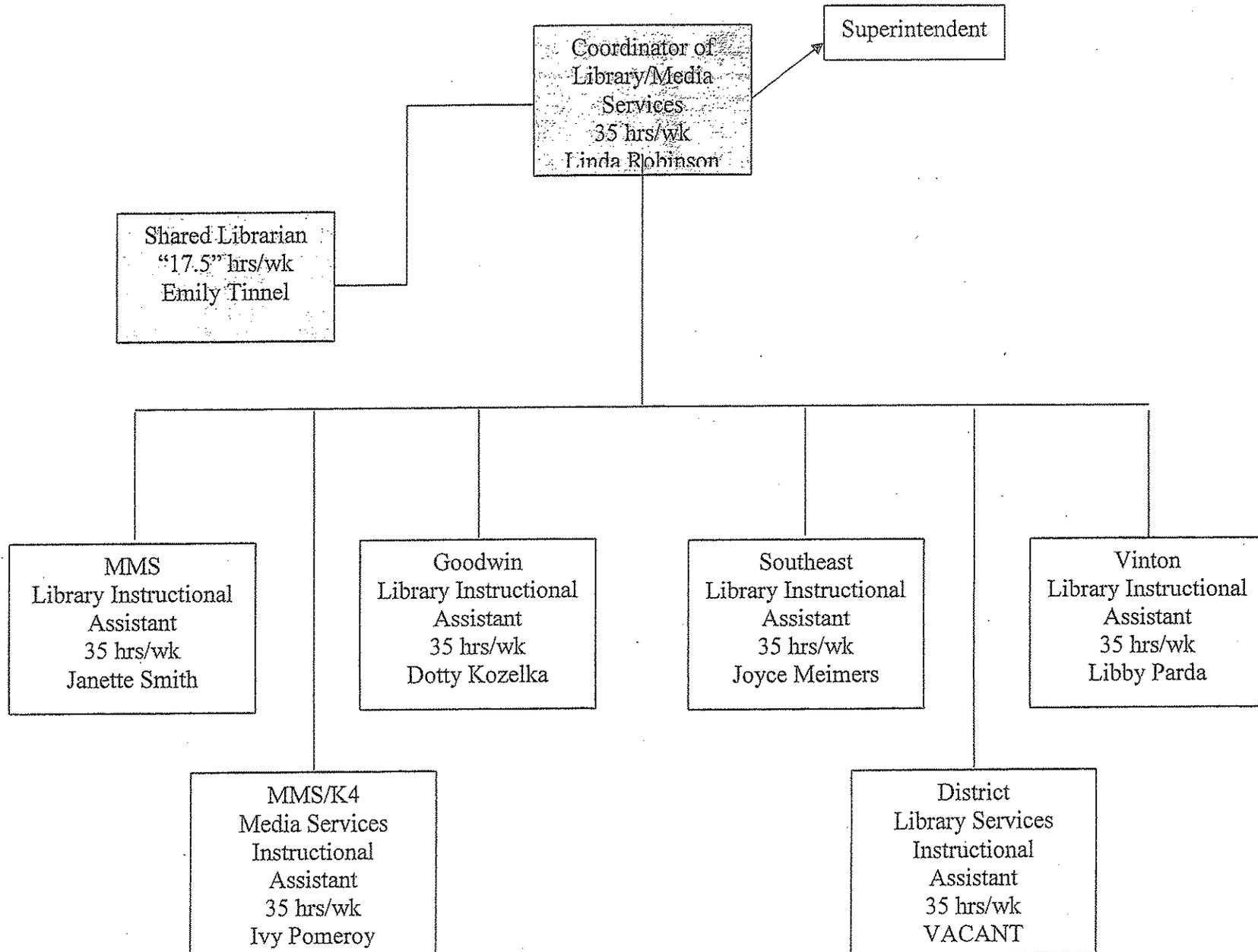
Library Staffing April 2011



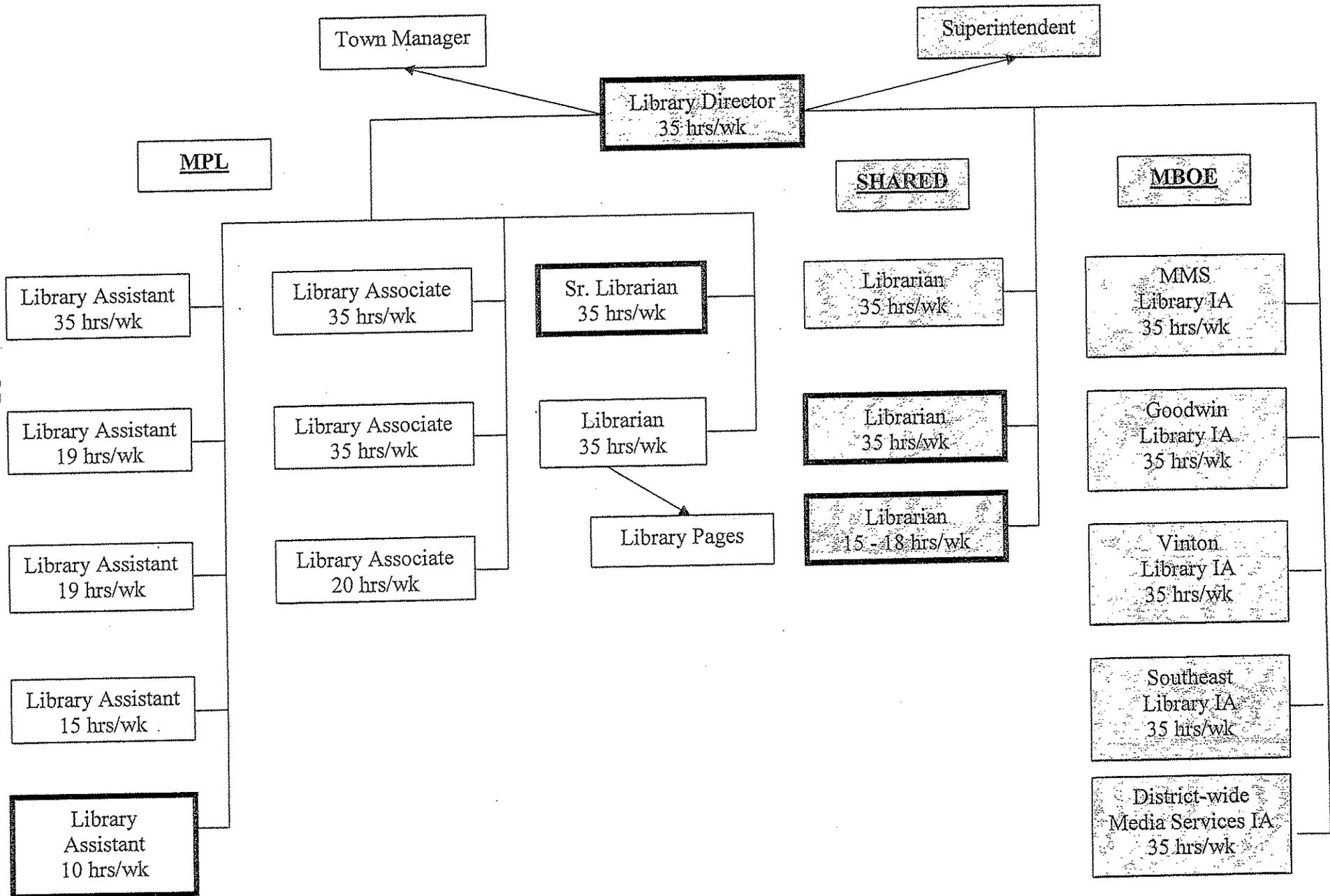
Library Staffing September 2011



Library Staffing - Board of Education September 2011



Library Staffing Sample Scenario



TOWN COUNCIL GOALS

- Goal: Embrace sustainability.
Objective: Use as a principle in decision making.
- Goal: Make progress on the physical components of the Mansfield Downtown Partnership "Storrs Center" project.
Objective: Break ground on new building(s) prior to the end of the Council term.
Objective: Develop a fair development agreement between the Town and the developer, Leyland Alliance
Objective: Begin demolition of buildings to be retired.
Objective: Provide Council support to MDP to accomplish the stated objectives.
- Goal: Make a decision on the school renovation project
Objective: Send project and funding request to referendum prior to the end of the Council term.
Objective: Provide public forums and opportunities for public input on the school renovation project.
- Goal: Maintain core services despite declining revenues
Objective: Define core services
Objective: Avoid major layoffs
Objective: Develop creative solutions to maintain or enhance services
Objective: Research opportunities for revenue diversification
Objective: Explore opportunities for providing services regionally
- Goal: Improve quality of life for residents of neighborhoods close to the UCONN campus
Objective: Reduce blight and blighted neighborhoods
Objective: Research and develop additional ordinances and programs to combat negative off-campus student behavior.
- Goal: Maintain tradition of open and transparent government
Objective: Develop more mediums for the exchange of ideas between citizens and their government
Objective: Empower and engage seniors in Senior Center programming.
Objective: Complete review and adoption of Council Rules of Procedure.
- Goal: Improve active recreation facilities for youth
Objective: Improve Region 19 athletic facilities
Objective: Improve Town owned active recreation facilities such as athletic fields and playgrounds
- Goal: Make progress on installation of water infrastructure to Four Corners area.
Objective:

Town of Mansfield
 Summary of Non-Tax and Pequot Revenues
 FY 2009 to 2012

Description	2009 Actual	2010 Actual	2011 Actual	2012 Curr Level
Total G/F Non-Tax Revenues	\$ 19,812,431	\$ 19,322,422	\$ 18,448,859	\$ 18,313,630
Change from Prior Year		(490,009)	(873,563)	(135,229)
% Change from Prior Year		(2.47%)	(4.52%)	(0.73%)
Cummulative Change 2009 to 2012				(1,498,801)
% Cummulative Change 2009 to 2012				(7.56%)

Pequot Grant *	349,407	191,334	195,374	195,033
Change from Prior Year		(158,073)	4,040	(341)
% Change from Prior Year		(45.24%)	2.11%	(0.17%)
Cummulative Change 2009 to 2012				(154,374)
% Cummulative Change 2009 to 2012				(44.18%)

Total Non-Tax and Pequot Revenue	\$ 20,161,838	\$ 19,513,756	\$ 18,644,233	\$ 18,508,663
Change from Prior Year		(648,082)	(869,523)	(135,570)
% Change from Prior Year		(3.21%)	(4.46%)	(0.73%)
Cummulative Change 2009 to 2012				(1,653,175)
% Cummulative Change 2009 to 2012				(8.20%)

	2005	2006	2007	2008
* Prior Year Pequot Grant Payments	\$ 1,337,580	\$ 1,436,767	\$ 613,032	\$ 389,462

Mansfield Public Library
Expenditure Budgets - 2009 to 2012

Account and Description	2009 Actual	2010 Actual	2011 Actual *	2012 Curr Level *	Options 1 - 3
51201 Regular Payroll - CSEA	119,402	118,500	122,546	129,140	
51202 Part-time (B) - CSEA	58,185	46,790	50,828	29,250	
51601 Regular Payroll	246,467	246,021	254,043	246,450	
51605 Part-time (NB)	52,044	55,143	57,302	87,670	
51606 Part-time Substitutes	-	-	-	-	
52202 Travel/Conference Fees	-	-	70	100	
52203 Membership Fees/Prof Dues	1,449	1,150	1,843	1,500	
52212 Mileage Reimbursement	392	343	380	400	
Salaries and Benefits	477,939	467,947	487,012	494,510	(9,018)
Increase/(Decrease)		(9,992)	19,065	7,498	
% Increase/(Decrease)		(2.09%)	4.07%	1.54%	
53120 Prof & Tech Services	4,108	1,159	976	1,000	
53302 Equipment Repair	-	-	-	-	
53402 Equipment Rental	-	525	578	530	
53926 Postage	605	649	750	730	
53960 Other Purchased Services	271	181	285	300	
54102 Library Supplies	3,502	3,149	2,599	3,000	
54706 Non Capitalized Equipment	70	1,520	68	100	
55420 Office Equipment	9,000	1,834	-	-	
Supplies and Services	17,556	9,017	5,256	5,660	-
Increase/(Decrease)		(8,539)	(3,761)	404	
% Increase/(Decrease)		(48.64%)	(41.71%)	7.69%	
54252 Juvenile Books	19,780	16,713	18,939	14,700	
54253 J-Periodicals	851	816	767	800	
54254 J-realia	1,063	910	924	1,000	
54256 J-Audiobook	1,605	2,497	2,516	2,550	
54258 J-Reference	2,035	1,689	1,558	1,500	
54259 J-Visual	1,004	2,012	1,624	2,550	
54260 J-Music	586	433	306	450	
54261 J-Computer Programs	(36)	-	-	-	
54262 Young Adult-Books	6,077	5,308	5,507	6,420	
54263 YA-Periodicals	(6)	58	87	60	
54271 ADULT-BOOKS	34,984	24,050	22,651	30,000	
54272 A-Periodicals	5,374	5,287	6,127	5,400	
54275 A-Audiobook	19,059	13,362	14,221	13,600	
54277 A-Reference	7,838	6,652	7,557	6,050	
54278 A-Visual	3,919	7,154	8,167	8,230	
54279 A-Music	985	442	503	500	
54283 Reference Computer Programs	8,070	6,599	6,073	6,000	
Library Materials	113,188	93,982	97,527	99,810	9,018
Increase/(Decrease)		(19,206)	3,545	2,283	
% Increase/(Decrease)		(16.97%)	3.77%	2.34%	
Total Mansfield Public Library	608,683	570,946	589,795	599,980	-
Increase/(Decrease)		(37,737)	18,849	10,185	
% Increase/(Decrease)		(6.20%)	3.30%	1.73%	

*Adjusted for reclassification of Bibliomation Support

Mansfield Public Schools Library (Board)
Expenditure Budgets - 2009 to 2012

Account and Description	2009 Actual	2010 Actual	2011 Actual YTD	2012 Curr Level	Options 1 - 3
51005 Library - Certified	82,074	84,618	87,241	87,240	
51101 Instructional Assts.	89,426	96,213	95,326	100,420	
51107 Library & Media Personnel	26,276	24,778	28,096	29,480	
52202 Travel/Conference Fees	493	850	-	850	
52203 Membership Fees/Prof Dues	180	442	454	750	
Salaries and Benefits	198,449	206,901	211,117	218,740	(9,018)
Increase/(Decrease)		8,452	4,216	7,623	
% Increase/(Decrease)		4.26%	2.04%	3.61%	
53120 Prof & Tech Services	800	540	290	500	
53304 Equip Maintenance Contracts	-	300	785	-	
53925 Printing & Binding	1,199	685	1,121	1,200	
53926 Postage	168	220	88	250	
53951 Automated Operations	23,768	23,773	23,814	24,000	
53960 Other Purchased Services	1,312	1,284	1,168	1,300	
54102 Library Supplies	1,342	1,286	1,439	1,400	
54103 Audiovisual	1,621	2,330	1,770	2,400	
54301 Office Supplies	460	508	559	900	
55422 Furniture/Furnishings	-	-	299	-	
55430 Equipment - Other	2,370	3,566	1,327	3,750	
Supplies and Services	33,040	34,492	32,660	35,700	-
Increase/(Decrease)		1,452	(1,832)	3,040	
% Increase/(Decrease)		4.39%	(5.31%)	9.31%	
54214 Reference Bks & Periodicals	4,628	5,784	6,314	5,850	
54215 Library Books - New	30,294	26,980	20,451	27,000	
54216 Library Books - Replacement	698	750	467	750	
Library Materials	35,620	33,514	27,232	33,600	9,018
Increase/(Decrease)		(2,106)	(6,282)	6,368	
% Increase/(Decrease)		(5.91%)	(18.74%)	23.38%	
Total Public Schools Library	267,109	274,907	271,009	288,040	-
Increase/(Decrease)		7,798	(3,898)	17,031	
% Increase/(Decrease)		2.92%	(1.42%)	6.28%	

September 1, 2011

We emphatically and strongly advise against the creation of a Mansfield Public Library/School Libraries Shared Directorship. Our recommendation is based on careful consideration of research, expert testimony, and public comment.

- The Mansfield Public Library Advisory Board

Friends of the Mansfield Library
Special Board Meeting
August 2, 2011

Present: Abramson, Biggs, Epling, Greineder, Goldman, Hamill, Johnson, McLaughlin, Phillips, Schimmelpfeng; Bailey, ex. Off.

A special meeting of the Friends of the Mansfield Library board, which was called for the purpose of discussing the town's proposal to combine administration of the school (K-8) and public libraries, was called to order by Betsy Hamill, president, at 7:00 p.m. on August 2.

A synopsis of the work session held by the town council and board of education (K-8) on July 25 was offered for members who could not attend. Members were presented with extensive information regarding the specific training, qualifications and expertise required of public librarians and school librarians. There are members of the Board of the Friends of the Mansfield Library who are trained, qualified and certified in both areas, current and retired. Some of them were present at this meeting. They offered advice based upon their experience and their state-level involvement in professional organizations. Recommendations from professors teaching library science at the post graduate level in three states were presented. Members who attended the work session indicated that it was acknowledged that no dollar savings would result from the merger, at least in the near term. Technology compatibility, administrative structures, missions and other issues were discussed.

On a motion by Richard Schimmelpfeng (Biggs second) the Board of the Friends of the Mansfield Library voted unanimously to oppose the proposal to merge the administration of the Mansfield Public Library and the Mansfield Public Schools (K-8). The group expressed their perception that the merger would be detrimental to the good of both groups and asked that the word "outrage" be used to express the strength of their feelings.

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Sharry L. Goldman, Secretary

Members note: a meeting of the Library Advisory Board will be held on Wednesday August 10, 7:00 p.m. in the library. It is open to the public, and Friends of the Mansfield Library are urged to attend.

Next meeting of the Friends of the Mansfield library board: September 6, 7:00 p.m.

DRAFT

**MANSFIELD PUBLIC LIBRARY
ADVISORY BOARD**

Special Meeting

Thursday, September 1, 2011 7:00 P.M.

Buchanan Center Auditorium

Present: L. Bailey, ex officio, E. Bar-Shalom, E. Chibeau, S.Q. Clark presiding, H. Hand, M. Hart, ex officio, B. Katz, R. Pollack, C. Rees, D. Truman

Absent: J. Greene

- I. The meeting was called to order at 7:05 p.m.
- II. **COMMUNICATIONS**
Information submitted by C. Schaeffer at the end of the previous meeting was discussed and referred to, as was a summary of salient information from it submitted S.Q. Clark, Board Chair. Written information had been received from L. Bailey, Library Director (included in meeting packets). Information was presented by M. Hart, Town Manager.
- III. **OPPORTUNITY FOR PUBLIC COMMENT**
One member of the public spoke (against the idea of a Shared Directorship; from a school teacher's point of view).
- IV. The Minutes of the Special Meeting August 18, 2011 were approved as submitted.
- V. **Library Advisory Board Discussion and Consideration of the Formulation of Advisory Statement(s) Regarding the concept of a school library position enfolding the public library directorship and its possible ramifications**

Library Board members engaged in discussion, including a response from L. Bailey, Library Director, regarding the written presentation given by M. Hart, Town Manager. B. Katz moved that the Library Board oppose the idea of a Shared Directorship; seconded by D. Truman and others in unison. The motion was approved without opposition or abstention. R. Pollack moved that the Board members formulate a statement together expressing this recommendation after the meetings adjournment; to be submitted to the Town Manager and the Town Council. Seconded by D. Truman; motion carried without opposition or abstention.

- VI. **ADJOURNMENT** at 8:04 p.m.

Mansfield Library Advisory Board Meeting
August 18, 2011
7 PM Mansfield Public Library
Program Room

Present: E. Bar-Shalom, E.Chibeau, S.Q.Clark presiding, J. Greene, H. Hand, M. Hart, ex officio,
B. Katz, R. Pollack, recording, C. Rees, D. Truman

Visitors: 4

The meeting was called to order 7:05 PM

Public comments: C. Kuffner supported the concept of a shared Library Director. It would save money, and it could even be better than what we have. C. Schaeffer said a number of places have shared some services and buildings.

Communications: None read aloud but it was noted that several articles and letters to the Editor were published since the last meeting on August 10.

Minutes of the August 10, 2011 meeting were approved with two corrections:

Discussion: The Concept of having School Libraries and The Public Library under one Director

M. Hart had meeting with the three professional librarians. Concerns stated were: Increase professional staff, be open more evenings, materials budget, increase programming, and increase visibility of the Library. They saw responsibilities of the Director as budget, staff supervision, and manage collection, leading role in programming, work with the public.

Advisory Board Concerns

Is there time to get things in place, why did Town Manager wait so long to present concept, how can one person handle all the locations and supervise staff, will it really save money if others have to be hired, why not regionalization with other town libraries, what portion of the shared director's salary would the Library be responsible. It was noted that there was no support for shared directors from other Librarians and Professors of Library Science. They cited the different roles of school and public libraries. J. Greene said it is tempting to want to save money but he is not sure what to do. He sees both sides.

The Board voted 7-2 to postpone recommendations, after it first voted 5-4 to proceed, so that there would be more time to study locations where this has been tried. C. Schaefer, a member of the Town Council, said he had that material. It will be made available for study by Aug. 29.

Meeting adjourned 8 20PM.

Respectfully submitted
Rita Pollack

draft

DRAFT

MANSFIELD PUBLIC LIBRARY ADVISORY BOARD

Special Meeting

Wednesday, August 10, 2011 7:00 P.M.

Mansfield Public Library Buchanan Center Auditorium

Present: S.Q. Clark presiding, E. Chibeau, H. Hand, B. Katz R. Pollack, C. Rees, D. Truman, Matt Hart, ex officio

Absent: E. BarShalom, J. Greene

AGENDA

- I. The meeting was called to order at 7:03 p.m.
- II. Initial presentation regarding the concept of a Shared School and Public Library Director for official consideration by the Library Advisory Board
 - School Superintendent Fred Baruzzi and Town Manager Matt Hart gave an initial presentation about the concept of a position which theoretically would include duties at Mansfield Middle School, supervision of library-serving staff in the four Mansfield Public Schools, plus the Directing of the public library. (For details, see included document #1). They then specified reasons as to why they, at this point in time, feel favorably toward this idea.
 - Library Advisory Board members then had the opportunity to pose questions or make comments. Most chose to defer until later in the meeting.
- III. OPPORTUNITY FOR PUBLIC COMMENT
 - Numerous members of the public in attendance spoke. Some referred to their concerns as regards adequate staffing at the public school libraries. Some spoke in concern as regards specific knowledge, training, Experience, and allotment of time as regards the public library director duties themselves. Some spoke in concern over both issues. Some spoke in concern with the timing and order of steps of this process of idea consideration. Professional librarians spoke as did members of the lay public. All comments were in opposition to this idea. A letter from Linda Williams (a Library Consultant for the State Library) was read aloud and also submitted in writing (see document #2)
 - Recommendations from professionals in the field of Library Sciences had been sought. Those received to date were officially entered into the record of this meeting (see document #3).

- A document (provided by the State Library) detailing plus comparing and contrasting roles and responsibilities of CT public libraries and school media centers was also submitted into the record of this meeting. (see document #4).
- A resume obtained online of a person to whom the initial presenters had referred was submitted by a resident who is also a professional librarian. Since at this point this meeting was called for just presentation of the initial concept itself, this document is not formally attached to these minutes, but is being held in the possession of the Library Advisory Board to be referred to if and when the appropriate need arises.
- When public comments had concluded, library board members asked questions and voiced some concerns. The Library Board will save further Board comments for the next meeting, at which discussion toward formulating its recommendation will ensue.
- An audio tape of the meeting was recorded - a malfunction evidently caused only part of the meeting (from most of the public commentary on) to be recorded. Library Board members were contacted concerning this, and asked to review their own notes and recollections in light of this.

IV. The meeting was adjourned at 8:32 p.m.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to Town Manager; Dennis O'Brien, Town Attorney
Date: September 26, 2011
Re: Ordinance Regarding the Administration of the Town's Human Resources Program

Subject Matter/Background

At the September 12, 2011 Town Council meeting, the Council conducted a public hearing on the Ordinance Regarding the Administration of the Town's Human Resources Program.

As you will recall, section C602 of the Town Charter reads as follows:

Consistent with all applicable federal and state laws, the Town Council shall provide by ordinance for the establishment, regulation, and maintenance of personnel policies necessary for effective administration of the Town's departments, offices and agencies, including but not limited to classification and pay plans, merit systems, examinations, force reduction, removals, working conditions, provisional and exempt appointments, in-service training, grievances and relationships with employee organizations, including collective bargaining units.

To comply with this section of the Charter, the Personnel Committee, at its July 22, 2011 meeting, endorsed the attached draft Ordinance Regarding the Administration of the Town's Human Resources Program.

Legal Review

The Town Attorney has reviewed and approved the form of the draft ordinance.

Recommendation

Unless the public hearing raised any additional issues that we have not considered, or if the Town Council wishes to make further revisions, staff recommends that the Council accept the proposed ordinance.

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

Move, effective September 26, 2011, to accept the proposed Ordinance Regarding the Administration of the Town's Human Resources Program, which ordinance shall be effective 21 days after publication in a newspaper having circulation within the Town of Mansfield.

Attachments

- 1) Draft Ordinance Regarding the Administration of the Town Human Resources Program, dated July 22, 2011



**Town of Mansfield
Code of Ordinances**

An Ordinance Regarding the Administration of the Town Human Resources Program

July 22, 2011 Draft

Title

This chapter shall be known and may be cited as “An Ordinance Regarding the Administration of the Town Human Resources Program” or the “Human Resources Administration Ordinance.”

Legislative Authority

This chapter is enacted pursuant to certain provisions of Town Charter section C602.

Purpose

The purpose of this chapter is to provide by ordinance for the establishment, regulation and maintenance of human resources policies necessary for the effective administration of the Town’s departments, offices and agencies, as required by Town Charter section C602.

Administration of Human Resources Program

Consistent with the responsibility of the Town Manager to the Town Council per section C502 of the Charter of the Town of Mansfield for the supervision, direction and administration of all municipal departments, agencies and offices, the Town Manager is responsible for the establishment and maintenance of the comprehensive human resources program of the Town, in accordance with merit principles per Charter section C601, relevant state and federal requirements, and best practices. Components of the Human Resources Program include but are not limited to: classification and compensation; employee benefits administration; employee training and development; labor relations; policy development and compliance; recruitment and retention of employees; and risk management. Specific rules and regulations governing the human resources program are set forth in the Personnel Rules, collective bargaining agreements, and other personnel policies of the Town, as amended.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Lon Hultgren, Director of Public Works; Cherie Trahan, Director of Finance; Linda Painter, Director of Planning and Development
Date: September 26, 2011
Re: WPCA, Sewer Extension to College Mart Plaza

Subject Matter/Background

Council will recall that it referred this matter to the Planning and Zoning Commission (PZC) for review under Section 8-24 review of the Connecticut General Statutes. The PZC's response is attached.

To recap, the Town was approached by U.S. Properties, Inc, which manages the College Mart Plaza (Staples Center) at 82-86 Storrs Road to extend (at the owner's expense) the sewer line on Route 195 by approximately 400 feet to serve two new tenants in this plaza. According to the Section 159 of the Mansfield Code, the WPCA may grant such an extension under a "developer's permit agreement" after the request has been referred to the PZC under section 8-24 of the Connecticut General Statutes.

Staff has reviewed this request, and with minor plan modifications, believes it can be approved by the WPCA, subject to a sewer assessment charge that would be prepared and levied on the property after the required public hearing for the assessment. (The assessment process does not have to be completed prior to the sewer line work; the Town's previous practice has been to levy the assessment after it has been calculated by the engineering office. A public hearing on the assessment will be scheduled at a later date.)

Financial Impact

The Town will have to maintain this new section of sewer, but will receive a sewer assessment connection charge from the property as well as ongoing user fees which will offset this cost. (The Town maintains approximately four miles of sewers in this system under contract with the Town of Windham.)

Legal Review

The Town Attorney was consulted with regards to the process of receiving and acting on this request. He concurs that Section 159-14C of the Mansfield Code provides for the approval of a developer's permit agreement to extend the Town sewer line to serve

this plaza and that a public hearing would be required before the assessment can be levied on the property.

Recommendation

Staff recommends the WPCA authorize the Town Manger to execute a permit-agreement with U.S. Properties for the sewer extension.

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

RESOLVED, that acting per Section 5-2 of the Code of Ordinances as the Water Pollution Control Authority, the Town Council approves the application by U.S. Properties, Inc., manager, and College Mart, owners, of the shopping Center at 82-86 Storrs Road, to extend the sewer line on Storrs Road at the expense of the owners to serve two new tenants there, and, based on a determination that it would be fair and equitable to do so, the Town Council authorizes the Town Manager to negotiate and enter into a special "Developer's Permit Agreement" with said owners to implement the extension and authorize the Water Pollution Control Authority to make future benefit assessments against the property, as permitted by Sections 159-14B and 159-14C of said Code.

Attachments

- 1) PZC 8-24 response
- 2) U.S. Properties, Inc. letter dated August 25, 2011
- 3) Plan excerpt showing proposed sewer line extension.
- 4) Section 159, Mansfield Code of Ordinances



PLANNING AND ZONING COMMISSION
TOWN OF MANSFIELD

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

To: Town Council
From: Planning and Zoning Commission
Date: Tuesday, September 20, 2011
Re: 8-24 Referral: Storrs Road Sewer Line Extension to College Mart (aka Staples Center)

At a meeting held on 9/19/11, the Mansfield Planning and Zoning Commission adopted the following motion:

“That the PZC notify the Town Council that the proposed Storrs Road sewer line extension project is consistent with Mansfield’s Plan of Conservation and Development and implementation will significantly reduce the potential for future aquifer contamination.”

U.S. Properties, Inc.

5 Shaw's Cove, Suite 200, New London, CT 06320
860-437-0101 Office 860-440-0721 Fax
www.uspropinc.com

August 25, 2011

C 860
912-8797

Lon R. Hultgren
P.E., Director/Town Engineer
Dept of Public Works
Mansfield, Town of
4 South Eagleville Road
Mansfield, CT 06268

HultgrenLR@Mansfieldct.org

RE: Municipal Sanitary Extension to
82-86 Storrs Rd
Mansfield, CT

Dear Mr. Hultgren:

The owners, College Mart, of the shopping center known as Staples Center located at 82-86 Storrs Rd. requests permission to extend, at the owner's expense, the municipal sewer to the shopping center.

The sanitary sewer as designed by Towne Engineering is sized to serve the existing shopping center and a possible expansion as shown on the attached 2 sets of plans. The sanitary sewer will initially serve Petco and the end cap store of 1,440 S.F.

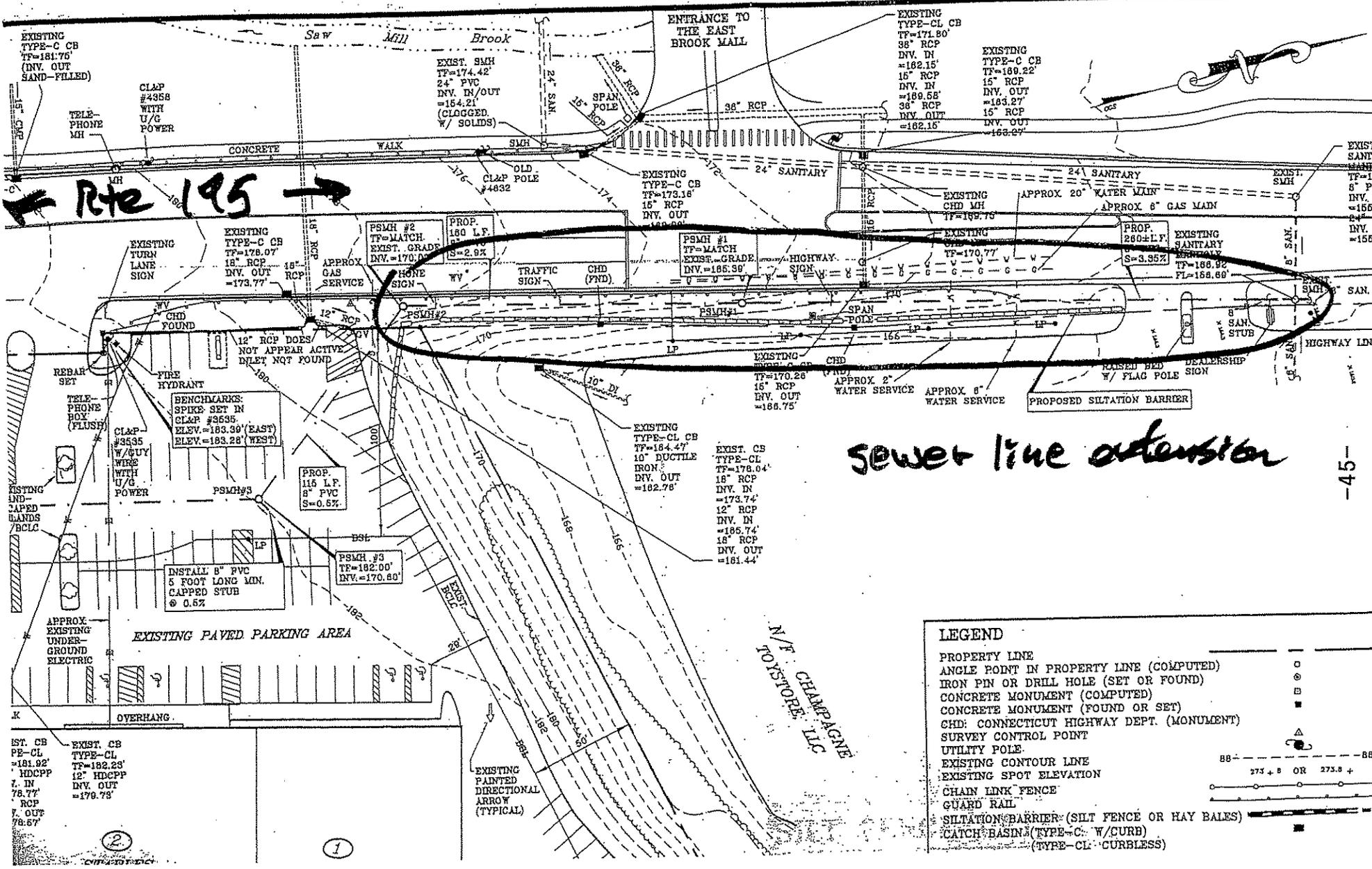
The portion of the sanitary sewer within the Dept. of Transportation right of way is highlighted in yellow. This section of pipe within the State DOT right of way is required to be owned and maintained by the Municipality. The State DOT has reviewed the plans. The plans will be updated to add a detail of the existing manhole and the connection of the new line to this manhole. Once this 420 foot section of pipe is agreed upon by WPCA, the State DOT will need a letter from WPCA indicating they will take ownership and the State will issue an encroachment permit to the contractor. Time is of the essence and I am hopeful that this request can be approved no later than September 12th as sanitary needs to be installed by mid October. Please indicate any additional information required and thank you for your attention to this matter.

Sincerely yours,



David Mills
General Manager

DM:ts



sewer line extension

LEGEND

PROPERTY LINE	—
ANGLE POINT IN PROPERTY LINE (COMPUTED)	○
IRON PIN OR DRILL HOLE (SET OR FOUND)	⊙
CONCRETE MONUMENT (COMPUTED)	■
CONCRETE MONUMENT (FOUND OR SET)	■
CHD: CONNECTICUT HIGHWAY DEPT. (MONUMENT)	▲
SURVEY CONTROL POINT	△
UTILITY POLE	⊕
EXISTING CONTOUR LINE	---
EXISTING SPOT ELEVATION	88- 273.8 - OR 273.8 +
CHAIN LINK FENCE	—○—○—○—
GUARD RAIL	—○—○—○—
SILTATION BARRIER (SILT FENCE OR HAY BALES)	—■—■—■—
CATCH BASIN (TYPE-C: W/CURB)	■
(TYPE-CL: CURBLESS)	■

CHAPTER 159 SEWERS AND WATER

[HISTORY: Adopted by the Town Council of the Town of Mansfield as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Authorities — See Ch. 5.

Conservation Commission — See Ch. 11.

Inland Wetlands Agency — See Ch. 40.

Planning and Zoning Commission — See Ch. 67.

Regional Planning Agency — See Ch. 82.

Zoning Board of Appeals — See Ch. 94.

Building construction — See Ch. 107.

Public improvements — See Ch. 143.

Storage tanks — See Ch. 163.

Streets and sidewalks — See Ch. 166.

Town facilities — See Ch. A197.

ARTICLE I Sewer Use (§ 159-1 — § 159-9)

[Adopted 2-10-1975, effective 3-10-1975]

§ 159-1 Title.

This article shall be known and may be cited as "Sewer Use Ordinance."

§ 159-2 Definitions and word usage.

A.
Unless the context specifically indicates otherwise, the meanings of terms used in this article shall be as follows:

BIOCHEMICAL OXYGEN DEMAND (BOD)

The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20° C., expressed in milligrams per liter.

BUILDING DRAIN

That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet (1.5 meters) outside the inner face of the building wall.

BUILDING SEWER

The extension from the building drain to the public sewer or other place of disposal, also called house connection.

COMBINED SEWER

A sewer intended to receive both wastewater and storm or surface water.

DIRECTOR

The Director of Public Works of the Town of Mansfield or his or her authorized deputy, agent or representative.

EASEMENT

An acquired legal right for the specific use of land owned by others.

FLOATABLE OIL

Oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. A wastewater shall be considered free of floatable fat if it is properly pretreated and the wastewater does not interfere with the collection system.

GARBAGE

The animal and vegetable waste resulting from the handling, preparation, cooking and serving of foods.

INDUSTRIAL WASTES

The wastewater from industrial processes, trade or business, as distinct from domestic or sanitary wastes.

NATURAL OUTLET

Any outlet, including storm sewers and combined sewer overflows, into a watercourse, pond, ditch, lake or other body of surface or groundwater.

PERSON

Any individual, firm, company, association, society, corporation or group.

PH

The reciprocal of the logarithm of the hydrogen-ion concentration. The concentration is the weight of hydrogen-ions, in grams, per liter of solution. Neutral water, for example, has a pH value of 7.0 and a hydrogen-ion concentration of 10^{-7} .

PROPERLY SHREDED GARBAGE

The wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than 1/2 inch (1.27 centimeters) in any dimension.

PUBLIC SEWER

A common sewer controlled by a governmental agency or public utility.

SANITARY SEWER

A sewer that carries liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with minor quantities of ground-, storm- and surface waters that are not admitted intentionally.

SEWER

A pipe or conduit that carries wastewater or drainage water.

SLUG

Any discharge of water or wastewater which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than 15 minutes more than five times the average twenty-four-hour concentration or flows during normal operation and shall adversely affect the collection system and/or performance of the wastewater treatment works.

STORM DRAIN

(Sometimes termed "storm sewer") A drain or sewer for conveying water, groundwater, subsurface water or unpolluted water from any source.

SUSPENDED SOLIDS

Total suspended matter that either floats on the surface of or is in suspension in water, wastewater or other liquids and that is removable by laboratory filtering as prescribed in Standard Methods for Examination of Water and Wastewater and referred to as nonfilterable residue.

UNPOLLUTED WATER

Water of quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.

WASTEWATER

The spent water of a community. From the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with any groundwater, surface water and stormwater that may be present.

WASTEWATER FACILITIES

The structures, equipment and processes required to collect, carry away and treat domestic and industrial wastes and dispose of the effluent.

WASTEWATER TREATMENT WORKS

An arrangement of devices and structures for treating wastewater, industrial wastes and sludge. Sometimes used as synonymous with "waste treatment plant" or "wastewater treatment plant" or "water pollution control plant."

WATERCOURSE

A natural or artificial channel for the passage of water, either continuously or intermittently.

B.

"Shall" is mandatory; "may" is permissive.

§ 159-3

Use of public sewers required.

A.

It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the Town of Mansfield, or in any area under the jurisdiction of said town, any human or animal excrement, garbage or objectionable waste.

B.

It shall be unlawful to discharge to any natural outlet within the Town of Mansfield, or in any area under the jurisdiction of said town, any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this article.

C.

Except as provided in a certain ordinance dated April 5, 1974, entitled, "An Ordinance Regulating Construction of Subsurface Sewage Disposal Systems and Water Supply Wells,"

Editor's Note: See Art. V, Sewage Disposal Systems and Water Supply Wells, of this chapter.

it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of wastewater.

D.

The owner(s) of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes, located on property situated within the Town of Mansfield, which property has frontage on any street, alley or right-of-way in which there is now located or may be in the future be located a public sanitary or combined sewer of the town, is hereby required at the owner's (or owners') expense to install suitable toilet facilities therein and to connect such facilities directly with the proper public sewer in accordance with the provisions of this chapter, within 90 days after date of official notice to do so, provided that any part of said public sewer is within 100 feet (30.5 meters) of any part of said frontage line.

§ 159-4

Building sewers and connections.

Town of Mansfield, CT

A.

No person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance unless authorized by the Director. Any person proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the Director at least 45 days prior to the proposed change or connection.

[Amended 2-13-1979, effective 3-10-1979]

B.

There shall be two classes of building sewer permits: for residential and commercial service and for service to establishments producing industrial wastes. In either case, the owner(s) or his or her agent shall make application on a special form furnished by the town. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the Director. A permit and inspection fee of \$50 for a residential or commercial building sewer permit and \$100 for an industrial building sewer permit shall be paid to the town at the time the application is filed.

C.

All costs and expenses incidental to the installation and connection of the building sewer shall be borne by the owner(s). The owner(s) shall indemnify the town for any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

D.

A separate and independent building sewer shall be provided for every building; except where one building stands upon a lot having no frontage and located at the rear of another building on a lot having frontage and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, then in such case the front building sewer may be extended to the rear building and the whole considered as one building sewer, but the town does not and will not assume any responsibility for damage caused by or resulting from any such single connection aforementioned.

E.

Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Director, to meet all requirements of this article.

F.

The size, slope, alignment, materials of construction of a building sewer and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench shall all conform to the requirements established by the Director. In the absence of such requirements or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and WPCF Manual of Practice No. 9 shall apply.

G.

Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.

H.

No person(s) shall make connection of roof downspouts, foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer unless such connection is approved by the Director for purposes of disposal of polluted surface drainage.

I.

The connection of the building sewer into the public sewer shall conform to the requirements of the Director and those procedures set forth in appropriate specifications of the ASTM and the WPCF Manual of Practice No. 9. All such connections shall be made gastight and watertight and verified by testing as required by the Director. Any deviation from the prescribed procedures and materials must be approved by the Director before installation.

J.

The applicant for the building sewer permit shall notify the Director when the building sewer is ready for inspection and connection to the public sewer. The connection and testing shall be made under the supervision of the Director or his or her representative.

K.

All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the town.

§ 159-5

Use of public sewers.

A.

No person(s) shall discharge or cause to be discharged any unpolluted waters such as stormwater, groundwater, roof runoff, subsurface drainage or cooling water to any sewer, except stormwater runoff from limited areas, which stormwater may be polluted at times, may be discharged to the sanitary sewer by permission of the Director.

B.

Stormwater other than that exempted under Subsection A and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as combined sewers or storm sewers or to a natural outlet approved by the Director and other regulatory agencies. Unpolluted industrial cooling water or process waters may be discharged, on approval of the Director and the State of Connecticut Department of Environmental Protection, to a storm sewer, combined sewer or natural outlet.

C.

No person(s) shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:

(1)

Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.

(2)

Any waters containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any waste treatment process, constitute a hazard to humans or animals, create a public nuisance or create any hazard in the receiving waters of the wastewater treatment plant.

(3)

Any waters or wastes having a pH lower than 5.5 or higher than 9.5 or having any other corrosive property capable of causing damage or hazard to sewer, structures equipment, process or personnel at the wastewater treatment works.

(4)

Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers or other interference with the proper operation of the wastewater facilities, such as but not limited to ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.

D.

The following described substances, materials, waters or waste shall be limited in discharges to municipal systems to concentrations or quantities which will not harm either the sewers, wastewater treatment process or equipment, will not have an adverse effect on the receiving stream or will not otherwise endanger lives, limb or public property or constitute a nuisance. The Director may set limitations lower than the limitations established in the regulations below if in his or her opinion such more severe limitations are necessary to meet the above objectives. In forming his or her opinion as to the acceptability, the Director will give consideration to such factors as the quantity of subject waste in relation to flows and velocities in the sewers, materials of construction of the sewers, the wastewater treatment process employed, capacity of the wastewater treatment plant, degree of

Town of Mansfield, CT

treatability of the waste in the wastewater treatment plant and other pertinent factors. The limitations or restrictions on materials or characteristics of waste or wastewaters discharged to the sanitary sewer which shall not be violated without approval of the Director are as follows:

(1)

Wastewater having a temperature higher than 150° F. (65° C.).

(2)

Wastewater containing more than 25 milligrams per liter of petroleum oil, nonbiodegradable cutting oils or product of mineral oil origin.

(3)

Wastewater from industrial plants containing floatable oils, fat or grease.

(4)

Any garbage that has not been properly shredded (see § 159-2A, definition of "properly shredded garbage"). Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments or similar places where garbage originates from the preparation of food in kitchens for the purpose of consumption on the premises or when served by caterers.

(5)

Any waters or wastes containing iron, chromium, copper, zinc and similar objectionable or toxic substances to such degree that any such material received in the composite wastewater at the wastewater treatment works exceeds the limits established by the Director.

(6)

Any waters or wastes containing odor-producing substances exceeding limits which may be established by the Director.

(7)

Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Director in compliance with applicable state or federal regulations.

(8)

Quantities of flow, concentrations or both which constitute a "slug" as defined herein.

(9)

Waters or wastes containing substances which are not amenable to treatment or reduction by wastewater treatment processes employed or are amenable to treatment only to such degree that the wastewater treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

(10)

Any water or wastes which by interaction with other water or wastes in the public sewer system release obnoxious gases, form suspended solids which interfere with the collection system or create a condition deleterious to structures and treatment processes.

E.

Discharges creating nuisances.

(1)

If any waters or wastes are discharged or are proposed to be discharged to the public sewers, which waters or waste contain the substances or possess the characteristics enumerated in Subsection D and which, in the judgment of the Director, may have a deleterious effect upon the wastewater facilities, processes, equipment or receiving waters or which otherwise create a hazard to life or constitute a public nuisance, the Director may:

(a)

Reject the wastes.

Town of Mansfield, CT

(b)

Require pretreatment to an acceptable condition for discharge to the public sewers.

(c)

Require control over the quantities and rate of discharge.

(d)

Require payment to cover added cost of handling and treating the wastes.

(2)

If the Director permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the Director and the State Department of Environmental Protection.

F.

Grease, oil and sand interceptors shall be provided when, in the opinion of the Director, they are necessary for the proper handling of liquid wastes containing floatable oil, grease in excessive amounts, as specified in Subsection D(3), or any flammable wastes, sand or other harmful ingredients. All interceptors shall be of a type and capacity approved by the Director and shall be located as to be readily and easily accessible for cleaning and inspection. In the maintaining of these interceptors, the owner(s) shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and means of disposal which are subject to review by the Director. Any removal and hauling of the collected materials not performed by the owner's (or owners') personnel must be performed by currently licensed waste disposal firms.

G.

Where pretreatment or flow-equalizing facilities are provided or required for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner(s) at his or her expense.

H.

When required by the Director, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable structure, together with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling and measurement of the wastes. Such structure, when required, shall be accessibly and safely located and shall be constructed in accordance with plans approved by the Director and the State Department of Environmental Protection. The structure shall be installed by the owner(s) at his or her expense and shall be maintained by him or her so as to be safe and accessible at all times.

I.

All measurements, tests and analysis of the characteristics of waters and wastes to which reference is made in this article shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association. Sampling methods, location, times, durations and frequencies are to be determined on an individual basis, subject to approval by the Director. All industries discharging into a public sewer shall perform such monitoring of their discharge as the Director and/or other duly authorized employees of the town may reasonably require, including installation, use and maintenance of monitoring equipment, keeping records and reporting the results of such monitoring to the Director. Such records shall be made available upon request by the Director to other agencies having jurisdiction over discharges to the receiving waters.

[Amended 2-13-1979, effective 3-10-1979]

J.

No statement contained in this section shall be construed as preventing any special agreement or arrangement between the town and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the town for treatment, provided that such agreements do not contravene any requirements of existing state and federal laws and are compatible with any user charge and industrial cost recovery system in effect.

[Amended 2-13-1979, effective 3-10-1979]

K.

Prior to discharge or permission to discharge into the Town of Mansfield sewers, the applicant industry shall obtain written approval from the State of Connecticut Department of Environmental Protection, in the form of a permit, allowing the proposed discharge.

[Amended 2-13-1979, effective 3-10-1979]

L.

Any new discharge from a single source of domestic wastewater in excess of 5,000 gallons per day or cooling waters shall be authorized by a permit from the State of Connecticut Department of Environmental Protection, Director of Water Compliance and Hazardous Substances.

[Amended 2-13-1979, effective 3-10-1979]

§ 159-6 Tampering with equipment; penalties for offenses.

[Amended 1-13-1997, effective 2-10-1997]

No person(s) shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the wastewater facilities. Any person or persons violating this article shall be guilty of an infraction.

§ 159-7 Powers and authority of inspectors.

A.

The Director and other employees duly authorized by the Director of the Town of Mansfield and bearing proper credentials and identification are hereby authorized to enter all properties with the authorization of the owner, occupant or person in charge of such property, for the purpose of making inspections, observations, measurements, samplings, testing and procuring other information relevant and necessary towards protecting the community sewer system in accordance with the provisions of this article. Such entries shall not have for its purpose the harassment of any owner or occupant and shall be made in the manner which will cause the least amount of inconvenience to any owner or occupant, consistent with the efficient performance of the duties of the Director. The owner, person in charge or occupant of any such premises, upon presentation by the Director, or his or her authorized agent, of proper identification, shall give the Director, or his or her authorized agent, entry upon such premises and free access to every part thereof necessary for the purpose described in this subsection.

B.

Any owner or occupant or person in charge of such premises or a tenant who refuses such entry on such premises for any of the purposes set forth in this article shall be considered to be in violation of this article and shall be fined upon conviction pursuant to the terms of § 159-9A herein.

C.

The Director or other duly authorized employees are authorized to obtain information concerning industrial processes which have direct bearing on the kind and source of discharge to the wastewater collection system. If the industry establishes to the satisfaction of the Director that any of such information, if disclosed to the public, would likely result in an advantage to a competitor of said industry, the Director may still require such information, but such information shall be disclosed only to the Director or the Water Pollution Control Authority of the Town of Mansfield and to no other persons.

D.

While performing the necessary work on private properties pursuant to this article, the Director or duly authorized employees of the town shall observe all safety rules applicable to the premises established by the company.

§ 159-8 Construal of provisions.

The provisions of this article shall be held to be minimum requirements, adopted for the protection of the public health, safety and general welfare of the Town of Mansfield, and whenever the requirements of this article are at variance with the requirements of any other lawfully adopted rules, regulations or restrictions, such rule, regulation

or restriction which imposes the higher standard shall control.

§ 159-9 Penalties for offenses.

A.
Any person found to be violating any provision of this article shall be guilty of an infraction.

[Added 2-13-1979; effective 3-10-1979; 1-13-1997, effective 2-10-1997]

B.
Any person violating any provision of this article shall be guilty of an infraction for each offense. If such offense continues for more than five days, such continuance shall constitute a new offense for each day it continues to exist thereafter.

[Amended 1-13-1997, effective 2-10-1997]

C.
Any person violating any of the provisions of this article shall become liable to the town for any expense, loss or damage occasioned the town by reason of such violation.

[Added 2-13-1979; effective 3-10-1979]

ARTICLE II Assessments and Charges (§ 159-10 — § 159-17)

[Adopted 1-12-1976, effective 2-10-1976]

§ 159-10 Title.

This article shall be known and may be cited as "Sewer Assessments and Charges Ordinance."

§ 159-11 Definitions.

As used in this article, the following terms shall have the meanings indicated:

CONSTRUCT A SEWERAGE SYSTEM

To acquire land, easements, rights-of-way or any other real or personal property or any interests therein, plan, construct, reconstruct, equip, extend and enlarge all or any part of a sewerage system.

LATERAL

The sewer pipe from the main sewer in the street to the property line.

LOCAL SEWER

A sewer line, including the main pipe or conduit, manholes and other structures and equipment appurtenant thereto, generally located in a public street and installed to serve properties abutting or having access to said street.

OPERATE A SEWERAGE SYSTEM

To use, equip, re-equip, repair, maintain, supervise, manage, operate and perform any act pertinent to the collection, transportation and disposal of sewage.

OUTLET CHARGE

The charge whereby trunk sewer costs, either present or deferred, are distributed among and collected from properties benefiting from such trunk sewers.

PERSON

Any person, partnership, corporation, association or public agency.

SEWER DISTRICT

An area or tract of land which may be determined by the Water Pollution Control Authority to be a

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division or part of the total territory that can be drained by a sewer or sewer system.

SEWAGE

Any substance, liquid or solid, which may contaminate, pollute or affect the cleanliness or purity of any water discharged into and conveyed by sewers or intended to be or customarily so discharged and conveyed.

SEWER SYSTEM

Includes the sewer, laterals, house connections, pumping stations, rights-of-way and other structures, land and equipment necessary to provide a complete and efficient system.

SEWERAGE SYSTEM

Any device, equipment, appurtenance, facility and method for collecting, transporting, receiving, treating, disposing of or discharging sewage.

TOWN

The Town of Mansfield or any of its officers or agencies serving in an official capacity.

TRUNK SEWERS

Items of a capital nature, including but not limited to trunk sewers, pumping stations and force mains, which are designed and built so that sewer districts, beyond the immediate district in which said items are built, may be served by future extensions.

WATER POLLUTION CONTROL AUTHORITY

The Water Pollution Control Authority of the Town of Mansfield, which by ordinance adopted 1-8-1979
Editor's Note: See Chapter 5, Authorities, Article 1.
is the Town Council.
[Amended 1-13-1997, effective 2-10-1997]

§ 159-12 Construction of sewers by town; assessment of benefits.

A.
Resolution to construct a sewer system. At any time, a member of the Water Pollution Control Authority may introduce at a meeting of said Water Pollution Control Authority a resolution to construct a sewerage system, the costs of which are to be met in whole or in part by assessment of benefits. Said resolution shall state the general character, layout and description of the proposed system. Said resolution may also be initiated by petition of interested property owners.

B.
Preliminary planning and engineering. The Water Pollution Control Authority may at any time proceed in accordance with local and state laws and regulations, with preliminary engineering and planning of any proposed sewerage system; such engineering and planning may also include a determination of the estimated costs of the system and a schedule of estimated assessments of benefits. Prior to proceeding with such preliminary planning and engineering, the Water Pollution Control Authority may hold a public hearing at which affected property owners may be heard concerning the proposed project. Notice of the time, place and purpose of such hearing shall be published at least 10 days before the date thereof in a newspaper having a circulation in the town. Such public hearing, if held, shall be in addition to the public hearing required in Subsection C below.

C.
Public hearing. No resolution authorizing the construction of a sewerage system shall be adopted by the Water Pollution Control Authority until a public hearing has been held thereon, at which time affected property owners of the town shall have an opportunity to be heard concerning the proposed project. Notice of the time, place and purpose of such hearing shall be published at least 10 days before the date thereof in a newspaper having a circulation in the town. Prior to conducting a final public hearing on any sewerage project, the Water Pollution Control Authority shall submit all necessary information regarding the project to the Mansfield Planning and Zoning Commission for a report, pursuant to Chapter 126, Section 8-24 of the Connecticut General Statutes. The Authority may also submit the project to any other local, state or federal agency it deems necessary for a review.

D. Action by Water Pollution Control Authority on proposed resolution. Not less than 10 nor more than 30 days following the public hearing referred to above, the Water Pollution Control Authority may approve said resolution. Said resolution may be amended prior to passage to reduce the general layout, character and scope of the proposed sewerage system without further notice, publication or hearing; but said resolution shall not be amended to increase the general layout, character or scope of the proposed sewerage system.

E. Power of assessment. At any time after the Water Pollution Control Authority has acquired or constructed a sewerage system or portion thereof, the Water Pollution Control Authority may apportion and assess the whole or any portion of the cost thereof upon the lands and buildings in the town, which in its judgment, are especially benefited thereby, whether they abut on such sewerage system or not and upon the owners of such land and buildings, according to such rule as such Water Pollution Control Authority adopts, subject to the right of appeal as hereinafter provided. Such benefits shall be made in accordance with the provisions of Section 7-249 of the Connecticut General Statutes, as amended.

F. Public hearing on proposed assessment. No assessment shall be made until after a public hearing before the Water Pollution Control Authority at which the owner of the property to be assessed shall have an opportunity to be heard concerning the proposed assessment. Notice of the time, place and purpose of such hearing shall be published at least 10 days before the date thereof in a newspaper having a circulation in the town, and a copy of such notice shall be mailed to the owner of any property to be affected thereby at such owner's address as shown in the last completed grand list of the town or at any later address of which the Water Pollution Control Authority may have knowledge. A copy of the proposed assessment shall be on file in the office of the Town Clerk and available for inspection by the public for at least 10 days before the date of such hearing. When the Water Pollution Control Authority has determined the amount of the assessment to be levied, it shall file a copy thereof in the office of Town Clerk and, not later than five days after such filing, shall cause the same to be published in a newspaper having a circulation in the town. Such publication shall state the date on which such assessment was filed and that any appeals from such assessment must be taken within 21 days after such filing.

G. Appeal. Any person aggrieved by any assessment may appeal to the Superior Court for the judicial district or Tolland County in accordance with Section 7-250 of the General Statutes, as amended. No such appeal shall stay proceedings for the collection of the particular assessment upon which the appeal is predicated, but the appellant shall be reimbursed for any overpayments made if, as a result of such appeal, his or her assessment is reduced.

§ 159-13 Deferment of benefit assessments.

A. Sewer Districts. The Water Pollution Control Authority may divide the total territory to be benefited by a sewerage system into districts and may levy assessments against the property benefited in each district separately. In assessing benefits against property in any district, the Water Pollution Control Authority may add to the cost of the part of the sewerage system located in the district a proportionate share of the cost of any part of the sewerage system located outside the district but deemed by the Water Pollution Control Authority to be necessary or desirable for the operation of the part of the system within the district. In assessing benefits and apportioning the amount to be raised thereby among the properties benefited, the Water Pollution Control Authority may give consideration to the area, frontage, grand list valuation and to present or permitted use or classification of benefited properties and to any other relevant factor. The Water Pollution Control Authority may make reasonable allowances in the case of properties having a frontage on more than one street and whenever for any reason the particular situation of any property requires an allowance. No assessment shall be made against any property in excess of the special benefit to accrue to such property.

B. Excess sewer costs. Whenever the Water Pollution Control Authority shall determine that the cost of a sewer or sewerage system will exceed the benefit to the area to be sewered immediately and directly and when such excess cost is due to increased size or depth of such sewer or to other costs which are necessary or incidental in

order that such sewer or the sewer system of which it is a part may be suitable for extension in the future to serve one or more other districts which could naturally drain into or be served by such sewer or sewerage system, the Water Pollution Control Authority shall pay such excess cost and defer the assessment of said excess costs until such time as the benefits shall be more immediate. The Water Pollution Control Authority shall place a caveat on the land records in each instance where the assessments of benefits have been deferred.

C.

Assessment of deferred excess sewer costs. Whenever the Water Pollution Control Authority shall determine that the costs of any sewer for which a layout is pending and for which a benefit assessment is to be made shall include a portion of the cost of a sewer previously built and paid for by the town, said Water Pollution Control Authority shall determine that portion of the previously deferred excess sewer costs of such sewer which will benefit the properties to be served by the sewer presently being laid out and shall include such portion of such deferred costs as a part of the costs of the sewerage system presently being laid out and assessed; subject, however, to the rights of notice, hearing, appeal and the other provisions outlined in § 159-12 herein.

§ 159-14

Establishment of connection charges; in lieu of assessments.

A.

Provision for connection charges in lieu of assessments. Whenever a sanitary sewer has been laid out and constructed by the Water Pollution Control Authority in any district and whenever said Water Pollution Control Authority had or has determined at the time of the completion thereof that the sewer would not be an immediate benefit to any real estate because of its lowness or other topographic feature or because of its distance from a sewer main, or because of its being in an undeveloped condition, or because of its special use such as for a cemetery, or whenever said Water Pollution Control Authority had levied an assessment against a property which is benefited in accordance with its present use, but for which a greater benefit would accrue in case of an increased intensity of use of the sanitary sewer, and that such benefits would not accrue until there is a change in conditions or accessibility, in applicable zoning regulations, in development of the area, in extension of a sewer main, in use or in other conditions, the said Water Pollution Control Authority may defer any assessment of benefits and, in lieu thereof, provide for connection charges for the use of said sanitary sewer.

B.

When connections may be made. In the event that a determination has been made to provide for connection charges in lieu of assessment of benefits, as provided above, connections from such real estate to said sewer shall not be permitted until: the Water Pollution Control Authority has determined that the conditions have altered because of the change in accessibility, zoning, sewer main extension, area, development, use or because of the establishment or dedication of streets, or because of the approval of subdivisions or site plans by the Town Planning and Zoning Commission, or because of some other factor sufficient for normal benefit to accrue to the real estate or any part thereof, and the Water Pollution Control Authority has levied an assessment against such real estate or a sewer connection charge has been paid or voluntary lien executed and recorded as provided hereafter, by or for the owners of the real estate which is to be served by said connection, which payment shall be in lieu of an assessment of such real estate. Where the Water Pollution Control Authority determines it would be fair and equitable to do so, prior to such connection, the owners of such real estate may be allowed to enter into a special agreement providing that the permission granted to connect will not affect the power of the Water Pollution Control Authority to make future sewer layouts and benefit assessments therefor against the property of said owner in the same manner as if the permission to connect had never been granted by the Water Pollution Control Authority and agreeing to credit the said connection charge toward any future assessment, without allowance for interest between the date of payment of the said charge and the date of any future final assessment billed said owner.

C.

Connection charges for sewers constructed pursuant to developer's permit agreement. Whenever a sewer has been built for the Water Pollution Control Authority under a developer's permit agreement and said sewer passes land owned by others, such other person shall not be permitted to connect to said sewer unless:

(1)

Said person first submits satisfactory written proof to the Water Pollution Control Authority that they have paid the

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developer a normal and equitable charge of the sewer construction costs.

(2)

Said person first signs an agreement waiving the Water Pollution Control Authority's usual sewer layout and assessment procedures and pays a sanitary sewer connection charge in lieu of assessment.

(3)

The Water Pollution Control Authority has passed a layout and assessment covering the section in question.

D.

Reimbursement of developers and owners under permit agreements from sanitary sewer connection charges. When the Water Pollution Control Authority is empowered to enter agreements with developers or other property owners for the construction of sewers by and at the expense of such developers or owners, the Water Pollution Control Authority may include in such agreements provisions for reimbursement of said developers or owners from sanitary sewer connection charges collected in lieu of assessments as provided in this section, for the costs of sewers constructed by them in sections of highways on which lands owned by them do not abut, such reimbursement not to exceed the cost of construction within such sections of highways and not to include any portion of the trunk sewer cost and limiting the time within which such reimbursement may occur to such time as the said Water Pollution Control Authority deems expedient for the particular case, but no reimbursements shall be made after 10 years from the date of incorporation of the particular sewer in the public sewer system. Expiration of the time for reimbursement to the developer shall not release subsequent permittees from paying connection charges in lieu of assessments to the Water Pollution Control Authority.

E.

Procedure for submitting applications. Any owner desiring to make a connection to a sanitary sewer as provided in this section shall make application to the Director of Public Works or his or her authorized agents, submitting such plans and specifications as may be required by said Director of Public Works or his or her authorized agents. Said plans and specifications shall contain information as to the amount of property to be utilized by the proposed buildings and improvements for which such connection is sought and shall state the type and extent of contemplated use of the sewerage system. A copy of such application and the accompanying information shall be submitted to the Water Pollution Control Authority, and such Water Pollution Control Authority shall, upon making a determination that the planned connection and the necessary pipes, pumping facilities, if such are required, and other necessary improvements are in accordance with applicable statutes, regulations and ordinances, approve said application and forthwith levy a connection charge. Payment of such connection charge shall be made prior to issuance of a permit to connect to the sewerage system or may be paid over a period of time established in accordance with a resolution of the Water Pollution Control Authority in each case, which resolution shall specify the terms of payment of principal and interest, provided that where such periodic payments are permitted, no permit to connect to the sewer system shall be issued prior to execution by the owner of the land for which connection is sought of a voluntary lien for recording on the Mansfield Land Records securing the amount of deferred payments, plus interest.

F.

Determination of connection charges. The connection charges provided in this section shall be determined by appropriate action of the Water Pollution Control Authority and shall be based on the values used in assessing benefits against properties in the particular area applied to such part of such real estate as, in the opinion of the Water Pollution Control Authority, is benefited at the time of connection, less a credit for the real estate for which an assessment or connection charge has been paid, such credit to be determined by the Water Pollution Control Authority in accordance with such formula as it finds to be equitable. In establishing or revising such charges the Water Pollution Control Authority may classify the property connected or to be connected with the sewerage system and may give consideration to any factors relating to the kind, quality or extent of use of any such property or classification of property, including the volume of water discharged to the sewerage system, the type or size of building connected with the sewerage system, the number of plumbing fixtures connected with the sewerage system, the number of persons customarily using the property served by the sewerage system, in the case of commercial or industrial property, the average number of employees and guests using the property and the quality and character of the material discharged into the sewerage system. The Water Pollution Control Authority may establish minimum charges for connection with and for the use of a sewerage system.

G.

Public hearing. No charge for connection with or for the use of a sewerage system shall be established or revised until after a public hearing before the Water Pollution Control Authority at which the owner of property against which the charges are to be levied shall have an opportunity to be heard concerning the proposed charges. Notice of the time, place and purpose of such hearing shall be published at least 10 days before the date thereof in a newspaper having a circulation in the town. A copy of the proposed charges shall be on file in the office of the Town Clerk and available for inspection by the public for at least 10 days before the date of such hearing. When the Water Pollution Control Authority has established or revised such charges, it shall file a copy thereof in the office of the Town Clerk and, not later than five days after such filing, shall cause the same to be published in a newspaper having a circulation in the town. Such publication shall state the date on which such charges were filed and the time and manner of paying such charges and shall state that any appeals from such charges must be taken within 21 days after such filing. Any person aggrieved by any charge for connection with or for the use of a sewerage system may appeal to the Superior Court for the county or judicial district wherein the town is located and shall bring any such appeal to a return day of said court not less than 12 or more than 30 days after service thereof. The judgment of the court shall be final.

§ 159-15

Collection of sewer assessments and connection charges.

A.

Assessments due and payable; notice. Upon the completion of any sewer improvement under the supervision of the Water Pollution Control Authority, when said Water Pollution Control Authority is ready to give notice thereof by publication that benefits assessed therefor are due and payable, it shall deliver to the Tax Collector of the Town of Mansfield the description of the properties assessed with the names of the owners and the amounts of such assessments in advance of such publication. It shall be the duty of the Tax Collector, acting under the supervision and regulations of said Water Pollution Control Authority, to prepare bills for said sewer assessments, to collect the same from each of the owners of property so assessed and to deposit the same to the credit of said Water Pollution Control Authority.

B.

Due date of assessment. Assessments shall be due and payable at such time as is fixed by the Water Pollution Control Authority, provided that no assessment shall become due until the work or particular portion thereof for which such assessment was levied has been completed, except that when the work or particular portion thereof for which such assessment was levied is being performed by the Water Pollution Control Authority pursuant to an order of the Department of Environmental Protection, the entire assessment may be made due and payable, provided that the portion of the total work bonded by the Water Pollution Control Authority which directly benefits the particular property has been completed. The Water Pollution Control Authority shall give notice of the date when assessments are due and payable by publication at least twice within a period of 15 days in a newspaper having a circulation in the town. Such notice shall list the streets and describe the area within which are located any properties against which such assessments are due. No assessment shall be due and payable earlier than 30 days after the first publication of such notice.

C.

Lien. Any assessment of benefits or any installment thereof not paid within 30 days after the due date shall be delinquent and shall be subject to interest from such due date at the interest rate and in the manner provided by the General Statutes for delinquent property taxes. Each addition of interest shall be collectible as part of such assessment. Whenever any installment of an assessment becomes delinquent, the interest on such delinquent installment shall be as provided hereinbefore or \$5, whichever is greater. Any unpaid assessment and any interest due thereon shall constitute a lien upon the real estate against which the assessment was levied from the date of such levy. Each such lien may be continued, recorded and released in the manner provided by the General Statutes for continuing, recording and releasing property tax liens. Each such lien shall take precedence over all other liens and encumbrances except taxes and may be foreclosed in the same manner as property tax liens. The Tax Collector of the Town of Mansfield may collect such assessments in accordance with any mandatory provision of the General Statutes for the collection of property taxes, and the town may recover any such assessment in a civil action against any person liable therefor.

D.

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Installment payment of assessment. The Water Pollution Control Authority may provide for the payment of any assessment in substantially equal annual installments, not exceeding 30, and may provide for interest charges not exceeding the interest rate provided by law for any deferred payments, provided that the last installment of any assessment shall be due not later than one year prior to the date of the last maturity of any bonds or notes issued by the municipality to finance the acquisition or construction of any sewerage system or portion thereof in respect to which the assessment was levied, and provided further that in no event shall such interest charges exceed the rate of interest the municipality is obligated to pay on such bonds or notes. Any person may pay any installment for which he or she is liable at any time prior to the due date thereof, and no interest on any such installment shall be charged beyond the date of such payment. The Water Pollution Control Authority shall cause the Town Clerk to record on the land records a certificate, signed by the Tax Collector or Treasurer of the town, in accordance with the provisions of Section 7-253 of the General Statutes, as amended.

E. Order to connect. The Water Pollution Control Authority may order the owner of any building to which a sewerage system is available to connect such building with the system. No such order shall be issued until after a public hearing with respect thereto after due notice, in writing, to such property owner. Any owner aggrieved by such an order may, within 21 days, appeal to the Superior Court for Tolland County. Such appeal shall be brought to a return day of said court not less than 12 nor more than 30 days after service thereof. The judgment of the court shall be final. If any owner fails to comply with an order to connect, the Water Pollution Control Authority shall cause the connection to be made and shall assess the expense thereof against such owner.

F. Delinquent charge for connection or use; lien. Any charge for connection with or for the use of a sewerage system not paid within 30 days of the due date shall thereupon be delinquent and shall bear interest from the due date at the rate and in the manner provided by the General Statutes for delinquent property taxes. Each addition of interest shall be collectible as a part of such connection or use charge. Any such unpaid connection or use charge shall constitute a lien upon the real estate against which such charge was levied from the date it became delinquent. Each such lien may be continued, recorded and released in the manner provided by the General Statutes for continuing, recording and releasing property tax liens. Each such lien shall take precedence over all other liens and encumbrances except taxes and may be foreclosed in the same manner as a lien for property taxes. The Tax Collector is hereby designated as the collector of sewerage system connection and use charges, and such collector may collect such charges in accordance with the provisions of the General Statutes for the collection of property taxes. The town may recover any such charges in a civil action against any person liable therefor.

§ 159-16 Conflicts with other laws; greater restrictions to prevail.

A. The provisions of this article shall be held to be minimum requirements, adopted for the protection of the public health, safety and general welfare of the Town of Mansfield, and whenever the requirements of this article are at variance with the requirements of any other lawfully adopted rules, regulations or restrictions, such rule, regulation or restriction which imposes the higher standard shall control.

§ 159-17 Penalties for offenses.

[Amended 1-13-1997, effective 2-10-1997]
Any person violating any provision of this article shall be guilty of an infraction. If such offense continues for more than five days, such continuance shall constitute a new offense for each day it continues to exist thereafter.

ARTICLE III Method of Apportionment (§ 159-18 — § 159-21)

[Adopted 4-12-1976]

§ 159-18 Scope.

In accordance with the provisions of a Mansfield ordinance providing for sewer assessments and connection charges, the Mansfield Water Pollution Control Authority hereby adopts the following rules and methods as a

basis for apportionment of the costs of a sanitary sewer system; which costs are to be shared in a fair and equitable manner among the persons whose properties are benefited by such sewerage system.

§ 159-19 Definitions.

As used in this article, the following terms shall have the meanings indicated:

ADJUSTED FRONT FOOTAGE

The frontage of odd-shaped lots to an average frontage that would be the equivalent to the frontage of a rectangularly shaped lot of the same area and depth as determined by the Town Engineer.

BUILDING LOT

A parcel of land or part thereof, the minimum area and width of which qualifies or would qualify for the issuance of a building permit for a single-family residence under existing zoning regulation. "Building lot" as defined may or may not be a lot of record. A "building lot" may be a part of a larger parcel of land.

GROSS FLOOR AREA

The floor area of buildings used other than as residences and calculated on the basis of outside measurements. Such buildings shall include but not be limited to all commercial, industrial and business buildings and all other buildings used for other nonresidential uses.

§ 159-20 Assessment method.

The cost of any sewer system which is to be shared among the persons whose properties are benefited by such sewer system shall be determined as follows:

A.

Front-foot assessment. The adjusted front footage of properties abutting streets in which sewer lines have been laid shall be computed, and 1/2 of the cost of the local sewers shall be divided by the total number of assessable front feet of properties so benefited.

B.

Unit assessment. One-half of the cost of local sewers shall be divided by the total number of units on the properties benefited, to determine a unit assessment. The unit for the purposes of assessment shall be determined as follows:

(1)

Property in residential zones improved for residential use shall be assigned one unit for each residential unit thereon. The depth of the property to be assessed shall be limited by the rear lot line; provided, however, that such depth shall not exceed the greater of the depth normally required in the particular zone in which the property lies or a line parallel to the street and 50 feet to the rear of any building in which a residential unit is located.

(2)

Unimproved property in residential zones abutting streets in which a sewer line has been laid shall be assigned one unit for each existing building lot and one unit for each area of the minimum lot size permitted by the zoning regulations for the zone in which the property is located, depth to be calculated in the same manner as property improved for residential use.

(3)

Multifamily residential developments in any zone shall be assigned one unit for each residential unit.

(4)

Business, commercial and industrial uses in any zone, including nonconforming uses, shall be assigned units pursuant to whichever of the following three methods result in the most units:

(a)

One unit for each 1,500 feet of gross floor area of the buildings figured to the nearest 1/4 unit.

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(b)

A number of units based upon the lot area, which number is to be figured to the nearest 1/4 unit and is to be determined by dividing 20% of the total lot area, in square feet, by 1,500 square feet. In making such determination, lot depth is to be 200 feet from the line of the street in which the sewer has been laid or the rear property line, whichever is less.

(5)

Uses such as schools, churches, clubs, museums and home occupations are to be treated as commercial uses for the purposes herein.

(6)

Where a dwelling in a residential zone is so situated on property of an owner so that there is insufficient area owned by the same owner on either side of the lot upon which the dwelling is located to constitute an additional lot for the zone in which the property is located and such area does not constitute a nonconforming lot, such property shall be considered benefited only to the extent of one unit, even though there would be two lots if there were no dwelling or if the dwelling were situated in a different position.

(7)

For any business, commercial and industrial use, whether nonconforming or not, and for any other nonresidential use in any zone and where buildings are located behind the two-hundred-foot line, the area to which units are assigned shall have as its rear line a line parallel to the street and coterminous with the rearmost portion of the rearmost building thereon, which building has been found to be benefited by the Water Pollution Control Authority.

C.

Outlet charges:

(1)

Unit basis: In the following cases, an outlet charge shall be determined on the basis of \$400 per unit:

(a)

Property improved for residential use in a residential zone shall be assigned one unit for each residential unit thereon. Improved property shall be deemed to include approved subdivisions, and a unit shall be charged for each approved lot.

(b)

Unimproved property abutting a street in a residential zone shall be assigned one unit for each existing building lot and one unit for each lot of the minimum size permitted by the zoning regulations or the zone in which the property is located.

(c)

Multifamily residential developments in any zone shall be assigned one unit for each residential unit.

(2)

Acreage basis: Outlet charges shall be determined on the basis of \$1,400 per acre in the following cases:

(a)

In business, commercial and industrial zones, the area property developed for business, commercial and industrial use or capable of being developed for such use, whether or not a nonconforming use presently exists, shall be used as the basis for determining the outlet charge.

(b)

In residential zones, the area of property developed for an existing nonconforming business, commercial or industrial uses shall be the basis for determining the outlet charge.

(c)

For said acreage assessments, the area to be assessed shall extend to the rear lot line; provided, however, that such area shall not exceed the greater of a depth of 200 feet from the street or a line parallel to said street and

adjacent to the rearmost portion of the rearmost building located within such assessment area as determined by the Water Pollution Control Authority.

(3)

The outlet charge may be deferred against land reserved or used for public highways or land permanently restricted for use as a public recreation or public open space or land on which a public conservation easement or similar public restriction preventing its use for industrial, business or other nonresidential purpose exists.

§ 159-21 Changes in connection charges.

A.

Wherever an assessment has been deferred and a connection to the sewer system sought in accordance with the provisions of an ordinance providing for sewer assessments and charges, the connection charge shall consist of the unit assessment, front-foot assessment and outlet charge which would have been levied had the property been immediately benefited at the time the sewer was built.

B.

Wherever an assessment has been levied against a property and an increased intensity of use is later sought for said property, a connection charge shall be levied to the persons whose property is additionally benefited, and such charge shall consist of the unit assessment and, if applicable, the outlet charge which would have been levied had the more intense use existed at the time the property was originally assessed, less any assessment or connection or outlet charge previously levied.

C.

Wherever a connection to the sanitary sewer system can be made to a trunk sewer from a property abutting the trunk sewer, making unnecessary the construction for a local sewer, the connection charge shall consist of the outlet charge applicable at the time the connection is sought, if such charge is not paid under the terms of a developer's permit-agreement, and, if the owner cannot show proof that he or she has paid a normal and equitable share of the installation cost, an additional charge determined by the Water Pollution Control Authority to be a normal and equitable share of the installation cost in each case.

D.

If in the opinion of the Water Pollution Control Authority the size, shape, location or use of the property subject to the assessment of benefits and/or connection charge under the provisions hereof do not reflect the extent of the benefit, a factor or percentage or any other reasonable adjustment thereof may be used for determining the benefits which the Water Pollution Control Authority believes measures the extent to which said property is especially benefited.

ARTICLE IV Sewer Use Charges (§ 159-22 — § 159-28)

[Adopted 10-11-1977]

§ 159-22 Purpose.

The purpose of this regulation is to establish fair and reasonable charges for use of the Mansfield sewerage system.

§ 159-23 Definitions.

For purpose of this article, the following terms shall have the meanings indicated:

AUTHORITY

The Water Pollution Control Authority of the Town of Mansfield.

BUILDING

Any structure located on property which has been assessed for and/or is connected to the sewerage system.

OPERATION AND MAINTENANCE COSTS

All costs incidental to the complete operation and maintenance of the treatment works, including replacement.

SEWERAGE SYSTEM

The meaning given to it by Section 7-245 of the General Statutes.

§ 159-24 Sewer use charge.

A. Subject to the public hearing requirements of Section 7-255 of the Connecticut General Statutes, an annual sewer use charge shall be imposed on each building, as defined herein:

[Amended 5-26-1998, effective 6-23-1998]

(1) The sewer use charge for each building shall be based on its metered water usage in accordance with the following formula:

			Wu			Where:		
	Cu	=	$\frac{\quad}{Wt}$	x	Ct - Rt	Cu	=	The bu
						Wu	=	The bu period.
						Wt	=	The wa questio estimat
						Ct	=	The op the billi
						Rt	=	The rev surcha nutrient

by the City of Willimantic Water Department.

C. Water consumption of each dwelling unit which is served by a well supply shall be deemed to be equal to the average water consumption of dwelling units which are served by the City of Willimantic Water Department.

D. Water consumption for each nonresidential building served by well shall be deemed to be that estimated by the Authority. The Authority may require the owner of any nonresidential building served by well to submit a sworn statement of water consumption for the year, such statement to be supported by any available records or other evidence of water consumption. The Authority may require the owner of any nonresidential building served by well to install and maintain a water meter at the sole expense of such owner.

E. In any instance in which the Authority determines that because the water consumption is greatly disproportionate from the water discharged to the sewerage system, determined in accordance with Subsections B, C and D, and would result in a building bearing more than its proportionate share of the operation and maintenance costs of the sewerage system, the Authority may make an appropriate reduction in the building's water consumption figure.

F.

In any instance in which the Authority determines that the sewer user is producing a discharge into public sewers of any waters or wastes having an average daily flow greater than 2% of the average daily flow of the town, it shall be subject to review and approval of the Authority, which may require the user to construct and maintain, at his or her own expense, a suitable storage and flow control facility to ensure equalization of discharge over a twenty-four-hour period. This facility shall have a capacity of at least 80% of the total normal volume of a twenty-four-hour production period, and the outlet to the sewer shall be equipped with a rate discharge controller or other approved device by the Authority.

G.

In any instance in which the Authority determines that biological oxygen demand (BOD), suspended solids or other pollutant concentrations from a building exceed the range of concentration of these pollutants in normal domestic sewerage, the Commission shall increase the building's sewer use charge by a surcharge computed in accordance with the formula:

$C_s = [B_c(B-300) + S_c(S-300) + P_c(P-P_n)] V_u$	Where:
	$C_s =$ The
	$B =$ The t
	$B_c =$ Ope
	$S =$ The t
	$S_c =$ Ope solids.
	$P =$ The t
	$P_c =$ Ope pollutant.
	$P_n =$ Bas
	$V_u =$ The

an industrial surcharge based on the discharge on any one user or building, said surcharge shall be added to the bill calculated for this user or building and treated as an industrial surcharge (Rt), as referenced above, subject to the public hearing requirements of C.G.S. § 7-255.

[Amended 5-26-1998, effective 6-23-1998]

§ 159-25 Payment of charges.

Sewer use charges shall be for the fiscal year July 1 to June 30, and such charges shall be payable in advance on January 1 of each year.

§ 159-26 Liability of owner.

The owner of the property on which a building is located shall be liable for and shall be billed for the payment of sewer charges. Any such owner may request the Water Pollution Control Authority to bill his or her legal representative or the occupant of the building, provided that such representative or occupant authorizes the same, in writing, but no such authorization shall affect the liability of the owner for payment.

§ 159-27 Unpaid charges; collection.

Sewer use charges, together with interest thereon, shall constitute a lien upon the property on which the building is located, and such lien may be foreclosed and such charges and interest may be collected as provided in Section 7-258 of the General Statutes and other applicable statutes.

§ 159-28 Industrial users.

All industrial users who utilize sewerage works constructed under EPA project C090179 01 shall be obligated to make industrial cost recovery payments to the Town of Mansfield in accordance with applicable federal regulations. The Town of Mansfield shall solicit the EPA's review and approval of its proposed cost recovery system prior to or concurrent with the connection of said industry.

ARTICLE V Sewage Disposal Systems and Water Supply Wells (§ 159-29 — § 159-36)

[Adopted 3-23-1993, effective 4-21-1992]

§ 159-29 Legislative authority.

This article is enacted pursuant to the provisions of Section 7-194 of the Connecticut General Statutes.

§ 159-30 Permit required.

§ 159-31 Permit application; fee.

§ 159-32 Testing fees.

§ 159-33 On-site soil testing fees.

§ 159-34 Penalties for offenses.

§ 159-35 Expiration of permit.

§ 159-36 Establishment of new fee structure.

ARTICLE VI Fats, Oils and Grease Pretreatment (§ 159-37 — § 159-44)



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matthew Hart, Town Manager *M.H.*
CC: Maria Capriola, Assistant to Town Manager; Cherie Trahan, Director of Finance
Date: September 26, 2011
Re: Resolution Reapproving Appropriation for Capital Improvement Projects

Subject Matter/Background

At 6:30 PM on Monday evening, the Town Council has scheduled a special town meeting to consider the appropriation of bonds to fund rolling equipment purchases consisting of a large frontline dump/plow truck (\$150,000) and a small dump truck (\$45,000) for public works, as well as an ambulance (\$210,000) for public safety. If the special town meeting should approve the appropriation of the bonds for these items, the Town Council must adopt the resolutions reapproving the appropriations and authorizing the issue of bonds and notes in the same amount to finance the appropriations.

Financial Impact

General obligation bonds would be issued when the projects were underway and the funds were needed. Staff would consult with our financial advisor as to the best time to go to the market in order to get the best interest rates possible. Attached for your information is a schedule of estimated debt payments on these projects.

Legal Review

The Town's bond attorney has outlined the procedures and resolutions to be taken throughout the approval process by the Town Council, Town Clerk and the voters.

Recommendation

If the special town meeting should approve the appropriation of bonds for rolling equipment purchases consisting of a large frontline dump/plow truck (\$150,000) and a small dump truck (\$45,000) for public works, as well as an ambulance (\$210,000) for public safety, the Town Council is respectfully requested to enact the following three resolutions reapproving the appropriations and authorizing the issue of bonds and notes in the same amount to finance the appropriations:

- 1) RESOLVED, in accordance with Sections 406 and 407 of the Town Charter, the Town Council hereby reapproves the resolution entitled "RESOLUTION APPROPRIATING \$210,000 FOR COSTS WITH RESPECT TO ACQUISITION OF AN AMBULANCE, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN

THE SAME AMOUNT TO FINANCE THE APPROPRIATION” as originally adopted by the Town Council at meeting held August 22, 2011 and approved by the voters of the Town at Town Meeting held September 26, 2011.

- 2) RESOLVED, in accordance with Sections 406 and 407 of the Town Charter, the Town Council hereby reapproves the resolution entitled “RESOLUTION APPROPRIATING \$150,000 FOR COSTS WITH RESPECT TO ACQUISITION OF A FRONT-LINE DUMP/PLOW TRUCK, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION” as originally adopted by the Town Council at meeting held August 22, 2011 and approved by the voters of the Town at Town Meeting held September 26, 2011.
- 3) RESOLVED, in accordance with Sections 406 and 407 of the Town Charter, the Town Council hereby reapproves the resolution entitled “RESOLUTION APPROPRIATING \$45,000 FOR COSTS WITH RESPECT TO ACQUISITION OF A SMALL DUMP TRUCK AND SANDERS, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION” as originally adopted by the Town Council at meeting held August 22, 2011 and approved by the voters of the Town at Town Meeting held September 26, 2011.

Attachments

- 1) Estimated Debt Schedule: 2011/12 CIP Rolling Equipment Acquisitions
- 2) Resolutions adopted by the Mansfield Town Council on August 22, 2011

Estimated Debt Schedule
2011/12 CIP Rolling Equipment Acquisitions

Principal \$ 405,000
15 Year Payback
Interest Rate 4.000%

Fiscal Year	Principal	Interest	Total Debt Service
1		8,100.00	8,100.00
2		8,100.00	8,100.00
3	28,000.00	8,100.00	36,100.00
4	29,000.00	7,540.00	36,540.00
5	29,000.00	6,960.00	35,960.00
6	29,000.00	6,380.00	35,380.00
7	29,000.00	5,800.00	34,800.00
8	29,000.00	5,220.00	34,220.00
9	29,000.00	4,640.00	33,640.00
10	29,000.00	4,060.00	33,060.00
11	29,000.00	3,480.00	32,480.00
12	29,000.00	2,900.00	31,900.00
13	29,000.00	2,320.00	31,320.00
14	29,000.00	1,740.00	30,740.00
15	29,000.00	1,160.00	30,160.00
	29,000.00	580.00	29,580.00
	405,000.00	129,860.00	534,860.00

**RESOLUTIONS OF THE TOWN COUNCIL OF THE TOWN OF MANSFIELD
AUGUST 22, 2011**

Item 6.

RESOLUTION APPROPRIATING \$210,000 FOR COSTS WITH RESPECT TO ACQUISITION OF AN AMBULANCE, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION.

RESOLVED,

(a) That the Town of Mansfield appropriate TWO HUNDRED TEN THOUSAND DOLLARS (\$210,000) for costs with respect to the acquisition of an ambulance to replace Ambulance 607. The appropriation may be spent for acquisition costs, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing. The Town Manager is authorized to determine the scope and particulars of the project and may reduce or modify the scope of the project; and the entire appropriation may be spent on the project as so reduced or modified.

(b) That the Town issue its bonds or notes in an amount not to exceed TWO HUNDRED TEN THOUSAND DOLLARS (\$210,000) to finance the appropriation for the project. The amount of bonds or notes authorized shall be reduced by the amount of grants received by the Town for the project and applied to pay project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts, as applicable. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(c) That the Town issue and renew its temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds, notes, or obligations for the project and the receipt of project grants. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED TEN THOUSAND DOLLARS (\$210,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes or obligations shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any temporary notes if the notes do not mature within the time permitted by said Section 7-378.

(d) The Town Manager, the Director of Finance and the Treasurer, or any two of them, shall sign any bonds, notes or temporary notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds, notes or temporary notes. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds, notes or temporary notes; to designate one or more banks or trust companies to be

certifying bank, registrar, transfer agent and paying agent for the bonds, notes or temporary notes to provide for the keeping of a record of the bonds, notes or temporary notes; to designate a financial advisor to the Town in connection with the sale of the bonds, notes or temporary notes; to sell the bonds, notes or temporary notes at public or private sale; to deliver the bonds, notes or temporary notes; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or temporary notes.

(e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(f) That the Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or temporary notes authorized by this resolution to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

(g) That the Town Manager, the Director of Finance, the Treasurer and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or temporary notes to finance the project.

RESOLUTION APPROPRIATING \$150,000 FOR COSTS WITH RESPECT TO ACQUISITION OF A FRONT-LINE DUMP/PLOW TRUCK, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION.

RESOLVED,

(a) That the Town of Mansfield appropriate ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) for costs with respect to the acquisition of a front-line dump/plow truck. The appropriation may be spent for acquisition costs, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing. The Town Manager is authorized to determine the scope and particulars of the project and may reduce or modify the scope of the project; and the entire appropriation may be spent on the project as so reduced or modified.

(b) That the Town issue its bonds or notes in an amount not to exceed ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) to finance the appropriation for the project. The amount of bonds or notes authorized shall be reduced by the amount of grants received by the Town for the project and applied to pay project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts, as applicable. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(c) That the Town issue and renew its temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds, notes, or obligations for the project and the receipt of project grants. The amount of the notes outstanding at any time shall not exceed ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes or obligations shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any temporary notes if the notes do not mature within the time permitted by said Section 7-378.

(d) The Town Manager, the Director of Finance and the Treasurer, or any two of them, shall sign any bonds, notes or temporary notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds, notes or temporary notes. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds, notes or temporary notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds, notes or temporary notes to provide for the keeping of a record of the bonds, notes or temporary notes; to designate a financial advisor to the Town in connection with the sale of the

bonds, notes or temporary notes; to sell the bonds, notes or temporary notes at public or private sale; to deliver the bonds, notes or temporary notes; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or temporary notes.

(e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(f) That the Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or temporary notes authorized by this resolution to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

(g) That the Town Manager, the Director of Finance, the Treasurer and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or temporary notes to finance the project.

RESOLUTION APPROPRIATING \$45,000 FOR COSTS WITH RESPECT TO ACQUISITION OF A SMALL DUMP TRUCK AND SANDERS, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION.

RESOLVED,

(a) That the Town of Mansfield appropriate FORTY-FIVE THOUSAND DOLLARS (\$45,000) for costs with respect to the acquisition of a small dump truck and sanders. The appropriation may be spent for acquisition costs, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing. The Town Manager is authorized to determine the scope and particulars of the project and may reduce or modify the scope of the project; and the entire appropriation may be spent on the project as so reduced or modified.

(b) That the Town issue its bonds or notes in an amount not to exceed FORTY-FIVE THOUSAND DOLLARS (\$45,000) to finance the appropriation for the project. The amount of bonds or notes authorized shall be reduced by the amount of grants received by the Town for the project and applied to pay project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts, as applicable. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(c) That the Town issue and renew its temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds, notes, or obligations for the project and the receipt of project grants. The amount of the notes outstanding at any time shall not exceed FORTY-FIVE THOUSAND DOLLARS (\$45,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes or obligations shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any temporary notes if the notes do not mature within the time permitted by said Section 7-378.

(d) The Town Manager, the Director of Finance and the Treasurer, or any two of them, shall sign any bonds, notes or temporary notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds, notes or temporary notes. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds, notes or temporary notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds, notes or temporary notes to provide for the keeping of a record of the bonds, notes or temporary notes; to designate a financial advisor to the Town in connection with the sale of the

bonds, notes or temporary notes; to sell the bonds, notes or temporary notes at public or private sale; to deliver the bonds, notes or temporary notes; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or temporary notes.

(e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(f) That the Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or temporary notes authorized by this resolution to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

(g) That the Town Manager, the Director of Finance, the Treasurer and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or temporary notes to finance the project.

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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; Linda Painter, Director of Planning and Development
Date: September 26, 2011
Re: Memorandum of Agreement Regarding Restoration of Passenger Rail Service and Enhancement/Improvement of Freight Rail Service on New England Central Rail Line

Subject Matter/Background

On July 11, 2011, the Council passed the following resolution:

It is and shall continue to be the policy of the Town of Mansfield to support the commencement and/or/expansion of passenger train service in and to Mansfield and other areas of Connecticut and the Northeast region.

The Town of Mansfield supports the efforts of The Central Corridor Rail Coalition/Palmer Rail Coalition to achieve the commencement and/or expansion of passenger rail service to the aforesaid areas.

The Central Corridor Rail Coalition/Palmer Rail Coalition greatly appreciates the support of the Mansfield Town Council and has presented the attached memorandum of agreement (MOA) regarding restoration of passenger rail service and enhancement/improvement of freight rail service on the New England Central Rail Line for the Council's review. The purpose of this memorandum of agreement (MOA) is to create a consortium of municipalities and regional planning organizations who pledge their support to:

- pursue funding to prepare a feasibility study of the proposed passenger rail service;
- create a business plan for this service;
- prepare any application for permits required under the National Environmental Policy Act (NEPA) and related state environmental regulations; and to
- ultimately see an upgrade to this rail line which would allow the implementation of passenger rail service, promote economic development and improve transportation options in this corridor.

Financial Impact

There is no financial impact related to the execution of the proposed MOA.

Legal Review

No legal review is required at this time.

Recommendation

The Central Corridor Rail Coalition/Palmer Rail Coalition is working hard to make the restoration of passenger rail service and enhancement/improvement of freight rail service on the New England Central Rail Line a reality. To demonstrate the Town's continued support for this initiative, I recommend the Council authorize me to execute the attached MOA.

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

Move, effective September 26, 2011, to authorize the Town Manager, Matthew W. Hart, to execute a Memorandum of Agreement Regarding Restoration of Passenger Rail Service and Enhancement/Improvement of Freight Rail Service on the New England Central Rail Line.

Attachments

- 1) Memorandum of Agreement Regarding Restoration of Passenger Rail Service and Enhancement/Improvement of Freight Rail Service on New England Central Rail Line
- 2) Resolution of the Mansfield Town Council, July 11, 2011

**MEMORANDUM OF AGREEMENT
BY AND BETWEEN
CITY OF NEW LONDON, CT,
CITY OF NORWICH, CT,
TOWN OF MANSFIELD, CT
TOWN OF WINDHAM, CT,
TOWN OF STAFFORD, CT,
TOWN OF PALMER, MA,
TOWN OF AMHERST, MA,
TOWN OF MONTAGUE, MA,
TOWN OF BRATTLEBORO, VT,
SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS,
WINDHAM REGION COUNCIL OF GOVERNMENTS,
PIONEER VALLEY PLANNING COMMISSION,
FRANKLIN REGION COUNCIL OF GOVERNMENTS, AND
WINDHAM REGIONAL COMMISSION**

**REGARDING RESTORATION OF PASSENGER RAIL SERVICE &
ENHANCEMENT/IMPROVEMENT OF FREIGHT RAIL SERVICE ON
NEW ENGLAND CENTRAL RAIL LINE**

This Memorandum of Agreement (MOA) is made by and between the municipalities having proposed stops on the New England Central Rail Corridor rail line and their respective regional planning organizations to demonstrate their agreement to participate jointly in application for federal, state, and other sources of funds to be used toward the restoration of passenger rail service & enhancement/improvement of freight rail service on the New England Central rail line from New London, CT to Brattleboro, VT.

The parties to this MOA agree to the following:

1. Purpose of Agreement: The purpose of this MOA is to create a consortium of municipalities and regional planning organizations who hereby pledge their support to pursue funding to prepare a feasibility study of the proposed passenger rail service; create a business plan for this service; to prepare any application for permits required under the National Environmental Policy Act (NEPA) and related state environmental regulations; and to ultimately see an upgrade to this rail line which would allow the implementation of passenger rail service, promote economic development and improve transportation options in this corridor.
2. Feasibility Study: Funding will be sought to prepare a study that determines the feasibility, projects ridership, and estimates the capital and operating costs associated with the restoration of passenger rail service on the New England Central Rail line. In 1999, the Connecticut Department of Transportation prepared a study which examined the feasibility of such a service along the Connecticut

portion of this rail line; it is intended that a new study will be formulated with updated information and an extended scope to examine the feasibility of seeing this service provided to Brattleboro, VT.

3. Business Plan: Funding will be sought to formulate a business plan which details the steps needed to restore passenger rail service, including recommendations for levels of service; draft schedules; fare structure; identification of operating subsidies; acquisition of rolling stock and other required capital equipment; construction/upgrade of transit stations; staffing levels; identifies an operating entity/governance structure; outlines agreements between the respective operating entity, state departments of transportation, and municipalities; and will identify other key elements in the establishment of this service and timeframe for implementation.
4. Environmental Permitting: Funding will be sought to prepare applications and associated documentation for all applicable federal and state permits under NEPA and each state's respective environmental acts, including preparation of alternative analyses if required.
5. Implementation of Service: As identified in the business plan, the parties to this Agreement will work to see pursued the funding needed and will support the steps necessary to see this service implemented.
6. Administering Entity: The parties to this MOA hereby agree that the Southeastern Connecticut Council of Governments (SCCOG) may serve as the administrative agent for any grant funds received as the result of applications made under this Agreement, and that the City of Norwich, CT will act as lead municipality in Connecticut, the Town of Palmer in Massachusetts, and the Town of Brattleboro in Vermont for the purpose of making applications to state transportation agencies.
7. Term of MOA: This MOA shall be effective upon signature by the parties hereto, and shall remain in effect until the service is implemented or until such time that all participating agencies notify take action to dissolve this Agreement. Any individual participating agency may withdraw at any time upon notice in writing to all the other parties to the Agreement.

In witness whereof, the parties hereto have executed this Agreement as of the last date below.

City of New London, CT

City of Norwich, CT

Denise Rose, City Manager

Alan Bergren, City Manager

Date:

Date:

Town of Mansfield, CT

Matthew Hart, Town Manager
Date:

Town of Amherst, MA

John Musante, Town Manager
Date:

Town of Montague, MA

Frank Abbondanzio, Town Administrator
Date:

Southeastern Connecticut Council
of Governments

James Butler, Executive Director
Date:

Pioneer Valley
Planning Commission

Timothy Brennan, Executive Director
Date:

Windham Regional Commission

Chris Campany, Executive Director
Date:

Town of Windham, CT

Neal Beets, Town Manager
Date:

Town of Palmer, MA

Charles Blanchard, Town Manager
Date:

Town of Brattleboro, VT

Barbara Sondag, Town Manager
Date:

Windham Region Council
of Governments

Mark Paquette, Executive Director
Date:

Franklin Regional
Council of Governments

Linda Dunlavy, Executive Director
Date:

Town of Stafford, CT

Michael Krol, First Selectman
Date:



TOWN OF MANSFIELD
Certified Resolution

I, Mary Stanton,, the Town Clerk of the Town of Mansfield, do hereby certify that the following is a true and correct copy of a resolution duly adopted by the Mansfield Town Council at its duly called and held meeting on July 11, 2011 at which a quorum was present and action throughout, and that the resolution has not been modified, rescinded or revoked and is at present in full force and effect:

WHEREAS, undue reliance upon particular modes of passenger transportation and the neglect of others leads to inefficiencies, delays and wasteful allocation of resources; and

WHEREAS, a modern national passenger train system is an essential element of a truly balanced transportation plan; and

WHEREAS, the low level or absence of passenger train service in certain areas of New England (including Mansfield) has resulted in an unbalanced transportation system in those areas, contributing to traffic congestion, air pollution, wasteful expenditures and growth control problems; and

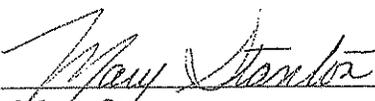
WHEREAS, this municipality is gravely concerned with the disruption to this community caused by the aforesaid traffic congestion, air pollution, wasteful expenditures and growth control problems; and

WHEREAS, the Mansfield Town Council believes that comprehensive Intermodal transportation planning is necessary to resolve the aforesaid problems and that involvement at the local, state and regional levels is necessary to the preparation and implementation of such planning; and

WHEREAS, the Mansfield Town Council believes that passenger train service is a necessary part of any comprehensive Intermodal transportation system:

NOW, THEREFORE, be it hereby resolved by the Town Council of the Town of Mansfield in the State of Connecticut that:

- 1. It is and shall continue to be the policy of the Town of Mansfield to support the commencement and/or/expansion of passenger train service in and to Mansfield and other areas of Connecticut and the Northeast region.*
- 2. The Town of Mansfield supports the efforts of The Central Corridor Rail Coalition/Palmer Rail Coalition to achieve the commencement and/or expansion of passenger rail service to the aforesaid areas.*



Mary Stanton
Town Clerk
SEAL

Date *July 12, 2011*



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to Town Manager; Mary Jane Newman, Director of Mansfield Discovery Depot
Date: September 26, 2011
Re: Child and Adult Care Food Program Application for Mansfield Discovery Depot

Subject Matter/Background

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

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

Financial Impact

The Discovery Depot is requesting \$37,000 to fund the food program.

Recommendation

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

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

Resolved, effective September 26, 2011, to authorize the Town Manager, Matthew W. Hart, to submit the attached application to the Connecticut Department of Education's Child and Adult Care Food Program (CACFP), to help fund the food service operation at the Mansfield Discovery Depot, and to execute any related grant documents.

Attachments

- 1) Excerpts from FY 2011-12 CACFP Application Renewal



Mansfield Discovery Depot
50 Depot Road
Storrs, CT 06268
(860) 487-0062

September 19, 2011

Dear Sara-Ann,

Here is a copy of the electronic Child and Adult Food Program application. Our budget for this year is \$37,000.00. We anticipate that the grant will come close to this amount without going under. Monthly reports are submitted and funds received are based on the number of families eligible for free/reduced/over income, attendance, and meal counts.

If you have any questions please let me know.

Respectfully,

Mary Jane Newman
Director

Child and Adult Care Food Program Sponsor Application

View Only

Agreement Number	Sponsor Name	Federal ID (FEIN)	Program Year	Revision No.
078AIC	Mansfield Discovery Depot (Town of Mansfield)		2012	0

1. Address

Address: 4 South Eagleville Road
 City: Mansfield
 State: CT
 Zip: 06268

2. Mailing Address

The mailing address is the same as the address.

Address: 4 South Eagleville Road
 City: Mansfield
 State: CT
 Zip: 06268

3. Out of State Mailing Address

Address:
 City:
 State: CT
 Zip:

4. Payment Address

The payment address is the same as the mailing address.

Address: 4 South Eagleville Road
 City: Mansfield
 State: CT
 Zip: 06268

5. Program Information

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

Sponsor Type: Private - Non Profit Private - Profit Public
 Government Other

Ownership Code: Sole Owner Partnership Government
 Out of State Corporation Connecticut Corporation

Pricing Information: Pricing Non-Pricing

6. CACFP Program Contact

Name: Ms. Mary Jane Newman
(First, Middle, Last)
Phone: (860) 487-0062 Ext. 111
e.g.,(555) 555 - 5555
Fax: (860) 429-0646
e.g.,(555) 555 - 5555
Email Address: newmanmj@mansfieldct.org
Title: Director
Address: Mansfield Discovery Depot
50 Depot Road
City: Storrs
State: CT
Zip: 06268

7. Claim Contact

The claim contact is the same as the program contact.

Name: Ms. Virginia K Malek
(First, Middle, Last)
Phone: (860) 487-0062 Ext.
e.g.,(555) 555 - 5555
Fax: (860) 429-0646
e.g.,(555) 555 - 5555
Email Address: malekvk@mansfieldct.org
Title: Assistant Director
Address: Mansfield Discovery Depot
50 Depot Road
City: Storrs
State: CT
Zip: 06268

8. Second Program Contact

Name:
(First, Middle, Last)
Phone: Ext.
e.g.,(555) 555 - 5555
Fax:
e.g.,(555) 555 - 5555
Email Address:
Title:
Address:

City:
State:
Zip:

9. Chairperson of the Board or equivalent position (Superintendent of Schools, Mayor, Selectman, Commissioner or Pastor; Business CEO / President / Owner (For Profit Centers))

The owner, president, or CEO contact is the same as the program contact.

Name:

(First, Middle, Last) Mr. Matthew W Hart
 Date of Birth: 11/09/1964 (mm/dd/yyyy)
 Phone: (860) 429-3336 Ext.
 e.g.,(555) 555 - 5555
 Fax:
 e.g.,(555) 555 - 5555
 Email Address:
 Title: Town Manager
 Address: Town of Mansfield
 4 South Eagleville Road
 City: Storrs
 State: CT
 Zip: 06268

10. Executive Director or equivalent position (Principal, Headmaster, City or Town Manager, Deputy Commissioner, Assistant Superintendent; Business CFO / Vice President / Co-Owner (For Profit Centers))

The co-owner, vice-president, or CFO contact is the same as the program contact.

Name: Ms. Mary Jane Newman
 (First, Middle, Last)
 Date of Birth: 08/14/1954 (mm/dd/yyyy)
 Phone: (860) 487-0062 Ext. 111
 e.g.,(555) 555 - 5555
 Fax: (860) 429-0646
 e.g.,(555) 555 - 5555
 Email Address: newmanmj@mansfieldct.org
 Title: Director
 Address: Mansfield Discovery Depot
 50 Depot Road
 City: Storrs
 State: CT
 Zip: 06268

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

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

12. Day Care Home Enrollment

	Tier I	Tier II High	Tier II Low	Tier II Mixed	Total
Number of family day care home providers:					
Number of day care children enrolled:					
Number of Provider's own children enrolled:					

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

13. Commodities or cash-in-lieu

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

Check one of the options:

- Cash in lieu of commodities Commodity foods Not applicable

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

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

- Yes No

14. Miscellaneous Questions

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

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

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

15. Audit

Enter the most recently **completed** fiscal year-end audit report (e.g. 06/30/2010
10/01/2004 through 09/30/2005, enter 09/30/2005)

Enter the total amount of federal funds **expended** during the most recently completed fiscal year, as stated above. **Include all federal funds regardless of the source.**(e.g., HHS, USDA, HUD, etc.) \$ 34,931.32

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

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

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

16. Certifications

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

or, in lieu of this certification

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

and that any debt owed to the program was fully repaid.

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

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

Created By: 078AICp on: 09/01/2011

Modified By: 078AICp on: 09/01/2011

Child and Adult Care Food Program Center Budget
View Mode Only

Agreement Number	Sponsor Name	Federal ID (FEIN)	Program Year	Revision No.
078AIC	Mansfield Discovery Depot (Town of Mansfield)		2012	0

For All Institutions

Proposed Annual CACFP Food Service Operating Budget

1.	Food purchases	35,000.00
2.	Non-Food Supplies	2,000.00
3.	Postage/Printing	
4.	Food Service Labor and Taxes	
5.	Fringe Benefits	
6.	Equipment Purchases (\$5,000 and over)	
7.	Utilities charged to CACFP charged to CACFP (describe method of cost allocation)	
	<input type="text"/>	
8.	Contracted Services charged to CACFP (describe method of cost allocation)	
	<input type="text"/>	
9.	Equipment Rental / Lease (describe method of cost allocation)	
	<input type="text"/>	
10.	Other (specify)	
	<input type="text"/>	
Total Projected Operating Budget		37,000.00

11. Yes No Yes, we understand that at least 85% of the meal reimbursement must go toward the operating costs. Supporting documents are maintained on file for the required time frame

Proposed Annual Administrative Budget

12.	Administrative Labor	
13.	Office Supplies	
14.	Transportation for facility monitoring	
15.	Office Rent and Maintenance	
16.	Utilities (unless included with rent)	
17.	Other (specify)	
	<input type="text"/>	
Total Projected Annual Administrative Expenses		0.00

Created By: 078AICp on: 09/01/2011

Modified By: 078AICp on: 09/01/2011



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Lon Hultgren, Director of Public Works; Cherie Trahan, Director of Finance
Date: September 26, 2011
Re: Agreement between the Town of Mansfield and Regional School District No. 19 for Parking Lot and Grounds Maintenance Services

Subject Matter/Background

Since 1986, the Town has maintained Regional School District 19's fields and parking lots. While the most recent written agreement to provide these services expired in 2007, the parties have continued to honor the terms. Staff has attached for your consideration a successor agreement for fiscal years 2011/12 and 2012/13. The only change that the parties have made to the proposed successor agreement is to reduce the scope of services the Town will now need to provide because the Region has reconstructed its football field in artificial turf as part of its recent track and athletic fields project. This reduction in the scope of services will decrease the Town's fee for service by approximately \$10,000 for FY 2011/12.

Financial Impact

This agreement provides for revenues and services that have been included in the annual operating budgets for both the Town and Region 19.

Legal Review

The Town Attorney reviewed the form of the base agreement, which has not been substantially modified over the years.

Recommendation

Staff recommends the Town Council authorize the Town Manger to execute the attached agreement with Regional District 19 for parking lot and grounds maintenance services.

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

Move, effective September 26, 2011, to authorize Matthew W. Hart, Town Manager, to execute the Agreement Between the Town of Mansfield and Regional School District No. 19 for Parking Lot and Grounds Maintenance Services for a term beginning on July 1, 2011 and expiring on June 30, 2013.

Attachments

- 1) Agreement Between the Town of Mansfield and Regional School District No. 19 for Parking Lot and Grounds Maintenance Services

**Agreement Between
The Town of Mansfield and
Regional School District No. 19
For Parking Lot and Grounds Maintenance Services**

This Agreement made this 1st day of July, 2011 by and between the Town of Mansfield (hereinafter referred to as the Town) and Region 19 School District (hereinafter referred to as the Region), witnesseth that:

Whereas the Region wishes to continue to engage the Town to maintain the roads, parking lots, drainage facilities, athletic fields, large turf areas hereinafter described in connection with the operation of the Edwin O. Smith High School located in Storrs-Mansfield, Connecticut; and,

Whereas the Town has within its means the necessary manpower, equipment and materials to undertake said maintenance activities;

Now therefore the parties do mutually agree as follows:

- A. The Region agrees to engage the Town and the Town agrees to perform the exterior maintenance services hereinafter set forth for the amount set forth herein below.
- B. The Town, working through its Director of Public Works, shall do, perform and carry out in a workmanlike manner the maintenance activities hereinafter described to the satisfaction of the Superintendent of the Region.
- C. Said maintenance services shall be for the period beginning July 1, 2011 and ending June 30, 2013. The annual charge shall be adjusted by the cost of living index for services of this type as published by the US Government.
- D. The Town shall provide the following services:

a. Access Roads and Parking Lot Maintenance

The main bus lot and parking area off Route 195, the parking lot to the south of the school building, the driveway and two small parking areas to the north of the school building and the sidewalks along Route 195 and Bolton Road and Depot School parking area at 85 Depot Rd. will:

- 1. Be plowed and sanded after winter storms
- 2. Be swept in the spring in conjunction with the Town's spring sweeping program
- 3. Have their catch basins cleaned out once a year
- 4. Have the parking lines re-stripped as required
- 5. Be patched with hot bituminous concrete as necessary to fill potholes or depressions, and repair curbs, and,
- 6. Have other minor road maintenance activities performed as required by the Region.

b. Lawn and Grounds Maintenance

The large lawn areas surrounding the school building and along Route 195 including Depot School shall:

- 1. Be mowed in accordance with standard mowing practices (approximately once a week during the growing season)

2. Have worn areas of lawn reseeded as necessary to promote restoration of the area (excepting worn walking paths)
3. Be repaired when damaged by vehicles, vandalism or other unforeseen occurrences.
4. Trim shrubbery, weed and replenish established mulch beds on school grounds on a seasonable basis.
5. Leaf removal (spring and fall).

c. Athletic Field Maintenance

The large turf areas, two soccer fields, field hockey field, softball field and two baseball fields located behind the school building and along Hanks Hill Road (approximately 23 acres) shall:

1. Be laid out once a year
2. Be lined throughout the playing season
3. Be rototilled at the beginning of the season (ball fields)
4. Be raked, dragged, shaped and lined throughout the playing season (ball fields)
5. Have goals assembled and placed at appropriate locations (soccer and field hockey fields)
6. Be mowed in accordance with standard mowing practices (approximately once a week during the growing season)
7. Be fertilized with a standard turf fertilizer twice a year
8. Be aerated twice a year
9. Be overseeded once a year and top-dressed as needed
10. Be repaired when damaged by vehicles, vandalism or other unforeseen occurrences.

E. The agreed upon priced for these exterior maintenance services to be paid to the Town by the Region for the period given in Section 2 herein above shall be \$69,720 paid to the Town in quarterly installments by the Region within 30 days of the receipt of the Town's invoice.

F. The Town or the Region may terminate this contract at the end of any given fiscal year. However, notice of such intent to terminate must be given to the affected party in writing at least 180 days prior to the end of the fiscal year so that other service arrangements may be made within fiscal budgetary time constraints.

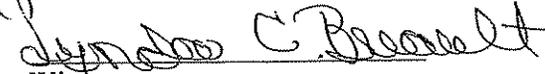
G. The Town or the Region may, from time to time, require changes in the scope of services of this Agreement. Such changes, including any increase or decrease in the amount of compensation paid to the Town which is mutually agreed upon by and between the Town and Region shall be incorporated in written amendments to this contract.

In witness whereof, we have hereunto set our hand and seal this 6th day of Sept, 2011.



 Bruce Silva, Superintendent
 (for the Region)

 Matthew W. Hart, Town Manager
 (for the Town)



 Witness

 Witness

Town of Mansfield
CONSERVATION COMMISSION
Meeting of 17 August 2011
Conference B, Audrey P. Beck Building
MINUTES

Members present: Aline Booth (Alt.), Joan Buck (Alt.), Neil Facchinetti, Scott Lehmann, Frank Trainor. *Members absent:* Robert Dahn, Peter Drzewiecki, Quentin Kessel, John Silander. *Others present:* Grant Meitzler (Wetlands Agent).

1. The meeting was **called to order** at 7:38p by Acting Chair Joan Buck. Aline Booth was introduced as a new alternate; Neil Facchinetti has been elevated from alternate to member.

2. The draft **minutes of the 20 July 2011 meeting** were approved as written.

3. **IWA referrals.** Lehmann participated in the 26 August IWA Field Trip; his report is attached.

a. **W1485 (Bell, 552 Bassetts Bridge Rd.)** The applicants propose to construct a tool barn about 100 ft from a wetland; runoff at this site drains away from the wetland, and the facility falls under the farming exemption anyway. Also proposed is conversion of a small existing barn into a wedding facility: the barn would be modestly enlarged by addition of restrooms and food preparation area and an existing pergola would be extended to it. The wetland mentioned above is about 80 ft from the proposed work at its closest point; the site is flat and the wetland is on the other side of the existing driveway. Wedding-associated parking would not be a problem for wetlands, in Meitzler's view. Facchinetti wondered if the applicants intend to control mosquitoes by spraying; pesticides could impact wetlands. The applicants are preparing a revised application with a more adequate map, and after some discussion the Commission agreed unanimously (**motion:** Buck, Facchinetti) to review it, when available, with special attention to plans for pesticide and herbicide applications.

b. **W1486 (Gore/Wright, 166 Baxter Rd.)** A 14'x17' sunroom, supported by three pier footings, would be added to an existing house; its closest corner would be approximately 125 ft from a wetland. While the slope down to the wetland is fairly steep, the Commission unanimously agreed (**motion:** Booth, Trainor) that no significant wetland impact is anticipated, provided silt fencing as shown on the map is in place during construction and is removed only after the site is stabilized.

4. **Merrow Mill tree cutting.** Eric Thomas of DEEP noted some tree-cutting near the Merrow Mill site on the Willimantic River and brought it to Meitzler's attention. Several trees in front of a red house have been felled down the steep slope above the river. Meitzler suspects that they were cut to admit more light into the house or to clean up storm damage, but he has not found anyone at home to talk with about it. Although this is a very scenic section of the river and the activity is visible from a trail on the Coventry side, it is not clear that the Town has any legal leverage to prohibit or regulate tree-cutting here. Consideration of regulations to protect streamsides may be in order. The Commission unanimously agreed (**motion:** Buck, Booth) to submit a letter to the homeowner, indicating that the Commission has noted tree-cutting on a steep slope above the Willimantic River near the Merrow Mill site, and, as a body concerned about water quality and the scenic and recreational values of the river, would like to know what his/her intentions are.

5. Dark Skies. William Shakalis has been invited to report to the Commission at its September meeting on what he has discovered about state and local lighting ordinances. Meitzler noted that PZC regulations now require lighting plans that aim at no light spillover beyond the property line.

6. Mirror Lake. Vegetation is being removed from Mirror Lake with small dredges and human hands.

7. Ponde Place. The Ponde Place developer has asked DPH to reconsider its denial of the original project. Wells drilled on the property failed an initial pump test: water produced was sufficient only for a scaled-back project. These wells were to be retested once monitoring wells were drilled to judge the effect of withdrawals on neighborhood wells. The developer was delighted to find that the monitoring wells appeared capable of supplying quite a lot of water, but DPH judged that they were likely to draw in pollution from the old UConn chemical landfill.

8. Interstate Reliability Project. A public forum on CL&P's proposal to run a second column of high voltage transmission lines through Mansfield will be held on 14 September from 6:00 – 8:00p at the Community Center.

9. Adjourned at 8:48p.

Scott Lehmann, Secretary, 22 August 2011; approved 21 September 2011.

Attachment: Report on 26 July IWA Field Trip

The Commission commented on IWA 1483 (Cumberland Farms, 4 Corners) and IWA 1484 (Kouatly, Fern Rd) at last week's meeting. I did not see anything at these sites suggesting that we should reconsider these applications at the August meeting. There is now a vast amount of impervious cover at Republic Oil and Kathy John's, which would be reduced by about 0.5 acres under the Cumberland Farms proposal, a definite improvement.

IWA 1485 (Bell, Bassetts Bridge Rd). The applicants want to build a small barn for machinery and develop facilities for weddings at their farm off Bassetts Bridge Rd ("The Gardens", featuring quite spectacular flower gardens). There is still no adequate map – one is promised – but even an adequate map is no substitute for a visit. The new barn would be constructed behind an existing greenhouse at some remove from the existing house; a small barn near the house would be somewhat enlarged and converted into a wedding facility with restrooms and food preparation area, and an existing pergola would be extended to it. There is a wetland across the unpaved driveway (on the left as you drive in) from the existing barn, perhaps 100 ft away from it. It is also about 80 ft from the proposed new barn, though the land on which that would be built slopes away from the wetland; according to Grant, this new barn may be exempt from wetland review anyway under the farming exemption. The wetland may overflow during heavy rain or spring runoff into a small artificial pond just off the driveway a bit closer to Bassetts Bridge Rd; whether the intervening area is wetland is not clear. In any case, I would expect any wetland impact from the project to be marginal, since it is limited to a flat, already developed area. However, a lot more traffic on the driveway might lead to increased sediment loads in runoff.

Scott Lehmann

TOWN OF MANSFIELD
Solid Waste Advisory Committee
Minutes of the Meeting
July 14, 2011

Present: Knox (chair), Roberts, Smith, Coughlin, Walton (staff), Hultgren (staff)

The meeting was called to order at 7:35 p.m.

The minutes of the January 13, 2011 meeting were accepted as amended.

Walton reported that since the Holinko Estates Apartments recycling pilot began in January, 2011 with a uniquely painted dumpster for recycling, the sort has been remarkably clean. From visual estimations before and during the pilot, the volume of material has not appeared to increase. Willimantic Waste Paper has agreed to continue collecting recyclables from this dumpster. It serves four of the five buildings in Holinko Estates.

The multi-family contract ends November 2011, unless it is extended for one more year. The committee reviewed recycling data. Over the past decade the recycling rate at apartments has dropped from 20% to 9%. It was suggested that citation warnings be sent to several of the worst complexes. Hultgren suggested increasing publicity. Coughlin will send Walton information about an on-line network that is gaining popularity at UConn. Smith suggested the Mansfield Patch as a possible venue for publicizing recycling. Walton will look into whether the Town has a model lease that includes language about recycling. Walton will talk to the housing inspectors about including recycling as part of their inspections. It was recommended to require landlords to supply interior recycling containers for each unit.

Walton stated that two trash containers purchased for the Hunting Lodge Road walkway are scheduled to be installed before the fall semester begins. Concrete bases need to be constructed so that the containers can be secured to the base.

Walton reported that when the Town stopped charging for electronics on November 15, 2010, the volume of electronics that are being recycled at the transfer station increased. Soon after the State law went into effect in February, 2011, the volume coming in to the transfer station exploded and has continued to be high. Since recycling electronics began in 1999, the Town has annually averaged 32,000 pounds; in fiscal year 2010/11, 56,000 pounds were collected. Roberts reported that RLG, a state-approved electronics recycling vendor, also takes refrigerant bearing appliances for free. Walton will make sure that they are included in the mid-NEROC bid list.

Walton stated that she contacted Grand Union and Big Y about their plastic bag recycling collection. Both stores have a container for recycling plastic bags in front of the store. The committee suggested that the store provide us with data on how many bags are being recycled. It was also suggested that a visible sign be created as the recycling containers are not obvious.

The committee discussed a request from the Boy Scouts to collect deposit bottles and cans at the transfer station. For several logistical reasons, including turning down other organization's requests of this sort in the past, the committee decided that it would not work at the transfer station. However, the committee recommended that if the Boy Scouts have a collection day or a collection site elsewhere in Town, it should be publicized in the trash bill inserts and at the transfer station.

Walton reported that the new paint stewardship law, requiring manufacturers to recycle unused portions of residential paint, will go into effect either in 2013 or when the Connecticut Department of Energy and Environmental Protection finishes writing the regulations.

Walton discussed having a UConn work study composting intern this coming school year to help support all the schools' composting programs, particularly Vinton and Goodwin. The Committee agreed that it is worth going forward with this idea.

There are times when residents clean out cupboards and throw large quantities of unopened cans and bottles of food in the trash. The Committee decided unanimously that the food must be emptied out of the containers so that the containers can be recycled.

The Festival on the Green is scheduled for Sunday, September 25 from 12:00 to 5:00, at EO Smith High School. The Solid Waste Advisory Committee will be called upon once again to adopt a waste station for the event.

The next meeting is scheduled for September 8, 2011.

The meeting was adjourned at 9:14 pm.

Respectfully Submitted,

Virginia Walton
Recycling/Refuse Coordinator

**Town of Mansfield Parking Steering Committee for Storrs Center
Wednesday, April 27, 2011
Mansfield Downtown Partnership Office
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

5:30 PM

Minutes

Members Present: Karla Fox (Chair), Paul Aho, Martha Funderburk, Meredith Lindsey, Ralph Pemberton, Michael Taylor

Ex-Officio Members Present: Lon Hultgren and Cynthia van Zelm

1. Call to Order

Chair Karla Fox called the meeting to order at 5:33 pm.

2. Approval of Minutes of January 11, 2011

Martha Funderburk made a motion to approve the minutes of January 11, 2011. Meredith Lindsey seconded the motion. The motion was approved unanimously.

3. Remarks from the Chair

There were no remarks from Chair Karla Fox.

4. Continued Discussion of Proposed Cooperative Agreement

Lon Hultgren referenced an updated draft of the proposed Parking Cooperative Agreement.

He said that the towing section needs to be updated to make sure it is consistent with the State.

Mr. Hultgren noted that the regulations section also needs some further editing.

Mr. Hultgren referenced the comments from the last meeting about whether UConn should be part of the enforcement mechanism. His recommendation is that UConn still be part of the cooperative agreement even if their lots are not enforced through the agreement. Ms. Funderburk agreed.

Mr. Hultgren added some definitions in the agreement including "employee parking," "special constables," and "3rd party operator".

He said Articles B and C had not changed.

With respect to Article D, the concept of having special constables, appointed by the Town Manager, to assist with enforcement in the surrounding lots to the Storrs Center parking was added. He said that the special constables would not enforce on lots unless requested by the property owner. Mr. Hultgren said if the property owner wants the Town to tow, it must have a standing letter of trespass to that effect on record at the Town.

Mike Taylor said he liked the plan.

Mr. Hultgren said if a property owner calls for extra enforcement, the property owner will pay the difference between the revenues brought in by the enforcement and the cost to the Town. Mr. Taylor was ok with this concept and noted that his main concern was with making sure enforcement was happening, not the additional cost it may be for him. Ralph Pemberton expressed his approval as well.

Mr. Taylor said he would like it if a third party operator walked a loop in the area to see if there are any enforcement issues.

Ms. Lindsey asked how towing would work. Mr. Hultgren said a car would receive a notice first before it is towed.

Mr. Taylor said one of his main concerns is with car owners who walk off the property and come back several hours later. Mr. Hultgren agreed there should be more discussion on how to address this behavior. Mr. Taylor said he is ok with someone walking off to another commercial property but not ok when someone walks off the "Storrs Center site" to another destination, such as UConn.

Mr. Hultgren said the cooperative agreement may need language to discuss this issue at the quarterly meetings of the cooperative. The dilemma is that most walk-offs are going to E.O. Smith High School or UConn, and these two entities are part of the cooperative. "Walk-offs" need to be defined in the cooperative agreement.

Mr. Taylor reiterated his interest in the 3rd party operator walking a loop that covers the private lots, and Town Hall, and Community Center lots. The thinking is that the presence of a person who can enforce will have the effect of causing people to think twice about parking in those spots.

Mr. Hultgren said that more work needs to be done on the location of employee parking.

Ms. Lindsey asked how many employees are projected to be part of Storrs Center. Mr. Taylor said that he has license plate number for 65 employees that work in his building. About 40 to 45 are there on a daily basis.

Mr. Hultgren said input will be needed by Storrs Center Alliance and its retail consultant on employee parking.

Mr. Hultgren said the term of the Agreement is two years and he noted that the draft needs to change the date from July 1, 2011 start to July 1, 2012 start and to a June 30, 2014 end date for first two year term.

With respect to Appendix A, Mr. Hultgren has included that vehicles will be towed once they exceed the posted time of parking by 50 percent.

He said he also needs to add in information about "walkoffs" in this section.

With respect to Appendix B, Mr. Hultgren utilized the current Town traffic regulations fines.

With respect to Appendix C that outlines the number of parking spaces by each entity, Mr. Hultgren counted the number of spaces. Mr. Taylor noted that he has 125 spaces vs. 128 spaces (there are 59 in the rear lot, not 63).

Mr. Hultgren asked each property owner represented on the Committee to get back to him on their parking counts.

Mr. Hultgren said if there is a disagreement with the cooperative, the entity with the most number of spaces would have the most number of votes.

Ms. Lindsey asked why the Storrs Road and parking garage spaces were under Storrs Center Alliance. Mr. Hultgren said this designation was made because Storrs Center Alliance is managing those spaces and, thus, taking on the liability as well.

Mr. Taylor advocated for a two-thirds majority to decide on a matter of disagreement.

Ms. van Zelm said that the Mansfield Downtown Partnership has no ownership role and so Mr. Hultgren will delete the Partnership from the Storrs Center Alliance jurisdiction.

Mr. Hultgren asked for any further comments to be sent to him or Ms. van Zelm.

Mr. Hultgren reviewed the draft ordinance.

He referenced signage that will be posted. He said there will be tow warning notices and that the issue of walkoffs will need to be reconciled for the ordinance (as well as the cooperative agreement as previously discussed). The concern is that a tow warning will not affect a walkoff.

Both Mr. Taylor and Mr. Pemberton provide a tow warning notice before they tow.

Mr. Hultgren said a change from the copy that was sent to the Committee is that the appeal of tickets will go to the Director of Public Safety, not the Mansfield Downtown Partnership Executive Director. The Director of Public Safety is the Town Manager.

Mr. Hultgren said that Section G needs to be rewritten to reflect the state statutes. There are two different statutes for private vs. public parking.

Ms. Funderburk asked how people know where to appeal their fines. Mr. Taylor said the Director of Public Safety contact information will need to be printed on the ticket.

Ms. Fox and the Committee thanked and commended Mr. Hultgren for all his work.

5. Update on Design of Parking Garage and Intermodal Center

Ms. van Zelm and Mr. Hultgren showed the images submitted as part of the zoning permit application for the parking garage and the intermodal center. Ms. van Zelm noted that Ms. Lindsey had requested an update for the Parking Steering Committee. Ms. van Zelm said the issue of color for the intermodal center elements and some of the garage elements was still being discussed.

Ms. van Zelm said the Partnership public hearing on the application is May 4 at 7 pm at the Mansfield Public Library, Buchanan Auditorium. She said that the Partnership Planning and Design Committee reviewed the plans last week and have reviewed preliminary plans at three previous meetings.

Mr. Hultgren said the Town Council had seen the same presentation last week.

Mr. Hultgren said there will be six car charging stations in the garage and four car sharing spaces. There will be six levels of parking with the upper three levels nested for residents.

The intermodal center will have an information area with bus information and a waiting area for the buses. There will be three adjacent bus stops and two bus berthing areas (for intercity buses).

The eastern part of the intermodal center will include a multi-purpose bike space. There will be bike storage available. The bike space may be a retail space where an operator could help with the information center and the transit operation.

The intermodal center will include public restrooms. Mr. Taylor expressed his concern about the restrooms being too far from the town square.

Mr. Hultgren said the intermodal center provides access to the garage but the access to restrooms at night will be closed off.

Mr. Hultgren showed the elevations of both the garage and the intermodal center. He said the garage will not be visible from Storrs Road as the TS-2 mixed use building will be in front of it.

Mr. Hultgren said the garage is being designed to allow for solar panels if funding is available in the future.

The intermodal center will include interactive kiosks so that riders will know when the buses are arriving.

Paul Aho asked whether there were only 12 seats in the intermodal center. Mr. Hultgren said there will be at least 20 seats; the drawings are still schematic.

Mr. Hultgren said the goal is for the intermodal center to be a bike commuting center, particularly, for employees. The storage for these bikes will be on the first floor. There will be showers and lockers for bikers which will be accessed by a key or access card.

Ms. Funderburk asked how snow will be handled. Mr. Hultgren said that maintenance will be a Storrs Center Alliance responsibility at least for seven years per the development agreement negotiated with the Town. Mr. Hultgren said the snow will be plowed but there will probably not be the need for the top floor initially and it can be closed off.

6. Update on DRAFT Town/Storrs Center Alliance/EDR Parking Management Plan

Ms. van Zelm reported that Town Manager Matt Hart will ask the Town Council to refer the parking management agreement to the Parking Steering Committee for its June meeting.

7. Review of next meeting date

The Committee will meet on June 14 at 6 pm.

8. Public Comment

There was no public comment.

9. Adjourn

The meeting adjourned at 6:50 pm.

Minutes taken by Cynthia van Zelm.

TOWN/UNIVERSITY RELATIONS COMMITTEE
Tuesday, August 9, 2011
Council Chambers, Audrey Beck Municipal Building

Minutes

Present: L. Chiappa, M. Hart, N. Hunter, R. Orr, E. Paterson, C. Paulhus, J. Saddlemire, W. Simpson, W. Wendt

Staff: M. Capriola, D. Dagon (*Town*), C. van Zelm (*MDP*)

1. Call To Order

Meeting was called to order at 4:00pm. New and recent members (Chiappa, Hunter, Orr) were introduced to the Committee.

2. June 14, 2011 Meeting Minutes

Paulhus made the motion to approve the minutes as presented, seconded by Simpson. Motion passed with one abstention (Orr).

3. Updates:

- a. *Mansfield Downtown Partnership*: van Zelm provided an update. Construction is underway and the buildings (residential and commercial) are on schedule to open at the end of summer 2012. The RFP process for the parking garage construction is underway. The pre-cast contract for the parking garage has been awarded. The Celebrate Mansfield Weekend will occur in September; planning is underway.
- b. *Preparations for Fall Semester Off-campus Activity*. Hart and Saddlemire provided an update. Police/patrol coverage at off-campus apartments, no-trespass orders, and the MCCP community visitation programs were topics of discussion.
- c. *Nuisance Ordinance*. The Nuisance Ordinance became effective August 8, 2011. Hart provided an overview of the ordinance and its review/adoption process.

4. Police Services Study Discussion

Discussion of police service delivery options were presented and discussed. The discussion was facilitated by Hart, Capriola, and Dagon.

5. Other Business/Announcements

None.

6. Opportunity for the Public to Address the Committee

None.

7. Adjournment

Meeting adjourned at 5:35 p.m.

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



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

YSB Advisory Minutes
Tuesday, June 14, 2011
12:00 noon @ Mansfield Town Hall
Conf. Rm. B

Board Members

Present:

Ethel Mantzaris, Chair
Patricia Michalak, YSB Coordinator
Kathleen McNamara, YSB Social Worker
Kevin Grunwald, Human Service Bureau Director
Chuck Leavens, EOS Crisis Worker
Candace Morrell, MMS Assistant Principal
Eileen Griffin, LCSW
Frank Perrotti, Resident
Jeff Smith, Resident
Teri Hebert, Educational Consultant
Sevan Angacian, Ph.D. Student

Guest

Tonya Ohlund

I. Call to Order

- Meeting called to order at 12:01 PM by Chair, Ethel Mantzaris

II. Approval of minutes

- Meeting minutes from May 10, 2011 were accepted and approved

III. Reports

- Director's Report - Kevin Grunwald
 - o Budget referendum is being voted on today; Kevin encourages everyone to vote.
 - o Sandy Baxter, the School Readiness Coordinator, has announced that she is retiring as of October 1, 2011.

- The department was awarded a grant to purchase a handicap accessible van for seniors and those with physical disabilities. Volunteer driver/staff with the appropriate class license will be driving the van.
- Coordinator's Report - Patricia Michalak
- **Month's summary** – As the school year is coming to an end we are receiving more referrals and calls about families. We have been working on camperships and summer programs.
 - **Tonya Ohlund** will be joining the YSB and working with Pat.
 - **Boys Counsel:** The Boys Group was a successful new program that was supported by volunteers from EOS and UConn. This was a new initiative focused on promoting boy's safe and healthy development with male mentorship. This program took place throughout the whole year and was facilitated with the help of graduate students and high school mentors.
 - **Woman's Auxiliary Program:** Eagleville Fire Department Women's Auxiliary hosted a dinner to benefit Mansfield Special Needs program. It was designed to provide financial assistance with emergency expenses. The planning was wonderful; the women hosted a wonderful dinner with the help of the Explorers who are a group of high school students aiming to be future fire fighters. We thank them for their hard work.
 - Several YSB Board members mentioned they would have liked to be informed about this event.
 - **UConn Give-and-Go Program:** The Grandparents Raising Grandchildren received household items from the recycling "student move out" program. They received fewer items than previous years; the committee is evaluating ways to improve UConn student participation in the program.
 - **Rectory Day Camp:** YSB coordinated with the Bishop Fund to sponsor three students to attend the Rectory Day Camp in Pomfret, CT for this summer.
 - **Psychological Service Clinic of UConn:** This organization averages eighteen clinical families of Mansfield whom we have referred free of charge. YSB staff meets monthly with the director of the clinical program, Dr. Marianne Barton, to collaborate on the cases. This partnership provides the town of Mansfield with over a thousand hours a year of clinical services. YSB is collaborating with Psychological Services to find a liaison figure to help with note taking.
 - **Goodwin Running Club:** This program was started in May and is conducted after school. Kathleen McNamara, MSW and Jane Griffin, EOS senior, are

participating weekly with this group at Goodwin Elementary School. YSB provided t-shirts for the participants of the Running Club. It allows YSB to reach out to students in the schools and promote healthy habits.

- **Mansfield Middle School Hiking Program:** Each week, Kathleen participates in a school hike with over 30 8th grade students and the gym teacher at the Mansfield Middle School. This is an outreach effort to allow for healthy habits and knowledge of YSB as a resource.
- **Leap Lunch:** School guidance counselors and Cope facilitators met with Middle School kids who had previously participated in Cope to begin a new mentoring program. This group will start mentoring the younger Cope students to assist with the transition to the Middle School. The group will be meeting in late August to do a lunch with the guidance counselors, the Cope students entering 5th grade, and the student mentors from the Middle School. Because we know transitions can be difficult for some students, this is an effort to facilitate this transition and support the new students as they enter the new school.
- **Summer Wilderness Challenge Program:** Everyone has been invited but we are waiting to hear about an update on the final participants.
 - Chuck updated the Board saying that the group is set and that sixteen students are participating, starting the trip on Sunday, June 26th.
- **Regional YSB Meeting:** Coventry, Willington, Ashford, and Mansfield YSBs are together working on the juvenile review board and diversion program.

IV. Old Business

- Challenge update – Kevin said that \$500 has been received in donations; we are still short another \$700. Kevin provided a list of contributors and said that letters will be sent out to families who have had students participate in Challenge last year.
- Juvenile Review Board – Kevin has received an outline of what constitutes a Juvenile Review Board.
- Community Center use by YSB – Kevin spoke to Curt Vincente about YSB use of Community Center space.
- Update - The State does not mandate any follow up on home-schooled students. There is no legal requirement for schools to test students who are home-schooled. The language “suggests” steps to be taken for home-schooling.
- Universal intake spreadsheet – Kevin did not have this prepared.

V. New Business

- Goals for next year:
 - o Advocate for an expanded budget for programming for youth and families with the possibility of a part time position for a volunteer coordinator
 - o Reestablish police representation on the Board
 - o Support cooperation with the Regional YSBs of Willington, Ashford, and Coventry
 - o Continue to expand clinical programs for young adolescent boys and girls
 - o Explore the idea of a Regional Juvenile Review Board

VI. Other

- Tonya Ohlund and YSB Volunteer Coordinator position – Kevin and Pat will look at grant funds and other budget options to hire Tonya part-time as a potential volunteer coordinator at YSB.
- Youth work employment program is now limited to high school students (cannot include middle school students due to their age)
 - o Pat will try to get specific legal rationale/paperwork from Marie (Assistant to the Town Manager) for why this is the case as of late. Pat will provide this information to Jeff.

VII. Adjournment

- Next meeting will take place on Tuesday, September 13, 2011
- Meeting adjourned at 12:45 PM
- Minutes submitted by Sevan Angacian

APPROVED MINUTES
Town of Mansfield
Communication Advisory Committee
May 16, 2011
Town Hall Conference Room C

Members Present: Patrick McGlammery, chair, Ronald Shurin (until 7:30 pm),
Aline Booth, Richard Pellegrine
Staff: Jaime Russell

- I. Meeting called to order at 7:10 pm by chair.
- II. Approval of minutes moved by Richard, seconded by Aline.
- III. Public Comment: None
- IV. Old Business:
 - a. Committee membership status: No new members have come forward to serve on the committee. The League of Women Voters will be contacted to see if there is interest there. A major discussion ensued as to whether this committee has reached or full-filled its charges and should be discharged. It was also noted that present members' terms are nearing an end.
- V. New Business:
 - a. Mr. Pellegrine indicated that the Town Council might want to review the process by which a citizen can amend a budget at the Town Meeting. There seemed to be some confusion about the difference between a program and a line item. It was agreed that the chairman would draft a letter to the Council about what thoughts they might have in making the Town Meeting and other matters more understandable to town residents. In the letter to be drafted it would also be seeking advice from the Council about the future of this committee.
 - b. Members agreed that at their next meeting (Aug. 15) that the committee would review the original charge given to the committee by the council. It was also agreed that they would review the draft letter from the chair.
 - c. Meeting adjourned at 8:25 pm.

Respectfully submitted,
Richard Pellegrine

Future Agenda

- I. Review of Charge
- II. Letter to Council

TOWN OF MANSFIELD
FINANCE COMMITTEE SPECIAL MEETING
MINUTES OF AUGUST 15, 2011

Members Present: W. Ryan, C. Schaefer

Other Council Members Present: None

Staff Present: C. Trahan

Guests: none

Meeting called to order at 6:00pm.

1. Minutes from 6/13/11 meeting approved as presented
2. The Committee discussed the bonding process for the capital improvement projects in the Adopted 2011/12 CIP Budget. The committee agreed to recommend that the equipment purchases (large dump truck, small dump truck and ambulance) go to Town Meeting for bonding approval. They further agreed to recommend that the final permitting and design of the 4 Corners Sewer Project and the S. Eagleville Walkway projects go to Referendum in November for bonding approval. These items will be on the Town Council agenda for Monday, August 22, 2011.
3. Adjournment. The meeting adjourned at 6:10pm.

Motions:

Motion was made to accept the June 13, 2011 minutes by Carl Schaefer. Seconded by Bill Ryan. Motion so passed.

Motion to adjourn.

Respectfully Submitted,
Cherie Trahan
Director of Finance

Town of Mansfield Traffic Authority
Minutes of the Meeting – July 26, 2011

Present: Hart, Hultgren, Painter, Meitzler, Painter, Baruzzi (Mansfield Schools), Schreier (Mansfield Downtown Partnership).

The minutes of 6/28 and 7/7/11 were reviewed and no corrections made.

72 Mansfield City Road – Meitzler will discuss the proposed guardrail along the corner property with the owner of this parcel.

Pending traffic data (counts and speeds) – the Town's traffic classifier is now operable and the following locations are on the list to be classified: Hillyndale Road; Baxter Road; Hanks Hill Road; Pleasant Valley Road.

Ravine Road – the survey responses from the property owners along Ravine Road were reviewed and discussed. Noting that closure of the road was objected to by at least two of the residents, closure (either temporary or permanent) was not favored by members of the Authority. Hultgren will continue to work with UConn and the DOT to put signs on Route 32 instructing drivers as to the preferred route to UConn. If a permit for these signs is not obtainable from DOT, Green will be contacted to locate the signs off the DOT's right of way.

PZC Referrals:

1. Wedding & Garden Center, 552 Bassetts Bridge Road – Reviewed favorably with one suggestion that the entrance be appropriately signed during events to warn people using the road.
2. Four Corners gas station and convenience store – Reviewed with the following comments: 1) Walkways should extend to the property lines. 2) Internal walkways should be relocated to facilitate convenient use from the 195/44 signalized intersection through the property to the store. 3) The left turn out of the property onto 195 could be problematic. If it is to remain, traffic data showing the ease/difficulty of this movement should be provided.
3. Office building on the North Frontage Road – Reviewed favorably with one suggestion that the shared-use path to the west of the proposed sidewalk be connected to and that the existing connection from the road shoulder to the existing shared-use path be preserved.

Celebrate Mansfield parade route 195 closure – Approved with the usual conditions (coordination with Resident State Trooper and appropriate notifications)

Signal replacement – Route 195 at North Eagleville Road – for information only.

Request for pedestrian push-button at the 195/Moulton Road intersection – referred to the DOT.

Respectfully submitted,

Lon Hultgren
Director of Public Works

Animal Control Activity Report

REPORT PERIOD	2011/		2012										This FY to	Last FY to
PERFORMANCE DATA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	date	date
Complaints investigated:														
phone calls	190	196											386	318
road calls	22	19											41	31
dog calls	93	92											185	127
cat calls	61	58											119	126
wildlife calls	15	8											23	10
Notices to license issued	2	0											2	6
Warnings to license issued	20	73											93	0
General warnings issued	4	3											7	5
Infractions issued	1	0											1	1
Notices to neuter issued	0	0											0	1
Dog bite quarantines	1	0											1	1
Dog strict confinement	0	0											0	0
Cat bite quarantines	0	0											0	2
Cat strict confinement	0	0											0	0
Dogs on hand at start of month	4	7											11	5
Cats on hand at start of month	12	6											18	39
Impoundments	23	20											43	62
Dispositions:														
Owner redeemed	10	4											14	12
Sold as pets-dogs	5	6											11	9
Sold as pets-cats	9	5											14	28
Sold as pets-other	0	0											0	1
Total destroyed	2	2											4	3
Road kills taken for incineration	0	0											0	2
Euthanized as sick/unplaceable	2	2											4	1
Total dispositions	26	19											45	53
Dogs on hand at end of month	7	4											11	3
Cats on hand at end of month	6	10											16	50
Total fees collected	\$995	\$ 506											\$1,501	\$ 1,526



MANSFIELD ADVOCATES FOR CHILDREN

MINUTES
August 3, 2011

MEMBERS PRESENT: K. Grunwald (staff), S. Baxter (staff), J. Woodmansee (staff), F. Baruzzi, R. LeClerc, MJ Newman, J. Goldman, C. Guerreri, J. Stoughton, E. Tulman, L. Dahn, L. Young, J. Higham, V. Fry, G. Bent, E. Soffer Roberts, S. Anderson, P. Braithwaite, A. Bloom

GUESTS: R. Freeman, M. Huff

REGRETS: J. Suedmyer, A. Bladen, J. Boltseridge

ITEM	DISCUSSION	OUTCOME
<p>Call to Order</p>	<p>J. Stoughton called the meeting to order at 7:35pm.</p> <p>S. Baxter introduces J. Woodmansee, her new assistant and new members Yujin Kim, Ellen Tulman and Janice Boltseridge.</p> <p>Vote on Minutes of 6/1/11.</p> <p>S. Baxter reported that her job description has been posted on the Town website and requested that members pass it along to anyone they know who might be interested. S. Baxter then advised members that the first round of candidate interviews will occur on August 22nd. The final round interviews are scheduled for August 29th with a proposed panel of Kevin, Gloria and/or Judy, Maria and Sandy. The hope is to have the new employee in place to overlap with Sandy for several weeks.</p> <p>K. Grunwald reported that the Town Planner has submitted an application for a grant for the Safe Routes to Schools Initiative which will provide for a sidewalk from Bassett's Bridge Road to Southeast School. A. Bloom added that this grant was initiated by F. Baruzzi and that the award is \$500,000. She also noted that MAC is identified in the grant as a support partner.</p> <p>S. Baxter reported that a RBA seminar is scheduled for September 13th and 14th.</p>	<p><i>Motion:</i> <i>J. Higham moves to approve the 6/1/11 minutes as presented. E. Soffer-Roberts seconds and the motion passes unanimously</i></p> <p>Members interested in participating on the interview panel are requested to contact Sandy with their availability.</p> <p>MAC's Support Partner responsibility is around developing an incentive program for children at S.E. to use the 'safe routes'.</p> <p>Anyone interested in attending should contact S. Baxter.</p>
<p>Follow Up</p>	<p>G. Bent passed out a questionnaire for members to anonymously complete regarding satisfaction at the conclusion of MAC meetings. She noted that while the co-chairs are open to the idea of</p>	<p>The membership agreed that the meeting times and frequency will remain as scheduled and the issue re-visited in December, 2011, with the stipulation that the full MAC meetings adjourn promptly at</p>

	<p>changing the meeting frequency and times it is their suggestion that during this time of transition, the meeting times and frequency remain the same and that this issue will be reviewed in December, 2011.</p> <p>G. Bent facilitated discussion on how best to effectively utilize the hour of the full MAC meeting.</p>	<p>7:30pm and that the meetings are set according to the academic year.</p> <p>The membership agreed that the Executive Council should consider meeting two (2) weeks after the full MAC meeting (effective in September, 2011) and that in an effort to solicit issues to be addressed by the whole MAC group, minutes from the Executive Council be due to the entire membership no more than one (1) week following the meeting.</p>
Updates	<p>K. Grunwald provided an update regarding the Action Institute: Implementing Policy & Environmental changes to Reduce the Risk of Cancer and Chronic Disease which will be held on August 31st at the Bishop Conference Center at UConn. Keynote speaker is Mark Fenton and space is available if members are interested in attending.</p> <p>K. Grunwald discussed the meeting the Executive Council had with Danny Briere. Mr. Briere is currently working with E.O. Smith on developing a social networking model and would like MAC involved in providing information regarding children birth to 8. Some of the challenges discussed include getting individuals to sign-up and finding the manpower to administrate the program.</p>	<p>Contact K. Grunwald if you are interested in attending contact A. Bloom.</p> <p>Scholarships are available for this event; people interested in getting a scholarship must register first. Considerations will be based on number of scholarships requested and money available for scholarships.</p> <p>No action is required at this time. Awaiting further information from Danny Briere.</p>
Playground	<p>S. Anderson reported that the Committee is close to choosing a company to design the playground. The site will be by the Community Center although the exact location is not yet determined. The time line for the playground remains at two (2) years. The Committee will meet on August 5th to finalize plans for advertising and fundraising at the beginning of the school year.</p>	
Co-Chairs Recruitment	<p>S. Baxter suggested that a search committee be formed for the three (3) year term of chair or co-chairs.</p>	<p>S. Baxter will confirm that the current co-chair terms are up in September, 2012.</p> <p>Formulation of a search committee is tabled until January, 2012.</p>
Sandy's Job Description	<p>S. Baxter noted that the posting for her job is on the town's website, as well as, Eastern School or Soc. Work and Early Childhood, UCONN School of Social Work and Early Childhood, and on the Graustein Listserve.</p>	
Announcements	<p>G. Bent reminded the membership to take home the sheet regarding performance measures in preparation for the September meeting.</p>	

Adjournment/ Next Meeting	Next Executive Council meeting August 10, 2011 at 1:15 in B. Next MAC meeting on <u>Wednesday, September 7, 2011, Town Hall –Council Chambers at:</u> <u>5:00PM</u> Team meetings <u>6:30PM</u> full MAC meeting Agenda topics: please send to Sandy	
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MANSFIELD ZONING BOARD OF APPEALS – SPECIAL MEETING
MINUTES
AUGUST 17, 2011

Chairman Pellegrine called the meeting to order at 7:00 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

Present: Members – Fraenkel, Gotch, Katz, Pellegrine, Singer-Bansal

Alternate – Scruggs

Absent: Alternate – Accorsi, Clauson

BUSINESS MEETING: CURTIS & JOAN CHASE APPLICATION

It was determined that the zoning agent had made an error and that a rear yard variance is necessary to construct the garage addition at 67 Mountain Rd. Pellegrine sought legal advice from Atty. Steven Byrne, an expert on land use, and he advised that the motion made on August 10, 2011 could be amended to include the rear yard variance.

Singer-Bansal made a motion to reconsider the Zoning Board's August 10, 2011 approval of the Chase application, seconded by Gotch. Gotch, Katz, Pellegrine and Singer-Bansal in favor. Fraenkel abstained.

Katz made a motion to amend prior motion to approve the application of Curtis & Joan Chase for a Variance of Art IX, Sec C.2.b (Note) to construct a 24' x 24' addition to a non-conforming garage approximately 18' from side property line where 35' is required and approximately 30' from rear property line where 50' is required at 67 Mountain Rd, as shown on submitted plan.

In favor of approving application: Gotch, Katz, Pellegrine, Singer-Bansal

Reasons for approving application:

- Non-conforming lot
- Topography
- Will not have a negative affect on neighborhood

Opposed to approving application: Fraenkel

Reasons for opposing application:

- No demonstrated hardship

Application was approved.

ADJOURNMENT

Meeting was adjourned at 7:25 p.m.

Respectfully Submitted,

Sharon Tyler

MANSFIELD ZONING BOARD OF APPEALS – REGULAR MEETING
MINUTES
AUGUST 10, 2011

Chairman Pellegrine called the meeting to order at 7:00 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

Present: Members – Fraenkel, Gotch, Katz, Pellegrine, Singer-Bansal

Alternate – Accorsi, Scruggs

Absent: Alternate – Clauson

CURTIS & JOAN CHASE – 7:00 P.M.

To hear comments on the application of Curtis & Joan Chase for a Variance of Art IX, Sec C.2.b (Note) to construct a 24' x 24' addition to a non-conforming garage approximately 18' from side property line where 35' is required at 67 Mountain Rd.

Mr. Chase said they are planning on adding additions to the back side of their garage and to the house. The garage addition will be used for vehicles and storage and will be no higher than the existing garage, with matching siding. Their stated hardship is that there is no other place for the garage due to the location of the septic system.

A Neighborhood Approval Sheet showing no objections from abutters and a certified receipt from a letter sent to one abutter was submitted.

BUSINESS MEETING

Singer-Bansal made a motion to approve the application of Curtis & Joan Chase for a Variance of Art IX, Sec C.2.b (Note) to construct a 24' x 24' addition to a non-conforming garage approximately 18' from side property line where 35' is required at 67 Mountain Rd, as shown on submitted plan.

The Board questioned whether a variance was necessary for the rear yard as well and decided that the zoning officer would be consulted in this matter. In the meantime they would act on the application as presented.

In favor of approving application: Gotch, Katz, Pellegrine, Singer-Bansal

Reasons for approving application:

- Non-conforming lot
- Topography
- Will not have a negative affect on neighborhood

Opposed to approving application: Fraenkel

Reason for opposing application:

- No demonstrated hardship

Application was approved.

APPROVAL OF MINUTES FROM JULY 13, 2011

Singer-Bansal moved to approve the minutes as presented. Scruggs seconded the motion. All in favor (Fraenkel abstained).

ADJOURNMENT

Meeting was adjourned at 7:45 p.m.

Respectfully Submitted,

Sarah Accorsi
Secretary



CEMETERY COMMITTEE MINUTES

June 22, 2011

3:30 pm

ROOM B

AUDREY P. BECK BUILDING

Present: Isabelle Atwood (Chair), Rudy Favretti, Barry Burnham, Jane Reinhardt

Staff present: Lon Hultgren, Mary Stanton, Mary Landeck (Sexton)

- Mr. Favretti moved and Mr. Burnham seconded to approve the minutes of the 3/23/2011 and the 4/21/2011 meetings. The motion to approve passed unanimously.
- Sexton Report
The Sexton reviewed the activities in the cemeteries and updated members on the progress she is making on the cemetery records of the Town. The Committee thanked the Sexton and Assistant Town Clerk Sharon Tyler for their work on the cemetery records. The Committee agreed that construction of the road in the New Mansfield Cemetery is the priority project for this year. Ms. Landeck outlined the reasons why additional plots should not be sold in the Gurley Cemetery until the layout of existing sold plots are determined. Members agreed.
- Review of Cemetery Brochure
Mr. Favretti offered editorial suggestions which will be incorporated into the text of the brochure. Members agreed the print in the brochure should be larger. The Committee decided to have the brochure professionally designed and printed.
- Below Ground Radar Program
Work has been completed on the Jacob, Mount Hope and Thompson cemeteries. All investigated areas have been identified as clear. However, anyone excavating in those areas should proceed with caution. The report will be kept in the vault with copies made for members. The engineering intern will be asked to plot out the researched area for future burials.
- Maintenance
The trees in the Mount Hope Cemetery will be trimmed and the dead tree at the back of the Gurley Cemetery will be removed. Fill will be added to the sunken graves at the Jacob Cemetery. Mr. Hultgren will also include the work identified in the minutes of the 3/23/2011 meeting in the schedule for this year. As previously discussed the new road in the New Mansfield Cemetery will be constructed.
- Restoration
Ms. Landeck and Mr. Burnham met with Jonathan Appell to review the work required in the Gurley Cemetery. Thirty-one stones were identified as needing restoration work at a cost of \$9375.00. By consensus the Committee agreed to authorize the work. Mr. Hultgren will process the necessary purchase order. Members will review other cemeteries for future restoration work.

- Fund
Committee members reviewed the Cemetery Fund Balance Sheet

The next meeting of the Cemetery Committee will be on September 21, 2011.

The meeting adjourned at 4:35 P M

Mary Stanton, Town Clerk

**MANSFIELD DOWNTOWN PARTNERSHIP
PLANNING AND DESIGN COMMITTEE
Mansfield Downtown Partnership Office
Town Hall – Town Council Chambers**

Tuesday, June 21, 2011

MINUTES

Members: Steve Bacon, Laurie Best, Karla Fox, Manny Haidous, Frank McNabb, Peter Millman, Ruth Moynihan, Karin Randolph

Staff: Cynthia van Zelm and Kathleen Paterson

Guests: Board member Toni Moran, Mansfield Director of Human Services Kevin Grunwald

Storrs Center Team: Tim Andre and Norm Goldman (Desman Associates), Sam Gardner (Gregg Wies & Gardner Architects) (GWG), Macon Toledano (LeylandAlliance), Geoff Fitzgerald and John Schmitz (BL Companies), Lon Hultgren (Town of Mansfield)

1. Call to Order

Steve Bacon called the meeting to order at 5:00 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes from April 19, 2011

Peter Millman made a motion to approve the minutes of April 19, 2011 of the Special Meeting of the Planning and Design Committee. Frank McNabb seconded the motion. Laurie Best abstained. The motion was approved.

4. Approval of Materials/Colors for Intermodal Center and Parking Garage

Mr. Bacon introduced Mr. Fitzgerald, Mr. Toledano, Mr. Gardner, Mr. Andre, Mr. Goldman and Mr. Hultgren.

Mr. Bacon recapped the action of the Committee. He noted that on April 19 the Committee approved a recommendation to the Board of Directors on the zoning permit for the parking garage and the intermodal center. The Committee reserved an opinion on colors and materials. Mr. Bacon referenced a memo from former Director of Planning Gregory Padick to Zoning Agent Curt Hirsch that the zoning permit will not be issued until a recommendation is received from the Chair of the Planning and Design Committee on colors and materials.

Mr. Andre reviewed colors and materials for the parking garage. He noted that the garage rendering has been updated to match the intermodal center.

He noted that bronzed glass will be used and the mullions on the elevator will be white while the other mullions will be red to match the intermodal center. The mesh will tie into the red for the intermodal center.

Mr. Andre said the pre-cast colors for the garage will be a light sandblast finish for the entire garage.

Karin Randolph asked if the bronze tint was to cut the sun glare. Mr. Andre said the glass is not supposed to be mirror reflective. Mr. Bacon asked if the glass is responsive to potential solar panels on garage. Mr. Andre said it will help. Karla Fox asked if the garage will be solar ready. Mr. Andre confirmed that the garage is designed to take a solar array on the roof if funding becomes available.

Mr. Andre said some louvers are included to provide air through the lobbies to prevent heat.

Mr. Gardner said that the renderings for the intermodal center had also been updated. The parking garage and intermodal center are designed to be one building. The intermodal center is a two-story building that utilizes brick. The glass will be the same for the intermodal center as the parking garage. The colors will be the same as well.

The metals will be slightly darker for the spandrels than the cornice.

Ms. Fox asked about how the buildings will deal with significant snow. Mr. Gardner said the buildings will be fairly robust to stand the snow. Maintenance will be key.

Mr. Millman made a motion to recommend to the Director of Planning and Development that the materials and colors presented by Desman Associates and GWG, on behalf of the Town of Mansfield, at the June 21, 2011 Planning and Design Committee meeting be adopted as part of the design for the parking garage and the intermodal center. Ms. Randolph seconded the motion. The motion was approved unanimously.

5. Review of Zoning Permit Application for Post Office site and Post Office Road

Mr. Bacon summarized the last two zoning permit applications, noting that the Phase 1A and 1B application was from LeylandAlliance and EDR, and the parking garage and intermodal center application was a Town application.

Mr. Toledano said that the Post Office site and Post Office Road application is on behalf of LeylandAlliance and EDR. The application is for work to be done on PO Road that intersects with Village Street to the Town fields and the Post Office site. The section of PO Road to Storrs Road is part of the Storrs Road work.

Mr. Toledano said work needs to be done on the Post Office and Post Office Road so that the work on Village Street can proceed on land that the PO currently uses. The goal is to start construction in the fall. Mr. Toledano reiterated that Village Street will be a Town road.

Mr. Toledano said the Post Office has agreed in principle on the design work and the development team is working on a lease with the Post Office as it will take over this land from UConn.

Mr. Toledano said the plans for this site work have not changed since the master plan was approved as part of the Storrs Center Special Design District in 2007.

Mr. Toledano said the Storrs Center design guidelines do not apply to this area. They do apply to the section of Post Office Road from the intersection with Village Street to Storrs Road.

Mr. Fitzgerald said no new parking is planned; there will be improved vehicular movement in the back of the Post Office lot where the mail trucks are parked.

Part of the project includes significant storm water quality improvements. This area is one of the most impacted by wetlands. The goal is to capture and treat the storm water run-off. The work is consistent with the Army Corps of Engineers permit received in 2008. There will be a restoration plan for the wetlands. There will be a maintenance plan for the storm water system.

Mr. Fitzgerald said there will be a retaining wall along Village Street.

Mr. Fitzgerald said there will be a mail drop-off box on PO Road with a cul de sac at the end for easy turnaround by cars. Committee members expressed appreciation for the drop box.

Mr. Fitzgerald said the sidewalk will be extended toward the back of the Post Office. There will be more public parking in the back for customers as well as service vehicles as the Storrs Post Office has taken on an increased role.

Manny Haidous asked if the service vehicles will be fenced. Mr. Fitzgerald said there will be vertical fences for aesthetics as well as for safety. Mr. Haidous asked if there will be plantings along the fence. Mr. Fitzgerald said there will be street trees on the Village Street that should provide some screening.

Speaking as chair of the Parking Steering Committee, Ms. Fox asked if the Post Office parking would be part of a system-wide parking plan that the Committee is contemplating. Mr. Toledano said the Post Office has rights to its parking; they will need to monitor their lots for poaching. Ms. Fox thought the Post Office lots would be less of an issue than other lots that are closer to Storrs Center.

Mr. McNabb asked about the width of PO Road and the Village Street. Mr. Fitzgerald said that PO Road is 24 feet wide (this will not change with site improvements although it will be wider at the intersection with Storrs Road) and the Village Street will be 22 feet where there is no on-street parking.

Mr. Millman noted concerns about providing landscaping adjacent to the Greek amphitheater while the amphitheater is finished. Is there a danger of lack of landscaping if the Storrs Center project is delayed on this south end of the project? Mr. Toledano said the Print Shop and Design Center will not come down until closer to construction on the Market Square area so there will not be an empty space. Mr. Fitzgerald said there will be street trees and sidewalks on both sides of the Village Street.

Mr. Haidous asked if the intersection at PO Road and Storrs Road will change. Mr. Fitzgerald said the intersection will get a new light.

Mr. Bacon said the objective of LeylandAlliance and EDR is to file a zoning permit application as soon as possible. The development team wanted to make a presentation to the Planning and Design Committee to update the Committee and answer any questions.

Ms. Fox made a motion to endorse the concepts presented for the Post Office site improvements and Post Office Road. Mr. Haidous seconded the motion. The motion was approved unanimously.

Ms. van Zelm will send the Legal Notice on the zoning permit public hearing to the residents of Courtyard Condos (*done*).

6. Update on Village Street Design

Derek Kohl from BL Companies gave a presentation to the Committee on the plans for the Village Street. He said that plans are at about 30 to 35 percent completion. The goal is to quickly get to the stage of construction documents. The plans are consistent with the design guidelines. The key is for the road to emphasize the pedestrian experience.

There will be on-street parking on both sides of Village Street. There will be angle parking in some areas. The team is looking at ways to provide a wider berth for backing up.

Buses will be coming in on Dog Lane if coming from the north to the intermodal center. The goal is to drop people off on the same side as the intermodal center. There will be bus pull-offs behind the parking garage and two adjacent to the intermodal center. The one in front of the intermodal center is likely for inter-city buses.

Nodes have been identified to provide public features such as public art, seating areas, kiosks, etc.

Mr. Kohl said one of the challenges is the significant grade changes – some as many as 15 feet. There will be a detention wall for draining. There will be a fence here. The goal is to look for a wood guardrail for car safety.

The only permit needed is from the Department of Environmental Protection (DEP) for a storm water construction permit. It is required 30 days prior to construction. This is a new regulation from the DEP.

Mr. Haidous asked if there would be speed bumps. Mr. Kohl said there would be no speed bumps but there would be textured crosswalks. The team is looking at a mountable median at the south end of Village Street as a visual cue for cars to slow down.

Ruth Moynihan asked about the drainage behind the Greek Church. Mr. Fitzgerald said the bowtie wetland is in that area which will be filled but the area east of the wetland cannot be disturbed. Mr. Toledano noted that the project will clean-up that area significantly.

Ms. Moynihan noted that the turns for the buses appear to be fairly sharp. Mr. Fitzgerald said this was a good point and it is part of the give and take in creating a pedestrian oriented development. The movement is tight but it will work. Mr. Kohl added that they have a computer model that ensures that buses can make those turns.

Mr. Toledano said the team is still evaluating the best circulation routes.

Toni Moran expressed concern about the ability of trucks to service businesses. Mr. Fitzgerald said the team had run a model as described above to ensure that this could be done. Mr. Toledano said the service entry will need to be shown in a future zoning permit application.

Kevin Grunwald said that he works with the Mansfield Advocates for Children and they are interested in pocket parks and whether they will be family friendly. What is the process for decision making? Mr. Gardner said the time is right to look at nodes. Ms. van Zelm mentioned the public spaces stakeholder meeting that will be held tomorrow night where ideas will be exchanged as part of a public spaces plan.

Mr. Kohl said the preliminary design of the Village Street looks at the layout and transportation issues. The next level will look at nodes in more depth.

Mr. Toledano said the team has looked at a potential playground area in the residential section of Storrs Center. He noted that the street will be a public space/an outdoor room with trees, wide sidewalks, etc.

Mr. Bacon referenced Planning and Zoning Commission Chair Rudy Favretti's letter regarding the safety of pedestrians at the intersection near the intermodal center. Mr. Fitzgerald said there is a need to move vehicles through but at a safe speed and to be cognizant of pedestrians. Pedestrians should have the right of way. Mr. Fitzgerald said they did change the plans by pulling some parking spaces back from the intersection. Mr. Kohl noted that there will be signage to indicate that there is a speed limit of about 10 to 15 mph.

Mr. Kohl said the only stop sign will be northbound but there will be a yield to pedestrians at all the other intersections. A 3 way stop as contemplated will be difficult for bus parking. Mr. Toledano said the width of parking spaces has not changed. He also said that plans will come back to the Committee as they are revised.

Mr. Bacon asked if it had been determined what might need to be eliminated if the project comes in higher than the grant amount. Mr. Kohl said one way to save money is to narrow down the sidewalks. Mr. Hultgren said the plans and budget will need to be approved by the Federal Transit Administration. With respect to timing with the Committee, the suggestion was to have a meeting in July on the adherence of the Phase 1A and 1B plans with the Storrs Center Sustainability Guidelines and in August with more advanced plans for the Village Street.

7. Discussion of Storrs Center Streetscape Features

Mr. Fitzgerald provided the Committee with a number of examples of streetscape features including tree grates, benches, lights and bike racks.

He noted that the Century Battery Park lights are those used on the pedestrian walkway in front of the Town Hall. There is an LED alternative which has no glass and is lasts longer.

With respect to tree grates, the more modern design is easier for people in wheelchairs or high heels. There is also an aluminum tree grate.

Mr. Fitzgerald showed the bike racks that UConn uses based on their landscape amenities guidelines. The other example allows more bikes to fit.

He then showed some examples of bus shelters including UConn's which has glass panels. Another example is to have the shelter be open with no wall. It is very traditional and less prone to vandalism.

Mr. Fitzgerald said there will be bus stops in front of building TS-1 on Dog Lane; near Market Square on Storrs Road; and on the south end of the Village Street.

Mr. Fitzgerald passed around copies of the examples presented so Committee members could get a closer look.

Mr. Gardner said the goal is to ensure there are no conflicts with the current UConn bus shelter locations and design.

Mr. Toledano noted that there is a section in the Storrs Center design guidelines on lighting and streetscape features. The first elements that will need to be put in are the tree grates and lighting. What quality does the Committee prefer?

He noted that the LED lights are becoming the norm and save money. He thought these are worth considering. The light only shines down and it can be black, green or another color. Ms. Moran asked about the actual color of the light. Mr. Fitzgerald said the light is usually white.

Mr. Millman said his suggestion is to be consistent with UConn and Town streetscape elements but not necessarily copy them. He likes the LED light; the UConn bus shelter; and the more modern bench.

Mr. Gardner noted that it is important for the bus shelter to respect site lines.

Ms. Moynihan said she likes the LED light and the enclosed bus shelter. She does not like the aluminum trash can.

Kathleen Paterson asked about who will be responsible for maintaining the bus shelter and expressed her concern about vandalism. The open model looks easier to maintain. Mr. Fitzgerald said the bus shelter will be owned by the Town.

Ms. Fox said ergonomics and who is using the benches will be important. A person with a bad back may prefer the traditional bench. She prefers the tree grate that is better for a person with disabilities and high heels.

Mr. Toledano said price will need to be a consideration as well.

Mr. Fitzgerald suggested that the design team come back to the Committee with specific suggestions and corresponding boards based on the feedback it has received. Mr. Gardner suggested that there be samples of metal and paint.

Mr. Haidous asked if the goal is to repeat elements or to blend in with surrounding areas. Mr. Gardner thought with a village environment the goal would be to repeat quality.

Ms. Moran said her concern is that traditional elements may eventually look dated. What are the consequences for mixing traditional and new elements? Mr. Bacon said there has always been discussion about looking at neighborhoods in Storrs Center. Could different elements be located in different neighborhoods? Mr. Fitzgerald said that some consistency helps with maintenance. It also may be difficult to have an aluminum trash can next to a modern bench.

8. Topics for Next Meeting and Set Meeting Date

Mr. Bacon asked Committee members to reserve July 19 for a possible discussion of the sustainability guidelines.

9. Adjourn

Mr. Haidous made a motion to adjourn at 7:20 pm. Mr. Millman seconded the motion. The motion was approved unanimously.

Minutes prepared by Cynthia van Zelm

**MANSFIELD DOWNTOWN PARTNERSHIP
PLANNING AND DESIGN COMMITTEE
Mansfield Downtown Partnership Office
Town Hall –Conference Room B**

Tuesday, July 19, 2011

MINUTES

Members: Steve Bacon, Laurie Best, Manny Haidous, Peter Millman, Betsy Paterson, and Pene Williams

Staff: Cynthia van Zelm

Guests: Board members Alexandria Roe, Toni Moran, Mansfield Director of Public Works Lon Hultgren

Storrs Center Team: Andy Graves (BL Companies), Heidi Aliski, Chris Alvino and Mary Leahy (Erland Construction), Lou Marquet (LeylandAlliance), Jeffrey Resetco (EDR), Lon Hultgren and Virginia Walton (Town of Mansfield)

1. Call to Order

Steve Bacon called the meeting to order at 5:07 pm. Attendees introduced themselves.

Jeffrey Resetco with EDR said he has worked for seven years on mixed-use projects and is currently managing the mixed-use project at Johns Hopkins University which has applied for LEED-Silver status. He has also worked on similar projects in Washington, D.C. as the Storrs Center project that had a stand-alone set of sustainability guidelines but did not apply for LEED status from the US Green Building Council. Mr. Resetco is trained as an architect.

2. Public Comment

There was no public comment.

3. Approval of Minutes from June 21, 2011

There was no quorum so the minutes from June 21, 2011 were not approved.

4. Review of Storrs Center Sustainability Guidelines and Phase 1A and 1B

Mr. Bacon went over a brief background on the Storrs Center sustainability guidelines. He noted that Town Recycling Coordinator Ginny Walton had been instrumental in working with the Committee very early on in creating a comprehensive sustainability plan. Lou Marquet and Macon Toledano from LeylandAlliance then stepped in to help create the sustainability guidelines.

Mr. Bacon said the implementation of the Storrs Center design guidelines took place last fall. Now is the opportunity and obligation to compare the sustainability guidelines with what is planned for the Phase 1A and 1B buildings.

Andy Graves from BL Companies is the lead on filling out the checklist on the sustainability guidelines. He passed out a draft to the Committee members and members of the audience.

He said it will be important to discuss how much is needed for documentation for the guidelines as much of it is in the specifications for the buildings which the Town Engineer has in his possession. Mr. Graves suggested that in the checklist he provide a reference to specifications and other documents when needed.

Manny Haidous asked about whether this would suffice as documentation? Mr. Graves said when BL Companies signs the checklists as the architect, they are certifying that they are meeting the guidelines.

Mr. Bacon said the Partnership has no legal authority to enforce the sustainability guidelines but is working in faith with the development team and general contractor that they will meet the guidelines.

Mr. Resetco noted that Mr. Graves, on behalf of BL Companies, has a fiduciary responsibility to the Partnership.

Mr. Graves went through the guidelines. Under "Erosion and Sedimentation Control," he said Town staff has approved the project's erosion control plans which already exceed state requirements. The plan is to make sure if soils are disturbed, that they do not wash into waterways. The major way to avoid run-off is to have most of the parking in the parking garage. The stormwater run-off is being collected in catch basins. There is some pervious pavement near DL-1 where run-off is being emptied into a bioswale. The stormwater management plan was documented when the master plan was submitted to the Partnership and the Town in 2007.

Under "Reduced Site Disturbance," there is no net increase in pavement. Most of the disturbance is limited to the area right around the buildings. Some retaining walls were put in on the west side of the Daily Campus. There will be a small retaining wall on the east side of the garage.

Ginny Walton asked about saving an elm tree on Dog Lane. Lou Marquet said that it cannot be saved due to the utilities and foundation.

Mr. Graves said the oak tree at the corner of Dog Lane and Storrs Road is being saved. He noted that the team is trying to save trees to the extent possible.

In response to a comment by Pene Williams about how to address where a guideline has not been met, Alexandria Roe and Mr. Bacon suggested that Mr. Graves add more narrative. Mr. Graves agreed.

Ms. Roe suggested that in the area of site disturbance, that a note be added that Erland is following the Town code with respect to noise.

With respect to lighting, Mr. Graves said that most of it is on Storrs Road and Dog Lane vs. private property. Mr. Graves said they are recommending a LED fixture as described at the last Planning and Design Committee meeting. He does not believe the site will be over lit. There are outlets for holiday and other lights.

Mr. Haidous wanted to ensure that the garage lights are not obtrusive to residents. Mr. Graves will have an answer on this for the next meeting.

Mr. Graves said they are complying with minimizing the heat island effect with most of the parking in the garage. The Bishop Center lot is outside the boundary of the Special Design District.

Mr. Graves responded to the idea of a white roof. He said that in New England, because oil bills are more costly than A/C bills, a white roof costs more money than a black roof. Thus, Mr. Graves said the construction with respect to roof color is not in compliance with the guidelines. He said the sloped part of the roof will probably be a lighter color with the flat section a black color. The black roof will also help to melt ice. **Chris Alvino will get back to Ms. van Zelm on the timing on when a color would need to be decided on the roof.**

Mr. Graves said that with TS-2, most of the roof is a green roof.

Mr. Bacon noted that there is language in the guidelines that the guidelines can be amended as technology advances and this may be the case with the color of the roof. Betsy Paterson said if the reasoning is more efficient to make a change from the guidelines, it should be done.

The Committee agreed to go through the initial review process for Phase 1A and 1B buildings and review the sustainability guidelines at a later date.

Mr. Bacon suggested that the checklist reference the pages in the guidelines that refer to a particular category i.e., "Light Pollution Control."

Mr. Millman also suggested non-technical explanations in the checklist.

Mr. Haidous asked who does the on-site reviews. Mr. Graves said the Town Building Department will review the site specifications and BL Companies (as architect) needs to certify the checklist in the guidelines.

Lou Marquet suggested a field trip with the Committee after the mechanicals are in place.

Mr. Graves said he would convey to Cynthia van Zelm, Partnership Executive Director, if there were serious issues with the guidelines.

Mr. Graves said that all landscaping will include native plants.

The only irrigation will be on the roof terrace on TS-2. Thirty percent of the roof will be pavers. They will also be using succulents which will not have to be irrigated.

The street trees will have wells to allow them to be irrigated.

With respect to geothermal energy, the pay back is a 10 to 20 year period and the start up cost is very expensive so there will be no geothermal system.

Photovoltaics can be added at a later date. Mr. Graves said the buildings are being designed to hold the weight of solar panels. Ms. Walton said she and others from the Town and Partnership had met with the CT Clean Energy Fund about incentives for implementation of solar energy at a later date.

Mr. Bacon suggested adding a comment to the guidelines that the current alternative energy costs are prohibitive but potentially photovoltaics could be added at a later date.

Ms. Williams asked about the use of gray water? Mr. Graves said that two pipes are needed and this, consequently, doubles the cost. He did say that the use of water is 30 percent below the baseline due to a low flow system that will be implemented.

Laurie Best asked about a dual flush system. Mr. Graves said that people do not always use it correctly.

Ms. Roe suggested looking at creative solutions for irrigation without turning on a faucet.

With respect to night sky pollution, the project will employ LED lighting.

Mr. Graves said that all appliances are Energy Star except for dryers which do not come as Energy Star.

Mr. Graves said that in correspondence with tenants, the guidelines will need to be enforced as spaces are fit out.

Ms. Roe asked why the dryers are electric and not gas. Mr. Graves said that more piping would be required to have gas dryers.

Mr. Graves pointed to Erland's detailed construction indoor air quality plan.

Mary Leahy said that Erland will take photos and keep a record of compliance.

Mr. Graves said that Erland has a detailed commissioning process. The person responsible will not be Chris Alvino from Erland in response to a question about neutrality from Ms. Walton.

Mr. Graves said there will be recycling rooms on every floor. There will be dumpsters behind the buildings. The containers will be 65 gallons based on feedback from the Town's Solid Waste Advisory Committee.

Ms. Walton asked how much had been recycled from the demolition of 13 and 14 Dog Lane. Mr. Alvino will check with the contractor and get back to Ms. Walton.

Mr. Graves said that at least 10 percent must be recycled on site.

5. Topics for Next Meeting and Next Meeting Date

Mr. Graves will update the checklist based on today's meeting and come back to the Committee at is September 20 meeting.

The Committee will next meet on August 16 on the Village Street zoning permit application (*August 9, 2011 – August 16, 2011 meeting cancelled*).

6. Adjourn

Ms. Paterson made a motion to adjourn at 7:30 pm. Mr. Bacon seconded the motion. The motion was approved unanimously.

Minutes prepared by Cynthia van Zelm

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, JUNE 23, 2011

MINUTES

Present: Chair Tom Callahan, Michael Allison, Harry Birkenruth, Phil Spak, and Frank Vasington

Staff: Cynthia van Zelm

1. Call to Order

Tom Callahan called the meeting to order at 3:15.

2. Approval of Minutes from May 26, 2011

Harry Birkenruth made a motion to approve the minutes. Frank Vasington seconded the motion. The minutes were approved unanimously.

3. Update on Storrs Center

Cynthia van Zelm said that the demolition of the former UConn Publications building and the building at 13 Dog Lane is almost complete. Demolition of the former UConn Nayden Health Clinic will start soon.

Ms. van Zelm said the zoning permit application for the Post Office site improvements and Post Office Road (partial) is expected to be submitted today by the development team to the Town's Director of Planning and Development. The Partnership will then hold a public hearing in July.

The Committee discussed continued interest in the retail strategy for Storrs Center.

4. Update on Four Corners Sewer and Water Study Advisory Committee

Ms. van Zelm said the Four Corners Committee met on June 7. The Town is working with UConn on obtaining a consultant to develop an Environmental Impact Evaluation (EIE) for water service in Mansfield. Prior to that a public scoping meeting will be held on June 28 to look at the parameters for a study on long-term water solutions for the Town of Mansfield. The scoping time period will be open for comment until July 7. Ms. van Zelm said the EIE will take several

months. She said that the Committee has plans to test three well sites identified for potential water source.

Ms. van Zelm said the preferred site for a sewer pump station is the Route 195/Route 44 intersection near Jensen's.

Mr. Callahan said the EIE could take nine months and then there is the permitting and construction stage. The good news is that the money approved by the CT State Legislature via the proposed tech park will help move the project forward.

5. Update on Grants

Ms. van Zelm said the Town applied for two Small Town Economic Assistance Program grants. One is for \$500,000 for utilities and on-street parking for the Village Street in Storrs Center and one is for \$425,000 for the development of the EIE and water system design for Four Corners. The Town Council approved submitting both applications and identified the Storrs Center project as its first priority.

6. Adjourn

The Committee will meet on July 18 at 4 pm. The meeting adjourned at 4:00 pm.

Minutes taken by Cynthia van Zelm

Town of Mansfield
Energy Education Team
Minutes of Meeting
August 9, 2011

Present: Coleen Spurlock (chair), Dennison Nash, Pene Williams, Don Hoyle, Madeline Priest (Neighbor to Neighbor), Ginny Walton (staff), Bob Senatroy (guest)

The meeting was called to order at 7:04 pm by chair Coleen Spurlock.

The minutes of the July 12, 2011 were reviewed and accepted.

On July 14, 2011 Sam and Michelle Shifrin, owners of the Kirby Mill, gave a fascinating tour of the renovated Mill and the slated location for the hydro system to the members of the Sustainability Committee and the Energy Education Team.

The Team discussed the Transition Towns presentation on July 26, 2011. An article appeared in the Chronicle and the entire talk will appear on cable access television, Channel 14. Having polled ten individuals at the end of the presentation, Dennison reported that their critiques centered on too much time spent on the problems facing us and not enough time spent on the specifics of how the transition towns process works. Ginny will relay this feedback to the presenter, Tina Clarke. Coleen stated that 55 people have expressed interest in the Transition Towns training. Coleen is working with a few other people to arrange training in the fall. Don will be talking to the local CSA about transition towns on August 14, 2011.

Ginny reported on Sally's progress with "Moving Planet" activities on the weekend of September 24 and 25, 2011. Sally has located a hand crank ice cream maker and a cider press. The Team was asked to consider the type of signage for the table at the Festival on the Green and bring ideas to the next meeting. Nobody on the committee has a cooler with a faucet that stays open. The Neighbor to Neighbor folks will be sharing a table with the Energy Education Team. The idea of a "Hike with a Bike" led tour of Mansfield's bike routes on September 24, 2011 was appealing to members. Sally will see if someone from Thread City Cyclers is interested in leading the bike tour.

Don showed the Team the newest Neighbor to Neighbor poster which features Don's energy improvement efforts. This poster will circulate the Town buildings along with the stand-alone banner. Madeline reported that there are 50 to 60 Mansfield residents who have expressed interest in a Home Energy Solutions audit, but have either not followed through or the vendor has not reported completions. Madeline suggested having a "Call Night" where the Team makes follow-up phone calls to those individuals. One possibility is overlapping "Call Night" with the next meeting. A new Americorp intern may be working with the Town of Mansfield starting in September. The Neighbor to Neighbor leadership workshop, originally scheduled for July 23, 2011, has been rescheduled for September 10, 2011 in Wethersfield. Madeline has been working with the Town Manager's office to prepare a letter to Mansfield community groups inviting them to

attend a presentation on the Neighbor to Neighbor Energy Challenge. Ginny will find out when the Buchanan Library is available in September for a 5:30 presentation. Coleen reported that the Mansfield Community Center brochure will be released this week. There are two offerings of special note. First, Martin Fox's classes on building a PV system, and second, A Deeper Energy Savings workshop on September 14, 2011 where residents who have had a home energy solutions audit can sit down one-on-one with a home energy solutions vendor to discuss next steps in retrofits.

Members signed thank notes that Coleen circulated. One of them will be delivered to Dan Britton and the others to the children who helped on July 9, 2011 to recruit bulb retrofits outside of the Community Center. Pene suggested that the children be asked to participate in the Moving Planet activities.

Madeline stated that recruiting new members will be discussed at the September 10, 2011 leadership workshop. The best way to enlist new members is to identify community groups that are interested in Neighbor to Neighbor.

Dennison reported that as the incentive for solar thermal systems has gotten larger so has Mansfield Center for Nursing and Rehabilitation's interest. He will keep the committee informed of any progress.

The next meeting is scheduled for September 13, 2011. The meeting was adjourned at 8:35 pm.

Respectfully Submitted,

Virginia Walton

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To the Mansfield Town Council,

I am writing to thank you for everything you have all done to help me do my job over the last eight years. I am leaving WILI to seek a new employment opportunity but did not want to leave without telling you how grateful I am for your time and generosity. You are a group of extremely caring individuals who are driven to put your community in a position to succeed. The time and energy that you put into the town may go unrecognized by some, but not by myself. I would especially like to thank Mayor Betsy Patterson and Town Manager Matt Hart who have always made time to talk with me when I've called. I appreciate everything you have all done to help make my job easier and wish you nothing but good luck and good health in the future.

Sincerely,

Jesse Collins

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September 8, 2011-

Mansfield Town Council
Town Manager Matt Hart
Town of Mansfield,
Storrs, Ct 06268

Dear Matt,

As we wrap up the storm damage of "Irene", I would like to take pause and recognize the efforts of Curt Vincent and his incredible staff at the Mansfield Community Center for their ability to maintain an upbeat atmosphere during a time of anxiety for many of the residents of this town. The calm, efficient and friendly manner in which they handled the large influx of residents help allay peoples concerns and generated a feel of "can do " attitude in the center and by extension the Storrs area.

We were all frustrated with the failure of the center's generator, however once the shelter was up and running the staff at the Mansfield Community Center quickly arranged stations for residents to charge their phones and computers so they could stay in contact with friends and family. The Wi-Fi access provided the critical link to information, which was only available "on the web" while the staff at the center became the primary conduit to town staff and other resources

Those of us without power for an extended period were able to enjoy the luxury of a hot shower and over 250 individuals partook of this service the first night the center was up and running. Ultimately, well over 1000 people took advantage of this opportunity. One business, Dominos Pizza saw fit to donate 20 pizzas during the shelters first night and subsequently the University of Connecticut Dining Services provided cases of bottled water, fresh fruit, lots of pizza and yogurt to help cover the rest of the week. .

While the shelter was opened, members of the center continued to swim, workout, take classes and utilize the center in its usual capacity. This function provided a much-needed feeling of normalcy and relief. One evening after my work out, I questioned the maintenance staff about the extended hours spent scrubbing down and cleaning the showers after the center was closed. The response was, "It's my job and I am pleased to help in anyway I can". That statement I feel reflects the prevailing attitude of every staff member at the Mansfield Community Center during the storm. The Center became the heart of the town.

Sincerely,



Patricia Hempel

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Sara-Ann Bourque

From: tulay luciano [tulayluciano@yahoo.com]
Sent: Friday, September 16, 2011 10:40 AM
To: Town Council
Cc: Town Mngr; MBOE_BOE; MBOE Supt; Louise A. Bailey
Subject: library merger idea

September 16, 2011

Dear Town Council Members:

It seems to me that Mr. Baruzzi and Mr. Hart's proposal to hire one library director for the public and school libraries was not a result of an extensive research. In my opinion, in the long run, the proposed merger will not save money and it will cause more complications. However, I admire the concern to save money.

As the American saying goes "Do not fix if it ain't broken." We have a fine public library, envy of the surrounding towns.

During the Council's August 22nd and September 12th meetings, I found Ms. Rita Braswell's five minute public comments on the subject very informative, unfortunately her talks were cut after five minutes. I wish, she, along with Louise Bailey and Sheila Clark be invited as experts to talk on this subject extensively so that the public and the council could gain much more insight into the intricacies of running a public library. Here I would like add that among the types of the libraries, the public libraries are the most challenging to manage. Unfortunately, mostly, they do not have the resources the other libraries have.

May I suggest that the council review American Association of Public Libraries and American Association of School Libraries recommendations of job descriptions and staffing levels according to the population and the library size?

One of my worries about the merger is that the town may not find the highest quality library director under the conditions of the merger.

I urge the council to abandon the library merger idea in the light of the strong opinions of the experts such as Louise Bailey, Sheila Clark, Rita Braswell and the influx of the residents who are against the idea.

With best regards,
Tulay Luciano
808 Warrenville Road
Mansfield Ctr., CT 06250
860.429.6612

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JEROME J. SPEARS, Ph.D.

148 Foster Drive
Willimantic, CT 06226

860-456-8149
jjspears@snet.net

September 19, 2011

Mr. Matthew W. Hart, Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268-2599

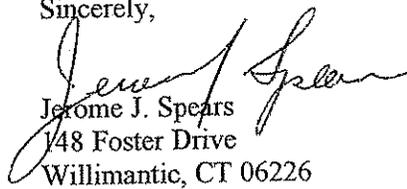
Dear Mr. Hart:

I am writing this letter to offer my commendation to Resident State Trooper Ben Langevin. I recently contacted the resident trooper's office with a complaint about damage to a parked motor vehicle that I own. Trooper Langevin responded to my call and conducted an investigation of the incident.

Throughout this process I was impressed with Trooper Langevin's thoroughness and professionalism. Although in the end we were not able to identify the driver and vehicle that caused the damage, I am confident that Trooper Langevin did everything possible to find who damaged my vehicle.

As a resident of Mansfield I was impressed with the quality of the police services that we have available to us. Please let Trooper Langevin know how much I appreciate his efforts on my behalf. He is an impressive young man and a credit to the Connecticut State Police.

Sincerely,


Jerome J. Spears
148 Foster Drive
Willimantic, CT 06226

CC Lt. Pierce, Commander Troop C
Connecticut State Police
1320 Tolland Stage Rd.
Tolland, CT 06084

**PAGE
BREAK**



PLANNING AND ZONING COMMISSION
TOWN OF MANSFIELD

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

Item #12

To: Town Council
From: Planning and Zoning Commission
Date: Tuesday, September 20, 2011
Re: 8-24 Referral: Proposed South Eagleville Road Sidewalk

At a meeting held on 9/19/11, the Mansfield Planning and Zoning Commission adopted the following motion:

“That the PZC notify the Town Council that the proposed South Eagleville Road sidewalk project is consistent with Mansfield’s Plan of Conservation and Development and implementation will significantly enhance pedestrian safety in this area. All necessary Inland Wetland permits need to be obtained before any construction begins.”

PAGE
BREAK

APPLICATION REFERRAL

Storrs Center Special Design District (SC-SDD)

- TO:
- Public Works Dept. (c/o Asst. Town Engineer)
 - Health Officer (c/o R. Miller, EHHD)
 - Design Review Panel
 - Committee on Needs of Persons with Disabilities
 - Fire Marshal
 - Traffic Authority
 - Recreation Advisory Committee
 - Open Space Preservation Committee
 - Parks Advisory Committee
 - Town Council
 - Conservation Commission
 - Agricultural Committee
 - Sustainability Committee

The Director of Planning and Development has received a Zoning Permit Application for the Village Street of the Storrs Center Project. The Mansfield Downtown Partnership will consider the application at a Public Hearing on Tuesday, October 4, 2011 at 7:00 p.m. in the Council Chambers at the Audrey P. Beck Building, Mansfield Town Hall, 4 South Eagleville Road. Please review the application and reply with any comments to the Planning Office before Friday, September 30, 2011. For more information, please contact the Planning Office at 429-3330.

APPLICATION INFORMATION

Applicant: Town of Mansfield

Owner: University of Connecticut

Agent(s): BL Companies, Geoff Fitzgerald

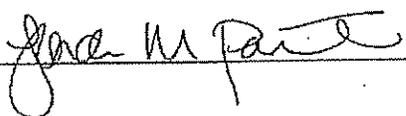
Proposed Use: Construction of main street for Storrs Center, including access to garage and intermodal center

Location: Village Street from Post Office Road to Dog Lane & Storrs Road

Zone Classification: SC-SDD

Other Pertinent Information:

- o
- o
- o
- o

Signed: 

Date: 9/19/11

ZONING PERMIT APPLICATION
MANSFIELD PLANNING & ZONING COMMISSION
 (See Article XI.C of the Zoning Regulations for applicability and permit requirements)

APPLICANT/OWNER SECTION

PERMIT # _____

Complete this page and submit with application fee to the Zoning Agent

1. Town of Mansfield / 4 South Eagleville Road, Mansfield / 860-429-3332
 Owners name Mailing address Telephone
2. Lon Hultgren, Director of Public Works / Same as above / Same
 Applicants name (if different than owner) Mailing address Telephone
3. Storrs Center Development 16/41/13 3.A. No 3.B. SC-SDD
 Address of proposed activity map block parcel Scenic Road ??? Zone

4. Statement of Use: fully describe the proposed construction or use, including the estimated cost of construction and the quantity of fill material to be brought onto, moved within, or removed from the property.

Village street improvements from Post Office Road to Dog Lane and Storrs Road, providing access from garage and intermodal center to Post Office Road

5. Plot Plan: The applicant shall submit a plot plan showing property lines, lot area, lot dimensions, location and size of existing and proposed structures, driveways, parking areas, wells and septic systems, bordering streets, inland wetlands, flood hazard areas and any other information deemed necessary by the Zoning Agent to determine compliance with the regulations. The plans shall be prepared by a licensed land surveyor unless waived by the Zoning Agent.
6. Building plans and/or other information necessary to determine compliance.
7. To demonstrate that the proposal complies with local Inland Wetlands, Health District and Public Works requirements, the following approvals are required and any conditions of approval shall be incorporated into the zoning permit.

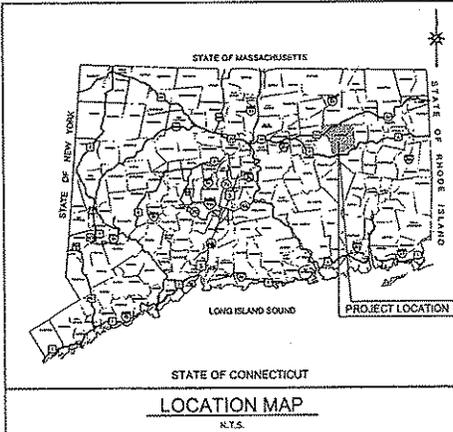
A.	_____ / _____ / _____
	Signature of Director of Health Date Comments
B.	_____ / _____ / _____
	Signature of Inland Wetland Agent Date Comments
C.	_____ / _____ / _____
	Signature of Town Engineer Date Comments

8. Validity: If approved, the Zoning Permit shall be voided unless construction is commenced within six months of the date of issue and unless construction is completed within 18 months of the date of issue.

Where a surveyors plot plan is required, no foundation for any structure or addition shall be constructed until the Zoning Agent has received a surveyors certification verifying that the foundation footings are installed per the approved plans.

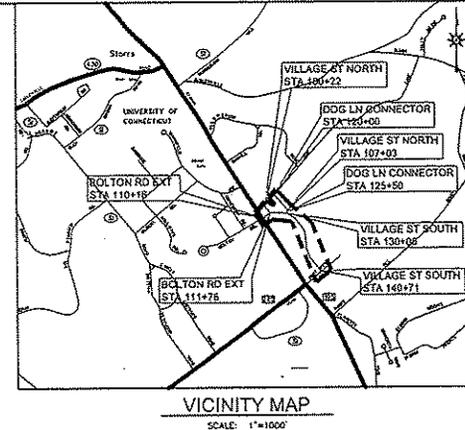
9. Certification: The applicant accepts this Zoning Permit on the condition that all ordinances and regulations of the Town of Mansfield shall be complied with. The applicant further certifies that all information supplied to the Zoning Agent is true and accurate and that the land and structures subject to this permit shall not be occupied or used until a Certificate of Compliance has been issued. The applicant's signature authorizes the Zoning Agent to enter upon the property as needed to verify compliance with the permit and until a Certificate of Compliance has been issued.

Lon Hultgren Lon Hultgren, Dir. of P.W. 9/15/11
 Owner / Applicants signature Owner / Applicant (printed) Date



ZONING PERMIT APPLICATION FOR VILLAGE STREET and TRANSIT PATHWAYS TOWN OF MANSFIELD, CONNECTICUT

VILLAGE ST. NORTH STA 100+22 TO STA 107+03
 VILLAGE ST. SOUTH STA 130+00 TO STA 140+71
 BOLTON ROAD EXTENSION STA 110+16 TO STA 111+76
 DOG LANE CONNECTOR STA 120+00 TO STA 125+50
 TOTAL ROADWAY LENGTH = 2462 FEET



2004 STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROADS, BRIDGES AND INCIDENTAL CONSTRUCTION FORM 816, INCLUDING ALL SUPPLEMENTS (LATEST REVISION JULY 2010).
 ALL HORIZONTAL GEOMETRY ON THIS PROJECT BASED ON NAD83.
 ALL ELEVATIONS ON THIS PROJECT BASED ON NAD83.
 DESIGN STANDARDS: CONNECTICUT DEPARTMENT OF TRANSPORTATION HIGHWAY DESIGN MANUAL, 2003 EDITION.
 A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS 2001 EDITION, PUBLISHED BY THE AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS (AASHTO).
 TOWN OF MANSFIELD'S "STORRS CENTER SPECIAL DESIGN DISTRICT DESIGN GUIDELINES PURSUANT TO MANSFIELD ZONING REGULATIONS".

PREPARED FOR:
TOWN OF MANSFIELD
 4 SOUTH EAGLEVILLE ROAD
 STORRS-MANSFIELD, CONNECTICUT 06268

PREPARED BY:



BLC Companies
 ARCHITECTURE ENGINEERING PLANNING LANDSCAPE ARCHITECTURE
 LAND SURVEYING ENVIRONMENTAL SCIENCES
 355 RESEARCH PARKWAY
 MERIDEN, CONNECTICUT 06450
 (203) 630-1406
 (203) 630-2615 Fax

FOR PERMITTING PURPOSES ONLY
 NOT RELEASED FOR CONSTRUCTION

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TITLE SHEET	
VILLAGE STREET AND TRANSIT PATHWAYS PLANS	
INX-1	INDEX PLAN
TYF-1	TYPICAL CROSS SECTIONS
MDS-1,2,3,4,5	MISC. DETAIL SHEET
H2L-1,2,3	HORIZONTAL LAYOUT PLANS
HWY-1,2,3	ROADWAY CONSTRUCTION PLANS
GDR-1,2,3	GRADING AND DRAINAGE PLANS
UTL-1,2,3	UTILITY CONSTRUCTION PLANS
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HWY-1	ROADWAY CONSTRUCTION PLAN
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UTL-1	UTILITY CONSTRUCTION PLAN
STANDARD STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION DETAILS	
HW-507-01	TYPE "C", C-1 & DROP INLET CATCH BASINS
HW-507-07	TYPE "C", C-1 CATCH BASIN TOPS AND CURBS
HW-507-08	CATCH BASIN FRAMES AND GRATES
HW-507-10	MANHOLE - FRAME & COVER
HW-514-01	TYP. CONCRETE INLS. IN EARTH & ROCK SLOPES & BEDDING FOR CULVERTS
HW-751-01	UNDERDRAINS AND UNDERDRAIN OUTLETS
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HW-822-01	TEMPORARY PRECAST CONCRETE BARRIER CURB
HW-921-01	DRIVEWAY RAMPS AND SIDEWALKS
HW-921-02	SIDEWALK RAMPS

DATES

ISSUE DATE: SEPTEMBER 15, 2011
 REVISION:

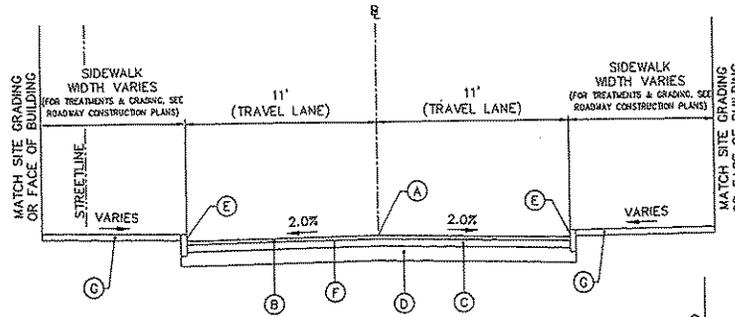


Companies

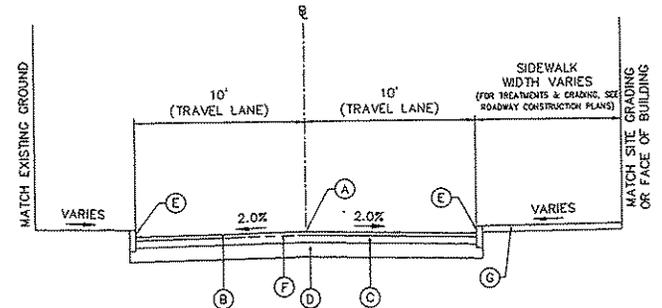
ARCHITECTURAL
ENGINEERING
PLANNING
LANDSCAPE ARCHITECTURE
LOAD-BEARING
ENVIRONMENTAL SCIENCE

311 Research Parkway
Middletown, CT 06457
(860) 336-1400
(870) 634-3113 Fax

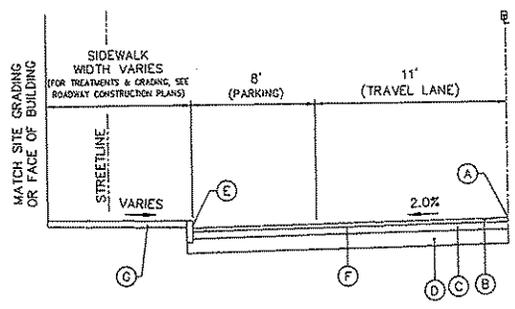
VILLAGE STREET
AND TRANSIT PATHWAYS
- 153 -
MANSFIELD, CONNECTICUT



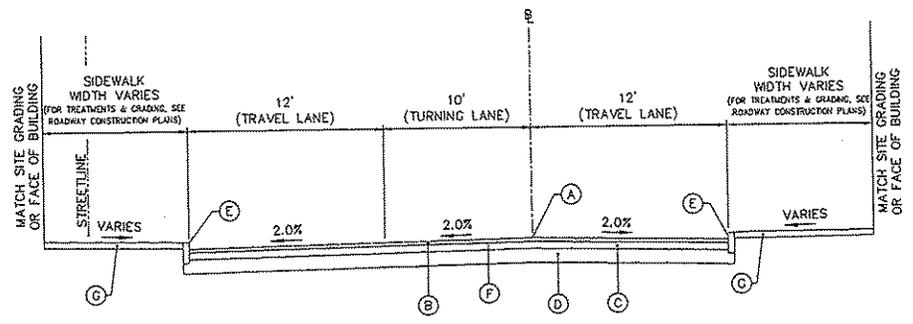
VILLAGE STREET
STATION 100+00 TO 107+00
STATION 130+00 TO 141+00



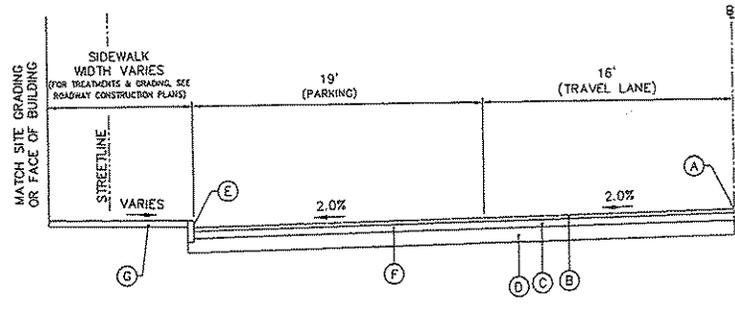
DOG LANE CONNECTION



PARTIAL SECTION WITH PARALLEL
PARKING VILLAGE STREET
STATION 100+00 TO 105+00



BOLTON ROAD EXTENSION



PARTIAL SECTION WITH ANGLED
PARKING VILLAGE STREET
STATION 130+00 TO 136+00

LEGEND

- (A) POINT OF APPLICATION AT GRADE
- (B) 1.5" HMA S0.375
- (C) 4" HMA S1.0 (PLACED IN ONE LIFT)
- (D) 14" SUBBASE
- (E) 5" GRANITE STONE CURBING (4" REVEAL)
- (F) MATERIAL FOR TACK COAT
- (G) SIDEWALK (FOR TYPE, WIDTH AND LOCATION SEE ROADWAY CONSTRUCTION PLANS)

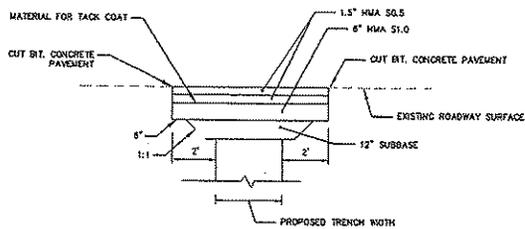
FOR PERMITTING PURPOSES ONLY
NOT RELEASED FOR CONSTRUCTION

REVISED: 11/11/11
DATE: 11/11/11
DESIGNED: J.S.C.
DREW: J.L.C.
CHECKED:
APPROVED:
SCALE: N.T.S.
PROJECT NO.: 1003350
DATE: 8/7/11
DSD FILE: 110100335001

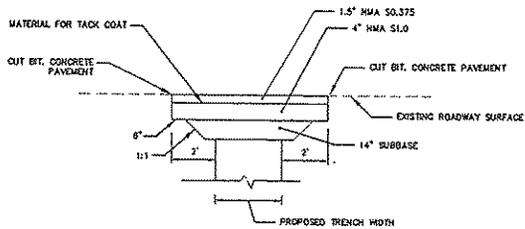
TYP-1

DATE: 08/11/11
DRAWN BY: J. J. JACOBI
CHECKED BY: J. J. JACOBI
APPROVED BY: J. J. JACOBI
PROJECT NO.: 1003350

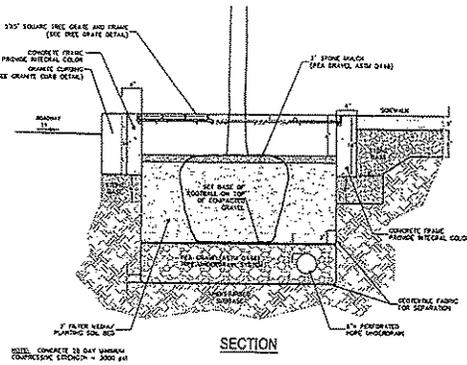
THIS DRAWING SHALL BE VALID BY ANY PERSON FOR ANY PURPOSE UNLESS THE OPPOSITE IS SPECIFICALLY NOTED ON THIS DRAWING.



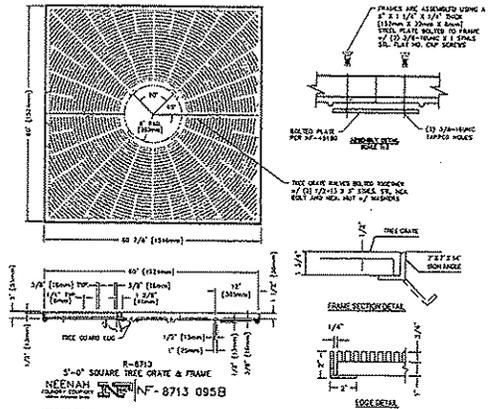
TRENCH REPAIR FOR STORM SEWER



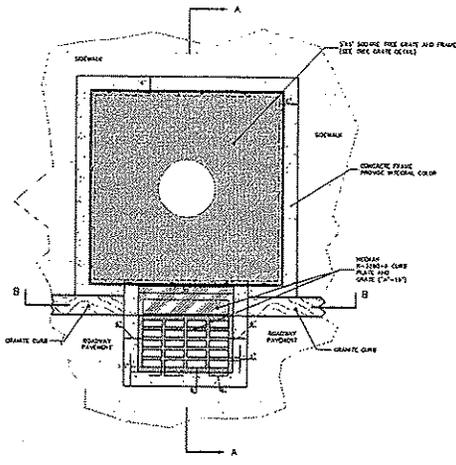
TRENCH REPAIR FOR STORM SEWER



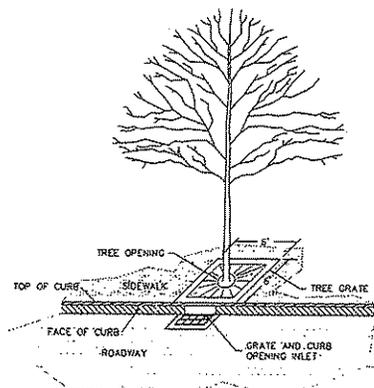
SECTION
TREE GRATE SYSTEM
(STATE PROJECT NO.S 77-223 & 77-227)



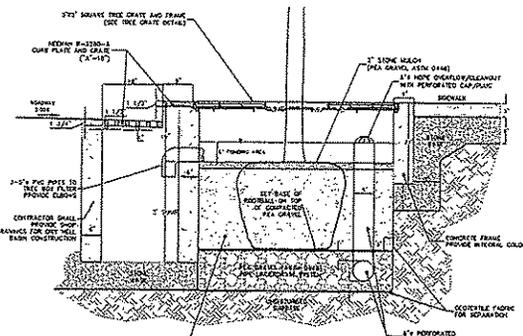
TREE GRATE DETAIL
(STATE PROJECT NO. 77-227)



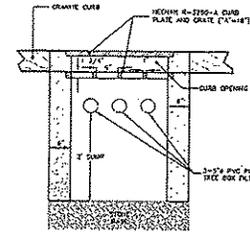
PLAN VIEW



SCHEMATIC



CROSS SECTION A-A



CROSS SECTION B-B

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BL Companies
ARCHITECTURE
ENGINEERING
PLANNING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL SCIENCES

311 Rowland Parkway
Mansfield Office
225 Elm Street
Mansfield, MA 01960

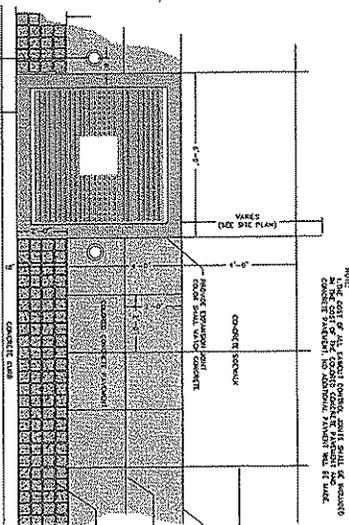
VILLAGE STREET
AND TRANSIT PATHWAYS
- 15 -
VILLAGE STREET
MANSFIELD, CONNECTICUT

Designed	SWB
Drawn	CLZ
Checked	
Approved	N.E.E.
Scale	1/8"=1'-0"
Project No.	1003300
Date	8/15/17
CDR File	PA0510023900

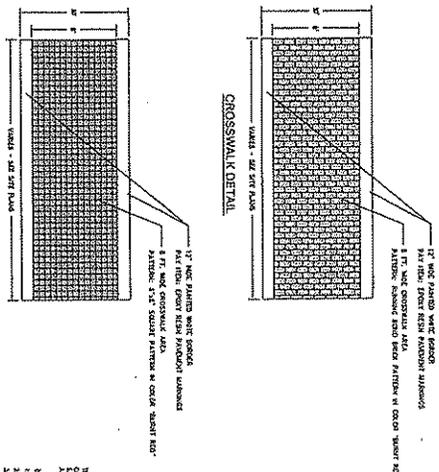
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9/15/17

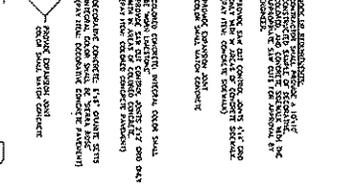
MDS-1



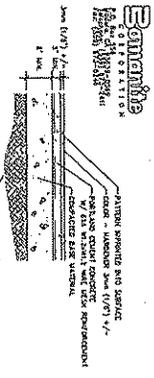
SPECIAL TREATMENT AREAS - DECORATIVE COLORED AND CONCRETE SIDEWALK WITH CONTROL JOINT LAYOUT



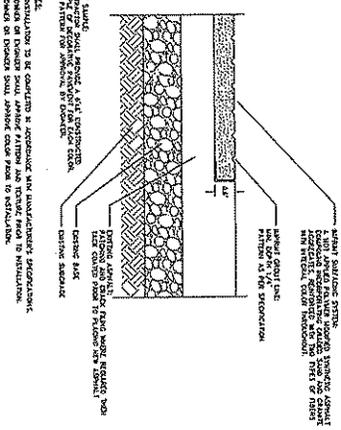
CROSSWALK DETAIL



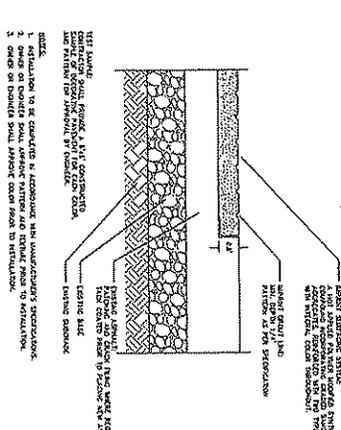
COLORED CONCRETE



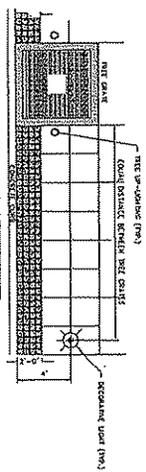
DECORATIVE CONCRETE



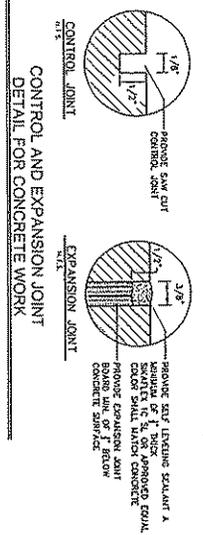
DECORATIVE BITUMINOUS CONCRETE (CROSSWALK)



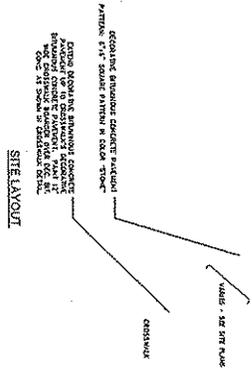
DECORATIVE BITUMINOUS CONCRETE



DECORATIVE LIGHT LAYOUT



CONTROL AND EXPANSION JOINT DETAIL FOR CONCRETE WORK



SITE LAYOUT

FOR PERMITTING PURPOSES ONLY
 NOT RELEASED FOR CONSTRUCTION

NO.	REVISIONS	DATE
1	ISSUE FOR PERMITTING	01/15/2010

Designer: S.K.B.
 Checker: C.L.L.
 N.E.S.
 Project No.: 10000
 Date Plotted: 01/15/2010
 Plot Size: 11.00 x 17.00

DATE: 01/15/2010 10:58:10 AM
 PROJECT: VILLAGE STREET AND TRANSIT PATHWAYS
 SHEET: MDS-2

VILLAGE STREET
 AND TRANSIT PATHWAYS
 - 155 VILLAGE STREET
 MANSFIELD, CONNECTICUT





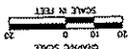
ARCHITECTURE
ENGINEERING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL SERVICES
PLANNING
CONSULTING
CONSTRUCTION MANAGEMENT
OPERATIONS & MAINTENANCE
TRAVEL & TOURS
RECREATION
DESIGN & CONSTRUCTION

VILLAGE STREET
AND TRANSIT PATHWAYS
VILLAGE STREET
MANSFIELD, CONNECTICUT

HORIZONTAL
LAYOUT
PLAN
SHEET NO.
DATE
DRAWN BY
CHECKED BY
DATE
SCALE
PROJECT NO.
DATE
PROJECT NO.
DATE
PROJECT NO.
DATE
PROJECT NO.
DATE

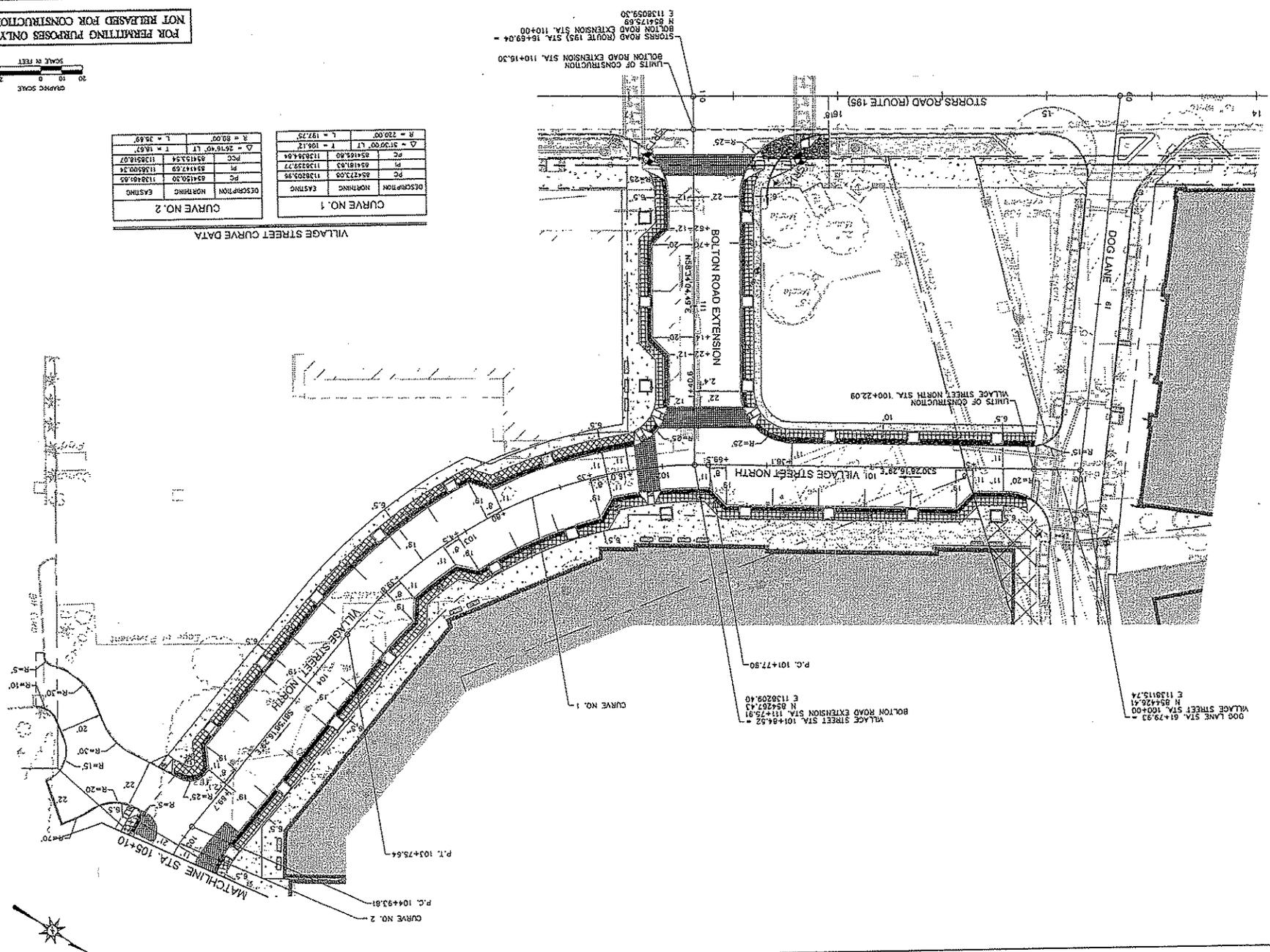
HZL-1

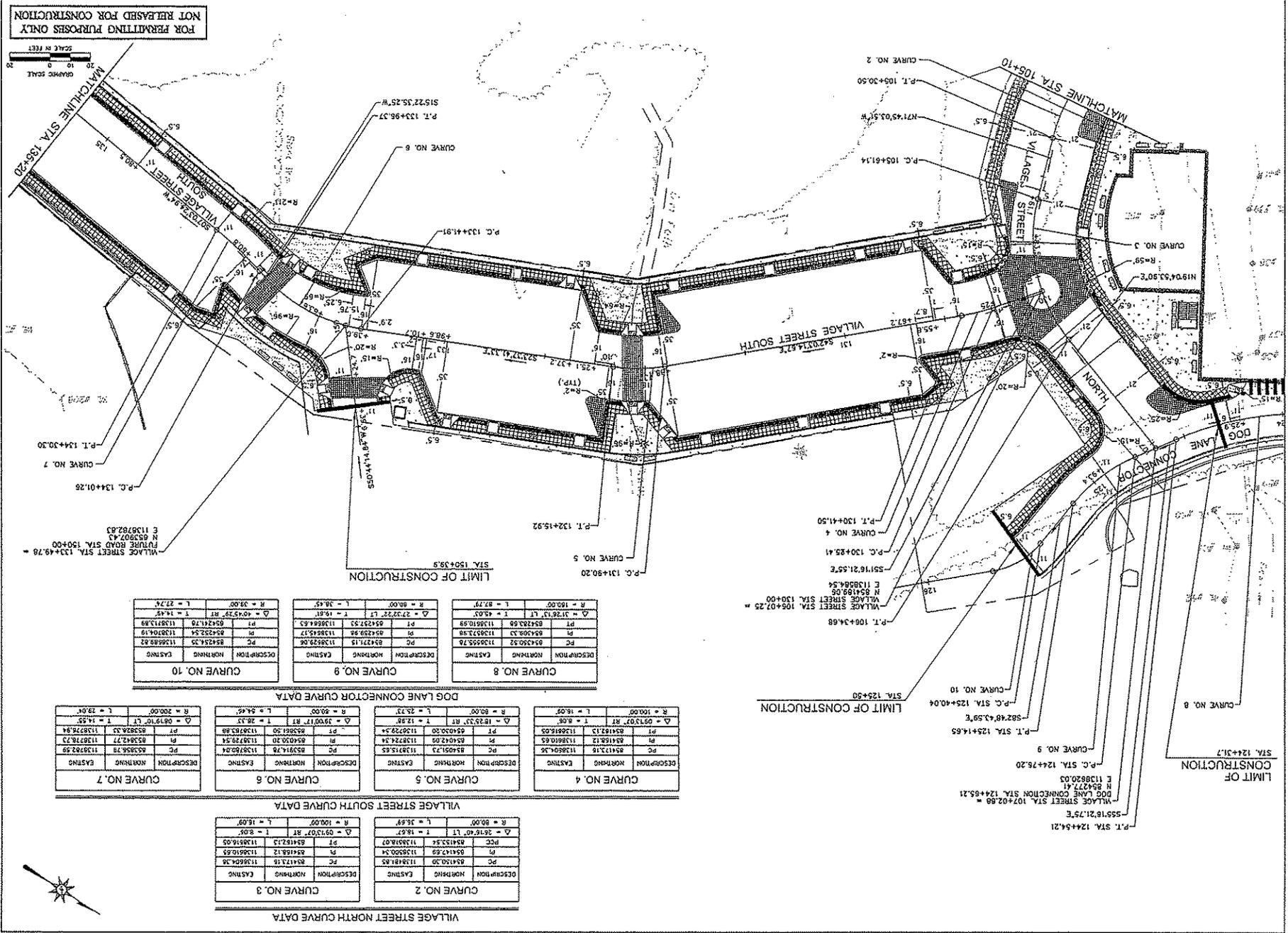
NOT RELEASED FOR CONSTRUCTION
FOR PERMITTING PURPOSES ONLY



CURVE NO. 1				CURVE NO. 2			
DESCRIPTION	NORTHING	EASTING	PC	DESCRIPTION	NORTHING	EASTING	PC
PC	85472.09	112820.98	85472.09	PC	854142.69	118500.24	854142.69
PT	854181.83	112829.77	854181.83	PT	854142.69	118500.24	854142.69
P.C.	854181.83	112829.77	854181.83	P.C.	854142.69	118500.24	854142.69
Δ	31.90°	LT	1 = 106.12	Δ	25.76°	LT	1 = 16.87
R	520.00'	L	197.75'	R	83.03'	L	38.85'

VILLAGE STREET CURVE DATA





FOR PERMITTING PURPOSES ONLY
 NOT RELEASED FOR CONSTRUCTION

SCALE IN FEET
 GRAPHIC SCALE
 0 10 20

HZL-2
 SHEET NO.
 HORIZONTAL LAYOUT PLAN
 TITLE
 DATE
 DRAWN BY
 CHECKED BY
 APPROVED BY
 DATE
 PROJECT NO.
 CLIENT

DESIGNED BY
 CHECKED BY
 APPROVED BY
 DATE

VILLAGE STREET AND TRANSIT PATHWAYS
 VILLAGE STREET
 MANSFIELD, CONNECTICUT

CURVE NO. 8		
DESCRIPTION	NORTHING	EASTING
P.C.	054305.32	1130555.78
P.T.	054308.00	1130571.98
Δ	27222.32° LT	1 = 48.05
R	160.00	L = 87.72
DESCRIPTION		
P.C.	054371.15	1130622.06
P.T.	054239.98	1130645.17
Δ	27222.32° LT	1 = 48.05
R	160.00	L = 87.72
DESCRIPTION		
P.C.	054252.54	1130704.19
P.T.	054241.76	1130713.89
Δ	404529° RT	1 = 14.45
R	39.00	L = 27.24

CURVE NO. 4		
DESCRIPTION	NORTHING	EASTING
P.C.	054132.16	1130606.36
P.T.	054121.12	1130581.03
Δ	691307° RT	1 = 16.05
R	100.00	L = 16.05
DESCRIPTION		
P.C.	054022.09	1130724.24
P.T.	054020.50	1130729.24
Δ	163535° RT	1 = 12.38
R	80.00	L = 23.21
DESCRIPTION		
P.C.	053914.76	1130780.04
P.T.	053910.50	1130785.88
Δ	120017° RT	1 = 14.45
R	200.00	L = 29.00

CURVE NO. 5		
DESCRIPTION	NORTHING	EASTING
P.C.	054051.23	1130715.65
P.T.	054022.09	1130724.24
Δ	163535° RT	1 = 12.38
R	80.00	L = 23.21
DESCRIPTION		
P.C.	053914.76	1130780.04
P.T.	053910.50	1130785.88
Δ	120017° RT	1 = 14.45
R	200.00	L = 29.00

CURVE NO. 6		
DESCRIPTION	NORTHING	EASTING
P.C.	053856.78	1130782.59
P.T.	053826.32	1130725.84
Δ	851910° LT	1 = 14.45
R	200.00	L = 29.00

CURVE NO. 2		
DESCRIPTION	NORTHING	EASTING
P.C.	054170.20	113081.85
P.T.	054168.12	1130810.83
Δ	931307° RT	1 = 8.05
R	100.00	L = 16.05
DESCRIPTION		
P.C.	054153.54	1130810.07
P.T.	054152.12	1130810.05
Δ	261646° LT	1 = 16.05
R	80.00	L = 35.69

CURVE NO. 3		
DESCRIPTION	NORTHING	EASTING
P.C.	054173.19	113081.38
P.T.	054168.12	1130810.83
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R	100.00	L = 16.05

CURVE NO. 7		
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P.C.	054356.78	1130782.59
P.T.	054342.77	1130787.73
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R	200.00	L = 29.00

CURVE NO. 9		
DESCRIPTION	NORTHING	EASTING
P.C.	054252.54	1130704.19
P.T.	054241.76	1130713.89
Δ	404529° RT	1 = 14.45
R	39.00	L = 27.24

CURVE NO. 10		
DESCRIPTION	NORTHING	EASTING
P.C.	054254.35	1130688.82
P.T.	054252.54	1130704.19
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R	39.00	L = 27.24

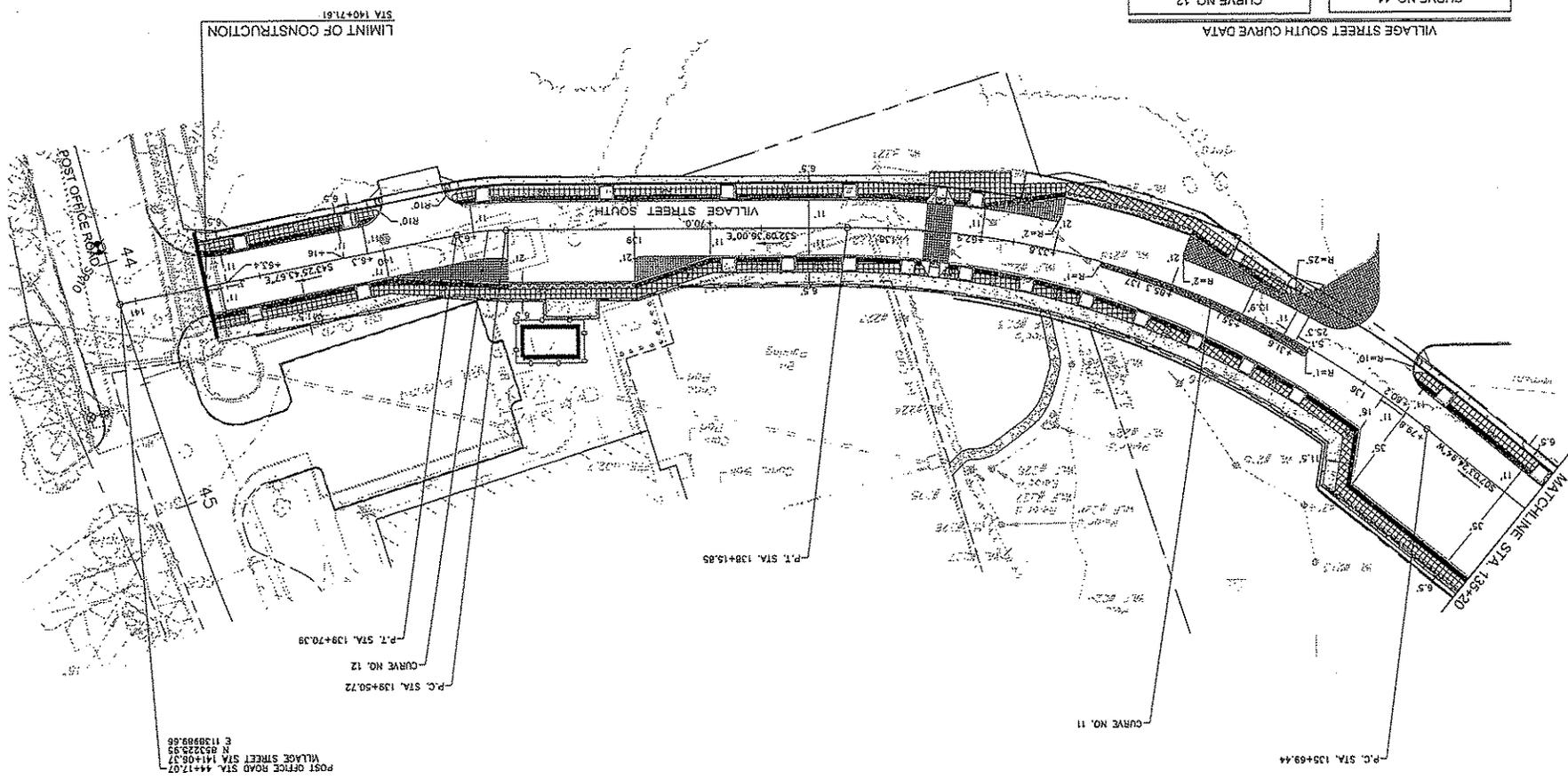
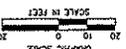


331 Mansfield Street
 Mansfield, CT 06250
 Phone: 860.339.1111
 Fax: 860.339.1112

CURVE NO. 11		CURVE NO. 12	
DESCRIPTION	EASTING	DESCRIPTION	EASTING
PC	852892.24	PC	853302.21
PT	852551.57	PT	853325.70
PI	852892.24	PI	853325.70
Δ	337101.17	Δ	1178.09
T	128.25	T	9.87
L	246.51	L	15.67
R	360.00	R	100.00

VILLAGE STREET SOUTH CURVE DATA

NOT RELEASED FOR CONSTRUCTION
FOR PERMITTING PURPOSES ONLY



POST OFFICE ROAD STA. 44+17.07
N 852225.59
E 1138889.68

P.C. STA. 138+50.72
CURVE NO. 12
P.T. STA. 139+70.39

CURVE NO. 11

P.C. STA. 135+59.44

MATCHLINE STA. 135+20

H2L-3

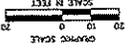
DATE: 10/15/2013
DRAWN BY: [Name]
CHECKED BY: [Name]
SCALE: AS SHOWN

PROJECT: VILLAGE STREET AND TRANSIT PATHWAYS
SHEET NO. 191 OF 200

VILLAGE STREET AND TRANSIT PATHWAYS
VILLAGE STREET
MANSFIELD, CONNECTICUT

Companies
Engineering
1000 Main Street
Mansfield, CT 06250
Tel: 860.339.1234
Fax: 860.339.1235

NOT RELEASED FOR CONSTRUCTION
FOR PERMITTING PURPOSES ONLY



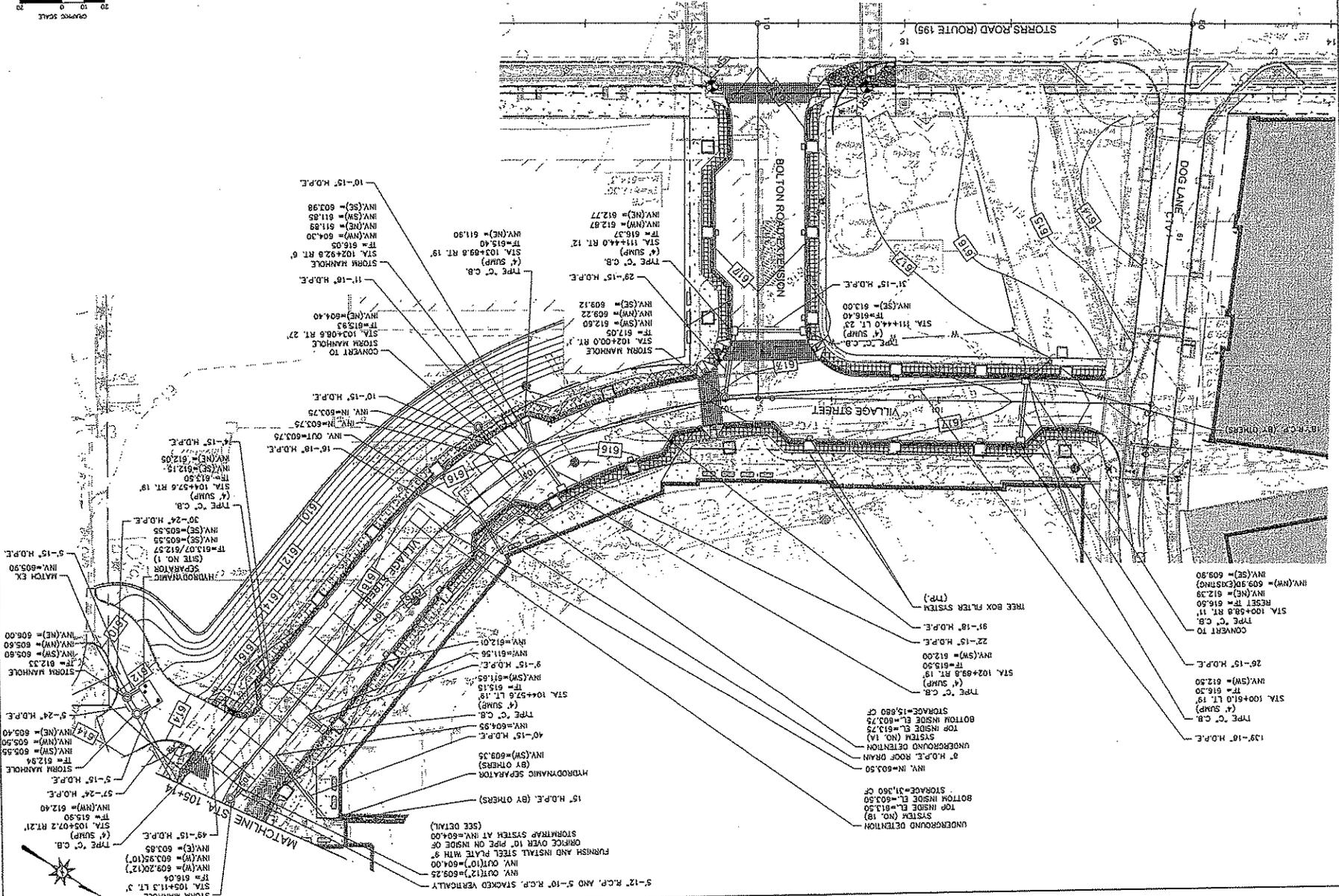
GDR-1

GRAVING AND
DRAINAGE
PLAN
1" = 20'
DATE: 10/20/00
DRAWN BY: [unreadable]
CHECKED BY: [unreadable]

PROJECT NO. [unreadable]
SHEET NO. [unreadable]

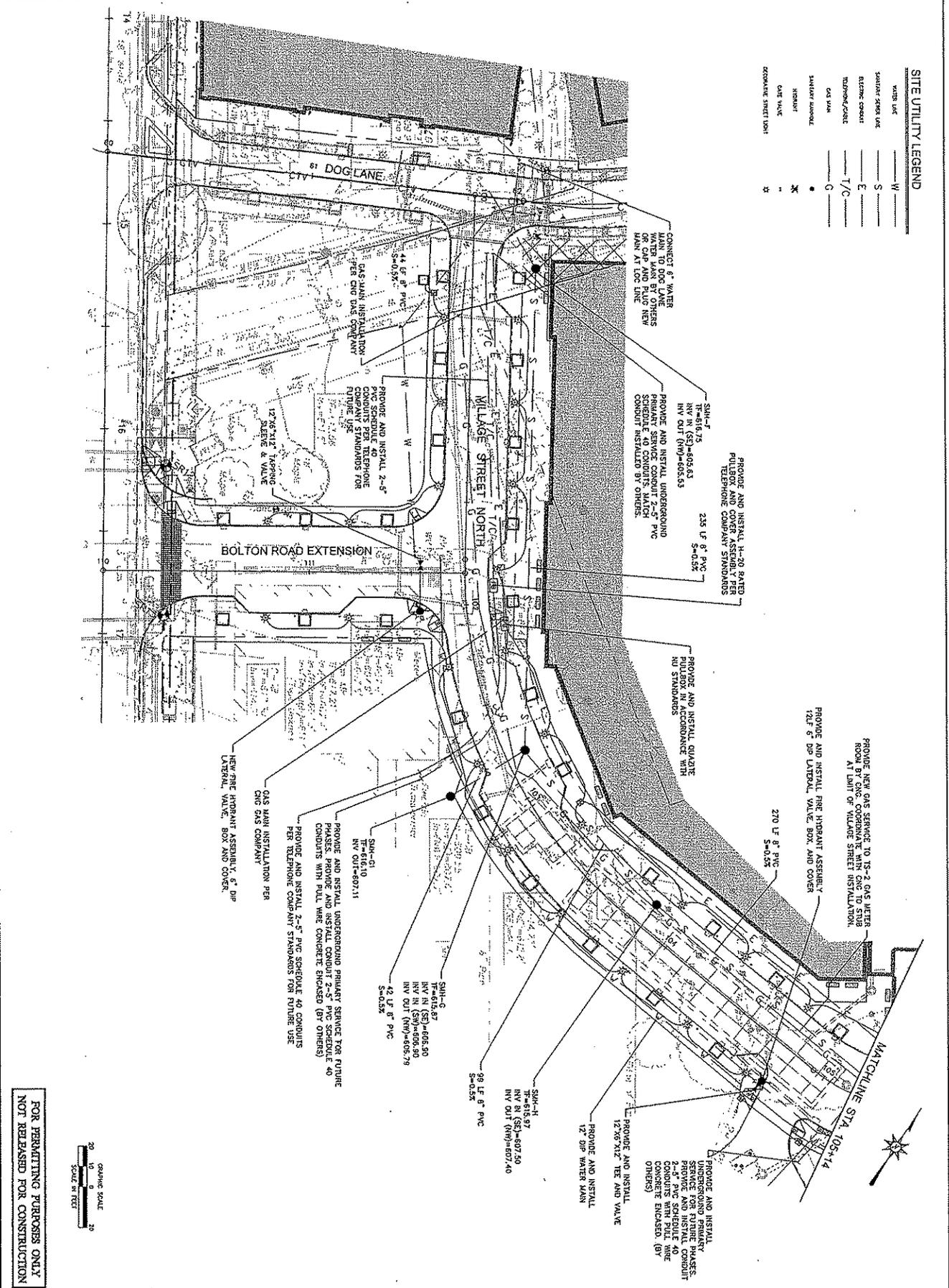
VILLAGE STREET AND TRANSIT PATHWAYS VILLAGE STREET MANSHFIELD, CONNECTICUT

311 Main Street
Mansfield, CT 06255
Tel: 860.339.1111
Fax: 860.339.1112



SITE UTILITY LEGEND

WATER MAIN	W
SEWER MAIN	S
ELECTRIC CONDUIT	E
TELEPHONE/CONDUIT	T/C
GAS MAIN	G
SHOWER MANHOLE	•
MANHOLE	⊗
OVER VALVE	+
DECOMMISSION SHEET PILE	⊗



FOR PERMITTING PURPOSES ONLY
NOT RELEASED FOR CONSTRUCTION

UTL-1

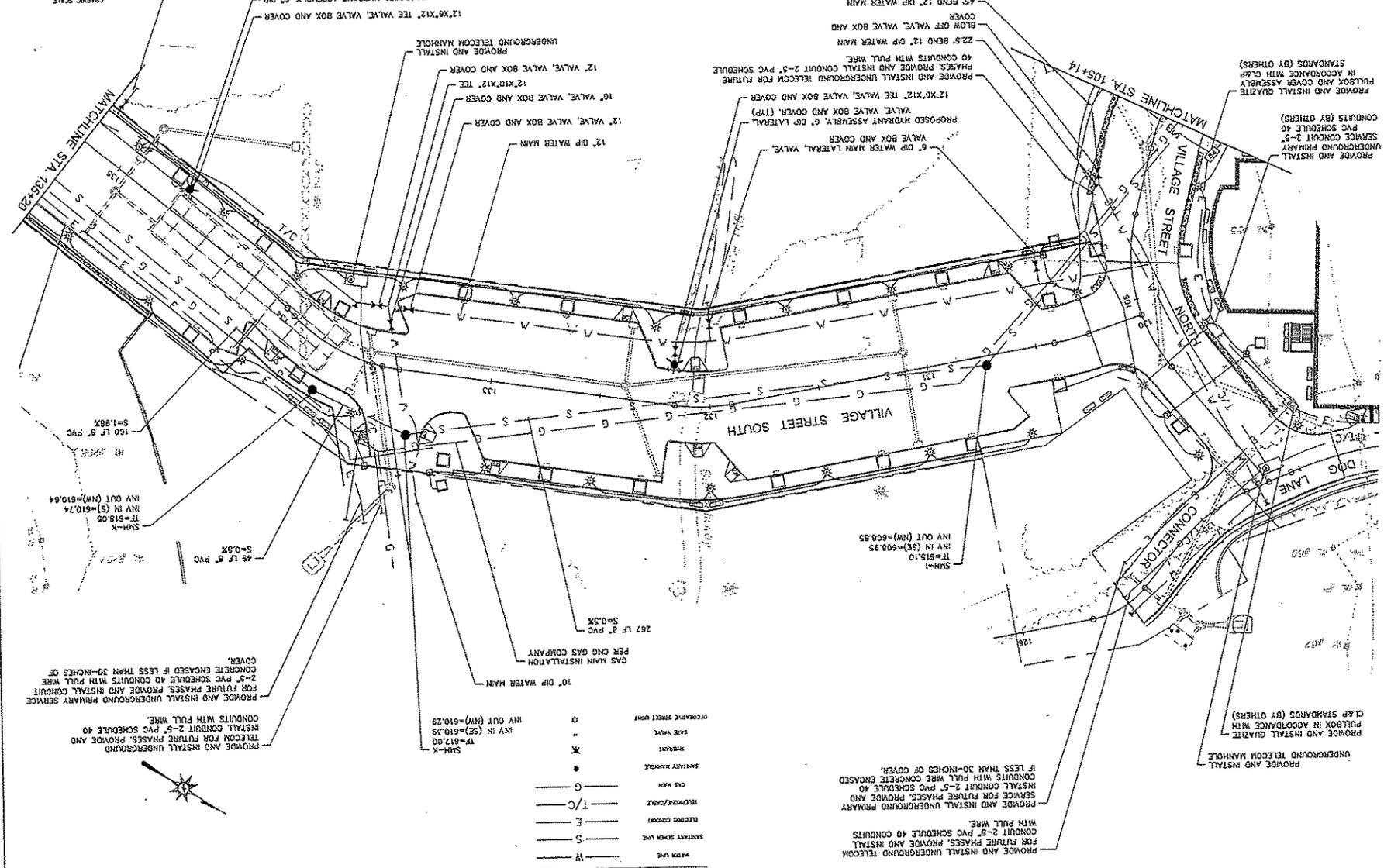
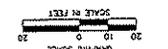
UTILITY CONSTRUCTION PLAN

VILLAGE STREET AND TRANSIT PATHWAYS

VILLAGE STREET
MANSFIELD, CONNECTICUT

Bentley

NOT RELEASED FOR CONSTRUCTION
 FOR PERMITTING PURPOSES ONLY



SITE UTILITY LEGEND

W	WATER MAIN
S	SEWER MAIN LINE
E	TELECOM CONDUIT
T/C	TELECOM/COAXIAL
G	GAS MAIN
●	MANHOLE MARKER
*	HYDRANT
-	GATE VALVE
○	REGULATING STREET VALVE

PROVIDE AND INSTALL UNDERGROUND TELECOM FOR FUTURE PHASES. PROVIDE AND INSTALL CONDUIT 2-5" PVC SCHEDULE 40 CONDUITS WITH PULL WIRE.

PROVIDE AND INSTALL UNDERGROUND PRIMARY SERVICE CONDUITS WITH PULL WIRE.

CONCRETE ENCASED IF LESS THAN 30-INCHES OF COVER.

PROVIDE AND INSTALL UNDERGROUND TELECOM FOR FUTURE PHASES. PROVIDE AND INSTALL CONDUIT 2-5" PVC SCHEDULE 40 CONDUITS WITH PULL WIRE.

PROVIDE AND INSTALL UNDERGROUND PRIMARY SERVICE FOR FUTURE PHASES. PROVIDE AND INSTALL CONDUIT 2-5" PVC SCHEDULE 40 CONDUITS WITH PULL WIRE CONCRETE ENCASED IF LESS THAN 30-INCHES OF COVER.

PROVIDE AND INSTALL UNDERGROUND TELECOM MANHOLE IN ACCORDANCE WITH CLASS STANDARDS (BY OTHERS)

PROVIDE AND INSTALL UNDERGROUND PRIMARY SERVICE CONDUIT 2-5" PVC SCHEDULE 40 CONDUITS WITH PULL WIRE IN ACCORDANCE WITH CLASS STANDARDS (BY OTHERS)

UTL-2

UTILITY PLAN CONSTRUCTION

DATE: 01/15/2019 09:58 AM

PROJECT: ...

DESIGNED BY: ...

CHECKED BY: ...

APPROVED BY: ...

SCALE: 1"=20'

PROJECT NO: ...

DATE: ...

UTL-2

COMPANIES

VILLAGE STREET AND TRANSIT PATHWAYS
 VILLAGE STREET
 MANSFIELD, CONNECTICUT



ARCHITECTURAL
ENGINEERING
PLANNING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL SCIENCE

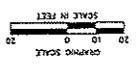
225 South Main Street
Mansfield, CT 06108
TEL: 860.339.1100
WWW.COMPANIES.COM

VILLAGE STREET
AND TRANSIT PATHWAYS
VILLAGE STREET
MANSFIELD, CONNECTICUT

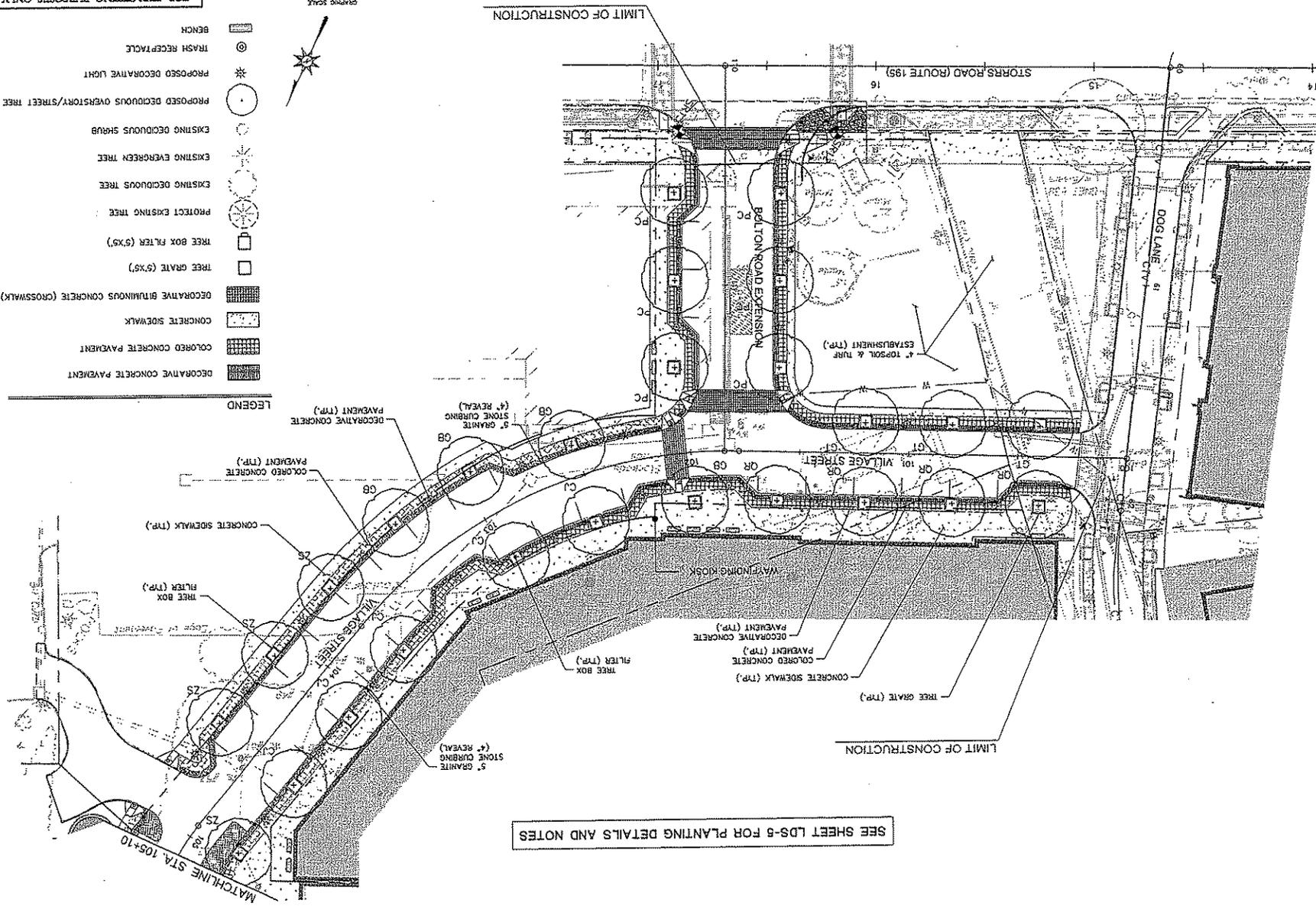
DATE: 08/14/13
PROJECT: VILLAGE STREET AND TRANSIT PATHWAYS
SHEET: LDS-1

LDS-1

FOR PERMITTING PURPOSES ONLY
NOT RELEASED FOR CONSTRUCTION



- LEGEND**
- DECORATIVE CONCRETE PAVEMENT
 - COLORED CONCRETE PAVEMENT
 - CONCRETE SIDEWALK
 - DECORATIVE BIRMINGHAM CONCRETE (CROSSWALK)
 - TREE GRATE (5'x5')
 - TREE BOX FILTER (5'x5')
 - PROTECT EXISTING TREE
 - EXISTING DECIDUOUS TREE
 - EXISTING EVERGREEN TREE
 - EXISTING DECIDUOUS SHRUB
 - PROPOSED DECIDUOUS OVERSTORY/STREET TREE
 - PROPOSED DECORATIVE LIGHT
 - TRASH RECEPTACLE
 - BENCH



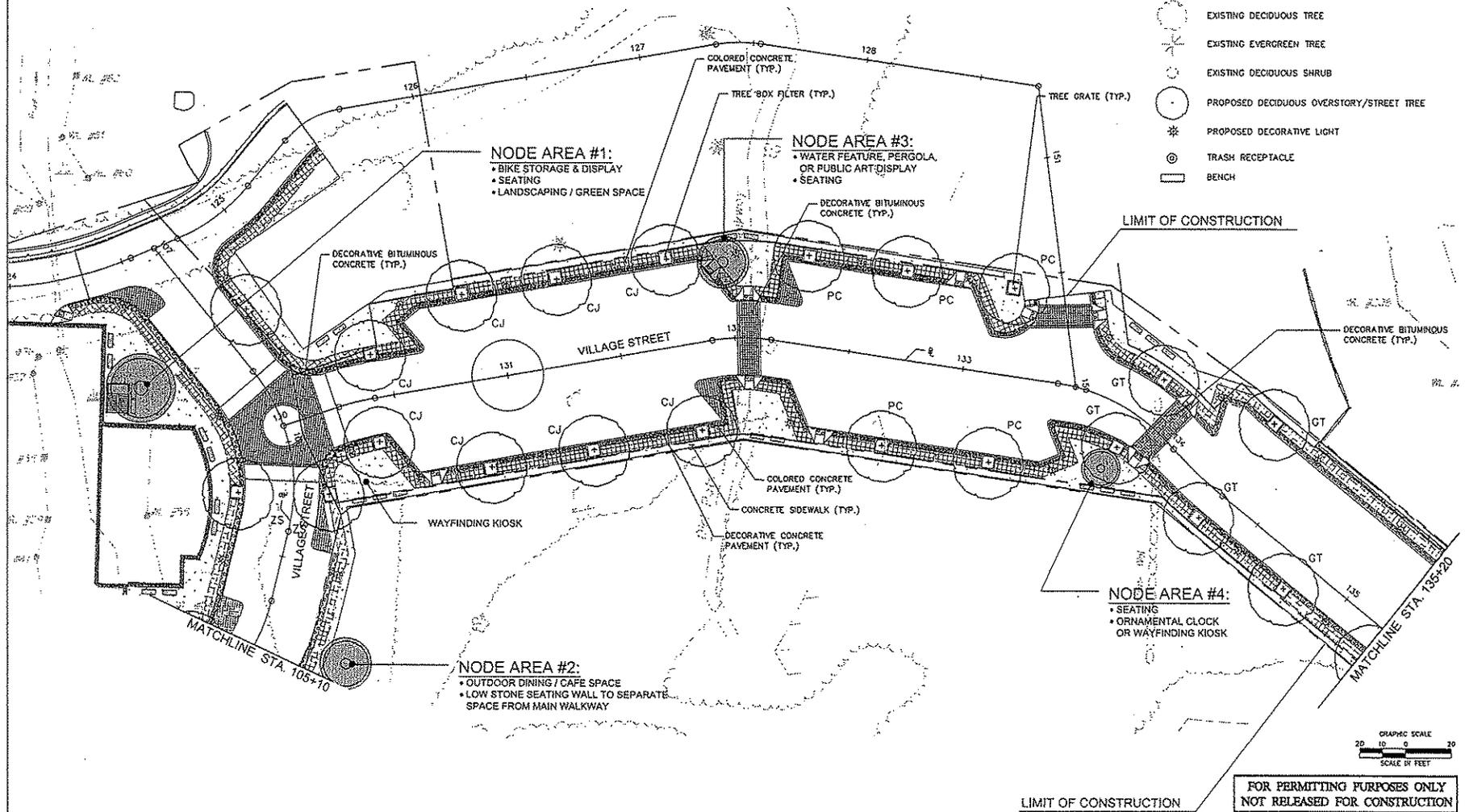
SEE SHEET LDS-5 FOR PLANTING DETAILS AND NOTES

-172-

SEE SHEET LDS-5 FOR PLANTING DETAILS AND NOTES

LEGEND

- DECORATIVE CONCRETE PAVEMENT
- COLORED CONCRETE PAVEMENT
- CONCRETE SIDEWALK
- DECORATIVE BITUMINOUS CONCRETE (CROSSWALK)
- TREE GRATE (5'x5')
- TREE BOX FILTER (5'x5')
- PROTECT EXISTING TREE
- EXISTING DECIDUOUS TREE
- EXISTING EVERGREEN TREE
- EXISTING DECIDUOUS SHRUB
- PROPOSED DECIDUOUS OVERSTORY/STREET TREE
- PROPOSED DECORATIVE LIGHT
- TRASH RECEPTACLE
- BENCH



BL Companies
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 LAND SURVEYING
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355 Research Parkway
 Wallingford, CT 06495
 (203) 839-2000
 (203) 839-2010 Fax

VILLAGE STREET
 AND TRANSIT PATHWAYS
 VILLAGE STREET
 MANSFIELD, CONNECTICUT

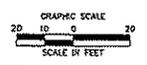
REVISIONS

No.	Date	By	Checked

Prepared: JMS
 Drawn: ELL / JAC
 Checked: JMS
 Approved: JMS
 Scale: 1"=50'
 Project No.: 19C2300
 Date: 8/15/11
 CAD File: LDS19C230001

Title: LANDSCAPE AND LIGHTING PLAN
 Sheet No.: LDS-2

FOR PERMITTING PURPOSES ONLY
NOT RELEASED FOR CONSTRUCTION



LIMIT OF CONSTRUCTION

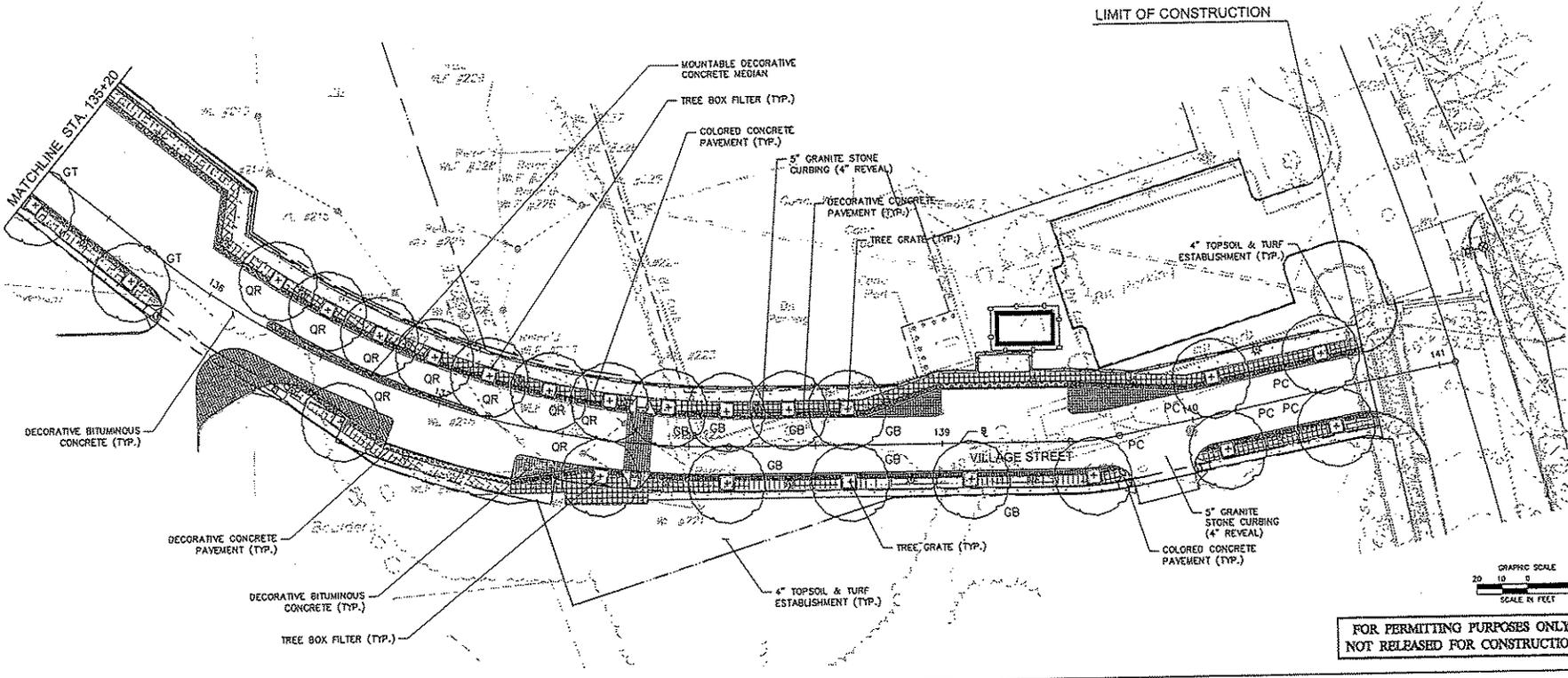
ALL DIMENSIONS UNLESS OTHERWISE NOTED ARE IN FEET AND INCHES TO THE NEAREST 1/8" UNLESS OTHERWISE NOTED.

PLEASE REFER TO SHEET LDS-5 FOR PLANTING DETAILS AND NOTES.

LEGEND

-  DECORATIVE CONCRETE PAVEMENT
-  COLORED CONCRETE PAVEMENT
-  CONCRETE SIDEWALK
-  DECORATIVE BITUMINOUS CONCRETE (CROSSWALK)
-  TREE GRATE (5'X5')
-  TREE BOX FILTER (5'X5')
-  PROTECT EXISTING TREE
-  EXISTING DECIDUOUS TREE
-  EXISTING EVERGREEN TREE
-  EXISTING DECIDUOUS SHRUB
-  PROPOSED DECIDUOUS OVERSTORY/STREET TREE
-  PROPOSED DECORATIVE LIGHT
-  TRASH RECEPTACLE
-  BENCH

SEE SHEET LDS-6 FOR PLANTING DETAILS AND NOTES



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LAND SURVEYING
ENVIRONMENTAL SCIENCES

115 Elmwood Parkway
Mansfield, CT 06106
(860) 339-1100
(860) 339-9115 Fax

VILLAGE STREET
AND TRANSIT PATHWAYS
VILLAGE STREET
MANSFIELD, CONNECTICUT

Designed	AMF
Drawn	ELL / JLS
Checked	
Approved	
Date	11-20
Project No.	000300
Scale	AS SHOWN
CD No.	10010030001

LANDSCAPE
AND AMENITY
PLAN

Sheet No.

LDS-3

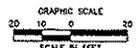
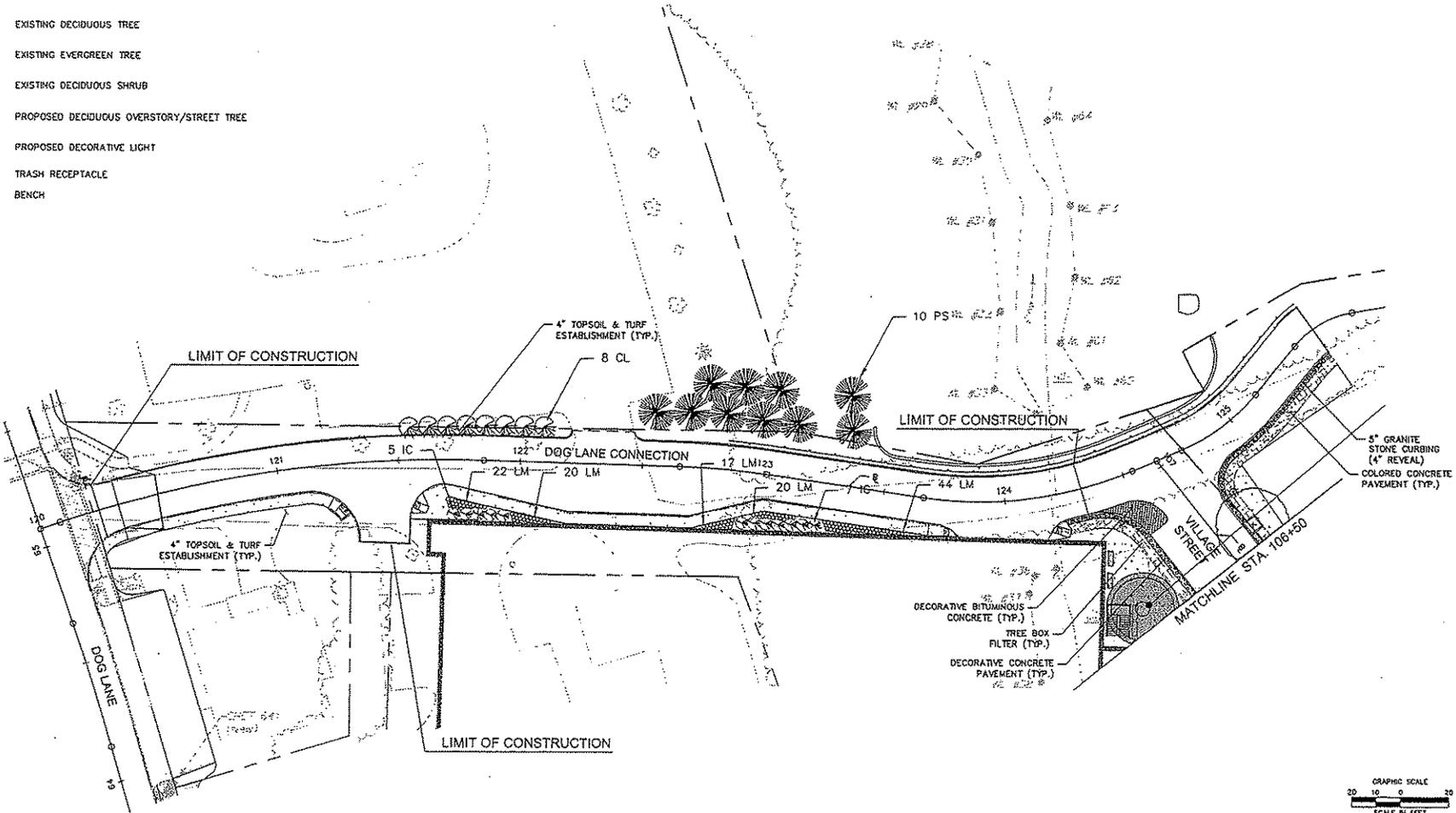
-173-

THIS DRAWING SHALL NOT BE USED BY ANY PERSON WHO IS NOT A LICENSED PROFESSIONAL ENGINEER OR ARCHITECT IN THE STATE OF CONNECTICUT.

LEGEND

-  DECORATIVE CONCRETE PAVEMENT
-  COLORED CONCRETE PAVEMENT
-  CONCRETE SIDEWALK
-  DECORATIVE BITUMINOUS CONCRETE (CROSSWALK)
-  TREE GRATE (5'X5')
-  TREE BOX FILTER (5'X5')
-  PROTECT EXISTING TREE
-  EXISTING DECIDUOUS TREE
-  EXISTING EVERGREEN TREE
-  EXISTING DECIDUOUS SHRUB
-  PROPOSED DECIDUOUS OVERSTORY/STREET TREE
-  PROPOSED DECORATIVE LIGHT
-  TRASH RECEPTACLE
-  BENCH

SEE SHEET LDS-5 FOR PLANTING DETAILS AND NOTES



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ARCHITECTURE
ENGINEERING
PLANNING
LANDSCAPE ARCHITECTURE
LAND SURVEYING
ENVIRONMENTAL SCIENCES

320 Parkview Parkway
Hartford, CT 06183
ESTABLISHED
1955

VILLAGE STREET
AND TRANSIT PATHWAYS
VILLAGE STREET
MANSFIELD, CONNECTICUT

DESIGNED: J.M.F.
DRAWN: C.L.F. / J.H.C.
CHECKED:
APPROVED:
DATE: 8/15/11
PROJECT NO.: 1003359
SHEET NO.: LDS-4

LANDSCAPE
AND LIGHTING
PLAN

Sheet No. LDS-4

-174-

DATE PLOTTED: 8/15/11 10:00 AM

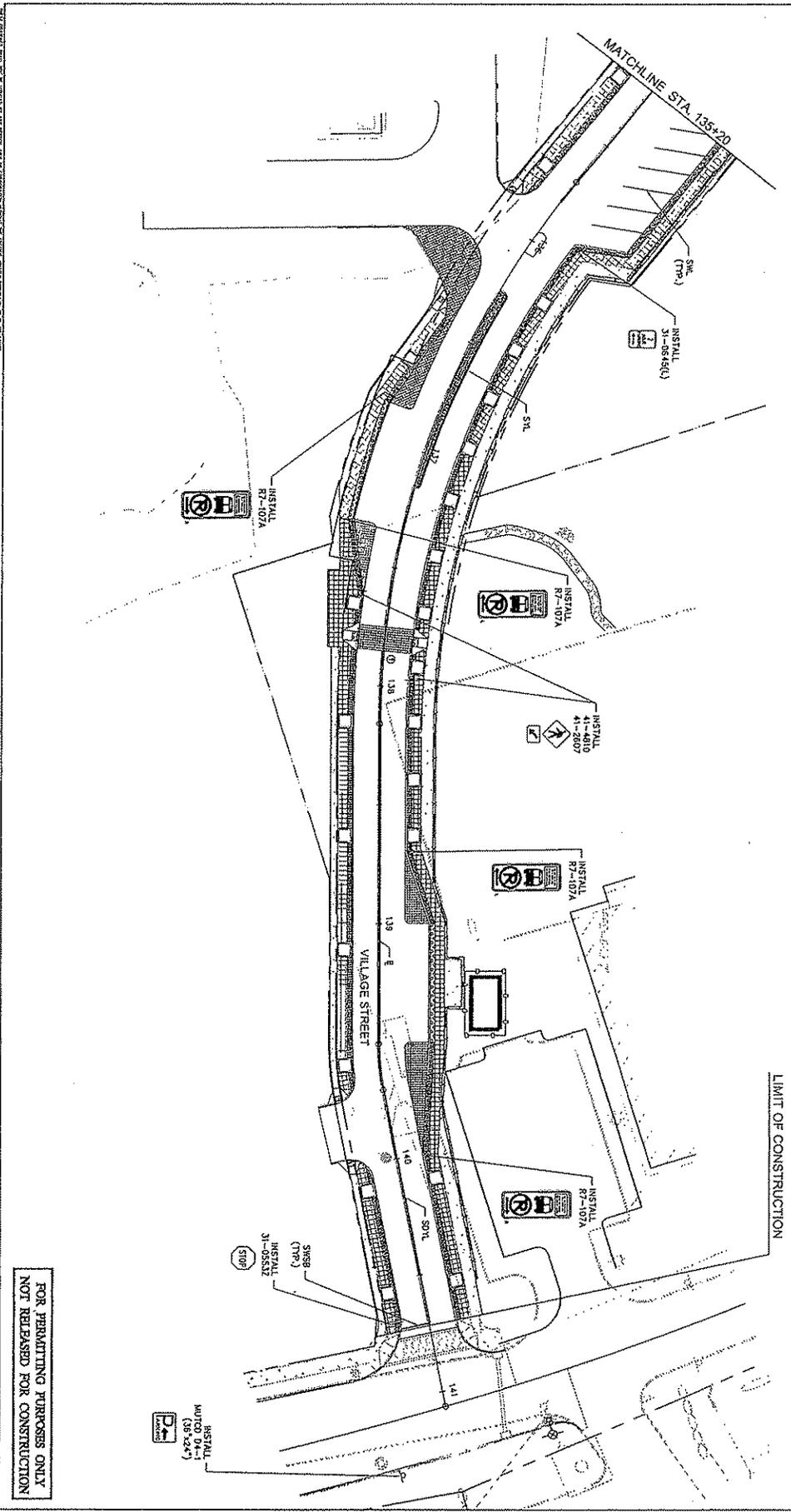
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STRIPES LEGEND

- SWL 4" SOLID WHITE LINE
- SYWL 4" SOLID DOUBLE YELLOW LINE
- SWB 1/2" SOLID WHITE STOP BAR
- SYL 4" SOLID YELLOW LINE
- BWL 4" BROKEN WHITE LINE (10 DASH, 30 SPACE)
- ① 12" WHITE LINE EACH SIDE OF DECORATIVE CROSSWALK TOWN MAINTAINED

NOTES

1. SIGN DIMENSIONS, COLORS, HEIGHTS AND INSTALLATION DETAILS SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AND THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAYS, 2009 EDITION, SECTION 200.00, R-1209-02, R-1210-03 AND THE CURB SHEET DRAWINGS R-205, X, R-205, Y AND R-205, Z.
2. EXISTING PAVEMENT MARKINGS SHALL BE REMOVED BY CONTRACTOR WHERE IN CONFLICT WITH THE PROPOSED PAVEMENT MARKINGS, BY A METHOD WHICH IS ACCEPTABLE BY THE TOWN AT TIME OF CONSTRUCTION. GRINDING IS NOT ALLOWED.
3. CONTRACTOR SHALL INSTALL PAVEMENT MARKINGS ON TEMPORARY DOG LANE CONNECTION AND DOG LANE IN EPOXY AS DEPICTED ON THIS PLAN.
4. REFER TO ROADWAY LAYOUT PLAN FOR BASELINE INFORMATION.
5. TOWN TO MAINTAIN ALL SIGNS AND PAVEMENT MARKINGS.
6. ALL SIGNS NOTED TO BE RELOCATED ARE TO BE PROVIDED WITH NEW POSTS. ALL SIGNS WITH R.O.W. NOT CALLED OUT TO BE RELOCATED OR TO BE RELOCATED SHALL BE REMOVED AND RETURNED TO THE TOWN OF MANSFIELD OR UNIVERSITY OF CONNECTICUT.



FOR PERMITTING PURPOSES ONLY
 NOT RELEASED FOR CONSTRUCTION

SPM-3

DATE: 10/15/2011 10:58am

PROJECT: VILLAGE STREET AND TRANSIT PATHWAYS

LOCATION: VILLAGE STREET, MANSFIELD, CONNECTICUT

**VILLAGE STREET
 AND TRANSIT PATHWAYS**

VILLAGE STREET
 MANSFIELD, CONNECTICUT

Components

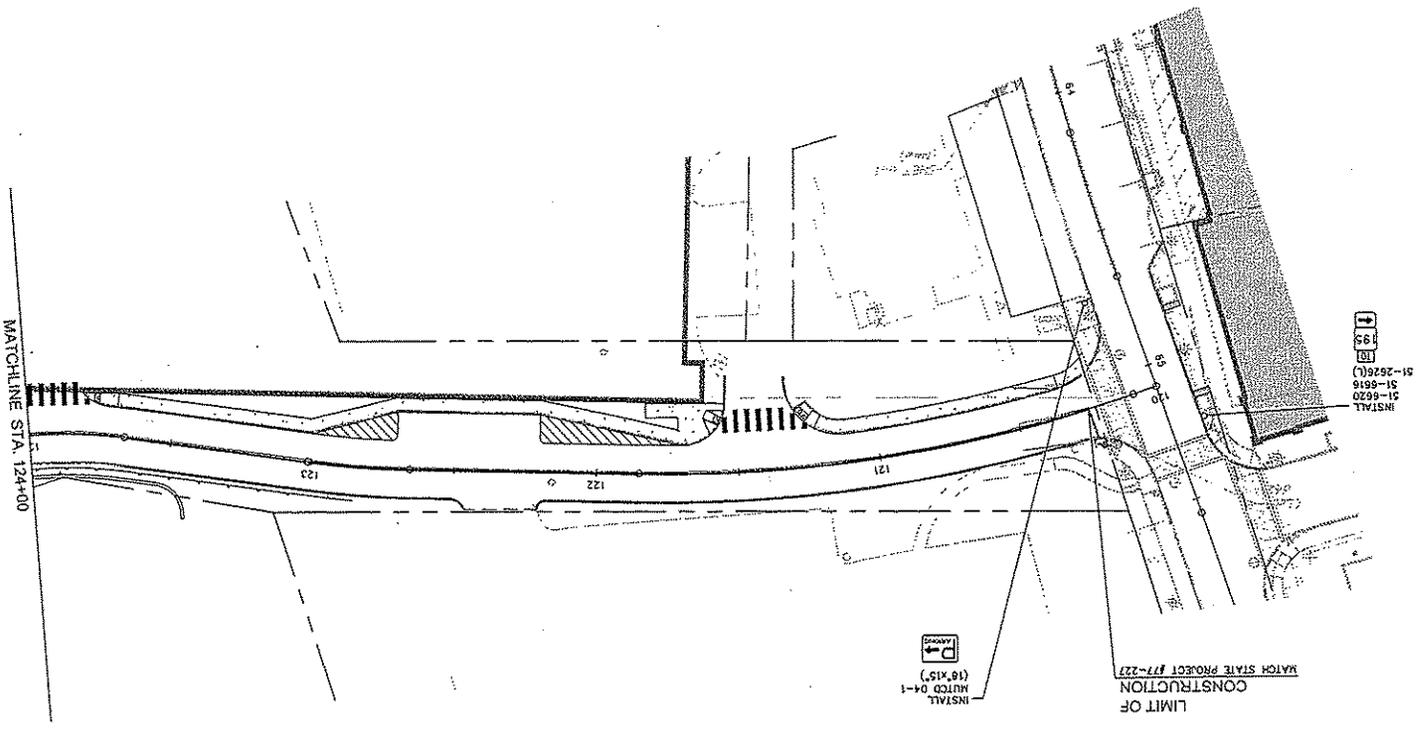
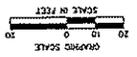
CONTRACTOR: [Name]

DESIGNER: [Name]

CHECKED: [Name]

DATE: [Date]

NOT FOR PERMITTING PURPOSES ONLY
FOR RELEASED FOR CONSTRUCTION



- NOTES**
1. SIGN DIMENSIONS, COLORS, HEIGHTS AND INSTALLATION DETAILS SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AND THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FROM 816 AND STANDARD DRAWINGS TR-108-01, TR-108-02, TR-1210-03 AND THE GUIDE SHEET DRAWINGS TR-108-X, TR-108-Y AND TR-108-Z.
 2. EXISTING PAVEMENT MARKINGS SHALL BE REMOVED BY CONTRACTOR WHERE IN CONFLICT WITH THE PROPOSED PAVEMENT MARKINGS, BY A METHOD WHICH IS ACCEPTABLE BY THE TOWN AT TIME OF CONSTRUCTION. GRINDING IS NOT ALLOWED.
 3. CONTRACTOR SHALL INSTALL PAVEMENT MARKINGS ON TEMPORARY DOG LANE CONNECTION AND DOG LANE IN EPOXY AS DEPICTED ON THIS PLAN.
 4. REFER TO ROADWAY LAYOUT PLAN FOR BASELINE INFORMATION.
 5. TOWN TO MAINTAIN ALL SIGNS AND PAVEMENT MARKINGS.
 6. ALL SIGNS NOTED TO BE RELOCATED ARE TO BE PROVIDED WITH NEW POSTS. ALL SIGNS WITHIN FRAME NOT CALLED OUT TO BE RELOCATED OR TO REMAIN ARE TO BE REMOVED AND RETURNED TO THE TOWN OF MANSFIELD OR UNIVERSITY OF CONNECTICUT.

- STRIPE LEGEND**
- SM 4" SOLID WHITE LINE
 - SOFL 4" SOLID DOUBLE YELLOW LINE
 - SWSB 12" SOLID WHITE STOP BAR
 - SYL 4" SOLID YELLOW LINE
 - BML 4" BROKEN WHITE LINE (10' DASH, 30' SPACE)
 - ① 12" WHITE LINE EACH SIDE OF DECORATIVE CROSSWALK TOW MANTENANCE

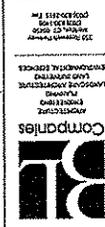
SPM-4

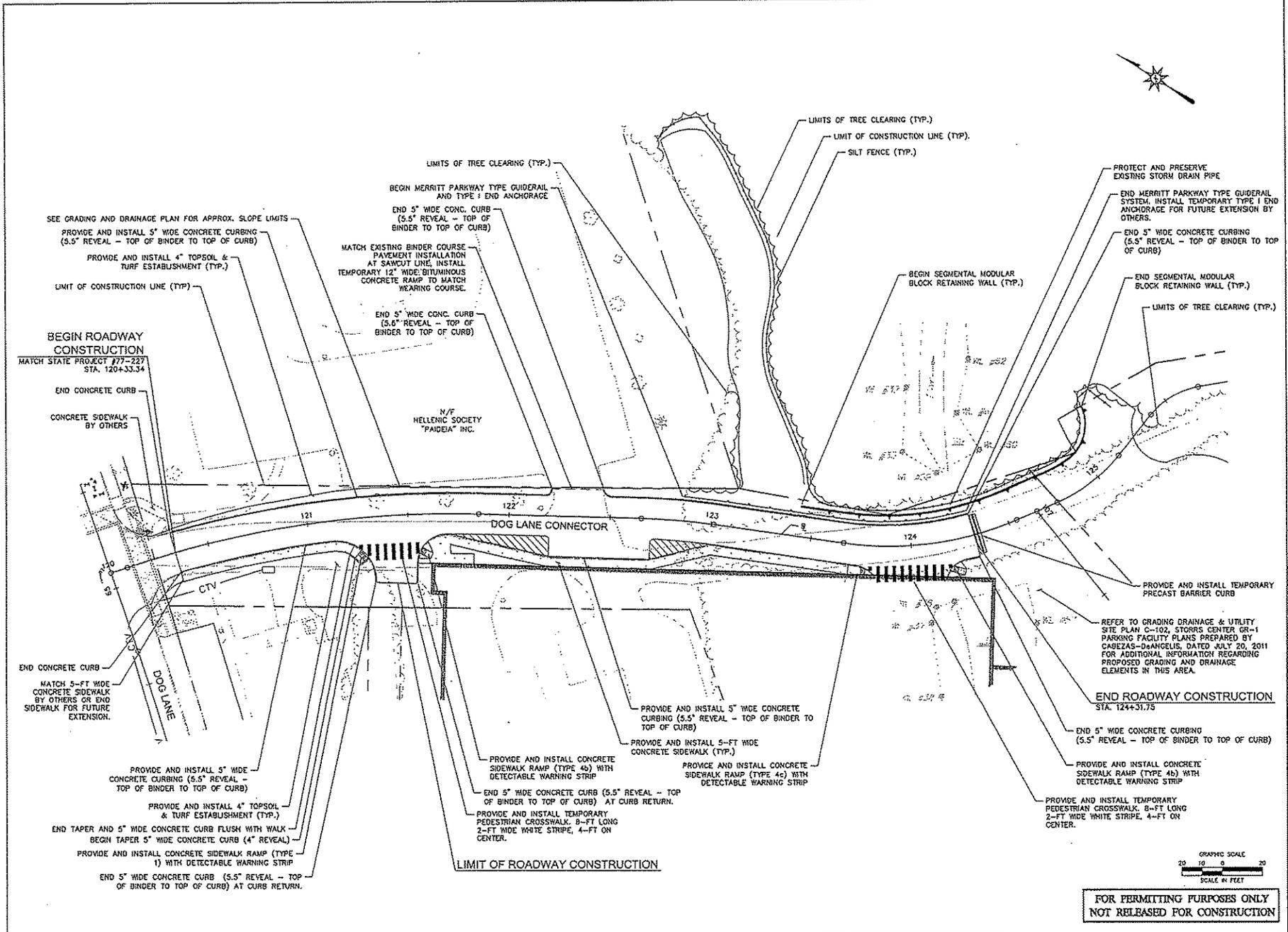
SIGNING AND PAVEMENT MARKINGS PLAN

DESIGNED BY: [REDACTED]
CHECKED BY: [REDACTED]
DATE: [REDACTED]

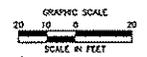
PROJECT NO.: [REDACTED]
SHEET NO.: [REDACTED]

VILLAGE STREET AND TRANSIT PATHWAYS
VILLAGE STREET
MANSFIELD, CONNECTICUT





FOR PERMITTING PURPOSES ONLY
NOT RELEASED FOR CONSTRUCTION



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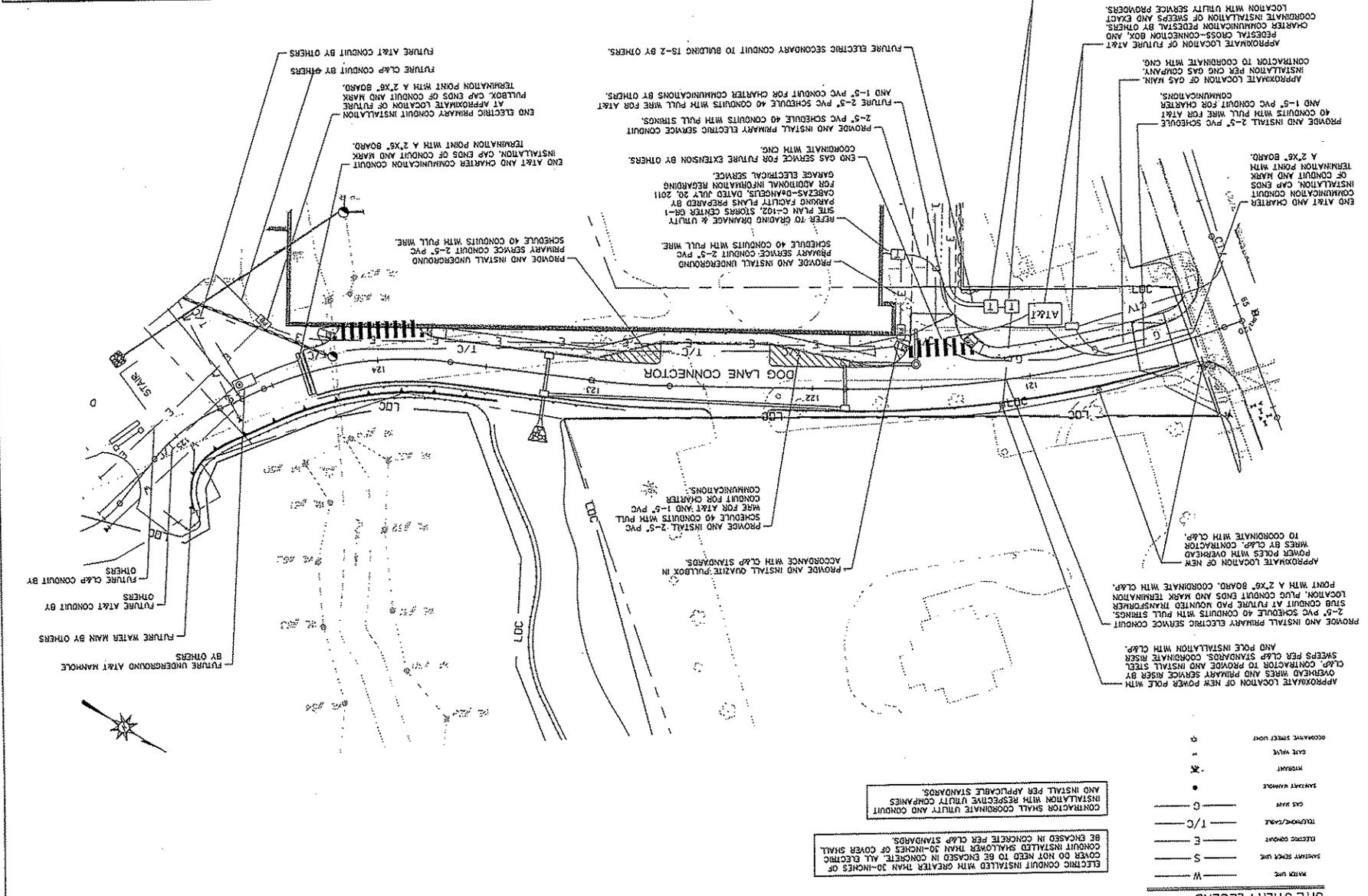
NOT RELEASED FOR CONSTRUCTION
FOR PERMITTING PURPOSES ONLY

UTILITY
CONSTRUCTION
PLAN
UTL-1

DATE: 07/20/11
PROJECT NO: 1002000
DRAWN BY: J. WILSON
CHECKED BY: J. WILSON
SCALE: 1" = 30'

DOG LANE CONNECTOR
STORRS CENTER
MANSFIELD, CONNECTICUT

Companies
Engineering
Construction
and Services
Environmental Services
Professional Seal
Professional Engineer
No. 10020
State of Connecticut



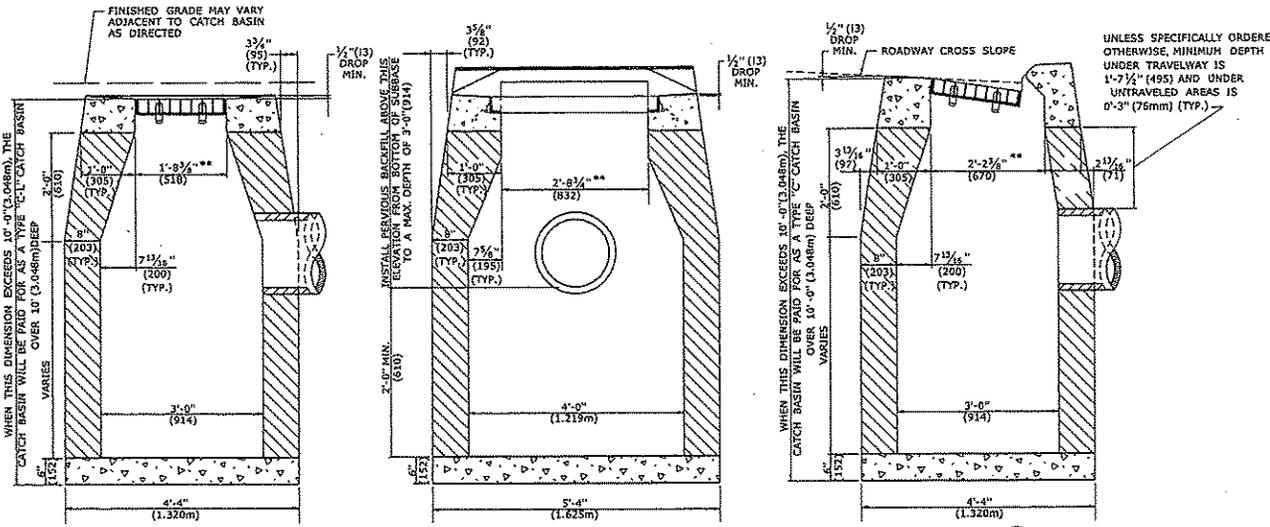
SITE UTILITY LEGEND

□	COMMON STREET LIGHT
—	DATE WIRE
—	MANHOLE
●	SEWER MANHOLE
—	GAS MAIN
—	TELEPHONE/FIBER
—	ELECTRIC CONDUIT
—	SMALLER SIZES UP TO 1/2" DIA
—	WITH WIRE

CONTRACTOR SHALL COORDINATE UTILITY AND CONDUIT INSTALLATION WITH RESPECTIVE UTILITY COMPANIES AND INSTALL PER APPLICABLE STANDARDS.

BE ENCASED IN CONCRETE PER CL&P STANDARDS.

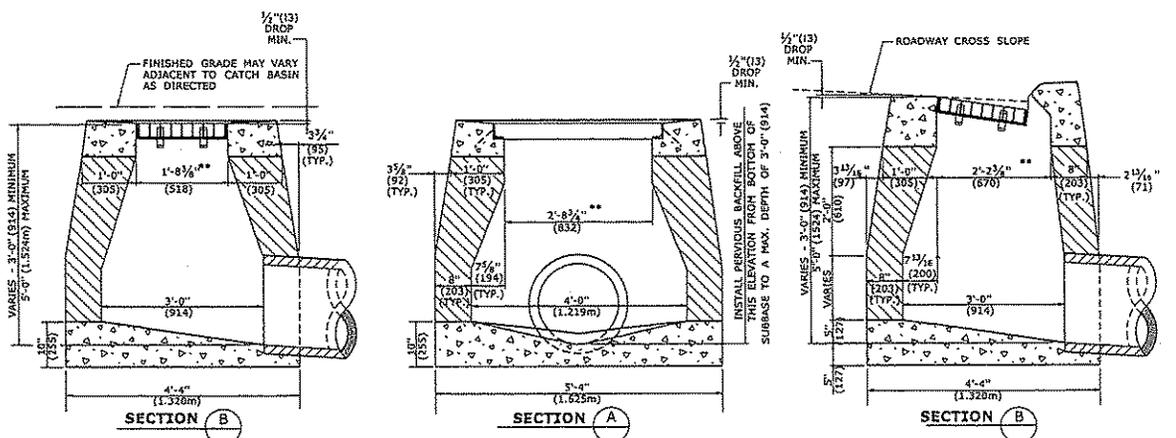
COVER DO NOT NEED TO BE ENCASED IN CONCRETE. ALL ELECTRIC CONDUIT INSTALLED SHALL BE ENCASED IN CONCRETE, ALL ELECTRIC CONDUIT INSTALLED SHALL BE ENCASED IN CONCRETE PER CL&P STANDARDS.



SECTION B
TYPE "C-L" CATCH BASIN

SECTION A
TYPE "C" & "C-L" CATCH BASIN (TYPE "C" TOP SHOWN)

SECTION B
TYPE "C" CATCH BASIN

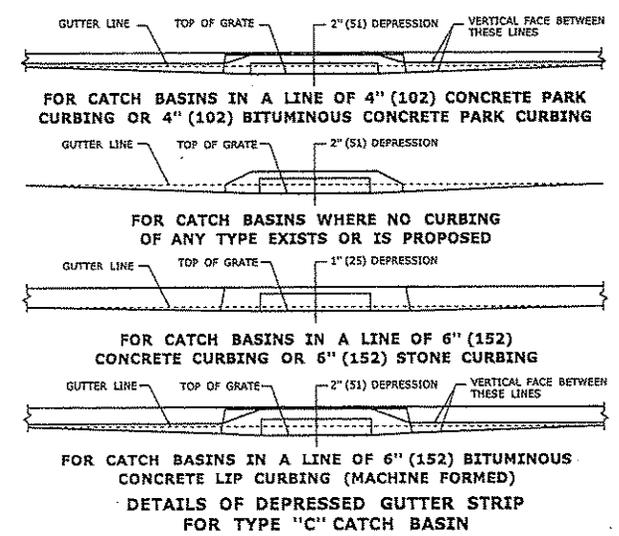
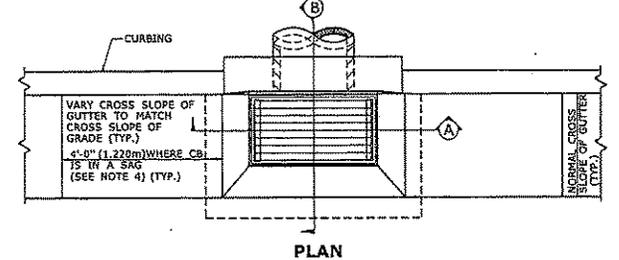


SECTION B
TYPE "C-L" DROP INLET

SECTION A
TYPE "C" & "C-L" DROP INLET (TYPE "C-L" TOP SHOWN)

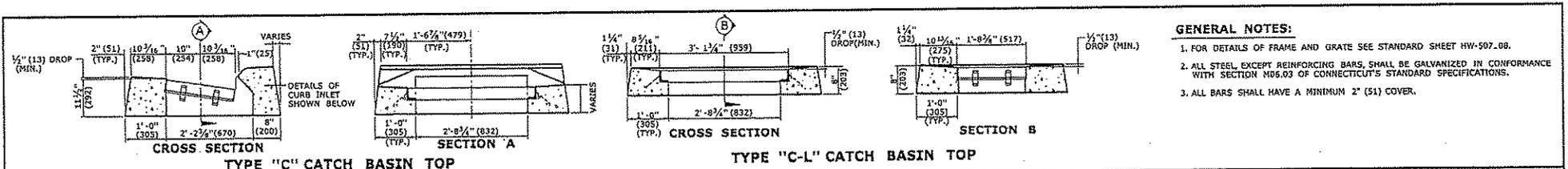
SECTION B
TYPE "C" DROP INLET

- GENERAL NOTES:**
- FOR DETAILS OF FRAME AND GRATE SEE STANDARD SHEET HW-507-08.
 - USE APPROPRIATE CONCRETE TOP FOR CURBING SHOWN ON PLANS. IF CURBING IS NOT SPECIFIED ON THE PLANS, IT SHALL BE CONSTRUCTED AS DIRECTED BY THE ENGINEER.
 - ALL FACES OF STRUCTURES IN CONTACT WITH CONCRETE PAVEMENT SHALL BE COVERED WITH A LAYER OF TAR PAPER OR APPROVED EQUAL. THE COST FOR THE PAPER SHALL BE INCLUDED IN THE BID PRICE FOR THE TYPE OF CATCH BASIN INSTALLED.
 - USE 6'-0" (1.830m) ON UPGRADE SIDE OF CONTINUOUS GRADE AND 1'-0" (305mm) ON DOWNGRADE SIDE OF CONTINUOUS GRADE OR AS DIRECTED.
 - IF MASONRY UNITS ARE REQUIRED, THE BASIN SHALL BE CONSTRUCTED IN CONFORMANCE WITH THE OVER ALL DIMENSIONS SHOWN HERE AND SECTION 5.07 OF THE STATE OF CONNECTICUT'S STANDARD SPECIFICATIONS. CORRELLING SHALL BE PERMITTED TO A MAXIMUM OF 3" (75mm). NO PROJECTION SHALL EXTEND INSIDE THE LIMITS NOTED BY **.
 - WALL THICKNESS OF ALL CB'S OVER 10' (3.048m) DEEP SHALL BE INCREASED TO 12" (305mm) THICK. INSIDE DIMENSION SHALL REMAIN THE SAME. 12" (305mm) THICKNESS WILL START AFTER THE FIRST 10' (3.048m).
 - TO CONVEY SUBSURFACE DRAINAGE, OPENINGS SHALL BE FORMED IN THE FOUR WALLS AT OR IMMEDIATELY ABOVE THE BOTTOM OF THE PREVIOUS BACKFILL.
 - MINIMUM CONCRETE COMPRESSIVE STRENGTH OF Fc = 4000 PSI (27,580 kPa) SHALL BE OBTAINED PRIOR TO SHIPPING.
 - LATEST STATE OF CONNECTICUT'S STANDARD SPECIFICATIONS AND SUPPLEMENTALS SHALL GOVERN.

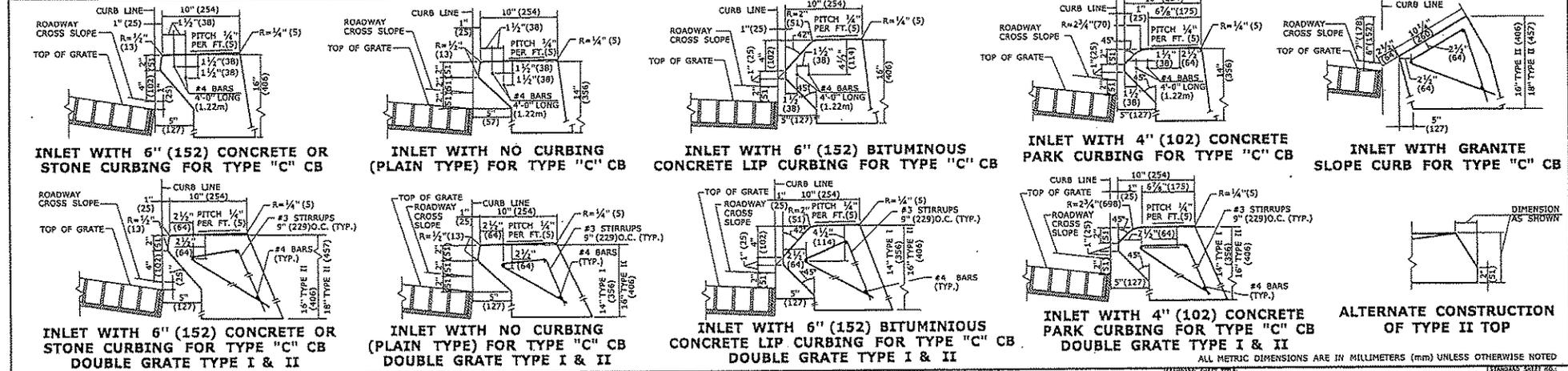
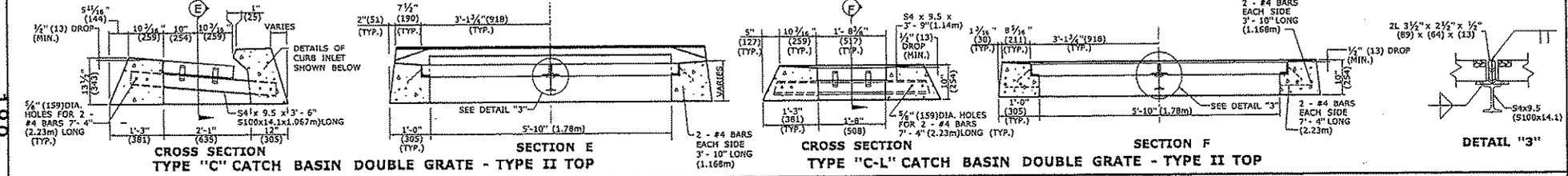
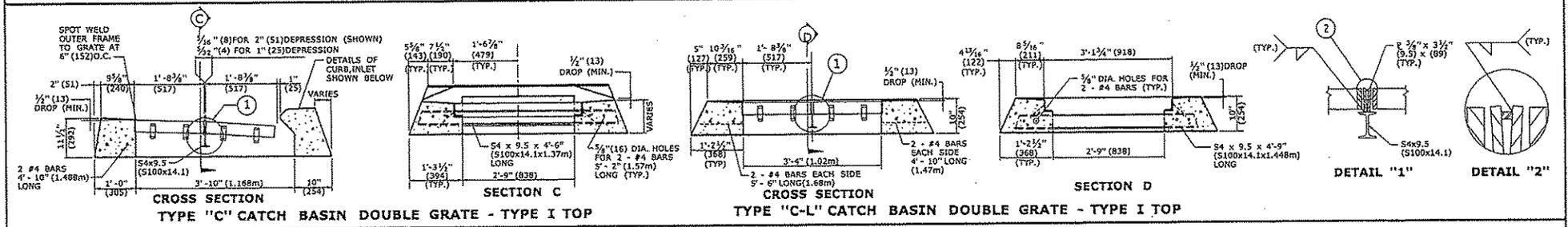


ALL METRIC DIMENSIONS ARE IN MILLIMETERS (mm) UNLESS OTHERWISE NOTED

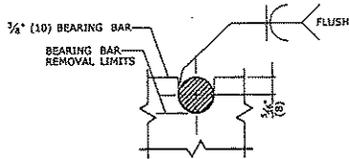
THE INFORMATION INCLUDING ESTIMATED QUANTITIES OF WORK SHOWN ON THESE DRAWINGS IS BASED ON THE INVESTIGATIONS BY THE STATE AND IS TO BE USED AS A GUIDE TO INDICATE THE CONDITIONS OF ACTUAL QUANTITIES OF WORK WHICH WILL BE REQUIRED.	NOT TO SCALE	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	SUBMITTED BY: <i>TW</i> APPROVED BY: <i>JH</i>	NAME/DATE/TITLE: Timothy H. Wilson 2009.05.16 11:10:00 -04:00 NAME/DATE/TITLE: James H. Norman 2009.05.19 14:19:35 -04:00	CTDOT STANDARD SHEET OFFICE OF ENGINEERING	STANDARD SHEET TITLE: TYPE "C", "C-L" & DROP INLET CATCH BASIN	STANDARD SHEET NO.: HW-507_01
			REV. DATE: _____ REVISION DESCRIPTION: _____	PRINTED DATE: 11/11/09	PROJECT: CTDOT_M090001 STD.001	DRAWING NO.: HW-507_01	



GENERAL NOTES:
 1. FOR DETAILS OF FRAME AND GRATE SEE STANDARD SHEET HW-507-08.
 2. ALL STEEL EXCEPT REINFORCING BARS SHALL BE GALVANIZED IN CONFORMANCE WITH SECTION M05.03 OF CONNECTICUT'S STANDARD SPECIFICATIONS.
 3. ALL BARS SHALL HAVE A MINIMUM 2" (51) COVER.

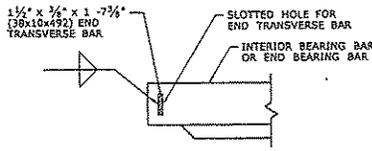


REV. DATE	REVISION DESCRIPTION	<p>THIS INFORMATION, INCLUDING ESTIMATED QUANTITIES OF WORK, IS BASED ON THE INFORMATION PROVIDED BY THE STATE AND IS IN NO WAY WARRANTED TO INDICATE THE CONDITIONS OF ACTUAL QUANTITIES OF WORK WHICH WILL BE REQUIRED.</p>	<p>NOT TO SCALE</p>	<p>STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION</p>	<p>APPROVED BY: James H. Norman</p>	<p>CTDOT STANDARD SHEET OFFICE OF ENGINEERING</p>	<p>TYPE "C" & "C-L" CATCH BASIN TOPS AND CURBS</p>	<p>HW-507_07</p>
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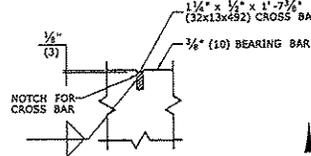


NOTE:
 $\frac{3}{8}$ " (15) DIA. ROUND BAR SHALL CONTACT BEARING BAR AT BOTTOM AND BE FLUSH AT TOP.

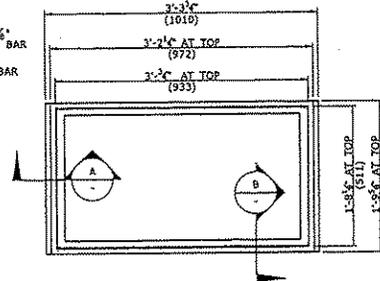
**ROUND BAR ATTACHMENT
 CATCH BASIN GRATE TYPE A**



**END TRANSVERSE BAR ATTACHMENT
 CATCH BASIN GRATE TYPE A & B**



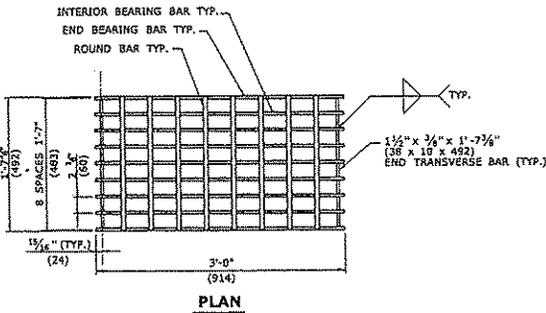
**CROSS BAR ATTACHMENT
 CATCH BASIN GRATE TYPE B**



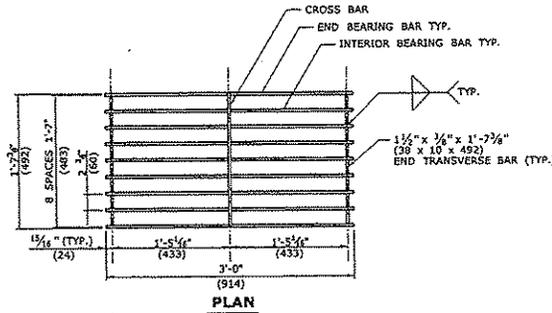
PLAN

GENERAL NOTES:

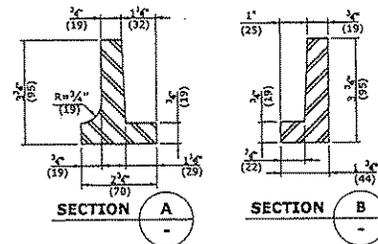
1. STEEL OR CAST IRON SHALL BE USED FOR FRAMES. STEEL SHALL BE USED FOR TYPE "A" & "B" GRATES.
2. TYPE "A" GRATES SHALL BE USED ON ALL ROADWAYS WHERE BICYCLE TRAFFIC IS ALLOWED OR AS DIRECTED BY THE ENGINEER.
3. TYPE "B" GRATES SHALL BE USED ON ALL LIMITED ACCESS HIGHWAYS, RAMPS AND WHERE BICYCLE TRAFFIC IS NOT ALLOWED OR AS DIRECTED BY THE ENGINEER.
4. STEEL FRAMES AND GRATES SHALL BE GALVANIZED IN ACCORDANCE WITH ARTICLE M.06.03.
5. DO NOT GALVANIZE CAST IRON FRAMES.
6. DIMENSIONAL TOLERANCES SHALL BE $\pm \frac{1}{16}$ " (1.6)
7. ALL STEEL BARS SHALL BE WELDED AT ALL INTERSECTIONS.
8. ALL WELDING SHALL CONFORM TO THE REQUIREMENTS OF AWS STRUCTURAL WELDING CODE, D1.1.



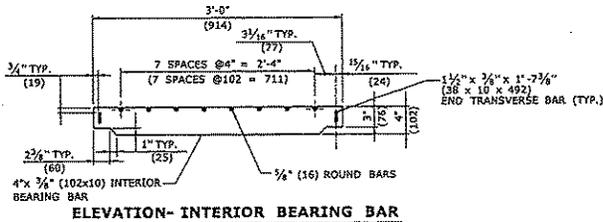
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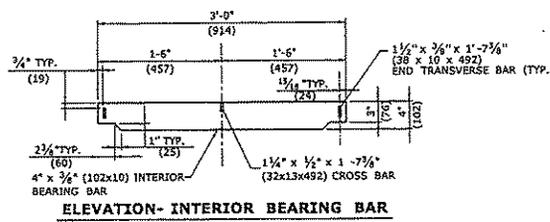
PLAN



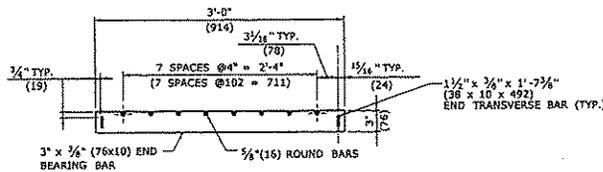
CAST IRON FRAME ALTERNATE



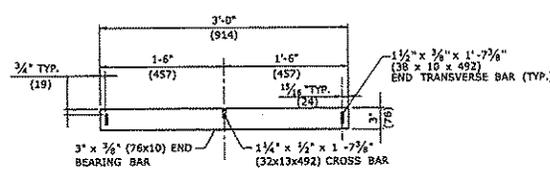
**ELEVATION- INTERIOR BEARING BAR
 CATCH BASIN GRATE TYPE A**



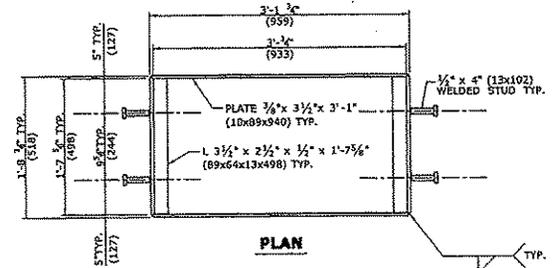
**ELEVATION- INTERIOR BEARING BAR
 CATCH BASIN GRATE TYPE B**



**ELEVATION- END BEARING BAR
 CATCH BASIN GRATE TYPE A**



**ELEVATION- END BEARING BAR
 CATCH BASIN GRATE TYPE B**



**WELDED STUD ANCHOR DETAILS
 STEEL FRAME**

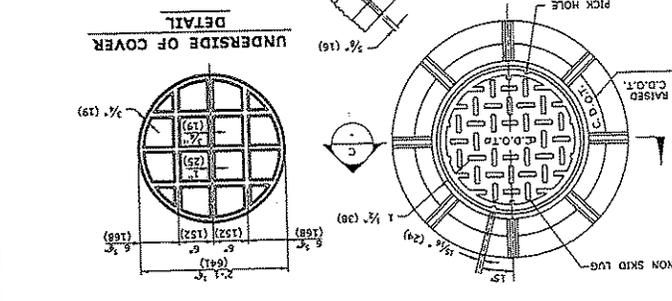
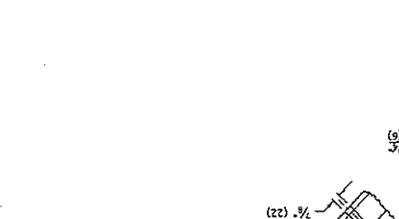
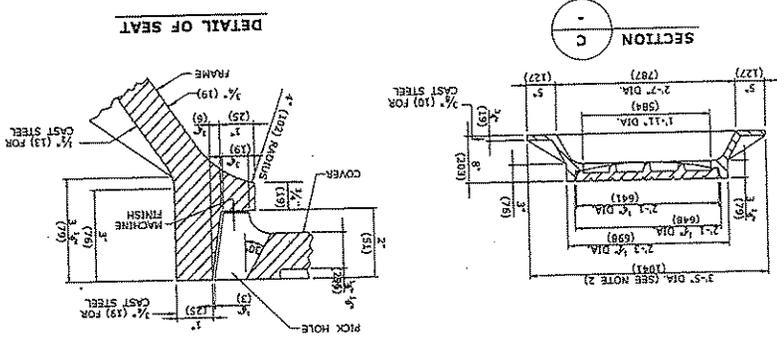
ALL METRIC DIMENSIONS ARE IN MILLIMETERS (mm) UNLESS OTHERWISE NOTED

THE INFORMATION INCLUDING ESTIMATED QUANTITIES OF WORK SHOWN ON THESE SHEETS IS BASED ON LIMITED SURVEY INFORMATION BY THE STATE AND UP-TO-DATE FIELD MEASUREMENTS TO DETERMINE THE CONDITIONS OF ACTUAL QUANTITIES OF WORK WHICH WILL BE REQUIRED.		NOT TO SCALE		STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION		SUBMITTED BY: NAME/DATETIME Timothy M. Wilson 2009.09.16 11:16:32 -0400		CTDOT STANDARD SHEET OFFICE OF ENGINEERING		STANDARD SHEET TITLE: CATCH BASIN FRAMES AND GRATES		STANDARD SHEET NO.: HW-507_08	
REV.	DATE	REVISION DESCRIPTION	Project Date: 9/1/2009	Project: CTDOT HIGHWAY STD. 507	Notes: 506-507.01	APPROVED BY: NAME/DATETIME James H. Norman 2009.09.18 14:37:33 -0400							

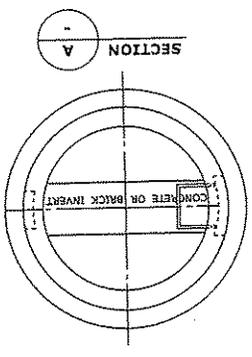
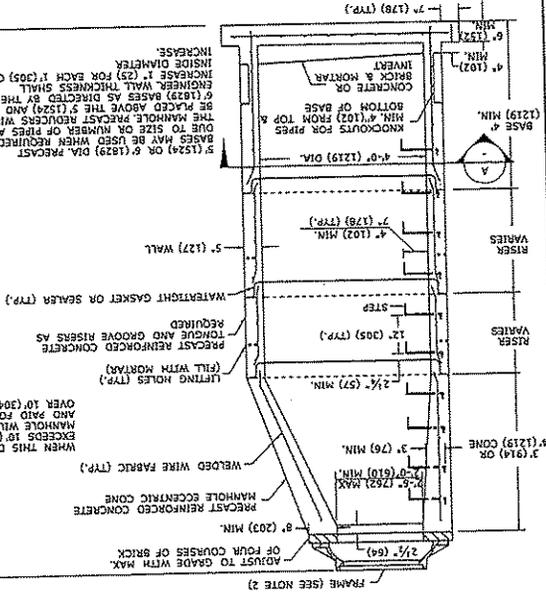
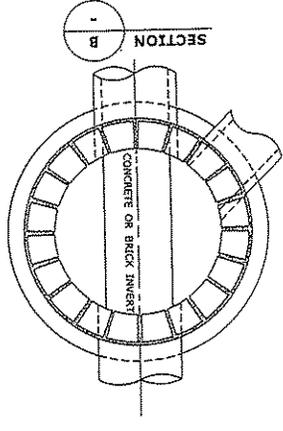
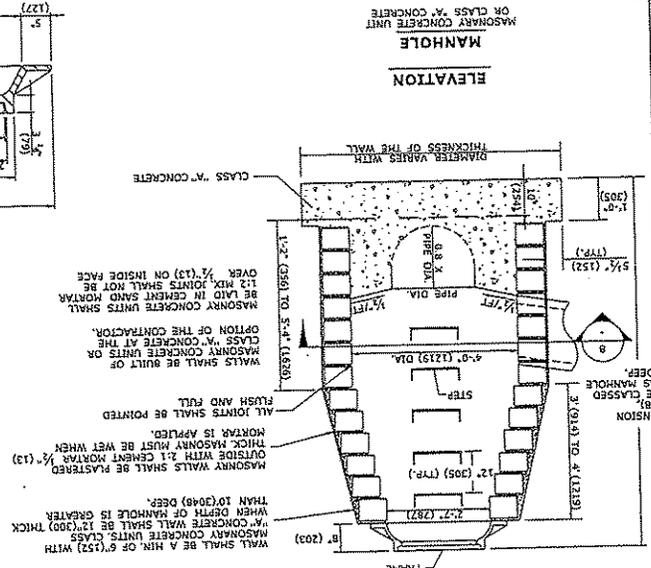
HW-507_10	MANNHOLE - FRAME & COVER	OFFICE OF ENGINEERING STANDARD SHEET C1D0T	JAMES H. PERHAM REGISTERED PROFESSIONAL ENGINEER NO. 11531-1-1931	DEPARTMENT OF TRANSPORTATION STATE OF CONNECTICUT	NOT TO SCALE	REVISION DESCRIPTION	DATE

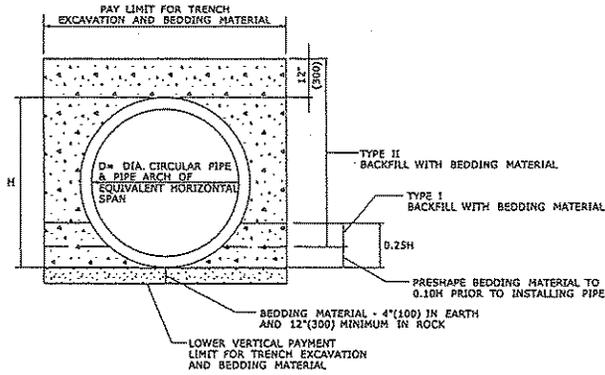
ALL METRIC DIMENSIONS ARE IN MILLIMETERS (mm) UNLESS OTHERWISE NOTED

FRAME AND COVER DETAILS

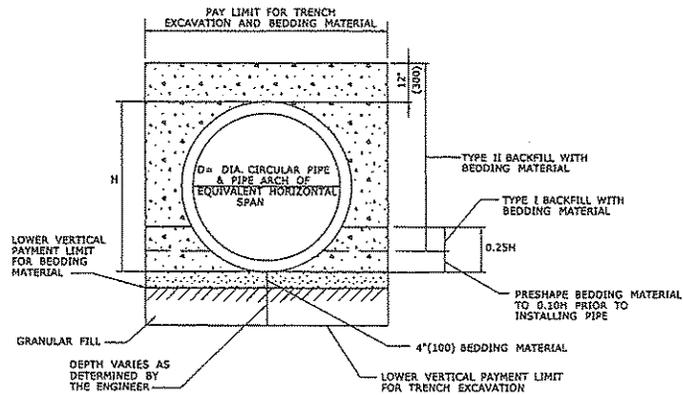


- GENERAL NOTES:**
- CHANNELS MAY BE SHAPED IN CONCRETE BASE OF MANNHOLE OR FORMED USING BRICK OR MASONRY.
 - A FRAME DIAMETER OF 3'-3" (991) WITH 4" (102) FRAME CONE MUST BE USED WHEN THE TOP DIAMETER OF THE PRECAST CONE IS LESS THAN 3'-6" (1067). ALL OTHER FRAME DIMENSIONS SHALL REMAIN THE SAME.
 - FRAME AND COVER:
CAST IRON STEEL
APPROX. COVER WEIGHT 184LB.(83kg) 134LB.(61kg)
APPROX. FRAME WEIGHT 232LB.(142kg) 227LB.(103kg)
 - ALL DIMENSIONS SUBJECT TO MANUFACTURING TOLERANCES.

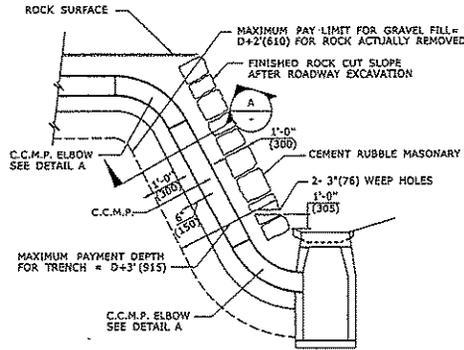




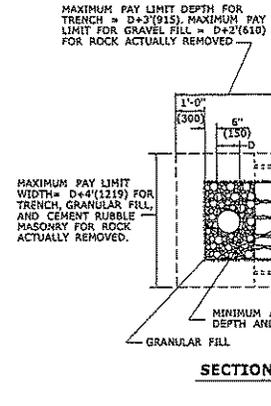
**CULVERT TRENCH DETAIL
WHERE GRANULAR FILL IS NOT USED**



**CULVERT TRENCH DETAIL
WHERE GRANULAR FILL
IS USED AS BEDDING**

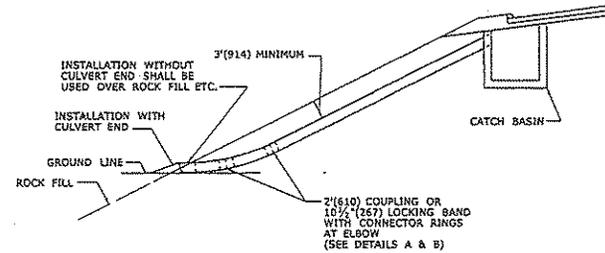


TYPICAL INSTALLATION OF C.C.M.P. IN ROCK SLOPE



GENERAL NOTES:

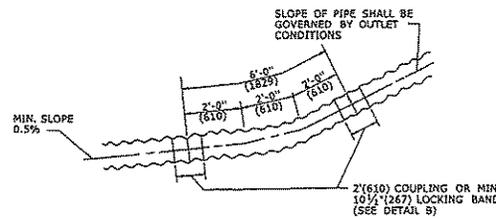
1. ROCK REMOVED BEYOND THE MAXIMUM PAY LIMIT SHOWY SHALL BE REPLACED WITH CEMENT RUBBLE MASONRY AND GRANULAR FILL.
2. FILL AS REQUIRED TO CLOSE THE OPENING AS SHOWN ON THE PLANS, WILL BE AT THE CONTRACTORS EXPENSE. HOWEVER, THE PAY LIMIT LINES MAY BE MODIFIED TO COINCIDE WITH NATURAL FAULTS OR FISSURES OF ROCK AS THE ENGINEER MAY DETERMINE.



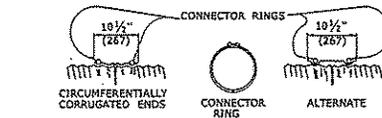
TYPICAL INSTALLATION OF C.C.M.P. ELBOW IN FILL SLOPE

**TABLE C
CONNECTOR RINGS**

PIPE DIAMETER	LENGTH OF RING
12" (300)	52" (1321)
15" (381)	61" (1549)
18" (457)	71" (1803)
21" (533)	80" (2032)
24" (610)	90" (2286)
30" (762)	106" (2745)
36" (915)	128" (3251)
42" (1066)	147" (3734)
48" (1219)	166" (4216)



**DETAIL A
C.C.M.P. ELBOW AND COUPLING**



**DETAIL B
ELBOW DIMENSIONS**

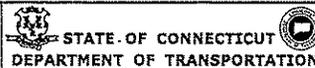
- RODS: 7/16" (11) DIAMETER ELECTRO-GALVANIZED WITH 6" (152) LENGTH OF 3/4" (19) ROLLED THREADS EACH END, FURNISHED CURVED, TO FIT PIPE. SEE TABLE C.
- LUGS: DOUBLE TAKE UP, CAST IRON, ELECTRO-GALVANIZED.
- NOTE: THE COUPLER FASTENING DEVICE SHALL NOT INTERFERE WITH INSTALLATION OF CONNECTOR RINGS.

ALL METRIC DIMENSIONS ARE IN MILLIMETERS (mm) UNLESS OTHERWISE NOTED

REV.	DATE	REVISION DESCRIPTION
1	8/29/10	REMOVE GRAVEL, REPLACE BY GRANULAR
2	8/20/10	REVISE TITLE TO SAY TRENCH DETAIL

THIS INFORMATION, INCLUDING ESTIMATED QUANTITIES OF WORK, IS FOR INFORMATION ONLY. THE CONTRACTOR SHALL VERIFY THE QUANTITIES OF ACTUAL QUANTITIES OF WORK WHICH WILL BE REQUIRED.

NOT TO SCALE



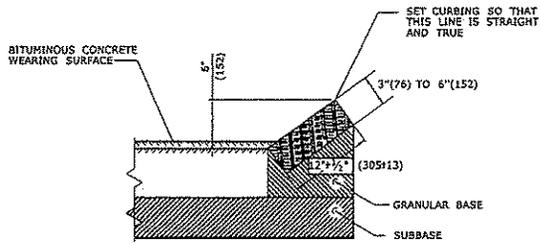
SUBMITTED BY: Leo Fontana
DATE: 2010.05.28 TO 27:11-0400

APPROVED BY: James H. Norman
DATE: 2010.05.28 TO 27:11-0400

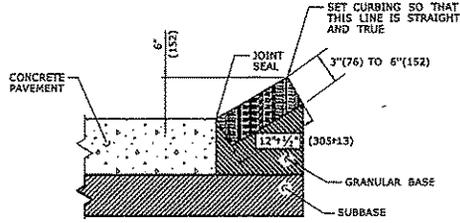
CTDOT
STANDARD SHEET
OFFICE OF ENGINEERING

C.C.M.P. PIPE INSTALLATIONS IN FILL & ROCK SLOPES & CULVERT TRENCH DETAIL

HW-651-01

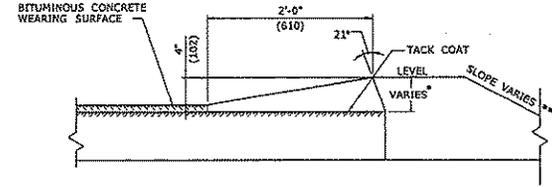


TYPICAL SECTION SHOWING SLOPE CURBING SET ADJACENT TO BITUMINOUS CONCRETE SURFACES



TYPICAL SECTION SHOWING SLOPE CURBING SET ADJACENT TO CONCRETE SURFACES

NOTE:
1. ALL CONSTRUCTION DIMENSIONS ARE NOMINAL.

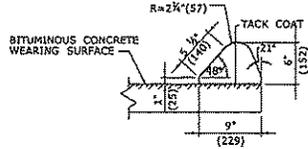


* THIS DIMENSION VARIES WITH THE THICKNESS OF THE TOP COURSE AND SLOPE OF SHOULDER.
** SEE TYPICAL SECTIONS FOR PROJECT. IN FILL AREAS 2'(610) LEVEL BEHIND THE CURB IS REQUIRED.

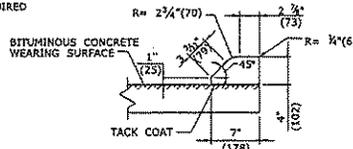
BITUMINOUS CONCRETE BERM

GRANITE SLOPE CURBING

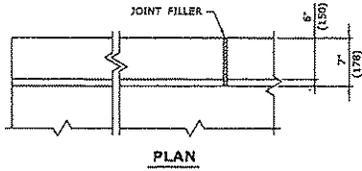
1/2\"/>



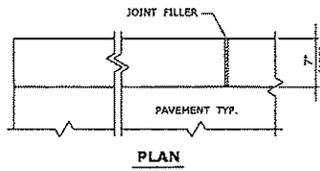
6\"/>



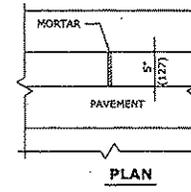
4\"/>



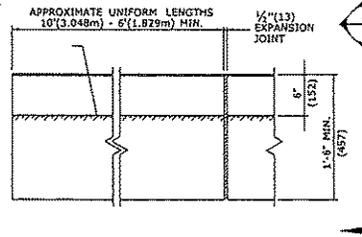
PLAN



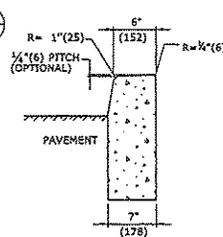
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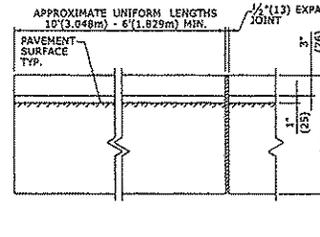
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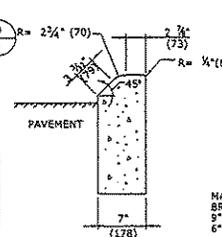
ELEVATION



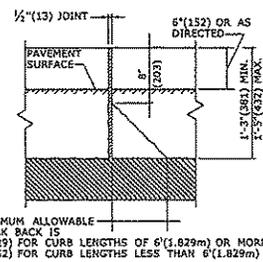
SECTION A



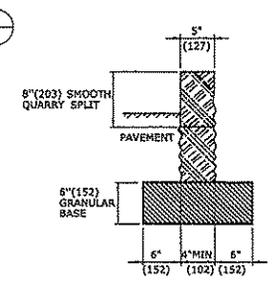
ELEVATION



SECTION B



ELEVATION



SECTION C

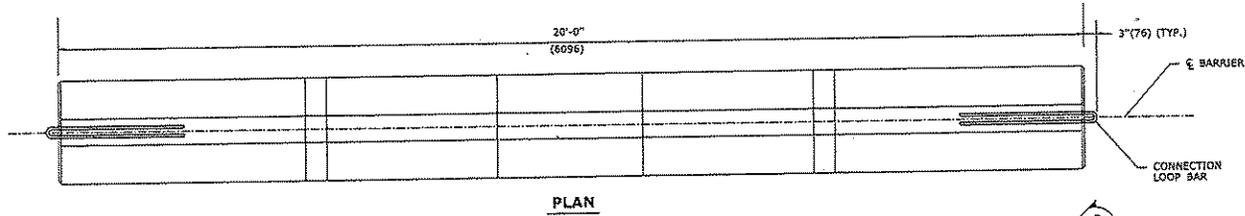
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4\"/>

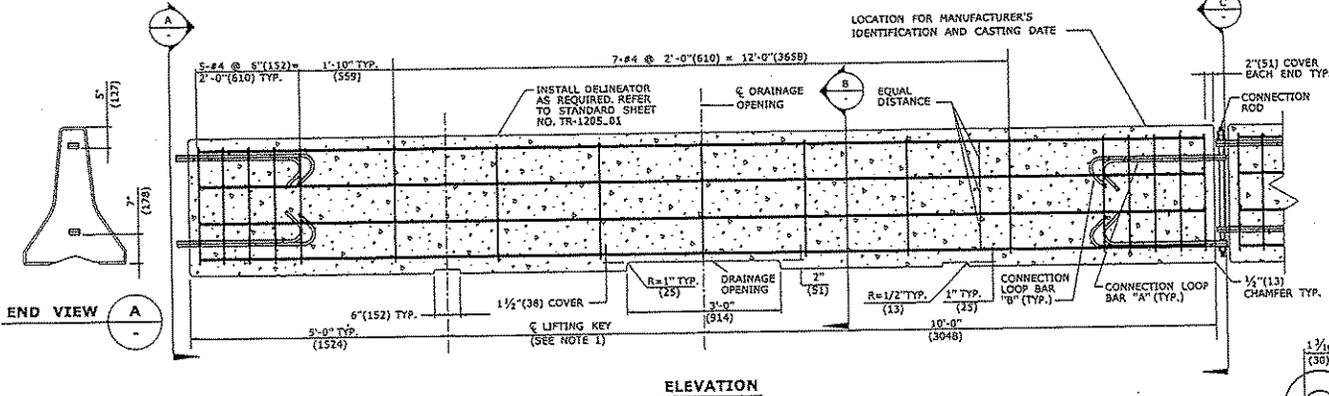
STONE CURBING

ALL METRIC DIMENSIONS ARE IN MILLIMETERS (mm) UNLESS OTHERWISE NOTED

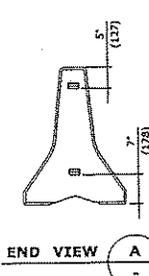
<p>THE INFORMATION INCLUDING ESTIMATED QUANTITIES OF WORK SHOWN ON THESE SHEETS IS BASED ON THE SPECIFICATIONS AND CONDITIONS OF THE STATE AND IS IN NO WAY WARRANTED TO INDICATE THE ACCURACY OF ACTUAL QUANTITIES OF WORK WHICH WILL BE REQUIRED.</p>		<p>NOT TO SCALE</p>		<p>STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION</p>		<p>SUBMITTED BY: NADSON/STINE Leo Fornalino 2010.05.28 10:28:25 -0400</p>		<p>CTDOT STANDARD SHEET</p>		<p>STANDARD SHEET TITLE: CURBING</p>		<p>STANDARD SHEET NO.: HW-B11_01</p>	
<p>1 5/20/10 REVISED TITLE FOR 6\"/> </p>		<p>FORMED DATE: 5/21/2010</p>		<p>FORM NO.: CTDOT_HQHWAY STD 404</p>		<p>FORM REV.: 10/03/11_01</p>		<p>APPROVED BY: James H. Norman</p>		<p>OFFICE OF ENGINEERING</p>			



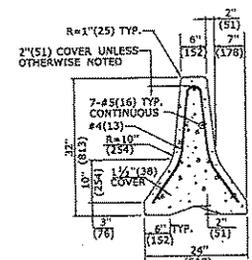
PLAN



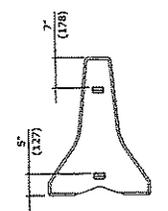
ELEVATION



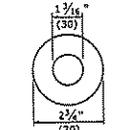
END VIEW A



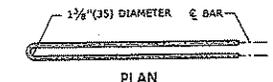
SECTION B



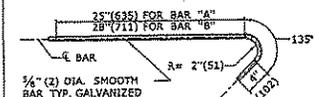
END VIEW C



WASHER DETAIL



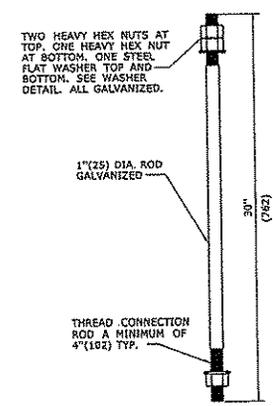
PLAN



ELEVATION

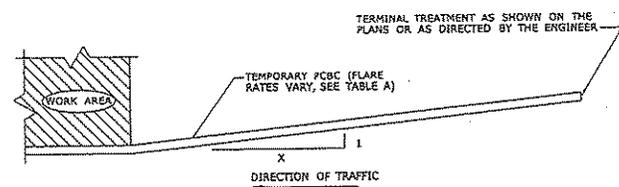
BAR "A" = 6'-0" (1829) TOTAL
BAR "B" = 6'-6" (1981) TOTAL

CONNECTION LOOP BAR



CONNECTION ROD

- GENERAL NOTES:**
1. ALTERNATE DESIGNS FOR LIFTING KEYS, HOLES OR OTHER HANDLING DEVICES MAY BE SUBMITTED TO THE ENGINEER FOR APPROVAL.
 2. MATERIALS SHALL CONFORM TO THE DEPARTMENT'S STANDARD SPECIFICATIONS AND SUPPLEMENTALS.



PLAN - TYPICAL INSTALLATION

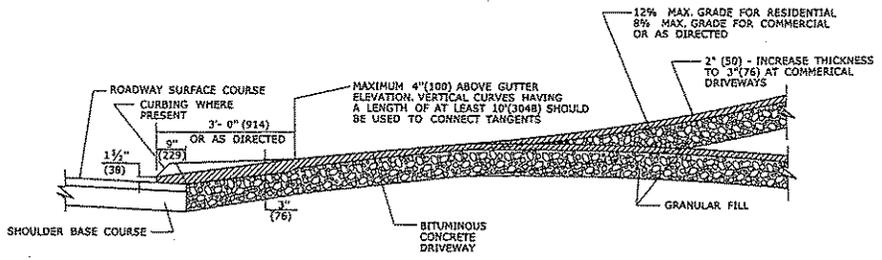
TABLE A	
FLARE RATES	
* SPEED	FLARE RATE (X : 1)
≤ 30MPH (48KPH)	4 : 1
> 30MPH (48KPH) < 45MPH (72KPH)	6 : 1
≥ 45MPH (72KPH) NON-LIMITED ACCESS HIGHWAYS	8 : 1
ALL LIMITED ACCESS HIGHWAYS	10 : 1

* DESIGN SPEED THROUGH THE WORK AREA.

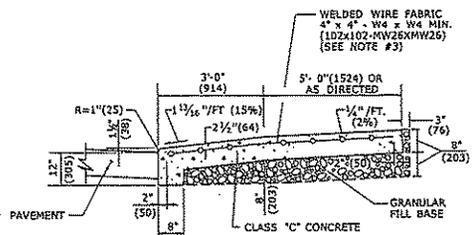
ALL METRIC DIMENSIONS ARE IN MILLIMETERS (mm) UNLESS OTHERWISE NOTED

REV. DATE REVISION DESCRIPTION	THE INFORMATION CONTAINED HEREIN IS AN ESTIMATE OF THE QUANTITIES OF WORK SHOWN ON THESE SHEETS. IT IS BASED ON THE INVESTIGATIONS BY THE STATE AND IS NOT INTENDED TO BE A GUARANTEE OF THE ACCURACY OF THE QUANTITIES OF WORK. WORK SHALL BE AS SHOWN.	NOT TO SCALE		SHEET NO. 11 DATE: 10/29/16 11:21:25 -0400	CTDOT STANDARD SHEET OFFICE OF ENGINEERING	STANDARD SHEET TITLE: TEMPORARY PRECAST CONCRETE BARRIER CURB	STANDARD SHEET NO.: HW-822_01
				APPROVED BY: James H. Norman 10/29/16 14:27:56 -0400			

-195-

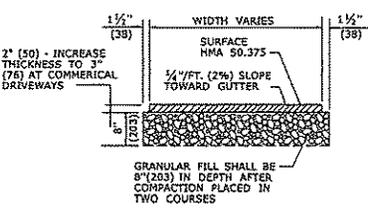


SECTION A

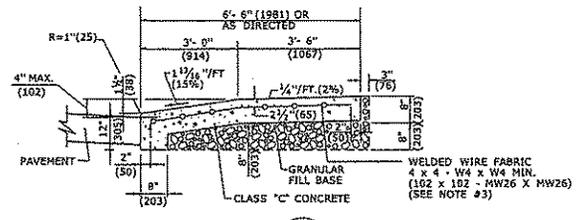


SECTION C

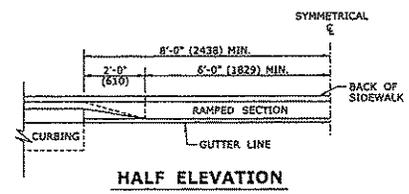
- GENERAL NOTES:**
1. DRIVEWAY ENTRANCE SHALL BE A MINIMUM OF 12' (3658) WIDE, EXCLUDING CURBING WHEN PRESENT.
 2. SIDEWALK RAMP SHALL BE A MINIMUM OF 35' (914) TO 40' (1016) MAXIMUM, WITH A MAXIMUM SLOPE OF 12:1. THERE SHALL BE NO LIP AT THE DRIVEWAY SIDEWALK INTERFACE.
 3. WELDED WIRE FABRIC MATS WITH REINFORCING AT CLOSER SPACING MAY BE USED.



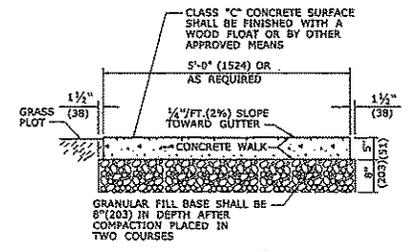
TYPICAL SECTION
BITUMINOUS CONCRETE
SIDEWALK AND DRIVE



SECTION B

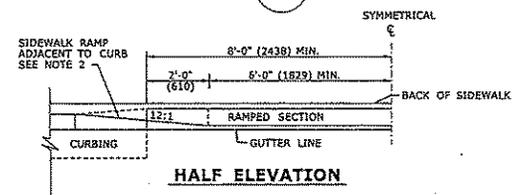


HALF ELEVATION

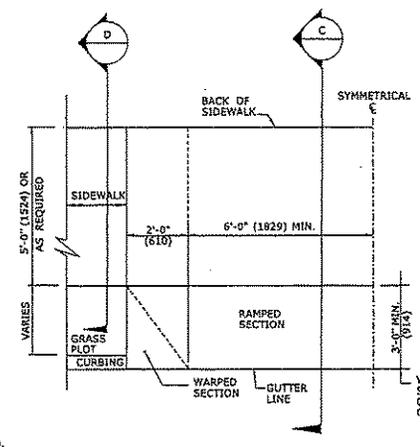


SECTION D

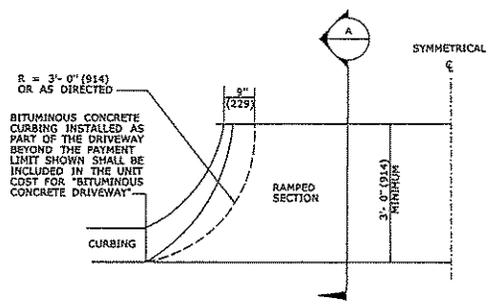
5' (1524) WIDE CONCRETE
SIDEWALK WITH GRASS PLOT



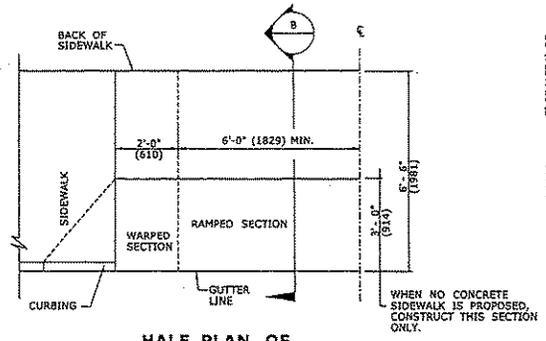
HALF ELEVATION



HALF PLAN OF
CONCRETE DRIVEWAY RAMP WHERE
CURB IS SEPARATED FROM
SIDEWALK BY GRASS PLOT



HALF BITUMINOUS CONCRETE
DRIVEWAY PLAN



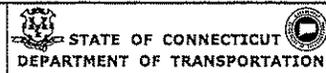
HALF PLAN OF
CONCRETE DRIVEWAY RAMP WHERE
SIDEWALK ADJOINS CURBING

ALL METRIC DIMENSIONS ARE IN MILLIMETERS (mm) UNLESS OTHERWISE NOTED

1	6/01/10	REVISED BORDER TITLE
2	6/01/10	REVISED HALF ELEVATION DETAILS
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THE INFORMATION, INCLUDING ESTIMATED QUANTITIES OF WORK SHOWN ON THESE SHEETS IS BASED ON LIMITED INVESTIGATIONS BY THE STATE AND IS IN NO WAY WARRANTED TO INDICATE THE COMPLETION OF ACTUAL QUANTITIES OF WORK WHICH WILL BE REQUIRED.

NOT TO SCALE



SUBMITTED BY: Leo Fontaine
DATE/TIME: 2010.05.28 10:29:33 -0400
APPROVED BY: James H. Norman

CTDOT STANDARD SHEET
OFFICE OF ENGINEERING

DRIVEWAY RAMPS AND SIDEWALKS

HW-921_01

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475 L'ENFANT PLAZA SW
WASHINGTON, DC 20260-5600
202-268-6566
FAX: 202-268-4263
WWW.USPS.COM

SEPTEMBER 15, 2011

Item #14



TOWN OF MANSFIELD
POSTAL CUSTOMER
4 S EAGLEVILLE RD
STORRS MANSFIELD CT 06268-2574

Dear POSTAL CUSTOMER

This letter is an informational notice of the U.S. Postal Service's intent to conduct an Area Mail Processing (AMP) study of mail processing facilities to determine whether consolidation of some operations is appropriate.

The Postal Service is facing some of the most difficult challenges in its history. The current economic downturn and continued diversion of mail to the Internet has led to a dramatic 20 percent decline in mail volume since 2007. The decline in mail volume has also meant a decline in postal revenue. As a result, today the Postal Service has not only more equipment, personnel and facilities than it needs to process a decreasing amount of mail, but also less revenue than it needs to cover the costs of that large processing and delivery network.

The economic reality demands that the Postal Service reduce its network. Aligning postal facilities and resources with the demand for postal services by consolidating postal operations and placing equipment and employees where needed makes sound business sense. To do otherwise would be fiscally irresponsible.

Information about the AMP study process and the facilities that will be studied is available on www.USPS.com. Public input is being solicited as part of the study process and will be considered in the decision-making process. In communities where the Postal Service's initial review supports the business case for changing mail processing operations, public meetings will be held. Additional information will be shared by the Postal Service, and members of the community will be invited to ask questions and provide feedback. Information about additional opportunities to comment on the AMP studies is available at: <http://about.USPS.com/news/facility-studies/welcome.htm>

On behalf of the Postal Service, thank you for the trust you have placed in us over the years to deliver your mail. We appreciate your business, and are working harder than ever to position the Postal Service so that we can continue to serve you for many yearsto come.

Sincerely,

Susan M. LaChance
Vice President
Consumer & Industry Affairs



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Item #15

President: Mary Glassman, First Selectman of Simsbury • **First Vice President:** Michael A. Pace, First Selectman of Old Saybrook • **Second Vice President:** Frank J. Chiamonte, First Selectman of Harwinton • **Treasurer:** Ryan Bingham, Mayor of Torrington • **Secretary:** William A. Finch, Mayor of Bridgeport

Directors: Alan Bergren, City Manager of Norwich; Mark Boughton, Mayor of Danbury; Susan S. Bransfield, First Selectwoman of Portland; Robert Chatfield, Mayor of Prospect; Robert Congdon, First Selectman of Preston; John A. Elsesser, Town Manager of Coventry; Matthew B. Galligan, Town Manager of South Windsor; Sebastian N. Giuliano, Mayor of Middletown; Barbara Henry, First Selectman of Roxbury; Scott Jackson, Mayor of Hamden; Cynthia Mangini, Councilmember of Enfield; Rudolph P. Marconi, First Selectman of Ridgefield; Denise Menard, First Selectman of East Windsor; Richard Moccia, Mayor of Norwalk; Leo Paul, Jr., First Selectman of Litchfield; Michael Rohde, Mayor of Meriden; Pedro E. Segarra, Mayor of Hartford; R. Scott Slifka, Mayor of West Hartford; Mark B. Walter, First Selectman of East Haddam; Arthur J. Ward, Mayor of Bristol; Steven R. Werbner, Town Manager of Tolland

Post Presidents: Timothy C. Griswold, First Selectman of Old Lyme; Elizabeth C. Paterson, Mayor of Mansfield; Herbert C. Rosenthal, Former First Selectman of Newtown; John DeStefano, Jr., Mayor of New Haven; Stephen T. Cassano, Selectman of Manchester

Executive Director and CEO: James J. Finley, Jr.

September 8, 2011

Mr. Matthew Hart
Town Manager
Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

Dear Mr. Hart:

Matt

I thank you and your municipality for continuing your membership in CCM for FY 2011-12.

Because of your local government's support of CCM, we have been able to sustain a zero percent dues increase for the third straight year while still providing you and other members with enhanced services.

You have my personal assurance that CCM will do everything it can to make sure your municipality gets its money's worth from CCM membership.

Please call me at any time on my cell phone at (203) 804-6895 with any questions, concerns or service needs that may arise.

Sincerely,

James J. Finley, Jr.
Executive Director and CEO

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NATIONAL LEAGUE of CITIES

2011 Officers

President

James E. Mitchell, Jr.
Council Member
Charlotte, North Carolina

First Vice President

Ted Ellis
Mayor
Bluffton, Indiana

Second Vice President

Marie Lopez Rogers
Mayor
Avondale, Arizona

Immediate Past President

Ronald O. Loveridge
Mayor
Riverside, California

Executive Director
Donald J. Borut

September 8, 2011

Item #16

The Honorable Elizabeth Paterson
Mayor
Town of Mansfield
4 S Eagleville Road
Mansfield, CT 6268

Thank You for Renewing ...

Dear Mayor Paterson:

Thank you for renewing your membership to the National League of Cities (NLC). By renewing your membership, your city shows its dedication to our cause – to strengthen and promote cities as centers of opportunity, leadership and governance.

We could not have done it without you! Because of your commitment to the National League of Cities, in 2010 we were able to:

- Lobby Congress and the Administration in support of NLC's legislative priorities, opposing efforts to preempt local government authority or impose unfunded mandates on cities and calling for federal efforts to help save and create jobs in our communities.
- Partner with the Office of the First Lady of the United States on her "Let's Move Cities and Towns" campaign to encourage hundreds of city officials to join a growing network of public and private sector leaders in the fight against childhood obesity
- Saved residents of 445 NLC member cities more than \$4.7 million on their prescription drugs through the NLC Prescription Discount Card Program.
- Develop research and resources on topics that are most important to you, such as, finance and economic development, sustainability, community development and infrastructure, and immigrant integration.

We are working very hard on your behalf to enhance the community in which you live and work. During the year ahead we intend to continue demonstrating the value of NLC membership through tangible and intangible benefits. Here's what we've already begun to develop for the coming year:



Mayor Paterson
September 8, 2011

- We will continue to advocate aggressively on behalf of all communities with priority focus on protecting proven federal investments like the Community Development Block Grant program in our communities, promoting federal investments in the nation's transportation system, urging Congress and the President to fix the country's broken immigration system, and partnering with the Small Business Administration and city leaders to help better connect business in our communities to federal resources.
- We will conduct a "sustainable infrastructure tour" of four cities/regions, Chicago, Los Angeles, Atlanta, and Houston in collaboration with Siemens Corporation.
- We will seek to engage mayors in a permanent series of in-depth problem-solving discussions through the Mayors' Institute on Children and Families, building on two successful pilot sessions that were modeled on the Mayors' Institute on City Design.
- We will continue efforts to create a new municipal bond insurance company that will improve cities' access to the credit markets.

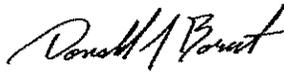
NLC has made available an abundance of resources, workshops and conferences and networking opportunities to assist you professionally and personally. Your NLC staff and Board of Directors look forward to an exciting year and encourage you and the city staff from the Town of Mansfield to take advantage of the programs and services we offer. Visit our website today to make use of your membership opportunities at www.nlc.org or contact our Member Relations department at 202-626-3100 or MemberServices@nlc.org.

Thank you for your continued commitment to excellence in your community and support to the organization that supports you!

Yours truly,



James E. Mitchell, Jr.
President
National League of Cities



Donald J. Borut,
Executive Director
National League of Cities





Certificate of Membership

This certifies that the
Town of Mansfield, CT
is a member of

The National League of Cities

August 1, 2011 – July 31, 2012

A handwritten signature in cursive script that reads "James E. Mitchell, Sr.".

James Mitchell
President

A handwritten signature in cursive script that reads "Donald J. Borut".

Donald J. Borut
Executive Director

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Item #17

Memo

Date: September 19, 2011
Re: Change to Flu/Pneumonia Clinic Schedule

Attached please find a revised copy of the 2011 Seasonal Flu/Pneumonia Clinic Schedule.

The place for the October 14 clinic has been revised. Please replace this revised copy with your present copy. Thank you.

If you have any questions, please call Mary Withey at 860-456-7288, ext. 218.

VNA East

34 LEDGEBROOK DRIVE, MANSFIELD CENTER, CT 06250
 PH: 456-7288 FAX: 456-4267

2011 SEASONAL FLU/PNEUMONIA CLINIC SCHEDULE Revised 9/19/11

Mon	Sep	26	2:30-5pm	Windham Middle School, 123 Quarry St, Willimantic
Tues	Sep	27	2:30-6pm	Mansfield Middle School, 205 Spring Hill Rd, Mansfield
Wed	Sep	28	4-6pm	Horace Porter Elementary School, 3 Schoolhouse Rd, Columbia
Thurs	Sep	29	2-5pm	RHAM High School, 85 Wall St, Hebron
Mon	Oct	3	9-11am	Beckish Senior Center, 188 Route 66, Columbia
Mon	Oct	3	1-2pm	Chaplin Senior Center, 132 Chaplin St, Chaplin
Tues	Oct	4	10-11:30am	Franklin Senior Center, 5 Tyler Drive, Franklin
Tues	Oct	4	12:30-2pm	Sprague Town Hall, 1 Main Street, Baltic
Tues	Oct	4	3-5pm	Sayles Elementary School, 25 Scotland Rd, Baltic
Wed	Oct	5	9-11am	McSweeney Senior Center, 47 Crescent Street, Willimantic
Wed	Oct	5	1-3:30pm	Hebron Senior Center, 14 Stonecroft Drive, Hebron
Thurs	Oct	6	3-5pm	Parish Hill High School, 304 Parish Hill Rd, Chaplin
Fri	Oct	7	9-11am	Marlborough Senior Center, 17 School Drive
Fri	Oct	7	12-2pm	Andover Old Fire House, Center Street, Andover
Fri	Oct	7	3:30-5pm	Andover Elementary School, 35 School Rd, Andover
Tues	Oct	11	12-1:30pm	Willington Senior Center, 60 Old Farms Road, Willington
Tues	Oct	11	4-5pm	Scotland Fire House, 47 Brook Rd, Scotland
Wed	Oct	12	9:30-11am	Ashford Senior Center, Earl W. Smith Bldg, 25 Tremko Ln, Ashford
Wed	Oct	12	12:30-2pm	Lebanon Senior Center, 37R West Town St, Lebanon
Thurs	Oct	13	1-5 pm	Mansfield Senior Center, 303 Maple Road, Mansfield
Fri	Oct	14	4-6pm	Center School 12 Old Farm Rd. Willington, CT
Tues	Oct	18	9-11am	Dept. Developmental Services, 310 Norwich-New London Tpke, Uncasville
Wed	Oct	19	2:30-5pm	Windham High School, 355 High St, Willimantic

Flu Vaccine Cost: \$30.00

Insurances accepted: Medicare B, Anthem, Aetna, ConnectiCare,

Flumist Cost: \$35.00

Insurances accepted: Medicare B, Anthem, Aetna, ConnectiCare,

Pneumonia Vaccine Cost: \$50.00

Insurances accepted: Medicare B or Anthem