



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, November 14, 2011
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

NOTES:

- 1. The Council will hold a ceremonial presentation in honor of Veterans Day at 7:15pm in advance of the regular meeting.*
- 2. The Mansfield Town Council will be sworn in to office at 7:25PM in advance of the regular meeting.*

AGENDA

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FUTURE AGENDAS

EXECUTIVE SESSION

24. Personnel, in accordance with CGS §1-200(6)(A)

ADJOURNMENT



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt H*
CC: Maria Capriola, Assistant to Town Manager; Mary Stanton, Town Clerk
Date: November 14, 2011
Re: Election of Mayor and Deputy Mayor

Subject Matter/Background

Section C302 of the Mansfield Town Charter stipulates that:

At the next regular meeting of the Town Council following the municipal election, the Town Council members shall elect, by a majority vote of all Council members, one of their number to serve as Mayor, who shall preside at Council meetings, and one of their number to serve as Deputy Mayor, who shall serve in the Mayor's temporary absence.

To fulfill these Charter requirements, the Town Clerk will call for nominations for the position of Mayor. Once the Mayor has been elected by the Council, the Mayor will then call for nominations for the position of Deputy Mayor.

Attachments

- 1) Mansfield Town Charter, Section C302

§ C302. Organization and procedure.

- A. At the next regular meeting of the Town Council following the municipal election, the Town Council members shall elect, by a majority vote of all Council members, one of their number to serve as Mayor, who shall preside at Council meetings, and one of their number to serve as Deputy Mayor, who shall serve in the Mayor's temporary absence. If both are absent, the Council may designate from its membership a temporary presiding officer. At this meeting the Council shall fix the time and place of its regular meetings, which shall be at least once each month, and shall provide methods for calling special meetings. If the position of the Mayor is vacated, the Council shall elect a new Mayor in the same manner as prescribed in this section. The Mayor shall be recognized as the official head of the Town for all ceremonial purposes.
- B. The Council shall determine its own rules of procedure. Five members shall constitute a quorum. All meetings of the Council for the transaction of business shall be open to the public in accordance with the Freedom of Information Act. *Editor's Note: See C.G.S. § 1-7 et seq.* All votes shall be recorded as prescribed by the C.G.S.
- C. The Council shall keep for public inspection a journal of all its proceedings, including all roll call votes, which shall be the official record of its proceedings. The journal shall be maintained by the Town Clerk and shall be authenticated for each meeting by the signature of the Mayor or other presiding officer and the Town Clerk.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant to Town Manager; Mary Stanton, Town Clerk
Date: November 14, 2011
Re: Rules of Procedure

Subject Matter/Background

Pursuant to Section C302 of the Town Charter, at the beginning of each new term the Town Council must adopt Rules of Procedure.

Where appropriate, the Rules of Procedure have taken the Town Charter and Roberts Rules of Order into consideration. Procedural matters not covered by the Town Charter or these Rules of Procedure are determined by the Mayor, or by the Deputy Mayor in the absence of the Mayor, in accordance with Robert's Rules of Order, Newly Revised.

The Town Council adopted Rules of Procedure on November 22, 2010. At its October 28, 2011 meeting, the Personnel Committee unanimously endorsed the attached revised draft of the Rules of Procedure.

A summary of the Personnel Committee's recommended changes is as follows:

- Rule 4a - Add a sentence clarifying that speakers (during public comment) may not yield their time to another speaker(s)
- Rule 7c/7e – Clarify language regarding motions to limit, extend and close debate
- Rule 7i – Revise language re: motions to adjourn and motions to reconsider may not be reconsidered
- Rule 10 – Provide language that states when special meetings of the Council are scheduled on the fourth Monday of the month (in advance of a regular meeting(s)), Council office hours will not be held

(See recommendation on next page)

Recommendation

If Council wishes to adopt the Rules of Procedure for this new term as recommended by the Personnel Committee, the following resolution is recommended:

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

Attachments

- 1) Town Council Rules of Procedure dated October 28, 2011



TOWN OF MANSFIELD
TOWN COUNCIL RULES OF PROCEDURE
As adopted by Council 11/22/10
Draft 10/28/2011

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

Rule 1 – Organizational Meeting

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

Rule 2 – Meetings

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

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

- d) Emergency Special Meetings may be called by the Mayor or the Town Manager in case of an emergency with at least two hours notice given to Council members, without complying with the posting of notice requirement, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, C.G.S. section 1-225 (d).
- e) Work Sessions are by definition of the Freedom of Information Act, Special Meetings of the Council. In order to preserve the informal and relaxed atmosphere that encourages exchange between members of the Town Council, town government and invited participants, Work Sessions will generally be held prior to the Regular Meeting. Work Sessions may be scheduled by the Mayor or by majority of vote of the Council. All requirements of the Freedom of Information Act that pertain to Special Meetings shall be observed for Work Sessions. Work Sessions will be held to discuss, review, research or explore topics for possible later action. No formal votes may be taken, except for a vote to go into Executive Session.
- f) Joint meetings and hearings may be held with the governing bodies of other governmental entities or agencies and such joint regular or special meetings may be held in the jurisdiction of either body.
- g) Ceremonial presentations to individuals or groups that include refreshments, may be scheduled prior to the Regular Meeting time in accordance with the requirements of the Freedom of Information Act. A notice that the presentation will take place prior to the Regular Meeting will be included on the agenda for that meeting. For select national holidays, more specifically, President's Day, Memorial Day, Independence Day, and Veteran's Day, the Council will schedule ceremonial meetings which may include traditional and appropriate activities such as a recitation of the pledge of allegiance. Council members shall participate on a voluntary basis in the planning and scheduling of such ceremonial meetings.
- h) The Town Clerk is the Clerk of the Council and shall, in accordance with the Connecticut Freedom of Information Act, keep for public inspection minutes of all its proceedings, including all roll call votes and indicating deliberations, discussions and actions which shall be the official record of Council proceedings. The journal shall be authenticated for each meeting by the signature of the Mayor or Deputy Mayor in the absence of the Mayor. Notes from the meeting indicating all actions shall be available to the public within 48 hours after the meeting and the minutes shall be available and posted on the website within 7 days of the meeting.

Rule 3- Agenda of Council Meetings

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

Rule 4 – Public Participation

a) Regular Meetings

The Town Council welcomes comments from the public. On the agenda of each meeting of the Town Council, a period shall be set aside and designated as an opportunity for the public to address the Council on any issue of importance to the Town. Citizen comments may be presented orally or in writing. Each speaker will be allowed one opportunity to

speak for a maximum of five minutes. **Speakers are not permitted to yield any portion of their time to another speaker(s).** Any citizen so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. Citizen comments will be accepted as presented. Written statements presented by speakers during the public comment section shall be included in the minutes of the meeting.

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

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

b) Public Hearings

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

c) Work Sessions

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

Rule 5 – Decorum

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

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

Rule 6- Introduction and Public Hearing of Ordinances

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

Rule 7- Motions

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

- f) Motions to refer, to postpone indefinitely or to amend shall be debatable, but only with respect to such a referral, postponement or amendment, and not with respect to the subject matter of the main motion.
- g) Any amendment must be germane to the motion.
- h) Motions to table, to postpone to time certain or to postpone indefinitely, once having been decided, shall not be reconsidered at the same meeting, whereas a motion to refer a matter to a committee can be reconsidered only at the meeting of the vote. Any other motion can be reconsidered only at the same or next succeeding meeting of the Council.
- i) Any motion to reconsider shall be in order only upon motion by a member participating in the prevailing vote of the original motion. **Motions to adjourn or to reconsider the previous question shall not be reconsidered.** ~~and there shall be no reconsideration of the vote upon motion to adjourn, for the previous question or to reconsider.~~
- j) Any motion under debate, which consists of two or more independent propositions, may be divided by a majority vote of the whole Council.

Rule 8 - Debate

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

Rule 9 – Standing Committees and Other Committees

- a) There shall be the following standing committees of the Council
 - Committee on Committees
 - Finance Committee
 - Personnel Committee
- b) The Council may create or dissolve committees of the Council by resolution.

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

Rule 10 – Council Office Hours

One half hour prior to the second Council meeting of the month Council members will be available to hear from the public on any issue. Councilors should participate in the office hours on a rotating basis. **Council office hours will be cancelled if a special meeting of the Council is scheduled prior to and for the same evening as the second Council meeting of the month.**

Rule 11 – Executive Session

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

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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; Mary Stanton, Town Clerk
Date: November 14, 2011
Re: Meetings of the Town Council

Subject Matter/Background

Section C302 of the Mansfield Town Charter stipulates that at the beginning of each new Town Council the Council shall fix the time and place of its regular meetings, which shall be held at least once a month, and provide methods for calling special meetings.

In accordance with the requirements of the Charter, the Town Clerk has also prepared a draft 2012 meeting schedule for the Town Council.

Recommendation

To fulfill these Charter requirements the following resolutions and one motion are in order:

RESOLVED: Pursuant to Section C302 of the Town Charter, the Town Council shall meet regularly on the second and fourth Mondays of every month at 7:30 p.m. in the Council Chambers of the Audrey P. Beck Building. The schedule of meetings for 2012, as provided by the Town Clerk, is hereby approved.

RESOLVED: Pursuant to Section C302 of the Town Charter the Town Council shall provide methods for the calling of special meetings. Special meetings of the Town Council may be called by the Mayor, or on the written request of at least three members of the Council, filed with the offices of the Town Manager and Town Clerk not less than 36 hours (excluding Saturday, Sunday, legal holidays and any day on which the Office of the Town Clerk is officially closed) in advance of such meeting, which request must specify the date and time and business to be transacted, and copies of this notice shall be served by mail or personally upon each Council member and the Town Manager or left at their usual place of abode at least 24 hours prior thereto.

RESOLVED: Emergency Special Meetings may be called by the Mayor or the Town Manager in case of an emergency with at least two hours notice given to Council members, without complying with the posting of notice requirement, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, C.G.S. section 1-225 (d).

MOVE, effective November 14, 2011, to adopt the Town Council Meeting Schedule for 2012, as presented by the Town Clerk.

Attachment

1) Town Council 2012 Meeting Schedule

The Mansfield Town Council will meet the second and fourth Monday of each month except where the Monday falls on a holiday, in which case the Council shall meet on the following Tuesday. All Regular Meetings are to be held in the Council Chambers of the Audrey P. Beck Building and will begin at 7:30 p.m.

Approved unanimously at the _____

Monday, January 9, 2012
* 6:00 <u>Town Council</u> (Council Chambers)
PM -
11:00 PM Contact: <u>Mary Stanton</u>
Monday, January 23, 2012
* 6:00 <u>Town Council</u> (Council Chambers)
PM -
11:00 PM Contact: <u>Mary Stanton</u>
Tuesday, February 14, 2012
* 6:00 <u>Town Council</u> (Council Chambers)
PM -
11:00 PM Contact: <u>Mary Stanton</u>
Monday, February 27, 2012
* 6:00 <u>Town Council</u> (Council Chambers)
PM -
11:00 PM Contact: <u>Mary Stanton</u>
Monday, March 12, 2012
* 6:00 <u>Town Council</u> (Council Chambers)
PM -
11:00 PM Contact: <u>Mary Stanton</u>
Monday, March 26, 2012
* 6:00 <u>Town Council</u> (Council Chambers)
PM -
11:00 PM Contact: <u>Mary Stanton</u>
Monday, April 9, 2012
* 6:00 <u>Town Council</u> (Council Chambers)
PM -
11:00 PM Contact: <u>Mary Stanton</u>
Monday, April 23, 2012
* 6:00 <u>Town Council</u> (Council Chambers)
PM -
11:00 PM Contact: <u>Mary Stanton</u>
Monday, May 14, 2012
* 6:00 <u>Town Council</u> (Council Chambers)
PM -
11:00 PM Contact: <u>Mary Stanton</u>
Tuesday, May 29, 2012
* 6:00 <u>Town Council</u> (Council Chambers)
PM -
11:00 PM Contact: <u>Mary Stanton</u>
Monday, June 11, 2012
* 6:00 <u>Town Council</u> (Council Chambers)
PM -
11:00 PM Contact: <u>Mary Stanton</u>
Monday, June 25, 2012
* 6:00 <u>Town Council</u> (Council Chambers)
PM -

11:00 PM	Contact: <u>Mary Stanton</u>
Monday, July 9, 2012	
* 6:00 PM -	<u>Town Council</u> (Council Chambers)
11:00 PM	Contact: <u>Mary Stanton</u>
Monday, July 23, 2012	
* 6:00 PM -	<u>Town Council</u> (Council Chambers)
11:00 PM	Contact: <u>Mary Stanton</u>
Monday, August 13, 2012	
* 6:00 PM -	<u>Town Council</u> (Council Chambers)
11:00 PM	Contact: <u>Mary Stanton</u>
Monday, August 27, 2012	
* 6:00 PM -	<u>Town Council</u> (Council Chambers)
11:00 PM	Contact: <u>Mary Stanton</u>
Monday, September 10, 2012	
* 6:00 PM -	<u>Town Council</u> (Council Chambers)
11:00 PM	Contact: <u>Mary Stanton</u>
Monday, September 24, 2012	
* 6:00 PM -	<u>Town Council</u> (Council Chambers)
11:00 PM	Contact: <u>Mary Stanton</u>
Tuesday, October 9, 2012	
* 6:00 PM -	<u>Town Council</u> (Council Chambers)
11:00 PM	Contact: <u>Mary Stanton</u>
Monday, October 22, 2012	
* 6:00 PM -	<u>Town Council</u> (Council Chambers)
11:00 PM	Contact: <u>Mary Stanton</u>
Tuesday, November 13, 2012	
* 6:00 PM -	<u>Town Council</u> (Council Chambers)
11:00 PM	Contact: <u>Mary Stanton</u>
Monday, November 26, 2012	
* 6:00 PM -	<u>Town Council</u> (Council Chambers)
11:00 PM	Contact: <u>Mary Stanton</u>
Monday, December 10, 2012	
* 6:00 PM -	<u>Town Council</u> (Council Chambers)
11:00 PM	Contact: <u>Mary Stanton</u>
Monday, December 24, 2012	
* 6:00 PM -	<u>Town Council</u> (Council Chambers)
11:00 PM	Contact: <u>Mary Stanton</u>

SPECIAL MEETING – MANSFIELD TOWN COUNCIL
October 24, 2011
DRAFT
WORK SESSION

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 6:30 p.m. in the Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

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

II. WATER WORKSHOP

John Walsh and Paul Gabriel of Environmental Partners reviewed Mansfield's water supply needs, possible alternatives, evaluation of alternatives, the necessary permitting requirements, selected sites, the Town's partnership with UConn and the water supply development process. It is estimated that the Town and University will need future supplies of approximately 0.5 to 1.0 million gallons a day. Initial assessments identified the Eagleville Preserve as the Town owned preferred site. UConn will be preparing an Environmental Impact Evaluation as part of their process.

III. ADJOURNMENT

Mr. Paulhus moved and Mr. Ryan seconded to adjourn the meeting at 7:20 p.m.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

REGULAR MEETING – MANSFIELD TOWN COUNCIL
October 24, 2011

DRAFT

Mayor Elizabeth Paterson called the regular meeting of the Mansfield Town Council to order at 7:30 p.m. in the Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

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

II. APPROVAL OF MINUTES

Mr. Paulhus moved and Mr. Shapiro seconded to approve the minutes of the October 11, 2011 meeting as presented. The motion passed with all in favor except Mr. Schaefer and Mr. Kochenburger who abstained. Mr. Paulhus moved and Mr. Ryan seconded to approve the minutes of the October 11, 2011 Special meeting as presented. The motion passed with all in favor except Mr. Schaefer and Mr. Kochenburger who abstained.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, voiced his objections to the Ethics Ordinance, proposed wage increases for nonunion personnel and Mansfield Community Center fees.

Lynn Stoddard, Ravine Road resident and Chair of the Sustainability Committee, urged, on behalf of the Committee, that the Council support the Mansfield Hollow Hydro Project.

Don Hoyle, Bassetts Bridge Road resident and member of the Sustainability Committee, expressed support for the Mansfield Hydro Project stating it would be an example of how the community could use its own resources for energy production.

Holly Matthews, Storrs Heights Road, voiced support for the Mansfield Hydro Project commenting it is time to move forward in both an innovative and historical manner.

Omar Kouatly, Fern Road, updated Council members on the deteriorating condition of the Venter property and asked that the Town continue to move forward towards a resolution.

Julia Sherman, Pinewoods Lane resident and member of the Sustainability Committee, asked members to listen to the Shifrin's plan which will make it possible to be able to buy power locally. She also urged support for the use of hydrogen cells.

IV. REPORT OF TOWN MANAGER

In addition to his remarks regarding the Venter Property in the Town Manager's Report, Mr. Hart suggested the subject be added to a future Council agenda.

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Ms. Lindsey requested information on police activity be added to the Town Manager's Report. Mr. Hart will provide the information either as an attachment or as a separate departmental report.

Mr. Paulhus thanked the League of Women Voters for hosting Candidates' Night.

Ms. Moran attended her first EOSmith Management meeting for contract negotiations.

VI. OLD BUSINESS

1. Ethics Ordinance

Ms. Moran, Chair of the Personnel Committee, moved effective October 24, 2011, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on

October 24, 2011

November 28, 2011, to solicit public comment regarding proposed revisions to the Ethics Ordinance.

The Personnel Committee incorporated most of the suggestions offered by members at the last meeting. Additionally, the language in Section 25-7 C was expanded to include all State employees.

Members discussed the substitution of the word "de minimis" in place of "trivial" in Section 25-4 and the mandatory review of the Code. The use of Town property by employees as currently exist in contracts and practices cannot be changed by ordinance but will be addressed during collective bargaining negotiations.

Mr. Shapiro will forward some minor technical changes to Ms. Moran prior to the next Personnel Committee meeting on Friday.

Ms. Keane moved to table the motion. Seconded by Ms. Lindsey the motion failed.

The motion as presented passed with all in favor with the exception of Ms. Keane, Ms. Lindsey and Mr. Paulhus.

VII. NEW BUSINESS

2. Mansfield Hollow Hydro Project

Mr. Shifrin, owner of the Kirby Mill, described the progress made in the mill since he and his wife acquired the property in 1997. The Shifrins have received all necessary permits and are beginning construction on a hydro energy project which will produce Class 1 renewable energy. They would like to enter into a Power Purchase Agreement with the Town and estimate they will be able to provide 50% of Mansfield's municipal energy needs. Town Manager Matt Hart is in the process of consulting with some experts in the field and will bring the issue back to the Council. Mr. Shifrin offered to host a tour of the facility for Council members.

3. Proclamation in Honor of the 50th Anniversary of Mount Hope Montessori School

Mr. Shapiro moved and Ms. Lindsey seconded, effective October 24, 2011, to authorize the Mayor to issue the attached Proclamation recognizing Mount Hope Montessori School.

The motion passed unanimously.

4. Agreement between the Mansfield Board of Education and the Mansfield Administrators' Association

Mr. Ryan moved and Mr. Schaefer seconded to ratify the contract between the Mansfield Board of Education and the Mansfield Administrators' Association which is effective on July 1, 2012 through June 30, 2015.

Motion passed unanimously.

5. Department of Homeland Security (DHS), Assistance to Firefighters Grant

Mr. Paulhus moved and Mr. Shapiro seconded to authorize Town Manager Matthew W. Hart to execute the proposed Fiscal Year 2011 Assistance to Firefighters Grant application, which purpose is to support the provisions of fire protection and emergency services within the Town of Mansfield.

Motion passed unanimously.

6. Application for Smart Growth Technical Services

Mr. Paulhus moved and Ms. Lindsey seconded, effective October 22, 2011, to authorize the Town Manager to submit two applications for Smart Growth Technical Assistance to Smart Growth America and to authorize the mayor to submit letters describing the commitment of local leaders to implement the resulting initiatives and projects.

Motion to approve passed unanimously.

October 24, 2011

7. Mansfield Community Center Fees

Mr. Ryan moved and Mr. Paulhus seconded to approve the Community Center Fee Recommendations for the operating year beginning November 1, 2011 and ending October 31, 2012, as presented by staff in its draft fee recommendations dated October 24, 2011.

Motion passed unanimously.

8. Fiscal Year 2011/12 Wage and Benefits Adjustment for Nonunion Personnel

Ms. Moran, Chair of the Personnel Committee, moved to authorize the Town Manager to: 1) increase the pay rates in the Town Administrators Pay Plan by 1.5 percent retroactive to July 1, 2011 and by another 1.5 percent effective January 1, 2012; and 2) to make the additional changes to the health insurance benefits, longevity, and tuition reimbursement for nonunion employees as presented in this memorandum dated October 24, 2011.

Motion passed unanimously.

9. Amendments to Town of Mansfield Personnel Rules

Ms. Moran, Chair of the Personnel Committee, reported on the Committee's efforts to codify some of the changes that have been put into practice over the last few years. These rules affect only non-union personnel.

Mr. Shapiro will provide language for the Committee indicating the skipping of second step of the Grievance Procedure if the employee filing the complaint reports directly to the Town Manager. The Personnel Committee will be meeting on October 28, 2011 and will report any changes to the Council.

VIII. QUARTERLY REPORTS

To be discussed at the next meeting

IX. DEPARTMENTAL AND COMMITTEE REPORTS

No comments

X. REPORTS OF COUNCIL COMMITTEES

No reports

XI. PETITIONS, REQUEST AND COMMUNICATIONS

10. R. Freeman re: Thank You
11. A. Guttay re: Thank You
12. L. Painter re: Route 44 Closure
13. C. van Zelm/K. Paterson re: Thank You
14. Invitation: CL&P Open House
15. Invitation: E. O. Smith Athletic Facilities
16. Explanatory Text, November 8, 2011 Referendum
17. CCM re: 2012 Legislative Program
18. NLC re: Congress of Cities

XII. FUTURE AGENDAS

Review of the Charter will be a future agenda item

Ms. Moran moved and Ms. Lindsey seconded to enter into Executive Session to discuss the sale or purchase of real property in accordance with CGS §1-200(6)(D) and to include Town Manager Matt Hart, Director of Planning and Development Linda Painter and Parks Coordinator Jennifer Kaufman. As in previous sessions, Mr. Shapiro will recuse himself from all discussion concerning one of the properties. He will however participate in the discussion of the other property.

Motion passed unanimously.

XIII. EXECUTIVE SESSION

Sale or Purchase of Real Property in accordance with CGS§ 1-200(6) (D)

October 24, 2011

Present: Keane, Kochenburger, Lindsey, Moran, Paterson, Paulhus, Ryan, Schaefer, Shapiro (for one issue)
Also included: Town Manager Matt Hart, Director of Planning and Development Linda Painter and Parks Coordinator Jennifer Kaufman

XIV. ADJOURNMENT

The Town Council reconvened in regular session
Mr. Ryan moved and Mr. Schaefer seconded to adjourn the meeting.
Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

October 24, 2011

PAGE
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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Board of Ethics
Date: November 14, 2011
Re: Revisions to Ethics Ordinance

Subject Matter/Background

Per the direction of the Council, at its meeting on October 28, 2011 the Personnel Committee continued its review of the Ethics Ordinance. The committee did make some revisions to the draft code, which is attached and dated October 28, 2011.

A summary of the Personnel Committee's recommended changes is as follows:

- 25-7G: add "Enforcement of this provision shall be consistent with the Town's legal obligations" to the end of the section
- 25-7M: replace the words "being politically active" with "taking an active role"
- 25-8F(2): eliminate the words "for Tolland County"

At Monday's meeting, the Personnel Committee will be able to speak to merits of its suggested changes to the draft revisions to the ordinance, and would like to submit this most recent version of the revisions to the public for the November 28, 2011 public hearing.

Legal Review

At the Personnel Committee's request, the Town Attorney assisted in preparing the proposed revisions to the Ethics Ordinance.

Recommendation

If Town Council supports the changes proposed by the Personnel Committee, the following motion would be in order:

Move, to submit for public comment at the November 28, 2011 public hearing the proposed revisions to the Ethics Ordinance, as recommended by the Personnel Committee in its draft dated October 28, 2011.

Attachments

- 1) Personnel Committee Recommended Revisions to the Ethics Ordinance (Code), dated October 28, 2011

Ethics Ordinance
Personnel Committee Draft – October 28, 2011

[HISTORY: Adopted by the Town Council of the Town of Mansfield 6-26-1995, effective 8-7-1995. Amendments noted where applicable.]

GENERAL REFERENCES

Authorities — See Ch. 5.
Conservation Commission — See Ch. 11.
Economic Development Commission — See Ch. 17.
Housing Partnership — See Ch. 34.
Inland Wetlands Agency — See Ch. 40.
Personnel Appeals Board — See Ch. 63.
Planning and Zoning Commission — See Ch. 67.
Police — See Ch. 70.
Regional Planning Agency — See Ch. 82.
Zoning Board of Appeals — See Ch. 94.
Affirmative action — See Ch. A191.
Committees, boards and authorities — See Ch. A192.
Housing Authority — See Ch. A193.

§ 25-1 Title.

This chapter shall be known and may be cited as the "Code of Ethics."

§ 25-2 Authority

This Code is legally authorized by Connecticut General Statutes section 7-148h, and Town of Mansfield Charter section C304.

§ 25-3 Purpose.

The purpose of this Code is to guide elected and appointed Town officials, Town employees and citizens by establishing standards of conduct for officials and employees. Public office or employment is a public trust. The trust of the public is essential for government to function effectively. Public policy developed by government officials and employees affects every citizen of the municipality, and it must be based on honest and fair deliberations and decisions. Good government depends on decisions which are based upon the merits of the issue and are in the best interests of the town as a whole, without regard to personal gain. This process must be free from threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Town of Mansfield seeks to maintain and increase the confidence of our citizens in the integrity and fairness of their Town government. In pursuit of that goal, these standards are provided to aid those involved in decision making to act in accordance with the public interest, use objective judgment, assure accountability, provide democratic leadership, and uphold the respectability of our Town government.

§ 25-4 Definitions.

As used in this chapter, the following words or phrases shall have the meanings ascribed to them in this section:

ADVISORY BOARD

Any appointed board, committee, commission or agency of the Town of Mansfield without legal authority to finally and effectively require implementation of its

determinations, or to legally bind the Town, or to restrict or limit the authority of the Town to take action.

ADVISORY OPINION

A written response by the Board of Ethics to a request by a public official or employee asking whether their own present or potential action may violate any provision of this Code of Ethics.

BOARD

The Town of Mansfield Board of Ethics established in section 25-5 of this ordinance.

BUSINESS

Any entity through which business for profit or not for profit is conducted, including a corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, or self-employed individual.

BUSINESS WITH WHICH ONE IS ASSOCIATED

A business of which the person or a member of their immediate family is a director, officer, owner, employee, compensated agent, or holder of stock which constitutes five percent or more of the total outstanding stock of any class.

CONFIDENTIAL INFORMATION

Any information, whether transmitted orally or in writing, which is obtained by reason of the public position or office held and is of such nature that it is not at the time of transmission a matter of public record per the Connecticut Freedom of Information Act, C.G.S. section 1-200, et seq., or public knowledge.

EMPLOYEE

Any person receiving a salary, wages or other compensation from the Town for services rendered.

FINANCIAL INTEREST

Any interest representing an actual or potential economic gain or loss, which is neither de minimis nor shared by the general public.

GIFT

Anything of value, including entertainment, food, beverage, travel and lodging given or paid to a public official or public employee, to the extent that a benefit of equal or greater value is not received.

A gift does not include:

A political contribution otherwise reported as required by law or a donation or payment as described or defined in subdivision (9) or (11) of subsection (b) of Conn. General Statutes section 9-601a;

Services provided by persons volunteering their time;

A commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business;

A gift received from an individual's spouse, fiancé or fiancée, the parent, brother or sister of such spouse or such individual, or the child of such individual or the spouse of such child;

Goods or services which are provided to the municipality and facilitate governmental action or functions;

A certificate, plaque or other ceremonial award costing less than one hundred dollars;

A rebate or discount on the price of anything of value made in the ordinary course of a business without regard to that person's status;

Printed or recorded informational material germane to governmental action or functions;

Items of nominal value, not to exceed twenty dollars, containing or displaying promotional material;

An honorary degree bestowed upon a public official or public employee by a public or private university or college;

A meal provided at an event and/or the registration or entrance fee or travel costs to attend such an event, in which the public employee or public official participates in his official capacity;

A meal provided in the home by an individual who resides in the municipality;

Gifts in-kind of nominal value not to exceed \$25.00 tendered on gift-giving occasions generally recognized by the public, provided the total value of such gifts in any calendar year from all donors do not combine to exceed one hundred dollars;

A gift worth no more than \$500.00 made in recognition of a "life event" such as a wedding, birth or retirement.

IMMEDIATE FAMILY

Any spouse, child, parent, sibling or co-habiting partner of a public official or employee, any other individual who resides in the household of the public official or employee, and the spouse, child, parent or sibling of any such spouse, child, parent, sibling, co-habiting partner or other individual who resides in the household.

INDIVIDUAL

Any natural person.

INDIVIDUAL WITH WHOM ONE IS ASSOCIATED

Any individual with whom the public official or employee or a member of their immediate family mutually has an interest in any business.

OFFICIAL RESPONSIBILITY

The direct administrative or operating authority, whether exercised personally or through subordinates, to approve, disapprove, or to otherwise direct Town government action.

PERSON

Any individual, sole proprietorship, trust, corporation, union, association, firm, partnership, committee, club or other organization or group of persons.

PUBLIC OFFICIAL

Any elected or appointed official, whether paid or unpaid or full or part-time, of the Town or a political subdivision thereof, including members and alternate members of town agencies, boards and commissions, and committees, or any other board, commission or agency that performs legislative, administrative, or judicial functions or exercises financial authority (collectively hereinafter referred to as "body"), including candidates for any such office, except for any member of an advisory board. Town agencies, boards, commissions and committees that have sufficient authority to qualify as Public Officials subject to the requirements of this Code are the Town Council, Board of Education, Planning and Zoning Commission, Inland Wetlands Agency, Zoning Board of Appeals, Conservation Commission, Board of Assessment Appeals, Board of Ethics, Building Board of Appeals, Housing Code Board of Appeals, Historic District Commission, Personnel Appeals Board, the Advisory Committee on the Needs of Persons with Disabilities when it is functioning as the ADA Grievance Committee, and any hearing officer appointed per section 129-4 of the Hearing Procedure for Citations Ordinance, or section 189-6A of the Zoning Violations Ordinance, of the Code of the Town of Mansfield.

§ 25-5 Board of Ethics.

A. There is hereby established a Board of Ethics consisting of five (5) electors of the Town. The members shall be appointed by the Town Council and shall serve for a term of three (3) years, except for the initial Board upon which two (2) members served for a term of two (2) years, and one (1) member served for a term of one (1) year. Terms shall commence on the first day of the month after the date of appointment. Any vacancy that occurs shall be filled for the unexpired portion of the term.

B. Alternate members. In addition to the regular members, the Town Council shall appoint two (2) alternate members to serve in the absence of any regular member(s). The initial appointments were for a term that expired on June 30, 1996. Thereafter, all terms have been and shall continue to be for two years.

C. No more than three (3) members and no more than one (1) alternate member shall be of the same political party at any time.

D. All members and alternates shall be electors of the Town. No member or alternate shall (1) hold or campaign for any public office; (2) hold office in any political party or political committees; (3) serve as a public official as defined in section 25-4 of this Code; or (4) be an employee of the Town. Members of the Board of Ethics may also serve on any Town advisory board.

E. Any member of the Board of Ethics shall have an unrestricted right to vote, make political contributions, attend or buy a ticket to fundraising or other political events, identify himself or herself as a member of a political party, be politically active in connection with a question that is not specifically identified with a candidate for any Town office subject to the jurisdiction of the Board of Ethics such as a referendum or approval of a municipal ordinance, or any other question or issue of a similar character, and otherwise participate fully in public affairs. No member or employee of the Board of Ethics may, however, publicly endorse or publicly oppose any candidate for any Town office subject to the jurisdiction of the Board of Ethics per this Code, in a speech, public advertisement, political advertisement, broadcast, campaign literature, or similar action or material; take any part in managing the political campaign of any such candidate, or initiate or circulate a nomination petition, work as a driver transporting voters to the polls during an election, or directly solicit, receive, collect, handle, disburse or account for assessments, contributions or other funds for any such candidate; place a sign or sticker supporting or opposing a candidate for any such Town office on real or personal property owned by the placer of such sign or sticker; or become a candidate for any such Town office.

§ 25-6 Organization and Procedure.

A. The Board of Ethics shall elect a chairperson who shall preside at meetings of the Board, a vice-chairperson to preside in the absence of the chairperson, and a secretary. In the absence of both the chairperson and vice-chairperson, Board members shall elect a temporary chairperson. Three members shall constitute a quorum. Except for its final determination of a complaint after a hearing per section 25-8(G) of this ordinance, a majority vote of the Board shall be required for action of the Board. The chairperson, vice-chairperson in the absence of the chair, or any three regular members may call a special meeting of the Board.

B. The Board of Ethics shall (1) Compile and maintain a record of all reports, advisory opinions, statements, and memoranda filed with the Board to facilitate public access to such reports and statements in instances in which such public disclosure is legally permissible; (2) Issue advisory opinions with regard to the requirements of this Code of Ethics upon the request of any public official, employee or agency of the Town regarding whether their own present or potential action may violate any provision of this Code. Advisory opinions rendered by the Board of Ethics shall be binding on the Board and shall be deemed to be final decisions of the Board. Any advisory opinion concerning an official or employee who requested the opinion and who acted in reliance thereon in good faith, shall be an absolute defense in any subsequent matter regarding the same issue(s) brought under the provisions of this Code; The Board may make available to the public such advisory opinions which do not invade personal privacy and take other appropriate steps in an effort to increase public awareness of this Code of Ethics; (3) The Board of Ethics shall prepare and submit to the Town Council an annual report of its actions during the preceding twelve (12) months and its recommendations, if any. Additional reports, opinions and

recommendations may be submitted by the Board to the Town Council at any time. In all such submissions, the Board shall be careful to protect and uphold the confidentiality of all information regarding cases in which no final determination of violation has been made; (4) The Board shall prepare materials informing public officials and employees of their rights and responsibilities under this Code of Ethics.

C. The Board of Ethics shall establish and from time to time amend its own rules and procedures, which shall be made available to the public at the Office of the Town Clerk.

D. The Board of Ethics may utilize or employ necessary staff or outside counsel within available appropriations and in accordance with existing rules and procedures of the Town of Mansfield.

Section 25-7 Rules.

A. Outside Business. No public employee or public official shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, which is incompatible with the proper discharge of their official responsibilities in the public interest or which would tend to impair their independent judgment or action in the performance of their official responsibilities.

B. Gifts. (1) No public employee or public official shall solicit or accept any gift from any person which to their knowledge is interested in any pending matter within such individual's official responsibility. (2) If a prohibited gift is offered, the employee or official must refuse it, return it, pay the donor the full value of the gift, or donate it to a non-profit organization provided that the employee or official does not take the corresponding tax deduction. Alternatively, it may be considered a gift to the Town of Mansfield provided it remains in the Town's possession permanently.

C. Conflict of Interest. (1) A public official or public employee shall not vote upon or otherwise participate to any extent in any matter on behalf of the Town of Mansfield if he or she, a business with which they are associated, an individual with whom they are associated, or a member of his or her immediate family has a financial interest in the transaction or contract, including but not limited to the sale of real estate, material, supplies or services to the Town of Mansfield. (2) If such participation is within the scope of the official responsibility of the public employee or public official, as soon as possible after they become aware of such conflict of interest, they shall submit written disclosure which sets forth in detail the nature and extent of such interest to their agency or supervisor as the case may be, and to the Board of Ethics. (3) Notwithstanding the prohibition in subsection (C)(1), a public employee or public official may vote or otherwise participate in a matter if it involves a determination of general policy and the interest is shared with a substantial segment of the population of the Town of Mansfield. (4) Also notwithstanding the prohibition set forth in subsection (C)(1), a public employee or public official who is employed by the State of Connecticut may vote or otherwise participate in a matter if it involves the State of Connecticut and the interest is shared with a substantial segment of the population of the Town of Mansfield and also with a substantial portion of persons employed by the State of Connecticut outside of the department or unit in which the public employee or public official is employed.

D. Representing Private Interests. (1) Except for a public official who receives no compensation for their service to the Town other than per diem payments or reimbursement of expenses, no public employee or public official shall appear on behalf of private interests before any board, agency, commission or committee of the Town of Mansfield. (2) No public employee or public official shall represent private interests against the interest of the Town in any litigation to which the Town is a party.

E. Self-Representation. Nothing contained in this Code of Ethics shall prohibit or restrict a public employee or public official from appearing before any board, agency, commission or committee of the Town of Mansfield on their own behalf, or from being a party in any action, proceeding or litigation brought by or against the public employee or public official to which the Town of Mansfield is a party.

F. Confidential Information. No public employee or public official shall disclose confidential information, as defined in section 25-4 of this Code, concerning Town affairs, nor shall such employee or official use such information for the financial interests of himself or herself or others.

G. Use of Town Property. No public employee or public official shall request or permit the use of Town funds, services, Town owned vehicles, equipment, facilities, materials or property for personal use, except when such are available to the public generally or are provided by official Town policy or contract for the use of such public employee or public official. **Enforcement of this provision shall be consistent with the Town's legal obligations.**

H. Contracts with the Town. No public employee or public official, or a business with which they are associated, or member of their immediate family shall enter into a contract with the Town of Mansfield unless it is awarded per the requirements of prevailing law, and in particular, Chapter 76 of the Code of the Town of Mansfield, "The Ordinance for Obtaining Goods and Services."

I. Financial Benefit. No public employee or public official may use their position or office for the financial benefit of themselves, a business with which they are associated, an individual with which they are associated, or a member of their immediate family.

J. Fees or Honoraria. No public employee or public official acting in their official capacity shall accept a fee or honorarium for an article, appearance or speech, or for participation at an event.

K. Bribery. No public employee or public official, or member of such individual's immediate family or business with which they are associated, shall solicit or accept anything of value, including but not limited to a gift, loan, political contribution, reward or promise of future employment based on any understanding that the vote, official action or judgment of the public employee or public official would be or had been influenced thereby.

L. Disclosure. Any public official or employee who presents or speaks to any board, committee, commission or agency during the time set aside during any meeting of any such body for public comment shall at that time disclose their name, address, and Town of Mansfield public affiliation, regardless of whether said affiliation is related to the matter being addressed by the speaker.

M. Political Activity. No public official or employee may request, or authorize any other official or employee to request that a subordinate employee of the Town actively participate in an

election campaign or make a political contribution. No public official or employee may engage in any political activity while on duty for the Town, or with the use of Town funds, supplies, vehicles or facilities. Political activity includes voting, making political contributions, buying a ticket to fundraising or other political events; ~~being politically active~~ **taking an active role** in connection with a question such as a referendum or approval of a municipal ordinance, or any other question or issue of a similar character, and otherwise participating in political affairs; endorsing or opposing any candidate for any public office; taking any part in managing the political campaign of any such candidate, or initiating or circulating a nomination petition, working as a driver transporting voters to the polls during an election, or directly soliciting, receiving, collecting, handling, disbursing or accounting for assessments, contributions or other funds for any such candidate; placing or wearing a sign or sticker supporting or opposing a candidate for any public office; becoming or acting as a candidate for any public office. However, no Mansfield voter may be prohibited from voting at any Town Meeting based on their status as a public official or employee. Activity legally authorized by Connecticut General Statutes section 9-369b, regarding the preparation, printing and dissemination of certain explanatory materials pertaining to referendum questions and proposals, is exempt from such restriction.

§ 25-8 Powers and Duties. Complaints and Investigations. Confidentiality

A.(1) Upon the complaint of any person on a form prescribed by the Board of Ethics, signed under penalty of false statement, or upon its own complaint, the Board of Ethics shall investigate any alleged violation of this Code. Unless and until the Board of Ethics makes a finding of a violation, a complaint alleging a violation of this Code shall be confidential except upon the request of the respondent.

B. (1) No later than ten (10) days after the receipt or issuance of such complaint, the Board shall provide notice of such receipt or issuance and a copy of the complaint by registered or certified mail to any respondent against whom such complaint is filed, and shall provide notice of the receipt of such complaint to the complainant. (2)The Board of Ethics shall review and investigate the complaint to determine whether the allegations contained therein constitute a violation of any provision of the Code. This investigation shall be confidential except upon the request of the respondent. If the investigation is confidential, any allegations and any information supplied to or received from the Board of Ethics shall not be disclosed to any third party by a complainant, witness, designated party, or Board of Ethics member.

C. (1) In the conduct of its investigation of an alleged violation of this Code, the Board of Ethics shall have the power to hold investigative hearings, administer oaths, examine witnesses, receive oral, documentary and demonstrative evidence, subpoena witnesses and require by subpoena duces tecum the production for examination by the Board of any books and papers which the Board deems relevant in any matter under investigation. In the exercise of such powers, the Board may use the services of the Town police, who shall provide the same upon the request of the Board. Any such subpoena is enforceable upon application to the Superior Court for Tolland County. (2) If any such investigative hearing is scheduled, the Board of Ethics shall consult forthwith with the town attorney or outside counsel authorized per section 25-7D of this Code. The respondent shall have the right to appear, to be represented by legal counsel and to examine and cross-examine witnesses.

D. (1) If, after investigation, the Board of Ethics determines that the complaint does not allege sufficient facts to constitute probable cause of a violation, the Board shall dismiss the complaint.

The Board shall inform the complainant and the respondent of its finding of dismissal by registered or certified mail not later than three business days after such determination of dismissal. (2) After any such finding of no violation, the complaint and the record of its investigation shall remain confidential, except upon the request of the respondent. No complainant, witness, designated party, or Board of Ethics or staff member shall disclose to any third party any information learned from the investigation, including knowledge of the existence of a complaint, which the disclosing party would not otherwise have known.

E. If, after investigation, the Board of Ethics determines that the complaint alleges sufficient acts to constitute probable cause of any violation, then the Board shall send notice of said finding of probable cause to the complainant and respondent by registered or certified mail within three business days and fix a date for the hearing on the allegations of the complaint to begin no later than thirty (30) calendar days after said issuance of notice. The hearing date regarding any complaint shall be not more than sixty (60) calendar days after the filing of the complaint. If any such hearing is scheduled, the Board of Ethics shall consult forthwith with the town attorney or outside counsel authorized per section 25-7D of this Code.

F. (1) A hearing conducted by the Board of Ethics shall be governed by the administrative rules of evidence. Any such hearing shall be closed to the public unless the respondent requests otherwise. (2) In the conduct of its hearing of an alleged violation of this Code, the Board of Ethics shall have the power to administer oaths, examine witnesses, receive oral, documentary and demonstrative evidence, subpoena witnesses and require by subpoena duces tecum the production for examination by the Board of Ethics of any books and papers which the Board deems relevant in any matter under investigation or in question. In the exercise of such powers, the Board may use the services of the Town police, who shall provide the same upon the request of the Board. Any such subpoena is enforceable upon application to the Superior Court for Tolland County. (3) The respondent shall have the right to appear, to be represented by legal counsel and to examine and cross-examine witnesses.

G. (1) If, after a hearing on a complaint for which probable cause has previously been found, the Board of Ethics finds by a vote of at least four of its members based on clear and convincing evidence that any violation of this Code of Ethics has occurred, the Board shall submit a memorandum of decision, which may include recommendations for action, to the Town Council, Town Manager, and any other appropriate Town agency. (2) The recommendations of the Board of Ethics may include, but not be limited to, any combination of the following: recusal, reprimand, public censure, termination or suspension of employment, removal or suspension from appointive office, termination of contractual status, or the pursuit of injunctive relief. No such recommendation may be acted upon in violation of federal or state law or the Charter, ordinances, legally adopted policies, or collective bargaining agreements of the Town of Mansfield. Any discussion by the Town Council or other Town agency regarding any such memorandum of decision shall be in executive session, subject to the requirements of state law, unless the affected individual requests that such discussion be held in open session.

H.. The Board of Ethics shall make public any finding of a violation not later than five business days after the termination of the hearing. At such time, the entire record of the investigation shall become public. The Board of Ethics shall inform the complainant and the respondent of its finding and provide them a summary of its reasons for making such finding by registered or certified mail not later than three business days after termination of the hearing.

I. No complaint may be made under this Code except within two years of the date of knowledge of the alleged violation, but no more than four years after the date of the alleged violation.

J. No person shall take or threaten to take official action against an individual for such individual's disclosure of information to the Board of Ethics under the provisions of this Code. After receipt of information from an individual, the Board of Ethics shall not disclose the identity of such individual without his consent unless the Board determines that such disclosure is unavoidable during the course of an investigation or hearing.

§ 25-9 Former Public Officials/Employees (NEW)

A. No former public employee or public official, as defined in section 25-4 of this Code, shall appear for compensation before any Town of Mansfield board, commission or agency in which they were formerly employed or involved at any time within a period of one year after termination of their service with the Town.

B. No such former public employee or public official shall represent anyone other than the Town of Mansfield concerning any particular matter in which they participated personally and substantially while in the service of the Town.

C. No such former public employee or public official shall disclose or use confidential information acquired in the course of and by reason of their official duties in the service of the Town of Mansfield, for financial gain for themselves or others.

D. No such former public employee or public official who participated substantially in the negotiation or award of a Town of Mansfield contract obliging the Town to pay \$100,000.00 or more, or who supervised the negotiation or award of such a contract shall accept employment with a party to the contract other than the Town of Mansfield for a period of one year after such contract is finally executed.

§ 25-10 Distribution of Code of Ethics.

Copies of this Code of Ethics shall be made available to the Town Clerk for filing and to the Town Clerk and Town Manager for distribution. The Town Clerk shall cause a copy of this Code of Ethics to be distributed to every public official of the Town of Mansfield within thirty days of the effective date of this Code or any amendment thereto. The Town Manager shall cause a copy of this Code of Ethics to be distributed to every employee of the Town of Mansfield within thirty days of the effective date of this Code or any amendment thereto. Each new public employee and public official shall be furnished a copy of this Code before entering upon the duties of their office or employment.

§ 25-11 Severability; Conflicts with other Provisions.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this ordinance, or any part thereof, is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this chapter. Furthermore, should any such provisions

of this chapter conflict with any provisions of the Personnel Rules of the Town of Mansfield, the collective bargaining agreements of the Town of Mansfield or the Connecticut General Statutes, the relevant provisions of the Personnel Rules, collective bargaining agreements and/or the Connecticut General Statutes shall prevail.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager
Date: November 14, 2011
Re: Amendments to Town of Mansfield Personnel Rules

Subject Matter/Background

The Personnel Rules are a set of policies and procedures mostly applicable to the Town's non-union workforce. The Rules were originally adopted in 1972 and have been revised eight times. The Rules were last revised in 1995 and many of the recommended changes to the Personnel Rules are "housekeeping" in nature, meaning that language has been modernized to reflect current practices and laws.

At the Council's direction, the Personnel Committee and staff have clarified the language regarding the grievance procedure for non-union employees (Chapter 12). At its October 28, 2011 meeting, the Personnel Committee approved the recommended revised language to the draft rules.

As a reminder, the substantive recommended changes to the Personnel Rules are as follows:

- Modification to the system for forfeiting compensatory leave balances in excess of the allowable amounts for exempt employees (page 20)
- Reduction in the workers compensation wage supplement from six months to four months (page 36)
- Extending participation in the retiree payment in lieu of health insurance program to non-union employees (page 60)
- Employees on any type of leave that exceeds three months are not eligible to accrue leave during the extended absence.

Legal Review

The law firm Jordan Burt LLP provided assistance in preparing the recommended revisions to the personnel rules; Jordan Burt has experience with and knowledge of employment law in Connecticut.

Recommendation

If the Town Council concurs with the Town Manager's and Personnel Committee's recommended revisions to the Personnel Rules, the following motion is in order:

Move, effective November 14, 2011, to adopt the Personnel Rules as presented by staff and endorsed by the Personnel Committee.

Attachments

- 1) Recommended Changes to Chapter 12 of the Personnel Rules
- 2) Recommended revisions to the Personnel Rules, dated November 14, 2011

Chapter 12

GRIEVANCES AND APPEALS

12.1 Grievance Procedure. Non-union employee grievances alleging a violation of these rules shall be presented as follows.

- a. Step One. The aggrieved employee shall first notify the immediate supervisor in writing of the nature and facts of the grievance within three (3) working days of its occurrence. The immediate supervisor shall make and return a resolution of the grievance in writing within five (5) working days after such notification. If an employee's immediate supervisor is a department head, Step One in the grievance process is not applicable and the employee shall automatically proceed to Step Two.

If an employee's department head or immediate supervisor is the Town Manager, Step One and Step Two in the grievance process are not applicable and the employee shall automatically proceed to Step Three.

- b. Step Two. If the supervisor's resolution of the matter is not satisfactory to the employee, such grievance shall be submitted in writing to the department head within three (3) additional working days of receipt of the supervisor's response. Within ten (10) working days after the department head receives such grievance, the department head shall resolve the matter in writing and it shall be returned to the employee. If an employee's department head or immediate supervisor is the Town Manager, Step Two in the grievance process is not applicable and the employee shall automatically proceed to Step Three.

- c. ~~Step Two~~ Step Three. If the department head's resolution of the matter is not satisfactory to the employee, the grievance can be submitted to the town manager in writing for review within five (5) working days of receipt of the department head's resolution. Within ten (10) working days of the date of his or her receipt of the grievance, the town manager may call a meeting to review the nature and facts of the grievance or may refer the grievance to the Personnel Appeals Board.

When the town manager chooses to make a review of the matter, the following may be called to meet: the aggrieved employee; the employee's representative, if any; the department head; any other person involved in the complaint. Within ten (10) working days

following such a meeting, the town manager shall either render a decision in writing to all concerned or refer the matter to the Personnel Appeals Board.

- d. ~~Step Three **Four**. Within five (5) working days of the date of his or her receipt of the grievance, the town manager may call a meeting to review the nature and facts of the grievance or may refer the grievance to the Personnel Appeals Board.~~

~~(1) When the town manager chooses to make a review of the matter, the following may be called to meet: the aggrieved employee; the employee's representative, if any; the department head; any other person involved in the complaint. Within ten (10) working days following such a meeting, the town manager shall either render a decision in writing to all concerned or refer the matter to the Personnel Appeals Board.~~

An aggrieved employee may file a grievance for the consideration of the Personnel Appeals Board whenever the resolution of the town manager does not provide satisfaction. The employee must file an appeal to the Personnel Appeals Board within five (5) working days of the date on the letter of decision which is being appealed. The Personnel Appeals Board shall hold a hearing on any question placed before it within thirty (30) working days of the date of receipt of the grievance and shall inform all concerned parties of its decision within ten (10) working days from the date of the hearing. The employee has the right to request a hearing which is open to the public.

- e. This procedure applies to all grievances or complaints filed with the ADA Grievance Committee alleging acts prohibited by the United States Department of Health and Human Services regulations (45 CFR Part 84) implementing Section 504 of the Vocational Rehabilitation Act of 1973 as amended (29 USC 794). Section 504 states, in part, that "no otherwise qualified handicapped individual...shall, solely by reason of his handicap, be excluded from participation in any program or activity receiving Federal financial assistance..." The law and regulations may be examined in the office of the Town Manager, Audrey P. Beck Town Offices, Four South Eagleville Road, Storrs, Connecticut.

The right of a person to prompt and equitable resolution of the complaint filed under Chapter 12 of the Personnel Rules for the Town of Mansfield shall not be impaired by the person's pursuit of other remedies including the following:

- (1) Filing a complaint with the Connecticut Human Rights and Opportunities Commission or the United States Equal Employment Opportunity Commission.
- (2) Filing a complaint with the Regional Office of Civil Rights of the U. S. Department of Health and Human Services.
- (3) Pursuing legal action through the courts.
- (4) Filing a grievance with the ADA Grievance Committee.

12.2 Appeals from Suspension, Demotion and Dismissal. Appeals from suspension, dismissal or demotion may be made by a regular non-union employee by applying to the Personnel Appeals Board in writing within five (5) working days of the date on the letter of decision which is being appealed. The Personnel Appeals Board shall hold a hearing within ten (10) working days or a mutually agreeable time after such a request for appeal is made by the employee.

The hearing will be informal with the employee, the employee's representative (if any) and the department head present. The hearing may be public or private at the discretion of the employee. The Personnel Appeals Board shall make findings and recommendations in individual cases brought before it and shall notify all parties concerned within ten (10) working days after the hearing.

Town of Mansfield
PERSONNEL RULES

Adopted: July 31, 1972
Revised: March 6, 1978
June 11, 1979
December 10, 1979
November 25, 1985
May 22, 1989
February 10, 1992
December 13, 1993
February 27, 1995
November 14, 2011

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INTRODUCTION

This booklet has been prepared to provide you with a ready reference of:

1. Rules, regulations and policies regarding the Town of Mansfield's human resources program; and
2. The benefits for which you are eligible as an Employee of the Town of Mansfield.

The contents herein are presented as a matter of information only and are not to be understood or construed as a promise or contract between the Town and its Employees. Any oral statements or representations which conflict with this position are unauthorized and may not be relied upon by any employee.

These Personnel Rules and Regulations are not intended to cover all topics or circumstances. The Town reserves the right to respond to specific situations in the manner the Town believes best suits the needs of the Town and the Employee(s) involved.

Employees covered by a Collective Bargaining Agreement will be governed by the policies set forth in their respective Agreement to the extent such policies differ from the policies outlined herein.

The Town of Mansfield reserves the right to modify, revoke, suspend, terminate or cancel at anytime all or any part of its rules, regulations and policies as circumstances may require. The language used in the Personnel Rules and Regulations is not intended to create nor is it to be construed to constitute an employment contract.

All Employees are urged to read this manual carefully and at their earliest convenience. Any questions concerning this material should be directed to the Town Manager's Office.

DEFINITIONS OF PERSONNEL TERMS

1. ALLOCATION means the official assignment of an individual position to an appropriate class on the basis of the kind, difficulty, and responsibility of the work actually performed in the position.
2. APPOINTING AUTHORITY means an office or agency subject to the Town Charter having power to make appointments to positions.
3. CLASS or CLASS OF POSITIONS means a group of positions sufficiently alike in duties, authority, and responsibility to justify the application of same class title, qualifications, and salary range to all positions in the group and the use of the same tests of fitness in recruiting.
4. CLASSIFIED SERVICE means all positions in the Town service except elected officers, members of boards and commissions and officers appointed by the Council or the Town, the Town Manager, employees of the Board of Education, persons employed in a professional or scientific capacity to make or conduct temporary and special inquiries, investigations or examinations. For the purpose of these rules, the term “employees in the classified service” and “positions in the classified service” shall be used interchangeably.
5. JOB DESCRIPTION means the written description of a class containing the official title, a statement of the duties, authority, and responsibilities of the class and the qualifications that are necessary or desirable for the satisfactory performance of the duties of the class.
6. CONTINUOUS SERVICE means the employment by the Town without break or interruption. Leaves of absence with pay and approved leaves without pay of 12 weeks or less shall not interrupt continuous service nor be deducted therefrom. Military service does not constitute a break in service. All absences without approved leave in excess of three work days in any calendar month shall be deducted from and shall interrupt continuity of service.
7. DEMOTION means the change of an employee from a position in one class to a position in another class having a lower maximum salary rate.
8. DISMISSAL means the complete separation of an employee from Town service by failure of the employee to successfully complete his/her probationary period, or separation of a regular employee after she/he is given written notice.
9. ELIGIBLE means a person whose name is on an active employment list.

10. EMPLOYEE means a full-time, regular employee who has completed a probationary period.
11. EXEMPT EMPLOYEE means any employee who is not subject to minimum wage and overtime requirements as provided by Connecticut law, the Fair Labor Standards Act and related regulations.
12. FULL-TIME POSITION means a position requiring the observance of normal working hours, as stipulated in Section 6.1.a and 6.1.b, on a year-round basis.
13. LAYOFF means separation of an employee from the service of the Town due to lack of work or funds or elimination of the position held by the employee due to reorganization, a change in duties or other reasons related to the Town's operations.
14. INTERIM EMPLOYEE means a temporary employee whose appointment exceeds three months; this term will normally be used to characterize employees hired to fill grant funded positions.
15. MERIT means a system by which the Town seeks to treat employees and candidates for employment on the basis of their competence to perform the work which the Town considers to be in its best interest to require.
16. NON-EXEMPT EMPLOYEE means any employee subject to minimum wage and overtime requirements as provided by Connecticut law, the Fair Labor Standards Act and related regulations.
17. NON-REGULAR EMPLOYEE means an employee who is a seasonal or temporary employee.
18. OPEN COMPETITIVE TEST means a test open to all qualified persons including permanent Town employees.
19. PART-TIME POSITION means a position involving sub-normal working hours, such as a few hours a day or days a week on a regular recurring basis and paid on a proportional basis at one of the weekly rates established for full-time employment.
20. PERMANENT POSITION means a regularly established position in the classified service in which the duties are of such a nature that it can be reasonably assumed that the position will continue indefinitely.
21. PERSONNEL APPEALS BOARD means a three-member committee that seeks to assure the employment system of the Town is fair and equitable for both the Town and its employees.

22. POSITION means a related group of duties within an organization unit assigned to an employee.
23. PROBATIONARY PERIOD means a working test period during which an employee's fitness to perform the duties of the appointed class of position is demonstrated through the actual performance of those duties.
24. PROMOTION means advancing an employee from a position in one class to a position in another class having a higher maximum salary range.
25. PROMOTION TEST means a test to determine which employees in a particular class merit advancement to a higher class, admission to the test being limited to regular employees in the classified service who possess the required qualifications.
26. PUBLIC HEARING means a hearing after public notice at which any person may have a reasonable opportunity to be heard.
27. RECLASSIFICATION means a transfer of an employee from one class to another.
28. REGULAR EMPLOYEE means an employee other than a seasonal or temporary employee who has been regularly and legally appointed to a position in the classified service after satisfactorily completing a working test period (probation) in accordance with these Rules.
29. SEASONAL POSITION means a position requiring the observance of scheduled full or part-time working hours but which is filled only during certain months or seasons of the year.
30. SUSPENSION means the temporary separation of an employee from the service for disciplinary reasons and for a definite period specified in writing.
31. TEMPORARY EMPLOYEE means any employee appointed to a temporary position or temporarily appointed to fill a regular position.
32. TEMPORARY POSITION means a regularly established position in the classified service created for a designated period of time not to exceed one year.
33. TEST means any procedure upon which an employment decision is based.
34. TRANSFER means a change of an employee from one position to another position, whether in the same department or another department, in the same class or another class having the same minimum and maximum

salary limits, involving the performance of similar duties, and requiring substantially the same basic qualifications.

Chapter 1

GENERAL MERIT AND ANTI-DISCRIMINATION POLICIES

1.1 Personnel Policy. It is hereby the declared personnel policy of the Town of Mansfield that:

Employment in the Town government shall be based on merit, and free of personal or political considerations;

Just and equitable incentives and conditions of employment shall be established and maintained to promote efficiency and economy in the operation of the Town government;

Positions having similar duties and responsibilities shall be classified and compensated on a uniform basis;

Appointments, promotions and other actions requiring the application of merit principles shall be based on systematic tests and evaluations;

Every consideration shall be given to the rights and interests of employees consistent with the best interests of the public and the Town;

Every employee is expected to comply with the spirit and intent of this merit system.

1.2 Equal Opportunity Employer. The Town of Mansfield is an equal opportunity employer. Except in the case of a bona fide occupational qualification or need, the Town does not discriminate in hiring or other personnel actions on the basis of any legally-protected class basis, including race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, veteran status, present or past history of mental disability, mental retardation, learning disability or physical disability, including, but not limited to, blindness.

1.3 Sexual and Other Unlawful Harassment. Please refer to the Town's sexual harassment policy, attached as Exhibit A to these rules.

Chapter 2

PURPOSE AND SCOPE

2.1 Purpose of Rules. It is the purpose of these rules to give effect to the Town Charter which states that:

" 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. " (Section c602)

2.2 Scope. The classified service shall include appointees to all positions now or hereafter created except the following:

- a. Elected officials and persons appointed to fill vacancies in elective offices
- b. Members of boards and commissions
- c. The town manager, town attorney, and other officers appointed by the Council
- d. Employees of the Board of Education
- e. Persons employed in a professional capacity to make or conduct a temporary or special inquiry, study or investigation
- f. Temporary and seasonal employees as defined in Section 7.4
- g. Persons employed on a contractual basis
- h. Students participating in work study programs
- i. Persons employed by non-profit entities and government agencies other than the Town
- j. Volunteer personnel

2.3 Application. Provisions of these personnel rules may be specifically included in and are subject to labor contracts negotiated with Town

employees' bargaining units constituted under Section 7-467 to 7-477 inclusive of the General Statutes of Connecticut.

- 2.4 Omission. Provisions relating to the employment and tenure of employees to whom these Rules are applicable which are not specifically addressed by these Rules shall be determined by the town manager.

Chapter 3

ADMINISTRATION

- 3.1 Administration of Merit System. The merit system shall be administered by the town manager acting as the personnel director.
- 3.2 Technical Personnel Services. The town manager may contract with any qualified person or agency for the performance of such technical services as may be needed in the establishment and operation of the personnel program.
- 3.3 Delegation of Authority. As stated in Section C503 of the Town Charter: "The manager may designate one of his appointees to serve as acting manager during the manager's absence."
- 3.4 Delegation of Authority to Department Heads. The town manager may delegate to department heads or his or her designee the authority to take personnel actions in their departments in accordance with these rules.
- 3.5 Departmental Regulations. Subject to the approval of the town manager, a department head may develop regulations for the operation of his/her unit.
- 3.6 Amendments to the Personnel Rules. Any amendments to these Rules shall become effective upon approval by the Town Council and filing by the town manager with the town clerk. Copies of any amendments shall be distributed to all members of the classified service.

Chapter 4

CLASSIFICATION PLAN

- 4.1 Classification of Positions. All positions in the classified service shall be grouped into classes and each class shall include those positions sufficiently similar in respect to their duties and responsibilities so that similar requirements as to training, experience, knowledge, skills, and personal qualities are applicable thereto.
- 4.2 Class Specifications. Written job descriptions shall be prepared for each class. Each job description shall include a class title, a description of the duties and responsibilities of the class, and the minimum qualifications required of applicants seeking appointment. Class specifications shall be descriptive and explanatory and shall not be restrictive.
- 4.3 Classification Plan. The Classification Plan is available in the office of the town manager and is hereby incorporated by reference along with any amendments thereto which may be recommended from time to time by the manager and adopted by the Town Council.
- 4.4 Reclassification of Positions. Whenever the duties and responsibilities of an existing position are so changed that the position in effect becomes one of a different class from that to which it is allocated, the town manager, on his/her own initiative or at the request of a department head, shall study the position and recommend re-allocation to the appropriate class. A reclassified position is not a new position and does not constitute the filling of an open position, and therefore is not subject to the positing requirements set forth in Section 7.1.
- 4.5 Employee Request for Reclassification. Any regular non-union employee may make a written request for a review of the classification of his/her position at any time, provided no such review had been made in the previous twelve months. The reclassification request shall be handled according to the following procedure.
 - a. The request shall be made through the department head. The department head shall forward the request to the Town Manager.
 - b. Upon completing his/her investigation, the Town Manager may reclassify the position effective on the date of his/her decision or may order removal of the duties.
 - c. If the employee's request and information from the department disclose that the employee is performing such duties as to require the

creation of a new job classification, the Town Manager may develop a job description and assign a pay range for the new position or may order removal of the duties.

- 4.6 Status of Employees Upon Reclassification. Upon the reclassification of a position from one class to another class of the same, a lower level or a higher level, the method of filling the position shall be determined in accordance with the appropriate rules regarding transfers, demotions or promotions. An employee occupying a reclassified position at the same grade level shall continue in the position if the change is in class title only; or, if the change is in recognition of the gradual change in duties and the employee has been satisfactory or better in performance of the duties of the position. The town manager may, before recognizing an employee's right to retain a position reclassified to a higher level, require evidence of the qualifications and fitness of the incumbent including hearings, investigations and/or non-competitive examination.
- 4.7 When an employee is reclassified to a class with a higher base maximum rate, the town manager shall have the discretion to set the beginning pay rate at any rate equal to or higher than the lowest step in the higher range that will provide an increase of approximately 510% over the rate received prior to reclassification, provided the new range will permit such an increase. If the pay range for the class does not allow for a 510% increase, the increase shall be the highest rate available in the pay range for that class. When an employee is reclassified to a class with a lower base maximum rate, the beginning rate shall be at the step in the lower range that is closest to the rate received prior to reclassification, provided the new range will permit such an increase.

Chapter 5

PAY PLAN

- 5.1 Guidelines for Establishing Salaries. In order to assure the recruitment and retention of personnel necessary to maintain a continued high level of public service, it is the policy of the Town that the level of compensation of municipal employees should compare equitably with prevailing rates among the Town's workforce and in the relevant labor market. In carrying out this policy, consideration shall be given the various positions, rates paid for comparable services in public and private employment, experience in recruiting for such positions and availability of funds. Any annual changes made by the Town Council to compensation terms are hereby incorporated into these Rules, and any Rules that are contrary to such changes are null and void to the extent they conflict only.
- 5.2 Preparation of the Plan. The town manager shall prepare a uniform and equitable pay plan which shall consist of minimum and maximum rate of pay for each class and such intermediate rates considered necessary or equitable. The pay plan shall be submitted to the Town Council for action. The salary ranges for positions in the classified service shall consist of those listed in the approved annual budget and collective bargaining agreements, as amended from time to time.
- 5.3 Pay Surveys. The town manager shall make comparative studies of factors affecting the level of salary ranges when deemed appropriate. On the basis of the information derived from the studies, requests for adjustments in salary ranges shall be initiated by the town manager and submitted to the Town Council for action.
- 5.4 Pay Increases by Merit. An employee may receive an annual salary increase for meritorious service consistent with the approved pay plan. Increments are not to be considered automatic or based on length of service alone. Such increase shall be given upon the recommendation of the employee's department head.
- 5.5 Entrance Salary Rates.
 - a. Starting Rate on Initial Employment. The entrance pay rate of a class shall normally be offered for recruitment purposes and shall normally be paid upon appointment to the class. The town manager may approve initial compensation at a rate higher than the minimum in the pay range for the class when the needs of the service make such action necessary, provided that:

- (1) The qualifications of the applicant are outstanding in relation to those of competing applicants; the qualifications of the applicant are substantially in excess of the requirements of the class; and the applicant cannot be hired at the minimum rate; and/or,
 - (2) There is a shortage of qualified applicants available at the minimum rate of the range; and/or,
 - (3) The competitive realities of the job market make such a rate appropriate.
- b. Starting Rate on Return from Military Service. Any regular employee who leaves the Town service to enter the armed forces shall be reinstated in accordance with Section 7-462 of the Connecticut General Statutes as amended.
- c. Rate of Pay on Transfer, Reclassification or Demotion. When a regular employee is transferred or reclassified from a position in one class to a position in another class at the same grade, he/she shall continue to be paid at the same rate.

When a regular employee is demoted to a lower grade, the salary shall be set at:

- (1) The rate in the lower grade which provides the smallest decrease in pay, if the action is not for cause; or,
 - (2) If the action is for cause, the appropriate rate in the lower grade that is less than the employee's existing salary as determined by the town manager.
- d. Rate of Pay on Promotion. When an employee is promoted to a class with a higher base maximum rate, the beginning rate shall be at the lowest step in the higher range that will provide an increase of approximately 10% over the rate received prior to promotion, provided the new range will permit such an increase. If the pay range for the class does not allow for a 10% increase, the increase shall be the highest rate available in the pay range for that class.
- e. Rate of Pay on Reclassification. Refer to Section 4.7.

5.6 Salary Advancement Within Range

- a. Completion of Probation. Upon satisfactory completion of probation following initial appointment or promotion, the salary of a regular employee may be advanced a half-step.

- b. Advancement in the Base Range. At the completion of the first 52 weeks of service, the employee may, on recommendation of the department head and approval of the town manager, be advanced another half-step to the next higher rate above the hiring rate in the appropriate salary range provided performance has been satisfactory. Subsequent advancement within the range shall be dependent upon the recommendation of the department head concerned and approval of the town manager as follows:
 - (1) An employee whose performance is considered to be satisfactory may receive one step each 52 weeks until the base maximum is reached.
 - (2) An employee whose performance is considered to be outstanding may receive one additional step each 52 weeks until the base maximum is reached. No employee shall be granted more than two step increases in any one year.
- 5.7 Longevity Advancement for Non-Union Employees.
- a. Amount. Longevity pay is provided in the pay plan to give financial recognition for long and faithful services to the Town. The Town Council shall periodically adopt a longevity payment schedule, at the recommendation of the town manager.
 - b. Payment. Longevity pay shall be earned on the Sunday following the employee's full-time anniversary hiring date during the fiscal year and will be paid in the second payroll of November of that fiscal year.
 - c. Eligibility. Longevity is to be determined on the basis of total years of continuous full-time service in Town employment. Prior years of full-time service which have been interrupted for just and reasonable cause may be added to years of continuous full-time service by the town manager.
- 5.8 Full-Time Basis of Salary Schedule. Salary rates are based on full-time employment at normal working hours for each group specified in Chapter 4. Hourly rates are computed by dividing the annual salary by the standard annual scheduled hours of work, based upon a 52.2 week work year. Part-time employees in any of the groups will be compensated on a proportional basis for actual hours worked.
- 5.9 Implementation of Pay Adjustments. Pay changes resulting from completion of probation, merit, promotion, demotion, cost-of-living or

related salary adjustments shall be made as of the effective date of the change.

- 5.10 Compensation for Work in a Higher Classification. When assigned to work in an acting capacity in a higher classification for more than ten days, an employee shall be considered for additional compensation to be determined by the department head and town manager.
- 5.11 Department Heads in an Acting Capacity. When a department head is assigned to perform the duties and assume the responsibilities of another department head for a period of more than sixty (60) days, he/she shall be considered for additional compensation to be determined by the town manager.

CHAPTER 6

HOURS OF WORK AND OVERTIME

6.1 Hours of Work.

- a. Normal Work Week. The normal work week for full-time regular and employees shall be:
 - (1) As determined by the applicable collective bargaining agreement for union employees.
 - (2) An annual average total of 42 hours per week for uniformed employees of the Department of Public Safety.
 - (3) A total of 40 hours per week for the Facilities Management Director, the Superintendent of Public Works, and information technology staff.
 - (4) A total of 35 hours per week for non-union regular employees.
- b. Normal Work Day. The normal work day is as determined by the employee's Department Head, with approval from the Town Manager.
- c. Meal Periods. The town manager may authorize the inclusion of meal periods as time actually worked for shift-type positions.
- d. Rest Periods. The town manager may authorize the inclusion of a ten-minute rest period during each half of the daily schedule as time actually worked. The department head will schedule specific times for rest periods and may combine both into one twenty-minute period.

6.2 Overtime.

- a. Overtime Administration. In emergencies, the town manager may prescribe reasonable periods of overtime work to meet operational needs. Complete records of overtime of non-exempt employees shall be maintained by the Finance Department.
- b. Authorization. Non-exempt employees shall not work overtime except when properly authorized as prescribed by the Department Head or his or her designee.

- c. **Positions Exempt from Overtime.** Because bona fide executive, professional and administrative personnel have an obligation that goes beyond fixed work schedules, these employees shall not be paid for overtime work except under exceptional circumstances and with prior written approval of the town manager.

Exempt personnel will accrue compensatory time after working 40 hours in any week.

Exemption from overtime eligibility is determined in accordance with applicable state and federal statutes and regulations.

- d. **Overtime Payment.** When an employee has received proper authorization to work hours in excess of their regular work week as prescribed in 6.2a and 6.2b the following overtime rates apply:

- (1) 35 hour/week employees. For full-time non-exempt employees regularly scheduled to work thirty five (35) hours per week, they shall receive their regular hourly rate for up to forty (40) hours per week and one and one half times their regular hourly rate for all hours worked over forty (40) hours per week.
- (2) 40 hour/week employees. For full-time non-exempt employees regularly scheduled to work forty (40) hours per week, they shall be compensated at one and one half times their regular hourly rate for all hours worked over forty (40) hours per week.
- (3) 42 hour/week employees. For full-time non-exempt Department of Public Safety employees regularly scheduled to work forty two (42) hours per week, they shall be compensated at one and one half times their regular hourly rate for all hours worked over forty two (42) hours per week.

Vacations, holidays and paid sick leave will not be considered as work days for the purpose of computing overtime.

- e. **Compensatory Leave in Lieu of Overtime Payment.**

- (1) **Non-Exempt.** A regular non-exempt full-time employee may request compensatory leave equivalent to the amount of overtime worked in lieu of payment. Compensatory leave shall be scheduled at a time mutually agreeable to the employee and the department head.

Compensatory leave balances cannot be carried over from fiscal year to fiscal year for non-exempt employees.

Compensatory leave earned and not taken within the fiscal year it was earned shall be paid at the rate in which it was earned in the last pay period of the fiscal year.

Upon termination for any reason, a non-exempt employee will be paid for unused compensatory time.

- (2) Exempt. Exempt personnel will accrue compensatory time after working 40 hours in any one week. Compensatory time will not be accrued by employees while on administrative leave for training purposes pursuant to Chapter 10.12.a.(1) of these rules unless training occurs on a weekend or a paid holiday.

Earned compensatory time can only be taken with the approval of the employee's supervisor. Compensatory leave balances in excess of one hundred and five (105) hours for 35 hour/week employees and one hundred and twenty (120) hours for 40 hour/week employees on May 1, 2012 shall be forfeited unless carryover is approved by the Town Manager. Compensatory leave balances in excess of seventy hours (70) hours for 35 hour/week employees and eighty (80) hours for 40 hour/week employees on May 1, 2013 shall be forfeited unless carryover is approved by the Town Manager. Compensatory leave balances in excess of thirty five (35) hours for 35 hour/week employees and forty (40) hours for 40 hour/week employees on May 1, 2014 and beyond shall be forfeited annually on May 1st unless carryover is approved by the Town Manager. A list of the employees whose positions are exempt is available in the town manager's office.

- 6.3 Call-Back Time. When a full-time employee in a non-exempt position is officially ordered to report back to work for emergency service after departing from his/her regularly scheduled shift, the employee shall be compensated for all hours worked at the rates set forth in Section 6.2.d or two (2) hours pay at his/her regular rate, whichever is greater.
- 6.4 New Classes. When any new class is created and/or when the salary level of any existing class is changed, the overtime provisions of this section shall be applied in an equitable manner according to the classification group which includes the class.

Chapter 7

RECRUITMENT, SELECTION AND APPOINTMENT OF EMPLOYEES

7.1 Recruitment of Employees.

- a. Recruitment Policy. Individuals shall be recruited from a geographic area as wide as is necessary to assure obtaining well-qualified candidates for the various types of positions. Recruitment shall occur in accordance with the Town's equal employment opportunity policy.
- b. Announcement. The town manager shall post vacancies for all positions in the classified service by using means of publicizing the announcement as are, in his or her judgment, best suited for informing and attracting qualified individuals. Postings may be made solely internally, or a combination of internally and externally, as deemed appropriate by the Town Manager.
- c. Recruitment and Moving Expenses. It is recognized that various staff, professional and supervisory positions may require recruitment from outside the area to obtain well-qualified applicants. Accordingly, in recruiting for and filling positions of this type, the town manager may authorize payment of expenses for an applicant's trip for a personal interview or reporting to duty upon appointment to Town service. Reimbursable expenses may include an allowance for transportation, meals and lodging.

7.2 Selection of Employees.

- a. Application Forms. Applications for employment shall be accepted only for posted vacancies. Each candidate for municipal employment shall complete the official employment application. Resumes, transcripts, certifications and other materials may be required as is deemed necessary in order to judge the applicant's fitness for service with the Town. Applications shall not be returned to the applicant, but will remain on file for at least two years, after which they may be destroyed once approval has been received from the State Records Administrator.
- b. Background Investigations. Prior to certification of employment, the town manager may investigate the candidate's educational record, previous work history, personal record, character, and credit and criminal history, and may, after conditional offer of employment and as permitted by law, require a physical examination. In addition,

police officer candidates will require a psychological evaluation with either a psychiatrist or a doctor of clinical psychology.

- c. Rejection of Applications. The town manager may reject any application which indicates that the applicant does not possess the minimum qualifications required for the position or which was not filed by the announced closing date for receiving applications, unless prior to such date an extension had been publicly announced.
- d. Disqualification of Applications. The town manager may remove from further consideration the application of any person who has an unsatisfactory employment or personal record as evidenced by reference or other inquiry; has made false statements of any material fact or practiced deception in his/her application; has been convicted of a felony related to the job sought; or is unable to perform the essential functions of the position to which she/he seeks appointment, with or without reasonable accommodation.
- e. Policy of Non-Discrimination. (See Section 1.2)
- f. Eligibility for Competitive Examinations. Only applicants who meet the minimum qualifications shall be permitted to take the examination for a position in the classified service. The Town may limit the number of applicants accepted for an examination. Advancement within the service shall be through promotional tests which shall be open to all regular employees who meet the necessary requirements and who are serving in an appropriate class as determined by the town manager or under the applicable collective bargaining agreement. Promotional examinations may be limited to a single department.
- g. Competitive Examination. All regular appointments to positions in the classified service of the Town of Mansfield shall be made according to merit and suitability. Examinations shall be constructed to reveal the capacity of the candidate for the particular class for which the applicant is being considered and/or to appraise the applicant's general background and related knowledge. These examinations may include written, oral, practical, physical, psychological or performance tests, or any combination of these, as permitted by law. Education, experience, aptitude, knowledge, character and physical fitness shall be considered with weights assigned to each factor as may be deemed proper by the town manager or examining committee as he/she may appoint.
- h. Evaluation Boards. When an oral examination forms a part or all of the examination for a position, the town manager or his/her designee

shall appoint an evaluation board. This board shall normally consist of three or more members, of whom at least two shall be a person technically familiar with the character of the work in the position for which the applicants will be examined. The board members may be comprised of Town and non-Town employees in any combination. All applicants who qualify for the oral examination shall be rated by the same evaluation board.

- i. Certification and Notice. Applicants shall be certified in order of their competence as demonstrated in the testing procedure. Those applicants having received passing scores throughout the examination process shall be certified to the appointing authority and appointment shall normally be made from the top three persons. In the case where two vacancies exist, the selection shall normally be made from the top six persons on the list. For each additional vacancy, the number of candidates from whom the appointment shall normally be made shall increase by three. For vacancies within the Fire Department, the number of certified candidates may be greater than three per vacancy.

If the top persons are shown to be unsuitable by the appointing authority, a second list will be submitted by the town manager. All applicants invited to participate in the examination process shall be notified of the results of the hiring procedure in writing as soon as possible following the close of the examination period.

- j. Right of Test Review. Candidates who wish to review their test results must submit a request to do so via a Freedom of Information Act request through the Town Clerk's office. Disclosed records may be publicly inspected or received via hardcopy for a fee as determined by the Connecticut General Statutes. Records are maintained for at least two years, after which they will be destroyed once approval has been received from the State Records Administrator.

- k. Re-Examination. A person who has failed to pass an examination shall not be re-examined for the same class within ninety (90) days of the original examination, unless otherwise authorized by permission of the town manager.

- l. Certification List to Remain Active. Rosters of eligible applicants shall remain in effect for one year unless the roster is exhausted sooner. For Fire Department vacancies certified lists may be extended and remain active for up to one additional year upon the recommendation of the Fire Chief and approval of the Town Manager. During the time when such roster is in effect, vacancies

occurring in applicable positions in the classified service may be filled from among applicants on the roster. Upon the recommendation of the appointing authority and approval of the Town Manager, certified lists with less than three qualified applicants may be inactivated prior to the expiration date of the list.

- 7.3 Medical Examination. For certain job categories and as permitted by law, each entering employee will be required to take a medical examination after the employee receives a conditional offer of employment and prior to the commencement of employment to determine the individual's fitness for duty. The Town may condition an offer of employment on the results of such an examination. Likewise, for certain job categories, employees will be required to take periodic medical examinations which are job-related and consistent with business necessity to determine the employees' ongoing fitness for duty.

The Town will treat the results of all medical examinations as confidential and will maintain all documents resulting from such medical examinations in separate medical files. The Town will pay the cost of all medical examinations which are required by the Town and will arrange to have such examinations performed by physicians chosen by the Town.

7.4 Appointment of Employees.

- a. Method of Filling Vacancies. All vacancies shall be filled by regular appointment, temporary appointment, part-time, or seasonal appointment. Appointment to a vacancy in the classified service shall be by the appointing authority from the qualified candidates as certified by the town manager.
- b. Regular Appointment. A regular appointment indicates that the employee is to work for the Town on a continuing basis. A regular appointment will be made from an employment list in the following order: re-employment layoff, re-employment termination as defined in Section 8.5 paragraph two, transfer, promotion list, and open competition.

Every regular employee shall serve a probationary period after the original or promotional appointment, in accordance with the provisions of Chapter 8 of these rules. The status of the employee shall be probationary until his/her department head notifies the town manager in writing that the employee's services are satisfactory and recommends that the probationary period be ended.

- c. Temporary Appointment. A temporary appointment indicates that the employee is to work for the Town for a period of not more than one

year. When an employee has service of twelve (12) consecutive months in a temporary appointment, a personnel action form shall be submitted changing the status to regular or separating the employee from service.

- (1) When the appointment of an employee is changed from temporary to regular, crediting of vacation leave and sick leave becomes retroactive to the date of the original appointment provided there has been no break in service.
 - (2) Temporary employees may be separated at any time within the one-year appointment when their services are no longer required. The separation is not subject to Chapter 11 of the Personnel Rules or any bargaining agreement.
- d. Part-Time Positions. Employees appointed to part-time positions may receive regular or temporary appointments, as appropriate.
- e. Seasonal Positions. A seasonal position may be full or part-time and is filled only during certain months or seasons of the year. This position is not eligible for fringe benefits nor shall it extend for a period in excess of 180 calendar days.

Chapter 8

PROBATIONARY PERIOD

- 8.1 Purpose of Probationary Period. The probationary or working test period shall be regarded as an integral part of the examination process and shall be utilized by supervisors, department heads, and the town manager to closely observe the employee's work as well as to secure the most effective adjustment of each new employee to his/her position and to reject any employee whose performance does not meet the required work standards.
- 8.2 Duration. Every person appointed to a regular position or promoted to a higher or new classification shall be required to successfully complete a probationary period which shall be of sufficient length to enable the department head or town manager to observe the employee's ability to perform the principal duties pertaining to the position. The probationary period shall begin immediately upon appointment or promotion and shall continue for not less than six months nor more than twelve months.
- 8.3 Evaluation of Performance. At the end of the third month of employment during the probationary period and at intervals of three months thereafter for the duration of the probationary period, an evaluation report shall be prepared by the supervisor, reviewed by the department head and forwarded to the town manager. Such reports shall give an accurate and fair appraisal of the employee's work, the person's willingness and ability to perform the duties of the position satisfactorily, as well as observations concerning work habits and dependability. Evaluation of department heads will be conducted by the town manager on the same basis.
- 8.4 Successful Completion of Probationary Period. If after a minimum of six months has been completed, the supervisor, department head or town manager determines that the employee's performance is satisfactory, the probationary period may be determined to be ended. Such action shall be in writing to the employee with a copy to the town manager. Similar notification will be given to department heads by the town manager concerning the completion of their probation. Written notification must be given to the town manager prior to the completion of twelve (12) months service, as stated in Section 8.2. When the probation period has been successfully completed, the employee shall be deemed a permanent regular employee of the Town.
- 8.5 Termination. At any time during the probationary period, the department head or town manager may terminate an employee if the employee is unable or unwilling to perform the duties of the position satisfactorily or

that the individual's habits and dependability do not merit continuance in the position. Such action shall be in writing to the employee with a copy to the town manager. Termination of department heads by the town manager shall be affected on the same basis.

An employee appointed through promotion who does not successfully complete the probationary period shall be reinstated in a position in the class occupied by the employee immediately prior to promotion if the position is still available. If such position is not available, the individual shall be terminated and his/her name placed on a reappointment list.

Any termination made during the probationary period shall not be subject to appeal.

- 8.6 Benefits During Probationary Period. Probationary employees shall accrue the same benefits as regular employees with the following exceptions:
- a. Vacation and personal days may not be utilized until probation has been successfully completed.
 - b. Promotional opportunities shall not be available to probationary employees.
 - c. Insurance coverage shall normally take effect on the first day of the calendar month following the date of hire.

Chapter 9

PROMOTION, TRANSFERS, DEMOTIONS AND RE-EMPLOYMENT

- 9.1 Promotion Policy. The Town encourages employees to develop skills, attain greater knowledge of their work and make known their qualifications for promotion to more responsible and difficult positions. When the town manager determines that an insufficient number of well-qualified employees is available from within the classified service, outside applicants may be considered in order to provide an adequate number of candidates for consideration.
- 9.2 Transfer Policy. A voluntary or an involuntary transfer of an employee from one position to another without change in grade may be affected when one or more of the following criteria are met:
- a. The employee meets the qualification requirements.
 - b. The transfer is in the best interest of the Town in the consideration of the town manager.
 - c. Further training and development of an employee in another position would be beneficial to the future staffing potential of the Town.
 - d. The transfer meets a personal need of the employee and is consistent with "a" and "b" above.
- 9.3 Demotion Policy. An employee may be demoted to a position of a lower grade for which he/she is qualified for any of the following reasons:
- a. When an employee would otherwise be laid off because his/her position is being abolished or reclassified to a lower grade; when there is a lack of work or lack of funds; or because of the return to work from authorized leave of another employee to such position in accordance with these rules.
 - b. When an employee does not possess the necessary qualifications to render satisfactory service in the position held.
 - c. When an employee voluntarily requests such demotion.
 - d. In discipline, consistent with Chapter 11.4.d.

Chapter 10

LEAVE

10.1 General Policy. Leave is any authorized absence during regularly scheduled work hours that is approved by proper authority. Leave may be authorized with or without pay and shall be granted in accordance with these rules on the basis of the work requirements of the departments and, whenever possible, the personal wishes of the employee.

10.2 Types. The following types of leave are officially established:

- Holiday Leave
- Vacation Leave
- Sick Leave
- Worker's Compensation Leave
- Disability Leave
- Compensatory Leave
- Bereavement Leave
- Family/Medical Leave
- Other Leave with Pay
- Leave without Pay
- Military leave
- Family Violence Victim Leave

10.3 Eligibility.

a. Regular Employees. All full time employees are eligible to earn paid holiday, vacation, sick, personal, and bereavement leave. Part time employees working twenty (20) or more hours per week but less than thirty-five (35) hours per week are eligible to earn paid holiday, vacation, sick, personal, and bereavement leave on a prorated basis based upon their FTE status. Other forms of leave specified in this Chapter may be granted in accordance with the parameters established in this Chapter and applicable law. All regular employees who work less than twenty (20) hours per week may be granted leave without pay in accordance with the parameters established in this Chapter.

b. Interim Employees. All interim employees who regularly work thirty-five (35) or more hours per week, except for those employed by the Parks and Recreation Department, shall be eligible to be paid for holidays defined in 10.5 and earn sick leave as defined in 10.7.

10.4 Procedure for Requesting Leave. Unless otherwise provided by statute or regulation, Employees must submit a leave request form to their immediate supervisor prior to taking leave (except for holiday leave and workers compensation leave) indicating the kind of leave, duration, and dates of departure and return; requests must be approved by the employee's immediate supervisor or other appropriate authority as designated in this Chapter prior to taking leave. In the case of sick or

bereavement leave, the leave forms shall be completed and submitted for approval immediately upon the employee's return to duty. Unless an absence is substantiated by an approved leave request form, an employee shall not be paid for any absence from scheduled work hours. Employees taking an unapproved leave of absence shall be subjected to the discipline process defined in Chapter 11.

10.5 Holiday Leave. The following holidays for eligible regular and interim employees in full time positions shall be granted with pay:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Day
- Floating Holiday

Regular and interim employees in part time positions working twenty (20) or more hours per week but less than thirty-five (35) hours per week shall be paid holiday leave for these holidays on a prorated basis based upon their FTE status.

When a holiday falls on a Saturday, it shall be observed on the preceding Friday; when a holiday falls on a Sunday, the following Monday shall be observed.

Eligible regular and interim employees required to work on the designated holidays shall be granted compensatory leave for actual hours worked on the holiday.

In order to receive pay for an observed holiday, an employee must be in a work or paid leave status on both the scheduled workdays immediately preceding and following the holiday.

10.6 Vacation Leave.

- a. Eligibility. Eligible regular and interim employees whose normal work week is twenty (20) hours or more and who have completed six months employment are eligible to accrue vacation leave.
- b. Accrual of Vacation Leave. Vacation leave shall be accrued on a monthly basis as defined in the table below. Vacation leave earned in any month of service may be used in any subsequent month. Regular and interim employees working twenty (20) or more hours per week but less than thirty-five (35) hours per week shall accrue

leave on a prorated basis based upon their FTE status.

<u>Length of Continuous Service</u>	<u>Vacation Leave Accrual</u>	<u>Maximum Accrual on Nov. 1st</u>
Six months 35 hr work week employees	5.84 hrs/month ≈ 5 days	35 hours ≈ 5 days
40 hr work week employees	6.67 hrs/month ≈ 5 days	40 hours ≈ 5 days
1 year up to but not including 5 years 35 hr work week employees	5.84 hrs/month ≈ 10 days/yr	140 hours ≈ 20 days
40 hr work week employees	6.67 hrs/month ≈ 10 days/yr	160 hours ≈ 20 days
5 years up to but not including 10 years ¹ 35 hr work week employees	8.75 hrs/month ≈ 15 days/yr	175 hours ≈ 25 days
40 hr work week employees	10 hrs/month ≈ 15 days/yr	200 hours ≈ 25 days
10 years up to but not including 25 years 35 hr work week employees	11.67 hrs/month ≈ 20 days/yr	210 hours ≈ 30 days
40 hr work week employees	13.34 hrs/month ≈ 20 days/yr	240 hours ≈ 30 days
25 years and over 35 hr work week employees	14.59 hrs/month ≈ 25 days/yr	245 hours ≈ 35 days
40 hr work week employees	16.67 hrs/month ≈ 25 days/yr	280 hours ≈ 35 days

- (1) Benefits for Department Heads: Department heads with less than ten years service shall receive vacation time accrued at the rate of 8.75 hours per month for thirty-five (35) hour/week employees and 10 hours per month for forty (40) hour/week employees.
- (2) Absences of 90 Calendar Days or Less. Employees with approved leaves of absence of ninety (90) calendar days or less shall continue to accrue vacation leave as defined in 10.6b.

□

¹ Also includes department heads as noted in 10.5b(1).

- (3) Absences in Excess of 90 Calendar Days. Employees with approved leaves of absence in excess of ninety (90) calendar days shall cease to accrue vacation leave until they return to duty.
 - (4) Re-hired Employees. Individuals whom were employed in regular benefits eligible positions and separate from Town service, but are later rehired, shall be considered to have a break in service. As a result, these employees shall be considered new employees for the purposes of calculating vacation accruals.
 - (5) Transfers. An employee who is transferred between departments shall retain all accrued vacation leave.
- c. Maximum Accumulation of Vacation Leave. A regular employee may accumulate from year to year a maximum of ten (10) earned vacation days in addition to his/her yearly earned vacation leave as defined in the table in 10.6b. Any employee with a balance of vacation leave in excess of the maximum accrual amount on November 1st of each year shall forfeit said excess accrual amount. Employees seeking to make a vacation carryover request must do so in writing, have the request signed by their department head and then forward the request to the town manager no later than October 15th for review and consideration. Vacation carryovers will only be granted for extenuating circumstances that prevented an employee from being able to use their leave during the past year.
 - d. Request for Vacation. To apply for vacation leave, employees shall submit a leave request form to their immediate supervisor. In order to assure the orderly performance and continuity of those municipal services provided by the employees and their respective departments, each employee wishing to schedule a vacation should request such leave as far in advance as reasonably possible, but usually at least one (1) week in advance of the requested vacation period. In order to assure that vacations may be scheduled when wanted, employees should make their requests as far in advance as possible.
 - e. Advanced Vacation. Eligible regular employees may take vacation leave beyond the amount earned only in the most unusual cases. Employees seeking to make an advanced vacation request must do so in writing, have the request signed by their department head and then forward the request to the town manager for review and consideration. No advanced vacation shall be approved without a written agreement signed by the employee insuring reimbursement to

the Town if termination occurs before earning the vacation leave taken.

- f. **Holiday Celebrated During Vacation Leave.** When an observed holiday as established in 10.5 occurs during an employee's vacation leave, said holiday shall not be considered part of the vacation leave.
- g. **Sickness While on Vacation.** An employee who becomes ill while on vacation leave may not charge such illness to sick leave unless the illness exceeds three vacation days and the employee files a physician's certificate describing the nature and duration of the illness with Human Resources.
- h. **Vacation Leave Payouts.**
 - (1) **Separation from Service.** Employees who separate from Town service in good standing shall receive payment for their accrued vacation leave balance; separating employees shall not be paid for any vacation leave balance in excess of the maximum accrual defined in 10.6b. Vacation leave payouts shall be subject to applicable taxes and deductions.
 - (2) **Other.** No additional salary shall be paid an employee in lieu of vacation except in the most unusual cases. Employees seeking to make a vacation leave payment request must do so in writing, have the request signed by their department head and then forward the request to the town manager for review and consideration.

10.7 Sick Leave.

- a. **Eligibility.** Regular and interim employees whose normal workweek is twenty (20) hours or more shall be eligible to earn sick leave.
- b. **Accrual.** Sick leave shall be accrued annually, on July 1st of each year as defined in the table below:

<u>Work Week</u>	<u>Sick Leave Accrual on July 1st</u>	<u>Maximum Accrual on July 1st</u>
35 hr work week employees	105 hours ≈ 15 days	210 hours ≈ 30 days
40 hr work week employees	120 hours ≈ 15 days	240 hours ≈ 30 days

Sick leave earned as of July 1st may be used immediately. Regular employees working twenty (20) or more hours per week but less than thirty-five (35) hours per week shall accrue leave on a prorated basis based upon their FTE status. Eligible new employees starting after

July 1st shall receive pro-rated leave for the remainder of the fiscal year based upon their date of employment with the Town, and shall be eligible for the full benefit the next July 1st.

- c. **Maximum Accumulation of Sick Leave.** A regular employee may accumulate from year to year a maximum of thirty (30) earned sick leave days as defined in the table in 10.7b. Any employee with a balance of sick leave in excess of the maximum accrual amount on July 1st of each year shall forfeit said excess accrual amount. Further, no employee and/or his/her estate is entitled to receive payment for accrued sick leave upon separation from service for any reason, including but not limited to termination, retirement and death.
- d. **Use of Sick Leave.** Sick leave may be authorized by an employee's immediate supervisor or appropriate authority for the following purposes:
 - (1) Personal illness or disability leave approved by the Town's insurance carrier. For Family Medical Leave Act (FMLA) absences please reference 10.12.
 - (2) Enforced quarantine in accordance with public health regulations.
 - (3) To meet medical and dental appointments when an employee has made reasonable effort to secure appointments outside of normal working hours and provided, except in extenuating circumstances, the immediate supervisor is notified at least one day in advance of the absence.
 - (4) Illness or incapacity in the employee's immediate family, requiring his/her personal attention and resulting from causes beyond his/her control, up to a maximum of three days per year. For Family Medical Leave Act (FMLA) absences please reference 10.12.
- e. **Report of Illness.** Illness shall be reported to the employee's supervisor no later than two hours after the beginning of the scheduled work assignment, except in cases where a relief employee is required such report must be made at least one hour prior to the beginning of the scheduled work assignment unless the illness is an emergency. In the event that the illness is an emergency, the employee shall notify his or her supervisor of their absence as soon as practicable. Nothing in this section shall preclude the payment of sick leave to an employee who cannot comply with provisions of this section due to extenuating circumstances.

- f. Proof of Illness. Proof of illness may be required for authorized sick leave. Proof of illness may include a doctor's certificate or other documentation from the employee's physician indicating the nature and duration of the illness. Proof of illness will not ordinarily be needed for absences of less than three days. For absences of three days or more, such proof will normally be required. The Town may investigate any absence for which sick leave is requested.
- g. Extended Sick Leave. Any regular employee may request an extended sick leave when their FMLA leave has expired, including when an employee qualifies for long term disability leave as defined in 16.6. Employees seeking to make an extended sick leave request must do so in writing, have the request reviewed by their department head, and then forward the request to the town manager for review and consideration. Extended leaves of absence may be approved at the discretion of the town manager and granted for up to 180 calendar days. An additional 90 calendar day extension may be granted by the town manager in the most extenuating circumstances. Employees seeking an additional 90 calendar day extension must submit their request in writing during the first approved extended leave of absence.

While an employee is on an approved extended leave of absence, both the employee and the Town shall remain responsible for paying their respective portions of the costs of group insurance that the employee is otherwise eligible to receive as defined in 16.4a. Employees on an approved extended leave of absence will not be eligible to earn any form of accrued leave during the absence.

10.8 Workers Compensation Leave. Workers Compensation leave is granted to an employee due to absence from duty caused by an accident, injury, or occupational disease that occurred while the employee was engaged in the performance of work-related duties. As part of the Town's workers compensation coverage, the Town is a member of a preferred provider network for health care services as they relate to workers compensation injuries. The Town will also utilize the services of a managed care program provided by the workers compensation insurance carrier.

- a. Proof of Injury. Injuries arising out of an accident in the course of employment and while engaged in the performance of one's duties shall be reported immediately by the employee to his/her supervisor who shall make a full report to the Town's workers compensation insurance carrier. In the event that emergency medical treatment is needed, the employee may seek treatment at a hospital or by calling 911. If non-emergency medical treatment is needed, the employee

must seek initial treatment at the Town approved occupational health facility and continued treatment within the preferred provider network as determined by the managed care program. It is the responsibility of the employee to submit initial and continued medical documentation related to their injury or illness to their immediate supervisor as well as to the Town's insurance carrier.

- b. **Payments.** Employees of the Town are covered by workers' compensation insurance for occupational illness or injury sustained on the job for the Town. All payments while on workers compensation leave shall be made subject to the same rules and regulations as workers' compensation insurance and shall not be payable if the accident was due to intoxication, drug use, or willful misconduct on the part of the employee. Lost time during regularly scheduled work hours due to workers compensation leave will be handled in the following manner:

(1) **Absences of Three (3) or Less Work Days.** In the case of workers compensation injuries causing absences of three or less work days, the Town shall pay the employee's full net base pay for that time, since payments are not made under workers' compensation insurance for such accidents.

(2) **Absences in Excess of Three (3) Work Days.** For workers compensation absences in excess of three (3) work days and up to and including sixty (60) work days, the Town shall provide for salary continuation of the employee's full net base pay for that time. The employee will not need to use accrued sick leave during this specified period for salary continuation.

For absences in excess of sixty (60) work days the employee may elect to utilize earned sick leave as salary continuation to get as close as possible to the employee's full net base pay for that time.

(3) **Medical Appointments.** When an employee returns to duty, but needs continued medical care as determined by their treating medical provider in the managed care program, the employee may attend said medical appointments during regularly scheduled work hours with full pay.

- c. **Benefits.** Health insurance will continue as long as the employee is receiving workers compensation, as required by law. The Town shall pay its share of the premium for the employee's health insurance; the employee is responsible for his or her cost share of their health insurance premium. Failure by the employee to pay the employee

share of the cost of health insurance shall result in a disruption of health benefits subject to the rights of the employee to continue such coverage pursuant to COBRA as defined in 16.8.

For workers compensation leave absences of ninety (90) calendar days or less, employees shall continue to accrue all forms of earned leave in which the employee is eligible to accrue. Earned leave will no longer be accrued for absences in excess of ninety (90) calendar days.

- d. Return to Work. An employee who, based on the medical opinion of his/her medical provider in the managed care program, is able to return to work in a modified capacity shall be provided with modified duty work related to their job functions if, in the Town's discretion, such modified duty work is available. Employees must provide medical documentation to the Town demonstrating that they are able to perform the functions of the modified position. Employees will be provided with modified duty work for so long as it is available up to six months. Any employee who is unable to fully resume his/her regular duties following a period of one year from the date of injury or occupational illness shall be terminated from employment with the Town unless the condition is deemed disabling under the American with Disabilities Act (ADA) or state law, the Town and employee have engaged in the ADA interactive process, and a reasonable accommodation has been determined and granted by the Town.

10.9 Disability Leave (see 16.6)

10.10 Compensatory Leave. (See 6.2.e)

10.11 Bereavement Leave. In the event of a death in the immediate family, regular employees in full time positions will be entitled to three (3) days paid leave. Regular employees in part-time positions will be entitled to three (3) days of, pro-rated paid leave based upon their full-time equivalent status. If the funeral of a member of the immediate family takes place further than one-hundred (100) miles from the employee's residence, s/he shall be granted an additional day off with pay. All days must be taken within one week of the funeral. Immediate family includes only spouse, children, step-children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandparents-in-law, grandchildren, great grandparents, a person for whom the employee or the employee's spouse is the legal guardian, any other family member domiciled in the employee's household, and domestic partner regardless of gender. Domestic partner is defined as an individual in a cohabitating relationship

of mutual support, caring, and commitment that intends to remain in such a relationship for the indefinite future.

- 10.12 Family Medical Leave Act (FMLA) Leave. Eligible employees may be allowed up to 12 weeks of unpaid leave of absence in any one-year period (calculated on a rolling basis) in the event of childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition, or in the event of serious illness of the employee. Eligible employees are those who have been employed for twelve (12) months or more, and who have worked 1,250 or more hours in the 12-month period preceding the first day of leave.

Employees seeking to take leave that is considered FMLA eligible shall submit a leave request to their department head for review. The request shall then be forwarded to the town manager for review and consideration. In order for the Town to consider an FMLA leave request, eligible employees must provide the Town with written certification from the treating physician or health care provider of themselves, employee, child, spouse or parent which includes the nature of such illness and its probable duration at the time of making the request, and verifying the need for leave. In the event of an emergency, the employee shall submit the required documentation to the Town as soon as practicable following the emergency. The Town has the right to and shall designate FMLA eligible leave as such, with or without the employee's completed request form. During an FMLA absence an employee shall be required to use all paid leave with the exception of five (5) vacation days or unpaid leave if accrued forms of leave are exhausted. Paid and unpaid leave for FMLA eligible absences runs concurrently with FMLA leave during the rolling 12 month period.

During approved FMLA leave, an employee will not lose any seniority or rights available to him or her under the personnel rules. Furthermore, the Town shall pay its share of the premium for the employee's health insurance; the employee is responsible for his or her cost share of their health insurance premium. Failure by the employee to pay the employee share of the cost of health insurance shall result in a disruption of health benefits subject to the rights of the employee to continue such coverage pursuant to COBRA as defined in 16.8.

Prior to returning to duty, an employee on an approved FMLA leave of absence for their own serious health condition shall submit a fitness for duty certificate. If this certification is not received, the employee's return to work will be delayed until the certification is provided to the Town. An employee may return to his or her original position prior to the leave of absence unless the position has been eliminated for normal business reasons unrelated to the employee's leave of absence or in the event that

the employee is medically unable to perform his or her original job. In the event that the employee is unable to return to his or her original position for reasons stated above, the Town will make reasonable efforts to find job placement for the employee with the Town. Job placement will be based on the availability of existing regular vacant positions with the Town in which the employee is qualified to perform job related duties.

10.13 Other Leave With Pay. Regular employees may be granted leave with pay in accordance with the following:

a. Administrative Leave.

(1) Training. With the prior approval of the town manager, leave of absence with pay may be granted by the department head for the purpose of allowing a regular employee to participate in conferences, seminars, training courses and official meetings which enhance the employee's value to the Town.

(2) Special. The town manager may authorize either full or partial days off in addition to those already authorized in these rules to permit closing some or all Town buildings or facilities in such instances as severe snow storms, public celebrations and days of mourning.

b. Jury Duty. A regular or interim employee whose normal workweek is twenty (20) or more and who is called to jury duty shall be granted leave with full pay for the period of service, provided that the juror's salary designated by the court shall be included in the computation of full pay. The employee shall notify his/her department head of the scheduled jury duty in advance.

c. Court Appearance or Administrative Hearing. A regular or interim employee whose normal workweek is twenty (20) or more and who is subpoenaed or directed by proper authority to appear as a witness for a unit of federal, state, county or municipal government, in a matter not related to official duty (such as providing expert testimony), shall be granted leave with full pay for the period he/she is to appear. No leave shall be required for any appearance in connection with official duty.

An employee who is a principal in, or is subpoenaed in connection with private litigation whether or not subpoenaed, must use vacation leave, personal leave or leave without pay in order to appear in court.

d. Military Leave. A military leave of absence will be granted to employees who are absent from work because of service in the U.S.

uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

If the employee's gross pay with the Town exceeds his/her gross pay with the military, the Town shall pay the employee the difference in gross pay while on military leave. While on military leave the Town shall only pay the difference in salaries for a period up to 12 calendar months. Employees shall receive said pay on a bi-weekly basis in conjunction with the Town payroll periods. If the employee's gross military pay exceeds or is equal to his/her gross pay with the Town, the Town shall not pay the employee while on active duty.

While on military leave the Town shall maintain an employee's health insurance coverage for a period up to 12 calendar months. The employee shall be responsible for paying his/her share of the health insurance premium while on military leave. Failure by the employee to pay the employee share of the cost of health insurance shall result in a disruption of health benefits subject to the rights of the employee to continue such coverage pursuant to USERRA and COBRA, as defined in 16.8.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state law.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

The Town reserves the right to fill the position with an interim worker if it is deemed necessary to ensure the safe and effective operations of his/her department.

In addition to the above, eligible employees may be allowed up to 12 weeks of unpaid leave of absence in any one-year period (calculated on a rolling basis) in the event of qualifying exigencies when an immediate family members is on or called to active duty. The Town will provide a one-time 26-week military caregiver leave to the

spouse, child, parent or next of kin of a seriously injured member of the armed forces. For details of the parameters of such leave, employees should consult the town manager.

- d. Personal Leave. Regular and interim employees whose normal work week is twenty (20) or more hours and who have completed their probationary period may request, and department heads may grant, up to a maximum of three (3) personal leave days per fiscal year with pay for personal business that cannot be conducted outside normal working hours and for other good and sufficient personal reason.

Personal leave will not be carried over from fiscal year to fiscal year.

- e. Family Violence Victim Leave. Employees who have been the victim of family violence may take up to 12 days of unpaid leave if reasonably necessary to:
 - Seek medical care or psychological or other counseling for physical or psychological injury or disability;
 - Obtain services from a victim services organization;
 - Relocate due to family violence reasons;
 - or Participate in any civil or criminal proceeding related to or resulting from such family violence.

When such leave is foreseeable, employees shall provide seven days' notice of the need for leave. When the leave is not foreseeable, notice shall be provided as soon as practicable. Employees taking leave under this section must supply a signed written statement certifying that the leave is for an authorized purpose. The Town may request, and in which case the employee is required to provide, documentation of the need for leave, including but not limited to police or court records and/or written statements medical professionals, social workers, and/or victim services organizations. The Town will protect from disclosure and maintain in strict confidence any information provided by the employee in response to the Town's request.

10.14 Leave Without Pay. The Town Manager may grant a leave of absence without pay to an employee if such leave is deemed to be in the best interest of the Town, provided the position remains vacant or is filled by interim appointment until the expiration of such leave. No benefits or seniority will be earned during such unpaid leave.

- a. Professional Development/Sabbatical. The Town Manager may grant a regular full-time employee leave of absence without pay for travel or study for a period not to exceed one year. Such leave shall be granted only after consideration of the service record of the employee

and when it will not result in undue harm to the interests of the Town. No leave without pay shall be granted except upon written request of the employee and a signed statement by the employee promising to serve the Town for a minimum of one year after return from such leave.

- b. Extended Sick Leave (See Section 10.7g)
- c. Family Leave (See Section 10.12)

10.15 Absence Without Leave. Absence of an employee from duty, including an absence for a whole or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these rules shall be deemed an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action. Any employee who is absent from work for three (3) consecutive workdays, or on three (3) separate occasions for less than a total of three (3) days without notifying his/her department head or immediate supervisor of the reason for such absence(s) shall be considered to have resigned from Town service.

Chapter 11

SEPARATIONS AND DISCIPLINARY ACTIONS

- 11.1 Separation. All separations of employees from positions in the classified service shall be designated as one of the following types and accomplished in accordance with the manner indicated. In all instances, the town manager has the right to make payments to an employee in lieu of all or part of the required notice periods.
- a. Removal. At any time during the probationary period, the town manager or other appointing authority may separate, in accordance with Chapter 8 of these Rules, an employee whose performance does not meet the required standards.
 - b. Resignation and Retirement. An employee may resign or retire from the Town service in good standing by submitting in writing the reasons therefore and the effective date to the department head at least fourteen (14) calendar days in advance. The department head may permit a shorter period of notice because of extenuating circumstances. The notice shall be forwarded to the town manager with a statement by the department head as to the employee's service performance and pertinent information concerning the cause of resignation or retirement. Failure to comply with this rule may be cause for denying future employment with the Town.
 - c. Lay-off. The Town, in its discretion, and with approval by the Town Manager, may lay off a classified Employee.
 - (1) Notice of Lay-off. Regular employees subject to lay-off should be notified in writing two (2) calendar weeks prior to the effective date. However, the notice period can be shortened or eliminated should the Town Manager provide severance pay in lieu of notice.
 - d. Dismissal. (See Section 11.4.d.)
 - e. Non-Disciplinary Separation. An employee shall be subject to non-disciplinary separation in the following circumstances:
 - (1) Inability to perform the essential functions of the position;
 - (2) Failure to comply with educational, licensing or other requirements for the position;

- (3) Any employee who is unable to fully resume his/her regular duties following a period of one year from the date of injury or occupational illness shall be terminated from employment with the Town unless the condition is deemed disabling under the American with Disabilities Act (ADA) or state law, the Town and employee have engaged in the ADA interactive process, and a reasonable accommodation has been determined and granted by the Town.
- (4) Lack of a position following the expiration of a leave of absence without pay/position not held.

f. Death. Separation shall be effective as of the date of death. All compensation due in accordance with Section 11.3 shall be paid to the estate of the employee, except for such sums as by law may be paid to the surviving spouse.

11.2 Conditions of Separations. At the time of separation and prior to final payment, all records, assets, and other items of Town property in the employee's custody shall be transferred to his/her department head. Any amount due because of a shortage in the above shall be withheld from the employee's final compensation or collected through other appropriate action.

Any monies due the Town because of salary advanced while on advanced sick leave or advanced vacation leave will be withheld from the final compensation or collected through other appropriate action.

11.3 Payment of Earned Compensation and Leave Upon Separation. Employees who separate from Town service in good standing shall receive payment for earned salary, compensatory time (non-exempt employees only), and vacation leave as established elsewhere in these Rules, and subject to deduction for any indebtedness pursuant to Section 11.2.

11.4 Disciplinary Actions. The action to be taken depends on the seriousness of the incident and the whole pattern of the employee's past performance and conduct. In some instances a specific incident in and of itself may justify severe disciplinary action including demotion or dismissal. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating a disciplinary action.

a. Counseling and Verbal Warnings. If at any time performance, attitude, work habits, or personal conduct fall below a desirable level, the supervisor informs the employee promptly and specifically of such lapses and give counsel and assistance.

- b. **Written Warning.** In situations where a counseling and/or verbal warning has not resulted in expected improvements or where more severe initial action is warranted, a written warning is sent to the employee and a copy shall be placed in the employee's personnel file.

- c. **Suspension.** A regular non-union employee may be suspended by the department head or appointing authority with or without pay for reasons of misconduct, negligence, inefficiency, insubordination, disloyalty, unauthorized absence or other justifiable reasons when alternate personnel actions are not appropriate. Within 48 hours, exclusive of Saturday, Sunday or holidays, the town manager and the employee shall be furnished with a written statement of such action specifically setting forth the reasons for the suspension and the appeals procedure. Any regular non-union employee so suspended shall have the right to appeal as provided in Section 12.2 of these Rules.

- d. **Dismissal or Demotion.** A department head or appointing authority may dismiss or demote an employee for the good of the Town service. Reasons for such action may include but shall not be limited to:
 - (1) Activities prohibited by the Town Charter or a Town Ordinance.
 - (2) Failure to meet prescribed standards of work, morality, or ethical standards applicable to the performance of the employee's duties
 - (3) Theft or destruction of Town property.
 - (4) Incompetence, inefficiency or negligence in the performance of duties.
 - (5) Insubordination which constitutes a serious breach of discipline.
 - (6) Unwillingness to perform normal quality or quantity of work.
 - (7) Conviction of a job-related criminal offense.
 - (8) Use of abusive or harassing language or behavior toward a co-worker or a member of the public.
 - (9) Personal conduct which impairs the employee's ability to effectively carry out his/her duties

- (10) Fraudulent use of sick or injury leave.
- (11) Unauthorized absences or abuse of leave privileges.
- (12) Acceptance of any valuable consideration which was given with the expectation of influencing the employee in the performance of his/her duties.
- (13) Falsification or alteration of records or use of official position in conflict with the Town's Code of Ethics.
- (14) Dishonesty, deliberate untruthfulness, reckless conduct, habitual tardiness, drunkenness, drug abuse or other misconduct either on-the-job or otherwise job related.
- (15) Action or conduct which affects or impairs the effectiveness or efficiency of the Town service or which may bring the Town into disrepute.

Within forty-eight (48) hours, exclusive of Saturday, Sunday or holidays, the town manager and the employee shall be furnished with a written statement of such action specifically setting forth the reasons for the action and the appeals procedure. Any regular employee dismissed or demoted shall have the right to appeal as provided in Section 12.2 of these Rules. If the employee fails to appeal, the action of the department head or appointing authority shall be effective on the date specified.

It is the policy of the Town not to rehire former employees who have been dismissed or who resigned while charges were pending.

Chapter 12

GRIEVANCES AND APPEALS

12.1 Grievance Procedure. Non-union employee grievances alleging a violation of these rules shall be presented as follows.

- a. Step One. The aggrieved employee shall first notify the immediate supervisor in writing of the nature and facts of the grievance within three (3) working days of its occurrence. The immediate supervisor shall make and return a resolution of the grievance in writing within five (5) working days after such notification. If an employee's immediate supervisor is a department head, Step One in the grievance process is not applicable and the employee shall automatically proceed to Step Two.

If an employee's department head or immediate supervisor is the Town Manager, Step One and Step Two in the grievance process are not applicable and the employee shall automatically proceed to Step Three.

- b. Step Two. If the supervisor's resolution of the matter is not satisfactory to the employee, such grievance shall be submitted in writing to the department head within three (3) additional working days of receipt of the supervisor's response. Within ten (10) working days after the department head receives such grievance, the department head shall resolve the matter in writing and it shall be returned to the employee. If an employee's department head or immediate supervisor is the Town Manager, Step Two in the grievance process is not applicable and the employee shall automatically proceed to Step Three.

- c. Step Three. If the department head's resolution of the matter is not satisfactory to the employee, the grievance can be submitted to the town manager in writing for review within five (5) working days of receipt of the department head's resolution. Within ten (10) working days of the date of his or her receipt of the grievance, the town manager may call a meeting to review the nature and facts of the grievance or may refer the grievance to the Personnel Appeals Board.

When the town manager chooses to make a review of the matter, the following may be called to meet: the aggrieved employee; the employee's representative, if any; the department head; any other person involved in the complaint. Within ten (10) working days

following such a meeting, the town manager shall either render a decision in writing to all concerned or refer the matter to the Personnel Appeals Board.

- d. Step Four. An aggrieved employee may file a grievance for the consideration of the Personnel Appeals Board whenever the resolution of the town manager does not provide satisfaction. The employee must file an appeal to the Personnel Appeals Board within five (5) working days of the date on the letter of decision which is being appealed. The Personnel Appeals Board shall hold a hearing on any question placed before it within thirty (30) working days of the date of receipt of the grievance and shall inform all concerned parties of its decision within ten (10) working days from the date of the hearing. The employee has the right to request a hearing which is open to the public.
- e. This procedure applies to all grievances or complaints filed with the ADA Grievance Committee alleging acts prohibited by the United States Department of Health and Human Services regulations (45 CFR Part 84) implementing Section 504 of the Vocational Rehabilitation Act of 1973 as amended (29 USC 794). Section 504 states, in part, that "no otherwise qualified handicapped individual...shall, solely by reason of his handicap, be excluded from participation in any program or activity receiving Federal financial assistance..." The law and regulations may be examined in the office of the Town Manager, Audrey P. Beck Town Offices, Four South Eagleville Road, Storrs, Connecticut.

The right of a person to prompt and equitable resolution of the complaint filed under Chapter 12 of the Personnel Rules for the Town of Mansfield shall not be impaired by the person's pursuit of other remedies including the following:

- (1) Filing a complaint with the Connecticut Human Rights and Opportunities Commission or the United States Equal Employment Opportunity Commission.
- (2) Filing a complaint with the Regional Office of Civil Rights of the U. S. Department of Health and Human Services.
- (3) Pursuing legal action through the courts.
- (4) Filing a grievance with the ADA Grievance Committee.

12.2 Appeals from Suspension, Demotion and Dismissal. Appeals from suspension, dismissal or demotion may be made by a regular non-union

employee by applying to the Personnel Appeals Board in writing within five (5) working days of the date on the letter of decision which is being appealed. The Personnel Appeals Board shall hold a hearing within ten (10) working days or a mutually agreeable time after such a request for appeal is made by the employee.

The hearing will be informal with the employee, the employee's representative (if any) and the department head present. The hearing may be public or private at the discretion of the employee. The Personnel Appeals Board shall make findings and recommendations in individual cases brought before it and shall notify all parties concerned within ten (10) working days after the hearing.

Chapter 13

EMPLOYEE PERFORMANCE

- 13.1 Outside Employment. An employee may engage in additional employment unless the additional employment could interfere with the proper and effective performance of the duties of his/her position, result in a conflict of interest as defined by the Town's Ethics Ordinance, or if it is reasonable to anticipate that such employment may subject the Town to public criticism or embarrassment in the opinion of the Town Manager. Upon notification in writing by the Town Manager, such outside employment shall be terminated if it is disadvantageous to the Town.
- a. Outside employment includes but is not limited to a self-owned/operated business, internet based business, or other type of business employment.
 - b. Preference of Town Employment. Any employee who engages in outside employment shall not perform duties for his/her outside employer during work hours for the Town. Any employee who engages in employment outside of his/her regular working hours shall be subject to perform his/her assigned Town duties first.
 - c. Injury and Illness. The Town shall in no respect be liable nor grant sick leave in case of an injury to an employee while he/she is engaged in outside employment or any occupational illness attributed thereto.
- 13.2 Political Activity. All employees of the Town shall be free and encouraged to exercise their rights as citizens, to cast their votes and express their opinions on all political subjects consistent with Section 7-421 of the Connecticut General Statutes. However, no employee shall:
- a. Engage in any political activity while on duty.
 - b. Be required as a duty of office or condition of employment to contribute funds to or otherwise assist political or partisan purpose.
 - c. Solicit or act as a custodian of funds for political or partisan purpose during working hours.
 - d. Coerce or compel contributions of funds or other assistance for political or partisan purposes by any other town employee.

- e. Use any funds, supplies, materials or equipment of the Town for political or partisan purposes.
 - f. Use official authority or influence to affect the results of a nomination or election for office, through public endorsement or otherwise.
- 13.3 Obligation to Work. All employees of the Town are obliged to fulfill the duties and responsibilities of their positions for compensation received. Accordingly, no individual employee may contract out or sub-contract to other employees or individuals for the performance of his/her assigned duties.
- 13.4 Performance Appraisal. The town manager may, in cooperation with appointing authorities and others, develop and adopt a structured system of appraising the performance of employees in the classified service for purpose of employee development, improving work performance, promotion and salary advancement. The town manager shall receive annual evaluations of regular employees from the department heads which shall be considered in determining merit increases.

Chapter 14

EMPLOYEE DEVELOPMENT

- 14.1 Employee Development. It shall be the responsibility of the town manager, department heads and supervisors to foster and promote programs of training for the purpose of improving the quality of personal services rendered to the citizens and to aid employees to equip themselves for advancement in the service.
- 14.2 Administration. The town manager shall:
- a. Establish standards for training programs and see that training is carried out as approved.
 - b. Provide assistance to department heads in developing and conducting training to meet the specific needs of their departments and in developing and utilizing other techniques for increasing employee efficiency.
 - c. Develop supervisory and management training and other types of training and employee development programs common to all departments.
 - d. Provide assistance to department heads in establishing standards of performance and procedures for evaluating employee efficiency.
 - e. Keep a record of all approved training courses and programs, and a record of employees who successfully complete such courses and programs.
- 14.3 Education Assistance. Regular full-time employees who wish to pursue formal courses of study beyond the scope provided for in Section 14.2 on their own time outside of normal working hours which will contribute to their ability and skill to perform as an employee of the Town may apply to the town manager in writing for financial assistance.
- a. Approved educational and training programs will be reimbursed in accordance with a schedule adopted by the town council at the recommendation of the town manager. The town manager may waive any maximum payment when there are uncommitted funds left after approved applications have been reimbursed.
 - b. Reimbursable costs include tuition, required course fees and materials. Costs not eligible for reimbursement include admission

application, registration, service fees, special or activity fees, transportation, meals, supplies and other related items.

- c. Reimbursement will be paid the employee when proof of a grade of "C" (2.0 quality point average) or better in the course is provided, proof of payment is provided, and the applicant is still a full-time regular employee of the Town at the time the request for reimbursement is submitted.

Chapter 15

RETIREMENT

- 15.1 Retirement Plan. Retirement benefits for Town employees shall be as provided by the retirement plan in force, currently the Connecticut Municipal Employees Retirement System (CMERS). Participation in the retirement plan is mandatory for all regular employees working twenty (20) hours or more per week and who meet the eligibility criteria stipulated by the plan.
- 15.2 Social Security (FICA). Compensation paid to regular employees working twenty (20) hours or more per week shall be subject to deductions for the tax under the Federal Insurance Contributions Act (FICA) otherwise known as "Social Security".
- 15.3 Social Security (FICA) Alternative. Non-regular employees and regular employees not eligible to participate in MERS shall participate in a deferred compensation plan in lieu of Social Security (FICA). The employee shall contribute a minimum of five and a half (5.5) percent of gross wages and the employer shall contribute two (2) percent of gross wages to the plan. At his/her option, the employee may contribute in excess of five and a half (5.5) percent of gross wages, as permitted by IRS regulations and plan rules.
- 15.4 Deferred Compensation Plan. Regular employees are eligible to enroll and participate in the Town's deferred compensation plans offered by the ICMA Retirement Corporation. Enrollment and participation in the deferred compensation plans is optional. Employees electing to enroll and participate in said plans shall make tax deferred contributions through payroll deduction. Employees may not make contributions into their plans that exceed the allowable annual amounts as permitted by IRS regulations and plan rules. In January of each year the Town shall notify regular employees of their eligibility status to participate in deferred compensation plans and of the allowable annual contribution amounts for said plans.
- 15.5 Separation Leave. An employee who retires under a normal or disability retirement according to the provisions of the Connecticut Municipal Employees Retirement System (CMERS) may utilize his/her earned accrued vacation leave as separation leave. Employees utilizing separation leave as vacation leave may not use earned vacation leave in excess of the allowable maximum amount on November 1st as defined in 10.6b. While on separation leave, the employee will not continue to accrue any form of paid leave, but will retain his/her health insurance benefits as he/she would as an active employee. Employees on

separation leave shall receive holiday pay for those days defined in 10.5 that occur during the separation leave.

15.6 Retiree Benefits. See 16.7.

Chapter 16

GROUP INSURANCE & MISCELLANEOUS EMPLOYEE BENEFITS

- 16.1 Types of Group Insurance. The Town will provide to eligible employees group insurance benefits, including health insurance, dental insurance, disability insurance, and life insurance. Full details of the plans will be included in the plan documents. Plan documents will be available on the employee intranet or upon request. From time to time, the Town will update the plan design and/or documents as needed. Any changes made to the Town's insurance coverage and plans are hereby incorporated into these Rules, and any Rules that are contrary to such changes are null and void to the extent they conflict only.
- 16.2 Eligibility. All regular employees who work twenty (20) or more hours per week are eligible to participate in the Town's health, dental, life and disability insurance plans. Eligible regular employees working twenty (20) or more hours per week but less than thirty-five (35) hours per week are eligible for benefits on a prorated basis based upon their FTE status and will be responsible for higher employee premiums than full-time employees.
- 16.3 Enrollment.
- a. Health and Dental Insurance. Eligible employees as defined in 16.2 may choose to enroll in the Town's health and/or dental insurance plans at the time of hire, during open enrollment, or when a qualifying event occurs as defined in the plan documents. Eligible employees may enroll themselves and/or eligible dependents (as defined in the plan documents) into the Town's health and/or dental insurance plans. The effective date of coverage is set forth in Section 8.6(c).
 - b. Life and Disability Insurance. Eligible employees as defined in 16.2 will be enrolled in the Towns' disability and life insurance plans at the time of hire or when a change in work status necessitates eligibility in the plans.
- 16.4 Payment of Premiums. The Town and employees shall pay that portion of the premium so designated by the Town Council.
- a. Health Insurance. The employer and employee health insurance premium percentages will normally be established by Town Council on an annual basis. Health insurance premium rates shall be determined annually by the Town, and if necessary normally adjusted on or around July 1st.

The Town shall pay its share of the premium for the employee's health insurance; the employee is responsible for his or her cost share of their health insurance premium. The employee's share of the premium shall be paid through payroll deduction on a pre-tax basis. Active employees whom are on an approved leave of absence and are not receiving a regular paycheck from the Town shall be billed for the employee share of the health insurance premium on a monthly basis. Failure by an employee to pay the employee share of the cost of health insurance shall result in a disruption of health benefits subject to the rights of the employee to continue such coverage pursuant to COBRA as defined in 16.8.

- b. Dental Insurance. Eligible employees shall be responsible for the full cost of dental insurance premiums. The employee's premium shall be paid through payroll deduction on a pre-tax basis. Active employees whom are on an approved leave of absence and are not receiving a regular paycheck from the Town shall be billed for the employee's dental insurance premium on a monthly basis. Failure by an employee to pay his/her dental insurance premium shall result in a disruption of dental benefits.
- c. Life and Disability Insurance. The Town shall pay the full premium for eligible employees for the Town's group life and disability insurance plans.

16.5 Life Insurance. The Town shall provide a term life insurance for eligible employees as defined in 16.2. The life insurance policy shall be in the amount of one and a half (1.5) times the employee's base salary and three (3) times the employee's salary in the event of accidental death and dismemberment. Changes in base salary will be reported to the insurance carrier in the calendar month following the change in salary.

16.6 Disability Insurance. The Town shall provide short and long term disability insurance for eligible employees as defined in 16.2. While an employee is on disability leave, both the employee and the Town shall remain responsible for paying their respective portions of the costs of group health insurance that the employee is otherwise eligible to receive as defined in 16.4a.

- a. Short-term Disability. The short-term disability policy is intended to cover most non-occupational illnesses or injuries following an elimination period as determined in the plan documents. The benefit following the elimination period shall be 66 2/3 percent of weekly base pay to a maximum of \$1,650 per week. The Town shall supplement the benefit to 100 percent of weekly net pay. Short-term

absences are covered for up to eleven (11) weeks prior to commencement of long-term benefits.

- b. Long-term Disability. The long-term disability policy is intended to cover most non-occupational illnesses or injuries following an elimination period as determined in the plan documents. The benefit following the elimination period shall be 66 2/3 percent of weekly base pay to a maximum of \$7,500 per month. Employees may utilize accrued vacation, floating holiday or personal leave to supplement their long-term disability benefit; employees may utilize earned leave to get as close as possible to 100% of full net pay while on long-term disability leave. Employees receiving long-term disability benefits will not be eligible to earn any form of accrued leave during the long-term disability absence. The duration of coverage shall be determined by the insurance carrier in accordance with the plan document.

16.7 Insurance for Retirees. Retiring employees from the Town may elect to purchase health, dental, and/or life insurance from the Town with the full cost of all premiums to be paid by the retiree. For the purposes of this section an employee is considered to be a retiree when they separate from service in good standing for the following reasons: 1) they have completed twenty-five (25) years of aggregate service with the Town in a regular position(s) as defined in 16.2; 2) attained the age of fifty-five (55) years with ten (10) years of continuous service or fifteen (15) years of aggregate service with the Town in a regular position(s) as defined in 16.2; or 3) receiving a disability retirement under the Town's pension plan. Retirees must make a determination to elect or not elect health insurance coverage at the time of separation from the Town. Retirees that do not opt to purchase insurance coverage from the Town at the time of separation may purchase coverage during any open enrollment period available to current employees.

- a. Health Insurance. Eligible retirees as defined in 16.7 may elect to purchase health insurance through the Town. Retirees electing to purchase health insurance through the Town whom are less than sixty-five (65) years of age, or whom are not Medicare or Medicaid eligible, shall be able to enroll in a POE plan or its substantial equivalent depending upon which plan is available to active employees. Retirees electing to purchase health insurance through the Town whose primary residence is not within the state of Connecticut and are less than sixty-five (65) years of age, or not Medicare or Medicaid eligible, shall be able to enroll in a PPO plan or its substantial equivalent depending upon which plan is available to active employees. Retirees electing to purchase health insurance through the Town whom are aged sixty-five (65) years or older, or Medicare eligible, shall be able to enroll in a Medicare supplemental

plan that is selected by the Town. Retirees may continue to insure eligible dependents (as defined in the plan documents) with the full cost of all premiums to be paid by the retiree.

Health insurance premium rates shall be determined annually by the Town, and if necessary normally adjusted on or around July 1st for retirees enrolled in a PPO, POE plan, or their substantial equivalent and on or around January 1st for retirees enrolled in a Medicare supplemental plan. The Town shall bill retirees on a monthly basis for their health insurance premium. Failure by a retiree to pay the cost of health insurance shall result in a disruption of health benefits subject to the rights of the retiree to continue such coverage pursuant to COBRA defined in 16.8.

The Town Council may from time to time designate a Town contribution to retiree health insurance for those retirees electing to purchase health insurance through the Town. Said contribution shall be deducted from the amount owed by the retiree to the Town. This benefit is not transferable to any retiree's heirs, executors, administrators, successors and assigns, or covenants.

Upon the death of a retiree, an eligible dependent being covered by the Town's group health insurance plan shall be able to remain on the plan for three (3) calendar months following the death of the retiree. Eligible dependents are responsible for paying the full cost of the insurance premium. At the conclusion of the three (3) calendar months following the retiree's death, eligible dependents shall be eligible to purchase insurance through COBRA as defined in 16.8.

- b. Dental Insurance. Retirees electing dental coverage shall be responsible for the full cost of dental insurance premiums. Dental insurance premium rates shall be determined annually by the Town, and if necessary adjusted on or around July 1st. The Town shall bill retirees on a monthly basis for their dental insurance premium. Failure by a retiree to pay the cost of dental insurance shall result in a disruption of dental benefits.

Upon the death of a retiree, an eligible dependent being covered by the Town's group health insurance plan shall be able to remain on the plan for three (3) calendar months following the death of the retiree. Eligible dependents are responsible for paying the full cost of the insurance premium. At the conclusion of the three (3) calendar months following the retiree's death, eligible dependents shall be eligible to purchase insurance through COBRA as defined in 16.8.

- c. Life Insurance. Retirees may elect to purchase a \$10,000 term life insurance policy through the Town until the retiree reaches age seventy-five (75). Life insurance premium rates shall be determined annually by the Town, and if necessary adjusted on or around July 1st. The Town shall bill retirees on a monthly basis for their life insurance premium. Failure by a retiree to pay the cost of life insurance shall result in a disruption of life insurance benefits.
- 16.8 Insurance for Individuals No Longer Eligible as Town Employees and/or Their Dependents. The Consolidated Omnibus Budget Reconciliation Act (U. S. Public Law 99-272), known as COBRA, makes former employees and their dependents eligible to continue their group health insurance benefits when they would otherwise end. Additional provisions for these individuals are stipulated in CGS 38a-538 as amended by Public Act 92-158. The Town of Mansfield will extend these benefits as provided by law with the cost to be borne by the subscriber.
- 16.9 Insurance Plans and Carriers and Third Party Administrators. The Town reserves the right in its sole discretion to determine its insurance plans and carriers and third party administrators. The Town may at any time switch insurance plans and/or carriers or third party administrators. The Town will in its sole discretion determine to be self or fully insured for its group insurance policies.
- 16.10 Payment In Lieu of Health Insurance. This program is designed for those eligible regular employees as defined in 16.2 who currently have dual health insurance coverage or who have the ability to acquire health insurance from an employer not participating in the Town of Mansfield health insurance pool. The plan provides some reimbursement for employees who terminate their coverage with the Town. The covered benefits are limited to health insurance benefits and do not include dental insurance benefits. To enroll in this program, employees must complete the "Waiver of Insurance Agreement" annually and provide documentation of coverage from their spouse or another source. Employees can enroll at the time of hire, throughout the work year when a plan outside the Town of Mansfield insurance pool becomes available, or when a change in work status necessitates eligibility in the plans.
- 16.11 Retiree Payment in Lieu of Health Insurance. Employees retiring after July 1, 2011 may also participate in the payment in lieu of health benefits program for a benefit of \$1,740 per year if the participant is age 65 or older or Medicaid/Medicare eligible or for a benefit of \$2,520 per year if the participant is under age 65 and not Medicaid/Medicare eligible. The program requirements of section 16.10 shall apply.

16.12 Flexible Benefits Plan. All regular employees are eligible to participate in the Town's Flexible Benefits Plan, established in accordance with federal and state regulations. Plan administration is at the discretion of the Town. Employees may elect to participate in the medical and/or dependent care flexible spending account programs. Enrollment occurs during open enrollment of each year for the following calendar year beginning on January 1st. Employee contributions shall be made on a pre-tax basis through payroll deduction. Details of the plan are available in the plan documents.

16.13 Employee Assistance Program. The Employee Assistance Program (EAP) is provided to help employees and their families resolve job-related, personal and family problems. All regular full and part time employees, their spouses, significant others and family members who reside in the employee's household and all other legal dependents that are covered by the employee's health insurance plan are eligible to participate in the EAP. The EAP provides eligible persons with assessments, short-term problem resolution and referrals at no cost to the employee. Further details of the program, including the number of permissible visits may be obtained by contacting Human Resources.

Chapter 17

RECORDS AND REPORTS

- 17.1 Personnel File. The town manager or designee shall be responsible for the maintenance of a personnel file for each employee to include all records that may be pertinent to the employee's service. These records will be maintained for the time period stipulated by state statute.
- 17.2 Financial Records. The finance department shall be responsible for the maintenance of a financial record of each employee. This record shall include annual salary, salary deductions, and any other financial records that the finance director determines to be in the best interest of the Town.
- 17.3 Medical Record. For each employee, all papers, documents and reports prepared by a physician, psychiatrist or psychologist that work-related or upon which the Town relies to make any employment-related decision shall be maintained in a separate file. These records will be maintained for the time period stipulated by state statute.
- 17.4 Leave of Absence Records. Records of all leaves of absence (see Chapter 10) other than sick time shall be maintained with payroll records when appropriate.
- 17.5 Schedules of Compensation. The town manager shall maintain complete schedules of compensation for all classes of positions. Compensation paid all employees shall be in accordance with these schedules.
- 17.6 Public Access to Personnel Records. Certain documents in employee personnel files are public records subject to disclosure under the Freedom of Information Act. However, the law does not require disclosure of information in a personnel file which, if disclosed, would invade an employee's personal privacy.

The decision whether or not to release information in a personnel file will be made by the town manager. If the town manager believes that disclosure of information about an employee would invade that employee's personal privacy, the town manager will notify the employee and provide an opportunity for objection to the disclosure in accordance with CGS 1-214. When a request has been made and information will be disclosed, the Town Manager or his or her designee will inform the employee as a courtesy.

- 17.7 Written Warnings. Written warnings shall remain a part of an employee's personnel record for eighteen (18) months from the date of the warning.

However, if another written warning for the same type of offense is received within the eighteen month period, both warnings shall remain on the record for a period of eighteen months from the date of the most recent warning. Other more severe disciplinary actions shall remain a permanent part of the employee's personnel record.

Written warnings will become null and void in keeping with the above, however, they will not be literally destroyed by the Town until official permission is received from the State Public Records Administrator.

- 17.8 Employee Request to Remove Material from File. An employee who objects to any personnel information on the grounds that it is inaccurate or misleading may add to the material a signed statement relating to it, or may seek, through the grievance procedure, to have the material altered or removed from the personnel records. In some instances, permission to remove material may have to be granted by the State Public Records Administrator.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Mansfield Department Heads
Date: November 14, 2011
Re: Storm Alfred Recovery Operations

Subject Matter/Background

At Monday's meeting, staff will review our recovery operations for Winter Storm Alfred, with reports regarding road and debris clearing, power restoration, public communications and outreach, shelter operations and other related topics. We welcome your questions and feedback.

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager
Date: November 14, 2011
Re: 40th Anniversary of Council-Manager Form of Government

Subject Matter/Background

November 11, 2011 marks the 40th anniversary of Mansfield's adoption of the council-manager form of government. The International City/County Management Association (ICMA) has issued Mansfield a resolution recognizing the Town for its 40-year history of efficient, effective, responsive and exemplary professional management. Mansfield has had three town managers and one interim manager since adoption of the form of government: Curtis Olsen, 1971 - 1978; William A. Simmons*, 1979; Martin H. Berliner, 1979 - 2006; and Matthew W. Hart, 2006 – Present.

The members of Mansfield's first Town Council were elected on November 2, 1971, with Joseph M. Gill serving as Mayor, George E. Whitham as Deputy Mayor, and James H. Barnett, Dorothy C. Goodwin, Stephen Hodovan, Harry Johnson, JoAnn Newmyer, Timothy Quinn and Foster H. Richards as council members.

Recommendation

No action is needed on this item.

Attachment

- 1) ICMA resolution in recognition of the 40th anniversary of council-manager government in the Town of Mansfield, Connecticut

*interim



Leaders at the Core of Better Communities

RESOLUTION IN RECOGNITION OF THE 40TH ANNIVERSARY
OF COUNCIL-MANAGER GOVERNMENT
in the
TOWN OF MANSFIELD, CONNECTICUT



WHEREAS, The year 2011 is recognized as the 40th anniversary of Council-Manager government in the Town of Mansfield, Connecticut; and

WHEREAS, In 1971, the Town of Mansfield municipal government was organized under the Council-Manager form, in which all policy-making power is concentrated in an elected nine-member town council comprised of the mayor, deputy mayor and seven regular council members, and the manager is appointed by the legislative body as municipal chief administrative officer and is fully accountable to the council; and

WHEREAS, Today the Town of Mansfield is one of 30 Connecticut municipalities and one of more than 3,600 municipalities nationwide that operate under the Council-Manager form, which serves thousands of Connecticut residents by improving and enhancing the quality of life in their communities and which has become the most successful and widely-used form of government among cities in the United States with populations between 5,000 and 250,000; and

WHEREAS, The three professional managers of the Town of Mansfield have served the Town's citizens proudly, diligently, and generously since the adoption of Council-Manager government; and

WHEREAS, Their considerable talent and sense of civic duty provide an excellent example to all those who live and work in and visit Mansfield;

NOW, THEREFORE, BE IT RESOLVED: That ICMA, the International City/County Management Association, recognizes the Town of Mansfield for its 40-year history of efficient, effective, responsive, and exemplary professional management.

Signed this the fourteenth day of November 2011

Sam Gastona, President, ICMA



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Cherie Trahan, Director of Finance
Date: November 14, 2011
Re: Quarterly Financial Statements Dated September 30, 2011

Subject Matter/Background

At its November 14, 2011 meeting, the Finance Committee will review the Financial Statements dated September 30, 2011. Staff will be available to answer questions. The Finance Committee will be asked to recommend Council's acceptance of the Financial Statements as presented.

Recommendation

If the Finance Committee recommends acceptance of the statements and the Town Council as a whole concurs with the Finance Committee's recommendation, the following motion is in order:

Move, effective November 14, 2011, to accept the Financial Statements Dated September 30, 2011.

Attachments

- 1) Financial Statements Dated September 30, 2011

TOWN OF MANSFIELD
MANSFIELD BOARD OF EDUCATION

Quarterly Financial Statements

(For the Quarter Ending September 30, 2011)

Finance Department
Cherie Trahan
Director of Finance
November 14, 2011

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SEPTEMBER 30, 2011

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Town of Mansfield**Memorandum**

*To: Mansfield Town Council
Mansfield Board of Education*

From: Cherie Trahan, Director of Finance

Date: November 14, 2011

Subject: September 30, 2011 Quarterly Financial Statements

Attached please find the first quarter financial statements for the quarter ending September 30, 2011.

Attachment

OVERVIEW

GENERAL FUND BUDGET

REVENUES:

Tax Collections

The total collection rate through September 30, 2011 is 96.2%, as compared to 96.1% through September 30, 2010. Real estate collections, which account for approximately 85% of the levy, are 97.7% as compared to 97.4% for last year. Collections in motor vehicles are 86.7% as compared to 87.7% at September 30, 2010.

Licenses and Permits

Conveyance taxes received are \$32,814 or 16.4% of the annual budget. Building permits received are \$57,179 or 35.7% of the annual budget.

Federal Support for General Government

No change from the budget at this time.

State Support for Education

There has been no change in the ECS or Transportation grant estimates from the State at this point. The ECS grant is scheduled to be paid as follows: 25% October 31'st, 25% January 31'st; balance April 30'th. To date we have not received a payment. The Transportation grant is scheduled to be paid April 30'th.

State Support for General Government

The Pilot grant is by far the largest single grant within this category. It is budgeted at \$7,056,130 and we received \$7,058,654 (in October) or \$2,524 more than budget.

Charges for Services

Charges for services are primarily fixed by contract and are normally received during the year. The primary exceptions are: Recording, where we have received \$13,252 or 24.1% of budget and Police Services which are based on expenditures.

Fines and Forfeitures

No major change expected from budget.

Miscellaneous

This area is primarily interest income and the telecommunications service payment. Total interest income through September 30, 2011 is \$4,168 as compared to \$3,778 for the same period last year. STIF interest rate for September, 2011 is 0.18% as compared to 0.26% in September, 2010. The amount of the telecommunications payment is not known at this time.

GENERAL FUND BUDGET - EXPENDITURES

Town Expenditures

We will be filing for (2) FEMA grants to help cover the costs related to storm recovery and cleanup.

Board Expenditures

There are no significant issues at this time.

DAY CARE FUND

The Day Care Fund ended the first quarter with revenues exceeding expenditures by \$60,487. Fund balance at July 1, 2011 of \$228,292 increased to \$288,779 at September 30, 2011.

CAFETERIA FUND

Expenditures exceeded revenues by \$13,877 for the period. Fund balance at July 1, 2011 decreased from \$318,666 to \$304,789 at September 30, 2011. A \$20,000 transfer from the Board of Education is included.

RECREATION PROGRAM FUND

The Recreation Program Fund ended the period with revenues exceeding expenditures by \$274,600. Fund Balance increased from \$88,388 to \$362,988. This will be drawn down as expenses are met. Membership continues to be a significant challenge due to the economy.

CAPITAL NONRECURRING FUND

The Pequot/Mohegan Grant was budgeted at \$195,000. No changes from the State have been announced at this point.

DEBT SERVICE FUND

Fund Balance increased from \$99,508 on July 1, 2011 to \$910,424 at September 30, 2011. This will be drawn down as principal and interest payments are made throughout the year.

ENTERPRISE/INTERNAL SERVICE FUNDS

Solid Waste Fund

Expenditures exceeded revenues by \$3,573. Retained Earnings decreased from \$245,725 at July 1, 2011 to \$242,152 at September 30, 2011.

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

Revenues and Other Financing sources were more than expenditures through the first quarter by \$194,402. Fund Equity increased from \$3,706,795 (including contributed capital) at July 1, 2011 to \$3,901,197 at September 30, 2011. Claims through September have averaged \$485,926 as compared to \$475,474 for the prior year. To be considered fully funded, the Health Insurance Fund needs to maintain a fund balance of \$2.3 million.

Worker's Compensation Fund

Operating revenues exceeded expenditures by \$223,334 through the first quarter. Retained Earnings increased from \$56,691 to \$280,025 at September 30, 2011. This will be drawn down as premiums are paid throughout the year.

Management Services Fund

Management Services Fund revenues through September 30, 2011 exceeded expenditures by \$570,712. Fund Balance increased from \$1,550,700 at July 1, 2011 to \$2,121,412 at September 30, 2011. This will be drawn down as expenses are met throughout the fiscal year.

CEMETERY FUND

Retained earnings in the Cemetery Fund decreased from \$322,251 at July 1, 2011 to \$303,240 at September 30, 2011. The major costs for this fund are mowing and cemetery maintenance.

LONG TERM INVESTMENT POOL

The pool experienced a \$22,416 increase in the market value of its portfolio for the period July 1, 2011 to September 30, 2011.

EASTERN HIGHLANDS HEALTH DISTRICT

Operating revenues exceeded expenditures by \$112,367 and Fund Balance increased from \$310,607 to \$422,975. Service fee revenues remain below budget this year, and are expected to be a significant challenge both this fiscal year and next.

MANSFIELD DOWNTOWN PARTNERSHIP

Operating revenues exceeded expenditures by \$73,689 through September 30, 2011, and Fund Balance increased from \$289,578 to \$363,267. I also expect this balance to be drawn down as expenses are met.

**TOWN OF MANSFIELD
TRIAL BALANCE
September 30, 2011**

GENERAL FUND	DEBIT	CREDIT
Cash Equivalent Investments	\$ 6,794,482	\$ -
Working Cash Fund	4,150	
Accounts Receivable		
Taxes Receivable - Current	11,793,612	
Taxes Receivable - Delinquent	370,595	
Accounts and Other Payables		359,592
Refundable Deposits		112,998
Due to Other Funds		271,984
Deferred Revenue - Taxes		12,112,982
Taxes Collected in Advance/Overcollected		-
Encumbrances Payable - Prior Year		329,652
Liquidation - Prior Year Encumbrances	106,480	
Fund Balance - Undesignated		2,061,261
Actual Expenditures	10,531,015	
Actual Revenues		14,351,865
	<u>\$ 29,600,334</u>	<u>\$ 29,600,334</u>

DAYCARE COMBINED PROGRAM
 COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES
 AND CHANGES IN FUND BALANCE
 FOR THE PERIOD ENDED SEPTEMBER 30, 2011
 (with comparative totals for September 30, 2010)

	BUDGET	September 30	
	2011/12	2011	2010
REVENUES:			
Intergovernmental - Nat'l. School Lunch	\$ 37,000	\$ 9,818	\$ 8,512
Intergovernmental - Day Care Grant	318,128	83,928	72,604
School Readiness Program	25,740	6,008	8,580
UConn	78,750	78,750	78,750
Fees	833,200	174,177	170,122
Subsidies	23,000	18,632	21,866
Total Revenues	1,315,818	371,313	360,434
EXPENDITURES:			
Administrative	179,751	45,255	49,785
Direct Program	988,958	232,397	268,941
Purchased Property Services	16,750	3,825	3,151
Repairs & Maintenance	5,500	599	885
Insurance	18,000		932
Other Purchased Services	12,100	8,740	9,000
Food Service Supplies	37,000	6,641	8,343
Energy	28,500	7,125	7,125
Supplies & Miscellaneous	17,350	5,830	2,835
Equipment	1,500	414	823
Total Expenditures	1,305,409	310,826	351,820
EXCESS/(DEFICIENCY)	10,409	60,487	8,614
FUND BALANCE, JULY 1	228,292	228,292	268,918
FUND BALANCE, END OF PERIOD	\$ 238,701	\$ 288,779	\$ 277,532

MANSFIELD BOARD OF EDUCATION
CAFETERIA FUND
BALANCE SHEET
AS OF SEPTEMBER 30, 2011
(with comparative totals for September 30, 2010)

	September 30	
	2011	2010
<u>Assets</u>		
Cash	\$ 246,654	\$ 163,950
Inventory	67,178	46,050
Total Assets	\$ 313,832	\$ 210,000
<u>Liabilities and Fund Balances</u>		
<u>Liabilities</u>		
Due to Other Funds	\$ 9,043	\$ 9,529
Total Liabilities	9,043	9,529
<u>Fund Balance</u>		
Fund Balance:		
Unreserved, undesignated	304,789	200,471
Total Fund Balance	304,789	200,471
Total Liabilities and Fund Balance	\$ 313,832	\$ 210,000

MANSFIELD BOARD OF EDUCATION
CAFETERIA FUND
COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE PERIOD ENDED SEPTEMBER 30, 2011
(with comparative totals for September 30, 2010)

	BUDGET	September 30	
	2011/12	2011	2010
Operating Revenues:			
Intergovernmental	\$ 175,972	\$ (152)	\$ 1,281
Sales of Food	578,860	103,647	107,150
Other	58,216	1,669	2,916
Total Operating Revenues	813,048	105,164	111,347
Other Financing:			
Transfers In - General Fund Board	20,000	20,000	20,000
Total Revenues & Other Financing	833,048	125,164	131,347
Operating Expenditures:			
Salaries & Benefits	570,865	110,072	114,024
Food & Supplies	278,785	28,969	30,141
Professional and Technical	2,500	-	-
Equipment - Other	10,000	-	-
Equipment Repairs & Contracts	2,000	-	1,440
Total Operating Expenditures	864,150	139,041	145,605
Excess/(Deficiency)	(31,102)	(13,877)	(14,258)
Fund Balance, July 1	318,666	318,666	214,729
Fund Balance, End of Period	\$ 287,564	\$ 304,789	\$ 200,471

Mansfield Parks and Recreation
 Balance Sheet
 As of September 30, 2011
 (with comparative totals for September 30, 2010)

	September 30	
	2011	2010
<u>Assets</u>		
Cash	\$ 392,099	\$ 352,575
Accounts Receivable		-
Total Assets	<u>\$ 392,099</u>	<u>\$ 352,575</u>
 <u>Liabilities and Fund Balances</u>		
<u>Liabilities</u>		
Accounts Payable	\$ 20,011	\$ 36,374
Due to Other Funds	9,100	8,244
Total Liabilities	<u>29,111</u>	<u>44,618</u>
 <u>Fund Balance</u>		
Fund Balance:		
Deferred Revenue	-	-
Unreserved, undesignated	362,988	307,957
Total Fund Balance	<u>362,988</u>	<u>307,957</u>
Total Liabilities and Fund Balance	<u>\$ 392,099</u>	<u>\$ 352,575</u>

MANSFIELD PARKS & RECREATION FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
AS OF September 30, 2011
(With comparative totals as of September 30, 2010)

	Budget	September 30,	
	2011/12	2011	2010
REVENUES:			
Membership Fees	\$ 900,000	\$ 163,054	\$ 156,966
Program Fees	641,990	262,128	271,917
Fee Waivers	122,020		99
Daily Admission Fees	63,250	14,086	13,690
Rent - Facilities/Parties	32,000	6,313	5,762
Employee Wellness	20,160		
Rent - E.O. Smith	11,250		
Contributions	4,050	48	230
Sale of Merchandise	5,100	1,143	602
Sale of Food	3,200	65	334
Other	3,400	1,250	1,478
Total Revenues	1,806,420	448,087	451,078
OPERATING TRANSFERS:			
General Fund - Recreation Administrative	314,160	314,160	265,760
General Fund - Community Programs	75,000	75,000	75,000
CNR Fund - Bicent. Pond	25,000	25,000	25,000
CNR Fund - Teen Center	25,000	25,000	25,000
Total Rev. & Op Trans	2,245,580	887,247	841,838
EXPENDITURES:			
Salaries & Wages	1,294,480	333,355	330,126
Benefits	261,960	61,700	29,732
Professional & Technical	147,100	34,973	35,372
Purchased Property Services	33,600	12,227	26,342
Repairs & Maintenance	22,200	2,436	5,139
Other Purchased Services/Rentals	151,650	75,318	104,573
Other Supplies	29,410	5,769	5,561
Energy	136,750	34,188	34,188
Building Supplies	46,900	21,402	26,361
Recreation Supplies	55,400	25,014	24,861
Equipment	46,100	6,265	33,773
Total Expenditures	2,225,550	612,647	656,028
EXCESS/DEFICIENCY	20,030	274,600	185,810
FUND BALANCE, JULY1	88,388	88,388	122,147
FUND BALANCE, End of Period	\$ 108,418	\$ 362,988	\$ 307,957

TOWN OF MANSFIELD
CAPITAL AND NONRECURRING RESERVE FUND BUDGET
ESTIMATED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FISCAL YEAR 2011/12

	Actual 05/06	Actual 06/07	Actual 07/08	Actual 08/09	Actual 09/10	Actual 10/11	Adopted 11/12	Projected 12/13	Projected 13/14	Projected 14/15	Projected 15/16
SOURCES:											
Revenues:											
General Fund Contribution		100,000	644,000	85,000	685,000	387,500	476,000	650,000	775,000	900,000	1,025,000
Board Contribution					85,000						
Property Tax Relief		359,404									
Energy Assistance Program											
State Revenue Sharing											
State Dept. of Education - MMS IRC/MMS Drainage											
Rural Development Grant - Downtown Revitalization											
Ambulance User Fees	222,724	187,045	289,884	304,089	279,790	362,821	325,000	325,000	325,000	325,000	325,000
Landfill Closing Grant - Inkind Reimbursement											
Insurance Settlement											
Interest Income	100,000	100,000									
Other		5,949		30,813	10,464						
Sewer Assessments	9,600		14,400				3,000	3,000	3,000	3,000	3,000
Pequot Funds	1,435,767	612,032	389,462	349,407	191,333	193,910	195,000	195,000	195,000	195,000	195,000
Total Sources	1,768,091	1,364,430	1,337,746	769,309	1,251,587	944,231	999,000	1,173,000	1,298,000	1,423,000	1,548,000
USES:											
Operating Transfers Out:											
General Fund - One Time Costs/Fund Balance Plan	150,000										
General Fund - State Revenue Sharing											
Community Events											
Management Services Fund	225,000	200,000	200,000	150,000	150,000	150,000	175,000	175,000	200,000	200,000	225,000
Debt Service Sinking Fund	250,000	215,000	200,000	75,000	150,000	150,000					
Retire Debt for Fire Truck	70,000		70,000		80,000	80,000					
New Financial Reporting Model (Statement 34)											
Property Tax Revaluation Fund	25,000		25,000	25,000	25,000	35,000	25,000	25,000	25,000	25,000	25,000
Capital Fund	1,046,109	1,058,534	458,300	307,124	395,000	470,169	701,000	875,000	1,050,000	1,200,000	1,300,000
Capital Fund - MMS Heating Conversion					376,000						
Day Care Pension	5,000										
Town Manager Search		21,171									
Emergency Services Administration											
Community Center Operating Subsidy	40,000										
Parks & Recreation Operating Subsidy**		40,000	251,538	50,000	50,000	50,000	50,000				
Health Insurance Fund											
Retiree Medical Insurance Fund			50,000								
Compensated Absences Fund *			50,000	40,000	50,000	70,000	55,000	80,000	35,000		
Downtown Partnership			63,000								
Shared Projects with UConn											
Total Uses	1,811,109	1,534,705	1,367,838	647,124	1,276,000	1,005,169	1,006,000	1,155,000	1,310,000	1,425,000	1,550,000
Excess/(Deficiency)	(43,018)	(170,275)	(30,092)	122,185	(24,413)	(60,938)	(7,000)	18,000	(12,000)	(2,000)	(2,000)
Fund Balance/(Deficit) July 1	207,476	164,458	(5,817)	(35,909)	86,276	61,863	925	(6,075)	11,925	(75)	(2,075)
Fund Balance, June 30	\$164,458	(\$5,817)	(\$35,909)	\$86,276	\$61,863	\$925	(\$6,075)	\$11,925	(\$75)	(\$2,075)	(\$4,075)

* Compensated Absences needs to be funded for approximately \$288,000

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

DEBT SERVICE FUND
BALANCE SHEET
AS OF SEPTEMBER 30, 2011
(with comparative totals for September 30, 2010)

	September 30	
	2011	2010
Assets:		
Cash and cash equivalents	\$ 910,424	\$ 837,206
Total Assets	\$ 910,424	\$ 837,206
Fund Balance		
Fund Balance:		
Unreserved:		
Undesignated	\$ 910,424	\$ 837,206
Total Liabilities and Fund Balance,	\$ 910,424	\$ 837,206

DEBT SERVICE FUND
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCE
 FOR THE PERIOD ENDED SEPTEMBER 30, 2011
 (with comparative totals for September 30 2010)

	BUDGET	September 30	
	2011/12	2011	2010
Revenues:			
Bond Proceeds	\$ -	\$ -	\$ -
Interest Income		224	-
Total Revenues	-	224	-
Other Financing:			
Operating Transfers In:			
General Fund	\$ 825,000	\$ 825,000	\$ 760,000
CNR Fund			150,000
Total Revenues and Other Financing Sources	825,000	825,224	910,000
Expenditures:			
Principal Payments	725,114		
Interest Payments	137,360	14,308	
Total expenditures	862,474	14,308	-
Excess of revenues and other financing sources over expenditures	(37,474)	810,916	910,000
Fund balance, July 1	99,508	99,508	(72,794)
Fund balance, End of Period	\$ 62,034	\$ 910,424	\$ 837,206

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

	06/07 ACTUAL	07/08 ACTUAL	08/09 ACTUAL	09/10 ACTUAL	10/11 ACTUAL	11/12 PROJECTED	12/13 PROJECTED	13/14 PROJECTED	14/15 PROJECTED	15/16 PROJECTED
REVENUES:										
Intergovernmental	\$295,462	\$180,794	\$105,218							
Bond Proceeds					\$133,000					
State Revenue Sharing										
Interest on Unspent Balance										
Other (Refund on Lease Purchase in 09/10)				6,500						
Other (Co-Gen Grant in 09/10 elimin)										
TOTAL REVENUES	295,462	180,794	105,218	6,500	133,000					
Operating Transfers In - General Fund	400,000	400,000	415,000	500,000	760,000	825,000	825,000	675,000	350,000	300,000
Operating Transfers In - CNR Fund	215,000	200,000	75,000	150,000	150,000					
Operating Transfers In - MS Fund			75,000							
TOTAL REVENUES AND OPERATING TRANSFERS IN	910,462	780,794	670,218	656,500	1,043,000	825,000	825,000	675,000	350,000	300,000
EXPENDITURES:										
Principal Retirement	805,000	660,000	530,000	455,000	455,000	460,000	460,000	145,000		
Interest	176,482	136,082	104,202	81,927	64,766	45,654	25,900	5,220		
Principal Retirement - GOB 2011								220,000	220,000	220,000
Interest - GOB 2011						91,706	93,525	93,525	86,925	80,325
Lease Purchase - Co-Gen/Pool Covers 07/08			78,134	78,142	78,142	78,142	78,142			
Lease Purchase - CIP Equip 08/09				48,878	114,404	113,886	113,886	113,886		
Lease Purchase - CIP Equip 09/10					73,086	73,086	73,086	73,086	73,086	
Financial & Legal		5,000	3,000		85,300					
TOTAL EXPENDITURES	981,482	801,082	715,336	663,947	870,698	862,474	844,539	650,717	380,011	300,325
REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES	(71,020)	(20,288)	(45,118)	(7,447)	172,302	(37,474)	(19,539)	24,283	(30,011)	(325)
FUND BALANCE, JULY 1	71,079	59	(20,229)	(65,347)	(72,794)	99,508	62,034	42,495	66,778	36,767
FUND BALANCE, JUNE 30	\$59	(\$20,229)	(\$65,347)	(\$72,794)	\$99,508	\$62,034	\$42,495	\$66,778	\$36,767	\$36,442

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

	16/17 PROJECTED	17/18 PROJECTED	18/19 PROJECTED	19/20 PROJECTED	20/21 PROJECTED	21/22 PROJECTED	22/23 PROJECTED	23/24 PROJECTED	24/25 PROJECTED	25/26 PROJECTED
REVENUES:										
Intergovernmental										
Bond Proceeds										
State Revenue Sharing										
Interest on Unspent Balance										
Other (Refund on Lease Purchase in 09/10)										
Other (Co-Gen Grant in 09/10 elimin)										
<hr/>										
TOTAL REVENUES										
<hr/>										
Operating Transfers In - General Fund	300,000	300,000	275,000	275,000	275,000	250,000	250,000	250,000	250,000	200,000
Operating Transfers In - CNR Fund										
Operating Transfers In - MS Fund										
TOTAL REVENUES AND OPERATING TRANSFERS IN	300,000	300,000	275,000	275,000	275,000	250,000	250,000	250,000	250,000	200,000
<hr/>										
EXPENDITURES:										
Principal Retirement										
Interest										
Principal Retirement - GOB 2011	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	200,000
Interest - GOB 2011	73,725	67,125	60,525	53,925	47,325	40,725	33,850	25,600	16,800	8,000
Lease Purchase - Co-Gen/Pool Covers 07/08										
Lease Purchase - CIP Equip 08/09										
Lease Purchase - CIP Equip 09/10										
Financial & Legal										
TOTAL EXPENDITURES	293,725	287,125	280,525	273,925	267,325	260,725	253,850	245,600	236,800	208,000
<hr/>										
REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES	6,275	12,875	(5,525)	1,075	7,675	(10,725)	(3,850)	4,400	13,200	(8,000)
FUND BALANCE, JULY 1	36,442	42,717	55,592	50,067	51,142	58,817	48,092	44,242	48,642	61,842
FUND BALANCE, JUNE 30	\$42,717	\$55,592	\$50,067	\$51,142	\$58,817	\$48,092	\$44,242	\$48,642	\$61,842	\$53,842

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SOLID WASTE DISPOSAL FUND
BALANCE SHEET
AS OF SEPTEMBER 30, 2011
(with comparative totals for September 30, 2010)

	September 30	
	2011	2010
<u>CURRENT ASSETS</u>		
Cash	\$ 321,096	\$ 293,336
Accounts Receivable (net of allow. for uncollectable accts)	27,937	10,000
Total Current Assets	349,033	303,336
<u>FIXED ASSETS</u>		
Land	8,500	8,500
Buildings & Equipment	565,138	565,138
Less: Accumulated Depreciation	(495,222)	(481,715)
Total Fixed Assets	78,416	91,923
TOTAL ASSETS	\$ 427,449	\$ 395,259
<u>LIABILITIES AND FUND EQUITY</u>		
<u>CURRENT LIABILITIES</u>		
Accounts Payable	\$ 53,815	\$ 64,475
Accrued Compensated Absences	14,707	19,479
Refundable Deposits	20,775	17,775
Total Current Liabilities	89,297	101,729
<u>LONG-TERM LIABILITIES</u>		
Landfill Postclosure Costs	96,000	100,000
Total Long-Term Liabilities	96,000	100,000
TOTAL LIABILITIES	185,297	201,729
<u>FUND EQUITY</u>		
Retained Earnings	242,152	193,530
Total Fund Equity	242,152	193,530
TOTAL LIABILITIES AND FUND EQUITY	\$ 427,449	\$ 395,259

SOLID WASTE DISPOSAL FUND
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 SEPTEMBER 30, 2011
 (with comparative totals for September 30, 2010)

	BUDGET	September 30	
	2011/12	2011	2010
Operating Revenues:			
Transfer Station Fees	\$ 84,000	\$ 19,650	\$ 19,960
Garbage Collection Fees	901,700	246,910	225,880
Sale of Recyclables	15,000	6,398	40
Other Revenues	-	603	751
Total Operating Revenues	<u>1,000,700</u>	<u>273,561</u>	<u>246,631</u>
Operating Expenses:			
Hauler's Tipping Fees	172,960	45,412	53,316
Mansfield Tipping Fees	53,440	19,761	17,885
Wage & Fringe Benefits	302,515	75,005	68,068
Computer Software	4,080	4,320	4,080
Trucking Fee	30,900	6,357	3,810
Recycling Cost	20,500	5,305	19
Contract Pickup	372,500	98,520	90,565
Supplies and Services	22,740	4,954	5,006
Depreciation Expense	30,000	7,500	7,500
Hazardous Waste	12,300		
Equipment Parts/Other	5,500		
LAN/WAN Expenditures	10,000	10,000	10,000
Total Operating Expenses	<u>1,037,435</u>	<u>277,134</u>	<u>260,249</u>
NET INCOME (LOSS)	(36,735)	(3,573)	(13,618)
Retained Earnings, July 1	<u>245,725</u>	<u>245,725</u>	<u>207,148</u>
Retained Earnings, End of Period	<u>\$ 208,990</u>	<u>\$ 242,152</u>	<u>\$ 193,530</u>

HEALTH INSURANCE FUND
BALANCE SHEET
September 30, 2011
(with comparative totals for September 30, 2010)

	September 30	
	2011	2010
<u>Assets</u>		
Cash and cash equivalents	\$ 3,802,819	\$ 2,738,177
Accounts Receivable	179,688	181,709
Due from Other Funds	294,690	472,006
Total Assets	<u>\$ 4,277,197</u>	<u>\$ 3,391,892</u>
<u>Liability and Fund Equity</u>		
Liabilities:		
Accrued Medical Claims	\$ 376,000	\$ 410,000
Total Liabilities	<u>376,000</u>	<u>410,000</u>
Fund Equity		
Net Contributed Capital	400,000	400,000
Retained Earnings	3,501,197	2,581,892
Total Fund Equity	<u>3,901,197</u>	<u>2,981,892</u>
Total Liabilities and Fund Equity	<u>\$ 4,277,197</u>	<u>\$ 3,391,892</u>

HEALTH INSURANCE FUND
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 September 30, 2011
 (with comparative totals for September 30, 2010)

	September 30	
	2011	2010
Revenues:		
Premium income	\$ 1,762,438	\$ 1,799,261
Interest income	75	1,270
Total Revenues	1,762,513	1,800,531
Expenditures:		
Payroll	23,419	50,430
Administrative expenses	125,988	127,748
Medical claims	1,387,899	1,556,517
Medical Supplies	20,805	28,813
LAN/WAN Expenditures	10,000	10,000
Total Expenditures	1,568,111	1,773,508
Revenues and Other Financing Sources Over/ (Under) Expenditures	194,402	27,023
Contributed Capital	400,000	400,000
Fund Equity, July 1	3,306,795	2,554,870
Fund Equity plus Cont. Capital, End of Period	\$ 3,901,197	\$ 2,981,893

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

MONTH	99/00	00/01	FY 01/02	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY08/09	FY09/10	FY10/11	FY11/12	Average '92-'11	Average FY'07-'11
JULY	170,906	216,792	216,195	231,239	353,025	332,653	368,941	409,635	430,780	493,991	534,203	667,615	410,100	272,798	507,245
AUGUST	146,139	215,571	247,118	247,238	296,808	327,584	323,401	499,754	554,171	567,129	520,970	583,042	443,808	284,196	545,013
SEPTEMBER	140,741	264,603	230,526	257,491	323,667	302,399	298,440	415,053	430,908	438,495	438,428	320,452	475,683	246,903	408,667
OCTOBER	108,729	180,875	240,996	262,401	312,245	275,610	351,888	370,945	384,033	440,640	518,768	524,875		248,896	447,852
NOVEMBER	125,629	203,813	208,715	217,831	342,691	448,834	299,882	370,405	489,535	383,653	461,484	371,112		244,936	415,238
DECEMBER	181,592	185,278	256,252	190,532	415,554	358,577	343,209	427,447	436,589	358,543	368,522	502,648		252,729	418,750
JANUARY	204,232	200,762	251,986	333,923	342,476	358,256	356,891	364,331	508,001	454,813	389,841	497,371		272,094	442,871
FEBRUARY	194,411	180,679	267,614	331,286	340,298	305,259	492,485	527,867	629,924	521,301	497,159	550,094		308,393	545,269
MARCH	211,199	200,818	237,003	358,881	386,649	409,245	392,138	482,188	399,055	482,221	519,594	600,223		294,562	496,656
APRIL	181,703	206,143	342,562	259,835	402,093	443,382	321,969	484,465	476,056	473,587	517,452	513,677		281,242	493,047
MAY	215,754	244,270	276,117	387,515	391,287	387,104	383,505	562,876	516,518	511,932	346,650	398,403		291,341	467,276
JUNE	193,549	251,842	251,747	347,060	357,517	399,827	386,641	606,023	425,253	419,214	465,244	483,975		289,057	479,942
ANNUAL TOTAL	2,074,584	2,551,446	3,026,831	3,425,231	4,264,309	4,348,731	4,319,389	5,520,987	5,680,824	5,545,518	5,578,314	6,013,488	1,329,590	3,150,992	5,667,826
<u>1</u> MONTHLY AVG	172,882	212,620	252,236	285,436	355,359	362,394	359,949	460,082	473,402	462,127	464,860	501,124	443,197	264,281	472,319
% OF INCREASE	-5.1%	23.0%	18.6%	13.2%	24.5%	2.0%	-0.7%	27.8%	2.9%	-2.4%	0.6%	7.8%	-11.6%	10.68%	7.34%

WORKERS' COMPENSATION FUND
 BALANCE SHEET
 SEPTEMBER 30, 2011
 (with comparative totals for September 30, 2010)

	September 30	
	2011	2010
<u>ASSETS</u>		
Current Assets:		
Cash and Cash Equivalents	\$ 280,025	\$ 389,905
Total Assets	\$ 280,025	\$ 389,905
<u>FUND BALANCE</u>		
Equity:		
Retained Earnings	\$ 280,025	\$ 389,905
Total Liabilities and Equity	\$ 280,025	\$ 389,905

WORKERS' COMPENSATION FUND
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 SEPTEMBER 30, 2011
 (with comparative totals for September 30, 2010)

	BUDGET	September 30	
	2011/12	2011	2010
<u>REVENUES:</u>			
Premium Income	\$ 420,000	\$ 443,632	\$ 403,950
Total Revenues	<u>420,000</u>	<u>443,632</u>	<u>403,950</u>
<u>OPERATING EXPENSES:</u>			
Workers' Compensation Insurance	432,530	220,298	103,359
Medical Equipment	-	-	-
Total Operating Expenses	<u>432,530</u>	<u>220,298</u>	<u>103,359</u>
NET INCOME (LOSS)	(12,530)	223,334	300,591
Fund Balance, July 1	<u>56,691</u>	<u>56,691</u>	<u>89,314</u>
Fund Balance, End of Period	<u>\$ 44,161</u>	<u>\$ 280,025</u>	<u>\$ 389,905</u>

MANAGEMENT SERVICES FUND
BALANCE SHEET
SEPTEMBER 30, 2011
(With comparative totals for September 30, 2010)

	September 30,	
	2011	2010
<u>ASSETS</u>		
Current Assets:		
Cash and Cash Equivalents	\$ 1,218,203	\$ 834,029
Accounts Receivable	14,022	43,831
Inventory	3,624	9,136
Total Current Assets	1,235,849	886,996
Fixed Assets:		
Construction in Progress		
Land	145,649	145,649
Buildings	226,679	226,679
Office Equipment	1,898,019	3,077,617
Construction in Progress	14,898	-
Accum. Depreciation	(917,939)	(1,919,654)
Net Fixed Assets	1,367,306	1,530,291
Total Assets	\$ 2,603,155	\$ 2,417,287
<u>LIABILITIES AND EQUITY</u>		
Liabilities:		
Accounts Payable	\$ 348,921	\$ 730,502
Lease Purchase Payable	128,259	-
Due to Internal Service Fund	4,563	2,731
Total Liabilities	481,743	733,233
Equity:		
Contributed Capital	146,000	146,000
Retained Earnings	1,975,412	1,538,054
Total Equity	2,121,412	1,684,054
Total Liabilities and Equity	\$ 2,603,155	\$ 2,417,287

MANAGEMENT SERVICES FUND
ESTIMATED STATEMENT OF CASH FLOWS
SEPTEMBER 30, 2011

	Est Actual Sept. 30, 2011
CASH FROM OPERATING ACTIVITIES:	
Operating income	\$ 570,712
ADJUSTMENTS TO RECONCILE OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES:	
Depreciation Expense	-
(Increase) decrease in:	
Other Receivables	89,888
Inventory	-
Increase (decrease) in:	
Accounts payable	306,180
Due to other funds	-
	-
NET CASH PROVIDED BY OPERATING ACTIVITIES	966,780
CASH FLOWS USED IN CAPITAL AND RELATED FINANCING ACTIVITIES:	
Disposal of fixed assets	-
Purchase of fixed assets	-
	-
NET INCREASE IN CASH AND CASH EQUIVALENTS	966,780
CASH AND CASH EQUIVALENTS - JULY 1	251,423
CASH AND CASH EQUIVALENTS - End of Period	\$ 1,218,203

MANAGEMENT SERVICES FUND
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
AS OF SEPTEMBER 30, 2011

	TOTAL MANAGEMENT SERVICES FUND		
	Budget 2011/12	Est Actual 2011/12	Variance Favorable (Unfavorable)
REVENUES:			
Mansfield Board of Education	\$ 106,250	\$ 106,250	\$ -
Region 19	100,920	100,920	
Town of Mansfield	10,300	10,300	
Communication Service Fees	216,200	217,420	1,220
Copier Service Fees	227,250	224,419	(2,831)
Energy Service Fees	1,977,080	493,353	(1,483,727)
Rent	74,620	18,112	(56,508)
Rent - Telecom Tower	115,000	33,047	(81,953)
Sale of Supplies	40,000		(40,000)
CNR Fund	175,000	175,000	
Health Insurance Fund	10,000	10,000	
Solid Waste Fund	10,000	10,000	
Sewer Operating Fund	3,000	3,000	
Local Support			
Postal Charges	93,250	94,040	790
Universal Services Fund	30,000		(30,000)
Total Revenues	3,188,870	1,495,861	(1,693,009)
EXPENDITURES:			
Salaries & Benefits	409,660	95,837	313,823
Training	8,650	18	8,632
Repairs & Maintenance	28,250	14,427	13,823
Professional & Technical	33,570	2,236	31,334
System Support	116,800	85,136	31,664
Copier Maintenance Fees	90,000	76,051	13,949
Communications	205,360	87,765	117,595
Supplies and Software Licensing	24,800	17,439	7,361
Equipment	158,000	37,933	120,067
Postage	85,000	9,987	75,013
Energy	1,876,120	469,400	1,406,720
Equipment Rental/Cost of Sales	55,180	28,920	26,260
Total Expenditures	3,091,390	925,149	2,166,241
Add:			
Depreciation	221,060		221,060
Less:			
Equipment Capitalized	(133,500)		(133,500)
Operating Expenditures	3,178,950	925,149	2,253,801
Net Income (Loss)	9,920	570,712	560,792
Total Equity & Contributed Capital, July 1	1,550,700	1,550,700	
Total Equity & Contributed Capital, End of Period	\$ 1,560,620	\$ 2,121,412	\$ 560,792

CEMETERY FUND
BALANCE SHEET
SEPTEMBER 30, 2011
(with comparative totals for September 30, 2010)

	September 30	
	2011	2010
<u>ASSETS</u>		
Cash and cash equivalents	\$ -	\$ -
Investments	303,240	308,686
Total Assets	\$ 303,240	\$ 308,686

<u>FUND BALANCE</u>		
Fund Balance		
Reserved for perpetual care	541,989	517,125
Reserved for nonexpendable trust	1,200	1,200
Unreserved, undesignated	(239,949)	(209,639)
Total Fund Balance	303,240	308,686
Total Liabilities and Fund Balance	\$ 303,240	\$ 308,686

CEMETERY FUND
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 SEPTEMBER 30, 2011
 (with comparative totals for September 30, 2010)

	BUDGET	September 30	
	2011/12	2011	2010
Operating Revenues:			
Interest & Dividend Income	\$ 16,460	\$ -	\$ -
Unrealized Gain (Loss) in Market Value	15,100		
Sale of Plots	4,200		2,700
Total Operating Revenues	35,760	-	2,700
Operating Expenses:			
Salaries	2,500	1,261	673
Cemetery Maintenance	14,000	13,530	3,875
Mowing Service	25,000	4,220	6,562
Total Operating Expenses	41,500	19,011	11,110
Operating Income/(Loss)	(5,740)	(19,011)	(8,410)
Retained Earnings, July 1	322,251	322,251	317,096
Retained Earnings, End of Period	\$ 316,511	\$ 303,240	\$ 308,686

TOWN OF MANSFIELD
INVESTMENT POOL
AS OF SEPTEMBER 30, 2011

	MARKET VALUE JUL 01, 2011	MARKET VALUE SEP 30, 2011	FISCAL 11/12 CHANGE IN VALUE
<u>STOCK FUNDS:</u>			
<u>FIDELITY INVESTMENTS:</u>			
SELECT UTILITIES GROWTH	49,310.48	47,756.66	(1,553.82)
<u>BANK OF AMERICA</u>			
US LRG CAP - GROWTH & VALUE/RESTRUCT	13,253.90	10,591.53	(2,662.37)
INT'L DEVELOP-MARSICO/ACORN/VALUE	3,577.59	2,901.10	(676.49)
EMERGING MARKETS FUND	1,565.26	1,214.85	(350.41)
US MID CAP VALUE & ACORN	1,837.16	1,461.98	(375.18)
US SMALL CAP - GROWTH & VALUE FUND	1,479.22	1,137.32	(341.90)
SUB-TOTAL BANK OF AMERICA	21,713.13	17,306.78	(4,406.35)
TOTAL STOCK FUNDS	71,023.61	65,063.44	(5,960.17)
<u>BOND FUNDS:</u>			
<u>WELLS FARGO ADVANTAGE</u>			
WELLS FARGO INCOME PLUS-INV	64,197.40	66,070.69	1,873.29
<u>T. ROWE PRICE</u>			
U.S. TREASURY LONG	66,224.15	82,253.56	16,029.41
<u>PEOPLE'S SECURITIES</u>			
U.S. TREASURY NOTES	66,887.74	66,904.83	17.09
<u>BANK OF AMERICA</u>			
GLOBAL HIGH YIELD - INCOME OPPORTUNIT	2,016.07	1,970.10	(45.97)
INVESTMENT GRADE TAXABLE - BOND FUNE	19,334.85	19,813.54	478.69
SUB-TOTAL BANK OF AMERICA	21,350.92	21,783.64	432.72
<u>VANGUARD INVESTMENTS</u>			
GNMA FUND	332,213.60	342,423.23	10,209.63
TOTAL BOND FUNDS	550,873.81	579,435.95	28,562.14
<u>PUBLIC REAL ESTATE INVESTMENT TRUST:</u>			
<u>BANK OF AMERICA</u>			
REAL ESTATE EQUITY FUND	1,838.94	1,560.15	(278.79)
TOTAL CASH	1,838.94	1,560.15	(278.79)
<u>CASH:</u>			
<u>BANK OF AMERICA</u>			
MONEY MARKET RESERVES	11,248.55	11,341.53	92.98
TOTAL CASH	11,248.55	11,341.53	92.98
TOTAL INVESTMENTS	634,984.91	657,401.07	22,416.16

**Town of Mansfield
Investment Pool
As of September 30, 2011**

	Equity Percentage	Equity In Investments	Equity In Cash Equiv.	Total Equity
Cemetery Fund	65.050%	420,261.73	7,377.67	427,639.40
School Non-Expendable Trust Fund	0.092%	594.37	10.43	604.81
Compensated Absences Fund	34.858%	225,203.43	3,953.43	229,156.86
Total Equity by Fund	100.000%	646,059.54	11,341.53	657,401.07

Investments	Market Value
<u>Stock Funds:</u>	
Fidelity - Select Utilities Growth	47,756.66
BofA US Lrg Cap - Growth & Value/Restructure	10,591.53
BofA Int'l Develop-Marsico/Acorn/Value	2,901.10
BofA Emerging Markets Fund	1,214.85
BofA US Mid Cap Value & Acorn	1,461.98
BofA US Small Cap - Growth & Value Fund	1,137.32
Sub-Total Stock Funds	65,063.44
<u>Bond Funds:</u>	
Wells Fargo Advantage -Income Plus	66,070.69
T. Rowe Price - U. S. Treasury Long-Term	82,253.56
People's Securities, Inc. - U.S. Treasury Notes	66,904.83
BofA Global High Yield - Income Oppportunities	1,970.10
BofA Investment Grade Taxable - Bond Fund	19,813.54
Vanguard - GNMA Fund	342,423.23
Sub-Total Bond Funds	579,435.95
<u>Public Real Estate Investment Trust</u>	
BofA Real Estate Equity Fund	1,560.15
<u>Cash Equivalents:</u>	
BofA Money Market Reserves	11,341.53
Total Investments	657,401.07

Allocation	Amount	Percentage
Stocks	65,063.44	9.90%
Bonds	579,435.95	88.14%
Public Real Estate Investment Trust	1,560.15	0.24%
Cash Equivalents	11,341.53	1.73%
Total Investments	657,401.07	100.00%

EASTERN HIGHLANDS HEALTH DISTRICT
BALANCE SHEET
AS OF SEPTEMBER 30, 2011
(with comparative totals for September 30, 2010)

<u>Assets</u>	September 30,	
	2011	2010
Cash and cash equivalents	\$ 430,105	\$ 418,704
Total Assets	\$ 430,105	\$ 418,704
<u>Liabilities and Fund Balance</u>		
	<u>Liabilities</u>	
Accounts Payable	\$ 7,131	\$ 7,256
Total Liabilities	7,131	7,256
<u>Fund Balance</u>		
Fund Balance:		
Reserved for Prior Year Encumbrances		3,000
Unreserved, undesignated	422,975	408,448
Total Fund Balance	422,975	411,448
Total Liabilities & Fund Balance	\$ 430,105	\$ 418,704

EASTERN HIGHLANDS HEALTH DISTRICT
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 AS OF SEPTEMBER 30, 2011
 (with comparative totals for September 30, 2010)

	Adopted	Amended	Estimated	September 30,		
	Budget	Budget	Actuals	2011		2010
	2011/12	2011/12	2011/12			
Operating Revenues:						
Member Town Contributions	\$ 365,530	\$ 365,530	\$ 365,530	\$ 91,382	25.0%	\$ 90,209
State Grants	149,950	149,950	149,950	116,955	78.0%	148,015
Septic Permits	31,000	31,000	31,000	7,785	25.1%	8,580
Well Permits	20,500	20,500	16,000	3,895	19.0%	4,515
Soil Testing Service	32,480	32,480	26,200	6,550	20.2%	8,965
Food Protection Service	51,710	51,710	51,710	4,599	8.9%	2,190
B100a Reviews	28,000	28,000	24,720	6,180	22.1%	7,000
Septic Plan Review	28,500	28,500	28,500	7,185	25.2%	7,590
Other Health Services	5,160	5,160	9,000	7,507	145.5%	871
Appropriation of Fund Balance	4,370	4,370	4,370	-	0.0%	
Total Operating Revenues	717,200	717,200	706,980	252,037	35.1%	277,935
Operating Expenditures:						
Salaries & Wages	474,340	505,450	505,450	101,586	20.1%	92,028
Grant Deductions	-	(38,590)	(30,590)	(14,993)	38.9%	-
Benefits	156,320	156,810	156,810	33,274	21.2%	36,883
Miscellaneous Benefits	6,090	6,090	6,090	1,738	28.5%	890
Insurance	15,650	15,650	15,650	3,514	22.5%	3,837
Professional & Technical Services	15,700	15,700	15,700	-	0.0%	6,800
Other Purchased Services	36,650	36,650	36,650	12,422	33.9%	12,430
Other Supplies	8,000	8,000	8,000	1,985	24.8%	1,892
Equipment - Minor	1,450	1,450	1,450	143	9.9%	7
Contingency	-	6,990	-	-	0.0%	-
Total Operating Expenditures	714,200	714,200	715,210	139,670	19.6%	154,768
Transfers Out:						
Transfers to CNR	3,000	3,000	3,000		0.0%	
Total Operating Exp. & Transfers Out	717,200	717,200	718,210	139,670	19.5%	154,768
Operating Income/(Loss)	-	-	(11,230)	112,367		123,167
Fund Balance, July 1	310,607	310,607	310,607	310,607		288,280
Fund Balance, End of Period	\$ 310,607	\$ 310,607	\$ 299,377	\$ 422,975		\$411,448

EASTERN HIGHLANDS HEALTH DISTRICT
 CAPITAL NONRECURRING FUND BALANCE SHEET
 AS OF SEPTEMBER 30, 2011
 (with comparative totals for September 30, 2010)

	September 30,	
	2011	2010
<u>Assets</u>		
Cash and cash equivalents	\$ 59,467	\$ 71,467
 Total Assets	 \$ 59,467	 \$ 71,467
<u>Fund Balance</u>		
Fund Balance:		
Unreserved, undesignated	\$ 59,467	\$ 71,467
 Total Fund Balance	 \$ 59,467	 \$ 71,467

EASTERN HIGHLANDS HEALTH DISTRICT
 CAPITAL NONRECURRING FUND
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 AS OF SEPTEMBER 30, 2011
 (with comparative totals for September 30, 2010)

	September 30,	
	2011	2010
Operating Revenues:		
State Grants	\$ -	\$ -
Transfers In-G/F	-	-
Total Operating Revenues	-	-
Operating Expenditures:		
Vehicles	15,000	-
Office Equipment	-	-
Total Operating Expenditures	15,000	-
Operating Income/(Loss)	(15,000)	-
Fund Balance, July 1	74,467	71,467
Fund Balance, End of Period	\$ 59,467	\$ 71,467

**MANSFIELD DOWNTOWN PARTNERSHIP
BALANCE SHEET
AS OF SEPTEMBER 30, 2011
(with comparative totals for September 30, 2010)**

	September 30	
	2011	2010
<u>ASSETS</u>		
Cash & Cash Equivalents	\$ 363,707	\$ 453,693
Accounts Receivable	900	900
Total Assets	\$ 364,607	\$ 454,593
<u>LIABILITIES</u>		
Accounts Payable	\$ 1,340	\$ 59
Total Liabilities	1,340	59
<u>FUND BALANCE</u>		
Fund Balance, Unreserved	363,267	454,534
Total Fund Balance	363,267	454,534
Total Liabilities and Fund Balance	\$ 364,607	\$ 454,593

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

	Actual 2000/01	Actual 2001/02	Actual 2002/03	Actual 2003/04	Actual 2004/05	Actual 2005/06	Actual 2006/07	Actual 2007/08	Actual 2008/09	Actual 2009/10	Actual 2010/11	Amended Budget 2011/12	Sept. 30 2011
Revenues:													
Intergovernmental:													
Mansfield General Fund/CNR	\$ 32,500	\$ 20,000	\$ 30,000	\$ 41,500	\$ 50,000	\$ 62,000	\$ 62,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ -
Uconn		32,500	45,000	46,500	60,000	62,000	62,000	125,000	125,000	125,000	125,000	125,000	125,000
Mansfield Capital Projects *						60,000							
Leyland Share - Relocation								30,210			10,000		
Membership Fees			10,040	13,085	17,355	20,282	19,215	21,820	22,440	20,199	16,983	15,000	275
Local Support				1,500	1,500								
State Support						4,993							
Contributions/Other					200	2,165	(165)			240			
Total Revenues	32,500	52,500	85,040	102,585	129,055	211,440	143,050	302,030	272,440	270,439	276,983	265,000	125,275
Operating Expenditures:													
Salaries and Benefits		15,531	71,378	73,007	83,974	92,800	107,140	121,544	133,679	135,713	147,126	164,070	39,152
Professional & Technical	930	9,519	7,386	5,406	8,397	63,068	44,967	31,817	27,202	28,893	71,561	102,100	7,669
Relocation Costs							20,000	40,420					
Office Rental		3,600	11,000	11,800	13,181	13,775	16,451	17,565	17,584	15,918	15,040	16,720	
Insurance			1,650	1,760	1,764	1,772	1,702	1,704	1,713	1,724	1,715	1,750	592
Purchased Services			8,029	5,005	6,092	9,065	7,092	7,003	8,157	6,666	6,612	7,100	3,849
Supplies & Services		3,980	4,704	2,837	2,463	4,075	2,055	2,733	2,783	3,257	3,000	2,900	324
Contingency												25,000	
Total Operating Expenditures	930	32,630	104,147	99,815	115,871	184,555	199,407	222,786	191,118	192,171	245,054	319,640	51,586
Operating Income/(Loss)	31,570	19,870	(19,107)	2,770	13,184	26,885	(56,357)	79,244	81,322	78,268	31,929	(54,640)	73,689
Fund Balance, July 1		31,570	51,440	32,333	35,103	48,287	75,172	18,815	98,059	179,381	257,649	289,578	289,578
Fund Balance, End of Period	\$ 31,570	\$ 51,440	\$ 32,333	\$ 35,103	\$ 48,287	\$ 75,172	\$ 18,815	\$ 98,059	\$ 179,381	\$ 257,649	\$ 289,578	\$ 234,938	\$ 363,267
Contribution Recap:													
Mansfield	\$ 32,500	\$ 20,000	\$ 30,000	\$ 41,500	\$ 50,000	\$ 62,000	\$ 62,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Mansfield Capital Projects						60,000							
UCONN		32,500	45,000	46,500	60,000	62,000	62,000	125,000	125,000	125,000	125,000	125,000	
Total Contributions	\$ 32,500	\$ 52,500	\$ 75,000	\$ 88,000	\$ 110,000	\$ 184,000	\$ 124,000	\$ 250,000	\$ 125,000				

**TOWN OF MANSFIELD
DOWNTOWN REVITALIZATION & ENHANCEMENT
PROJECT #84120 through #84130
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
AS OF SEPTEMBER 30, 2011**

	Project Length	
	Budget	Actual
Operating Revenues:		
Intergovernmental Revenues -		
USDA Rural Development Grant	\$ 175,509	\$ 175,509
DECD STEAP Grants - I, II, III	1,200,000	679,184
Urban Action Grant	2,500,000	107,274
DOT Grant # 77-217	1,172,800	
Urban Action Grant/Rell	10,000,000	
DOT Grant # 77-223	2,250,000	
Federal Transit Authority (GHTD)	490,000	113,072
Omnibus Bill (DOT)	712,500	
Federal Transit Authority (Bus Facility)	4,940,000	135,360
Local Support (DECD grant)	115,640	28,268
Local Share - Bonds	302,000	302,000
Leyland Share	1,250,860	9,000
Total Operating Revenues	25,109,309	1,549,667
Operating Expenditures:		
Downtown Revitalization & Enhancement:		
Legal Services	226,847	234,931
Legal Services - DECD Contract	7,442	2,442
Contracted Services	299,300	49,593
Architects & Engineers	2,120,801	1,359,326
Demolition	80,000	100,946
Environmental Remediation	250,000	31,363
Construction Costs	19,510,090	3,871
Construction - Storrs Road	2,392,558	460
Construction - Walkway	222,271	222,271
Total Operating Expenditures	25,109,309	2,005,203
Operating Income/(Loss)		(455,536)
Fund Balance, July 1		
Fund Balance, End of Period	\$ -	\$ (455,536)

SERIAL BONDS SUMMARY
SCHOOLS AND TOWN
September 30, 2011

	Schools	Town	Total
Balance at July 1, 2011	\$1,270,000	\$2,635,000	\$3,905,000
Issued During Period			
Retired During Period			
Balance at 9/30/11	<u>\$1,270,000</u>	<u>\$2,635,000</u>	<u>\$3,905,000</u>

CHANGES IN BOND AND NOTES OUTSTANDING

	Serial Bonds	BAN's	Promissory Note	Total
Balance at July 1, 2011	\$1,520,000			\$1,520,000
Debt Issued	2,840,000			2,840,000
Debt Retired	455,000			455,000
Balance at 9/30/11	<u>\$3,905,000</u>			<u>\$3,905,000</u>

Description	Original Amount	Payment Date		Bonds	BAN's	Promissory Note	Total
		P & I	I				
2004 Town Taxable Gen. Obligation Bond	2,590,000	6/01	12/01	625,000			625,000
2004 Town General Obligation Bond	940,000	6/01	12/01	245,000			245,000
2004 Town General Obligation Bond	725,000	6/01	12/01	195,000			195,000
2011 Town General Obligation Bond	2,840,000	3/01	09/01	2,840,000			2,840,000
	<u>\$7,095,000</u>			<u>\$3,905,000</u>			<u>\$3,905,000</u>

DETAIL OF DEBT OUTSTANDING
SCHOOLS AND TOWNS
AS OF SEPTEMBER 30, 2011

	<u>Original Amount</u>	<u>Balance 09/30/11</u>
Schools		
Consists of -		
2004 General Obligation Bonds:		
MMS IRC	\$ 940,000	\$ 245,000
2011 General Obligation Bonds:		
MMS Heating Conversion	1,025,000	1,025,000
Schools Outstanding Debt	1,965,000	1,270,000
Town		
Consists of -		
2004 Taxable General Obligation Bonds:		
Community Center	\$ 2,590,000	\$ 625,000
2004 General Obligation Bonds:		
Library Renovations	725,000	195,000
2011 General Obligation Bonds:		
Community Center Air Conditioning	173,620	173,620
Hunting Lodge Road Bikeway	105,250	105,250
Salt Storage Shed	263,130	263,130
Storrs Rd/Flaherty Rd Streetscape Improvements	302,000	302,000
Various Equipment Purchases	93,000	93,000
Facility Improvements	40,000	40,000
Transportation Facility Improvements	130,000	130,000
Stone Mill Rd/Laurel Lane Bridge Replacements	378,000	378,000
2011 Sewer Purpose Obligation Bonds:		
Four Corners Sewer & Water Design	330,000	330,000
Town Outstanding Debt	5,130,000	2,635,000
Total Debt Outstanding	\$ 7,095,000	\$ 3,905,000

TOWN OF MANSFIELD
SUMMARY OF INVESTMENTS
September 30, 2011

ALL OTHER FUNDS:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 9/30/11
State Treasurer	13,085,296	0.180	Various	Various	2,467
Total Accrued Interest @ 9/30/11					2,467
Interest Received 7/1/11 - 9/30/11					4,168
Total Interest, General Fund, 9/30/11					<u>6,635</u>

CAPITAL FUND:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 9/30/11
State Treasurer			Various	Various	
Total Accrued Interest @ 9/30/11					
Interest Received 7/1/11 - 9/30/11					_____
Total Interest, Capital Fund @ 9/30/11					<u>_____</u>

HEALTH INSURANCE FUND:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 9/30/11
MBIA - Class	1,299,958	0.010	Various	Various	5
State Treasurer	2,130,616	0.180	Various	Various	20
Total Accrued Interest @ 9/30/11					25
Interest Received 7/1/11 - 9/30/11					75
Total Interest, Health Insurance Fund @ 9/30/11					<u>100</u>

Town of Mansfield
Memo

DATE October 1, 2011

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

From: Christine Gamache, Collector of Revenue

Subject: Amounts and % of Collections for 7/1/11 to 9/30/11 comparable to 7/1/10 to 9/30/10

	GRAND LIST		ADJUSTED		DELINQUENT		
	2009	ADJUSTMENTS	LIST	PAID	% PAID	BALANCE	% DEL
RE 1st	11,616,625	(45,470)	11,571,155	(11,306,117)	97.7%	265,038	2.3%
PER 1st	446,387	(607)	445,780	(426,414)	95.7%	19,366	4.3%
MV	1,866,225	(42,063)	1,824,162	(1,581,296)	86.7%	242,866	13.3%
DUE 7/1/11	13,929,237	(88,139)	13,841,098	(13,313,828)	96.2%	527,270	3.8%
RE 2nd	11,614,304	(24,598)	11,589,706	(642,201)	5.5%	10,947,506	94.5%
PER 2nd	441,591	(488)	441,103	(122,267)	27.7%	318,836	72.3%
Due 1/1/12	12,055,895	(25,086)	12,030,809	(764,468)	6.4%	11,266,342	93.6%
TOTAL	25,985,132	(113,225)	25,871,907	(14,078,295)	54.4%	11,793,612	45.6%

PRIOR YEARS COLLECTION

July 1, 2011 to June 30, 2012

Suspense Collections	3,681.49	Suspense Interest Less Fees	2,681.59
Prior Years Taxes	13,047.04	Interest and Lien Fees	32,312.55
	<u>16,728.53</u>		<u>34,994.14</u>

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

PRIOR YEARS COLLECTION

July 1, 2010 to June 30, 2011

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

CAPITAL PROJECTS - OPEN SPACE
STATUS REPORT THROUGH SEPTEMBER 30, 2011

Acreage	Total Budget	Expended Thru 6/30/2011	Current Year Expenditures	Estimated Unexpended Balance	Anticipated Grants
	\$4,409,389	130,790			
UNALLOCATED COSTS:					
		17,766			
		8,975			
		15,159			
		6,475			
		14,052			
		3,000			
		2,927			
		3,852			
		103,604			
PROPERTY PURCHASES:					
	8.23	128,439			
	25.80	163,330			
	6.50	42,703			
	106.00	101,579			
	61.00	342,482			
	32.00	35,161			
	8.60	162,236			
	1.19	31,492			
	7.40	7,636			
	35.33	291,780			
	18.60	62,576			
	11.70	24,202			
		81,871			
	2.10	8,804			
		1,500			
	15.00				
		4,310			
	134.50	100,000			
	5.90	12,500			
	17.00	10,000			
	59.75	104,133			
		500			
	6.70	135,466			
	23.70	69,527			
	102.00	283,322			
	50.57	90,734			
	29.00	64,423			
		1,500			
	29.50	91,792			
	3.00	31,732			
	68.41	257,996			
	6.80	24,638			
	23.50	92,456			
	899.78	\$4,409,389	\$3,167,420	\$0	\$1,241,969
				\$0	\$0

Project Name	Amount	Breakdown of Expenditures of Prior to 9/2/93	Amount
85105 - Local Funds 94/95	\$250,000	White Cedar Swamp - Purchase	\$50,000
85105 - Local Funds 90/91	227,855	Appraisal Fees	250
85105 - Local Funds 97/98	250,000	Financial Fees	5,457
85105 - Local Funds 98/99	250,000	Miscellaneous Costs	605
85105 - Local Funds 99/00	250,000	Unidentifiable (Prior 89/90)	74,478
85105 - Local Funds 00/01	250,000		
85105 - Local Support June 15, 2001	5,000		\$130,790
85105 - Local Funds 01/02	250,000		
85105 - Local Funds 02/03	75,000		
85105 - Local Funds 03/04	100,000		
85105 - State Support - Rich Property	60,000		
85105 - State Support - Hatch/Skinner Property	126,000		
85105 - State Support - Olsen Property	50,000		
85105 - State Support - Vernon Property	113,000		
85105 - State Support - Dorwart Property	112,534		
85114 - Bonded Funds	1,000,000		
85105 - Authorized Bonds 2010/11	1,040,000		
	\$4,409,389		

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

As of September 30, 2011

REVENUE:

TUITION REVENUE:

RECEIVED TO DATE	43,099.00	
OUTSTANDING RECEIVABLE	20,712.50	
TOTAL TUITION REVENUE	63,811.50	

EXCESS COST & STATE AGENCY GRANT	147,305.68	
SERVICES FOR THE BLIND	-	
MEDICAID REIMBURSEMENT PROGRAM	3,704.55	

TOTAL REVENUES		214,821.73
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EXPENDITURES:

TUITION PAYMENTS (BALANCE):

PUBLIC	65,000.00	
PRIVATE	(410,204.08)	
STATE AGENCY/PUBLIC	40,000.00	
STATE AGENCY/PRIVATE	50,000.00	
	(255,204.08)	
<i>Title VIB Contribution</i>	30,000.00	
TOTAL TUITION PAYMENTS UNDER (OVER) BUDGET	(225,204.08)	

OCCUPATIONAL & PHYS THERAPY - UNDER (OVER) BUDGET (A/C 112-62104-XXXXX-52)	25,180.47	
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<u>TRANSPORTATION (BALANCE)</u>	47,049.52	
<i>Title VIB Contribution</i>	30,000.00	
TRANSPORTATION UNDER (OVER) BUDGET	77,049.52	

TOTAL EXPENDITURES BALANCE - UNDER (OVER)		(122,974.09)
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TOTAL BALANCE UNDER (OVER) BUDGET		91,847.64
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MAINTENANCE PROJECTS - CAPITAL 86260

Date	Project Description	Status	Paid	Encumbered	Total Estimated Project Cost	Account Balance
07/01/10	Beginning Balance					155,235
1	Roof Repairs to all Town Buildings (American Heritage - 108697)	Open 08/09	14,974	-	14,974	140,261
2	Roof Repairs to All Town Buildings (American Heritage - 108686)	Completed 11/10	10,492		10,492	129,769
3	Preventive Maintenance to all Town Buildings and School (American Heritage - 108685)	Completed 11/10	15,838		15,838	113,931
4	New body for utility truck (New Haven Body - 108711)	Completed 12/09	8,430	-	8,430	105,501
5	Repairs/Paint for utility truck (Chris' Automotive - PV)	Completed 12/09	3,442	-	3,442	102,059
6	Evaluation of Siemen's Project (Fuss & O'Neill - 7464)	Cancel prior year encumbrance	-	(1,200)	(1,200)	103,259
7	Roof Repairs to All Town Buildings (American Heritage - Accrued A/P)	Completed 07/10	9,489	-	9,489	93,770
8	MCC Pool Pump Repairs (Piela Electric)	Completed 09/10	5,879	-	5,879	87,891
9	Firestation 107 Roof Repairs (American Heritage)	Completed 10/10	3,300	-	3,300	84,591
10	A/C Air Handler/Curb Adpt Vinton (Johnstone Supply)	Completed 10/10	2,926	-	2,926	81,665
11	Roof Repairs - Vinton American Heritage	Completed 1/11	317	-	317	87,574
12	Roof Repairs - Southeast American Heritage	Completed 1/11	715	-	715	86,859
13	Roof Repairs - MMS American Heritage	Completed 1/11	353	-	353	86,506
14	Roof Repairs - Southeast American Heritage	Completed 3/11	972	-	972	86,602
15	Roof Repairs - Library American Heritage	Completed 3/11	370	-	370	86,232
16	Roof Repairs - Southeast American Heritage	Completed 3/11	860	-	860	85,372
17	Boiler Repairs Willimantic Winnelson	Completed 2/11	4,253		4,253	81,119
18	Roof Repairs - MMS American Heritage	Completed 5/11	927	-	927	80,192
7/1/2011	11/12 Appropriation \$40,000					120,192
19	Arrow Fence Goodwin	Completed 9/11	3,828		3,828	116,364
20	Fuss & O'Neill Modifications to Generator at MCC	Open		3,500	3,500	112,864
21	Willimantic Winnelson Boiler at Historical Society	Open		5,000	5,000	107,864
						107,864

Town of Mansfield
Monthly Revenue Summary by Source

Fiscal Year: 2012 to 2012 for Dates from 01-Jul-2011 to 30-Sep-2011

Account and Description	Original Bud	Adjustments	Debit Amounts	Credit Amounts	Ending Balance	% Rec'd	Activity
111 General Fund - Town							
Taxes and Related Items							
40101 Current Year Levy	(25,507,520.00)	.00	9,729.24	14,096,978.15	(11,420,271.09)	55.23	14,087,248.91
40102 Prior Year Levy	(200,000.00)	.00	67,445.56	80,858.18	(186,587.38)	6.71	13,412.62
40103 Interest & Lien Fees	(135,000.00)	.00	102.75	32,443.98	(102,658.77)	23.96	32,341.23
40104 Motor Vehicle Supplement	(165,000.00)	.00	31.96	31.96	(165,000.00)	.00	.00
40105 Susp. Coll. Taxes - Trnsc.	(6,000.00)	.00	.00	3,687.70	(2,312.30)	61.46	3,687.70
40106 Susp. Coll. Int. - Trnsc.	(4,000.00)	.00	.00	2,681.59	(1,318.41)	67.04	2,681.59
40108 Motor Vehicle Penalty	.00	.00	.00	5.00	5.00	.00	5.00
Total Taxes and Related Items	(26,017,520.00)	.00	77,309.51	14,216,686.56	(11,878,142.95)	54.35	14,139,377.05
Licenses and Permits							
40201 Misc Licenses & Permits	(2,520.00)	.00	.00	561.00	(1,959.00)	22.26	561.00
40202 Sport Licenses	(500.00)	.00	1.00	30.00	(471.00)	5.80	29.00
40203 Dog Licenses	(8,000.00)	.00	(67.40)	2,273.60	(5,659.00)	29.26	2,341.00
40204 Conveyance Tax	(200,000.00)	.00	.00	32,814.17	(167,185.83)	16.41	32,814.17
40205 Vacant Property Registration	(300.00)	.00	.00	300.00	.00	100.00	300.00
40210 Subdivision Permits	(4,000.00)	.00	.00	800.00	(3,200.00)	20.00	800.00
40211 Zoning/Special Permits	(18,000.00)	.00	.00	3,683.00	(14,317.00)	20.46	3,683.00
40212 Zba Applications	(4,000.00)	.00	.00	1,200.00	(2,800.00)	30.00	1,200.00
40214 Iwa Permits	(5,000.00)	.00	25.00	875.00	(4,150.00)	17.00	850.00
40224 Road Permits	(1,250.00)	.00	.00	50.00	(1,200.00)	4.00	50.00
40230 Building Permits	(160,000.00)	.00	.00	57,179.00	(102,821.00)	35.74	57,179.00
40231 Adm Cost Reimb-permits	(100.00)	.00	.00	64.00	(36.00)	64.00	64.00
40232 Housing Code Permits	(86,000.00)	.00	150.00	29,620.00	(56,530.00)	34.27	29,470.00
40233 Housing Code Penalties	(100.00)	.00	.00	.00	(100.00)	.00	.00
40234 Landlord Registrations	(600.00)	.00	.00	460.00	(140.00)	76.67	460.00
Total Licenses and Permits	(490,370.00)	.00	108.60	129,909.77	(360,568.83)	26.47	129,801.17
Fed. Support Gov							
40352 Payment In Lieu Of Taxes	(1,850.00)	.00	.00	.00	(1,850.00)	.00	.00
40357 Social Serv Block Grant	.00	.00	.00	713.00	713.00	.00	713.00
Total Fed. Support Gov	(1,850.00)	.00	.00	713.00	(1,137.00)	38.54	713.00
State Support Education							
40401 Education Assistance	(10,070,680.00)	.00	.00	.00	(10,070,680.00)	.00	.00
40402 School Transportation	(121,400.00)	.00	.00	.00	(121,400.00)	.00	.00
Total State Support Education	(10,192,080.00)	.00	.00	.00	(10,192,080.00)	.00	.00
State Support Gov							
40451 Pilot - State Property	(7,056,130.00)	.00	.00	.00	(7,056,130.00)	.00	.00
40454 Circuit CRT-parking Fines	(1,000.00)	.00	.00	900.00	(100.00)	90.00	900.00
40455 Circuit Breaker	(50,140.00)	.00	.00	.00	(50,140.00)	.00	.00
40456 Tax Relief For Elderly	(2,000.00)	.00	.00	2,000.00	.00	100.00	2,000.00
40457 Library - Connecticutcard/ill	(15,000.00)	.00	.00	.00	(15,000.00)	.00	.00

Town of Mansfield
Monthly Revenue Summary by Source

Fiscal Year: 2012 to 2012 for Dates from 01-Jul-2011 to 30-Sep-2011

Account and Description	Original Bud	Adjustments	Debit Amounts	Credit Amounts	Ending Balance	% Rec'd	Activity
40458 Library - Basic Grant	(2,300.00)	.00	.00	.00	(2,300.00)	.00	.00
40459 Tax Credit New Mfg Equipment	(9,510.00)	.00	.00	.00	(9,510.00)	.00	.00
40460 Boat Reimbursement	(2,500.00)	.00	.00	.00	(2,500.00)	.00	.00
40462 Disability Exempt Reimb	(1,200.00)	.00	.00	.00	(1,200.00)	.00	.00
40465 Emerg Mgmt Performance Grant	(13,000.00)	.00	23,311.00	.00	(36,311.00)	(179.32)	(23,311.00)
40469 Veterans Reimb	(7,750.00)	.00	.00	.00	(7,750.00)	.00	.00
40494 Judicial Revenue Distribution	(9,000.00)	.00	.00	2,338.00	(6,662.00)	25.98	2,338.00
40496 Pilot-holinko Estates	(13,500.00)	.00	.00	.00	(13,500.00)	.00	.00
Total State Support Gov	(7,183,030.00)	.00	23,311.00	5,238.00	(7,201,103.00)	(.25)	(18,073.00)
Local Support Gov							
40551 Pilot - Senior Housing	.00	.00	14,895.10	14,895.10	.00	.00	.00
Total Local Support Gov	.00	.00	14,895.10	14,895.10	.00	.00	.00
Charge for Services							
40605 Region 19 Financial Serv	(88,840.00)	.00	.00	22,210.00	(66,630.00)	25.00	22,210.00
40606 Health District Services	(22,150.00)	.00	.00	5,537.50	(16,612.50)	25.00	5,537.50
40610 Recording	(55,000.00)	.00	.00	13,252.00	(41,748.00)	24.09	13,252.00
40611 Copies Of Records	(11,400.00)	.00	.00	2,972.63	(8,427.37)	26.08	2,972.63
40612 Vital Statistics	(8,500.00)	.00	.00	4,392.00	(4,108.00)	51.67	4,392.00
40613 Sale Of Maps/regs	(100.00)	.00	.00	3.00	(97.00)	3.00	3.00
40620 Police Service	(2,000.00)	.00	.00	.00	(2,000.00)	.00	.00
40622 Redemption/Release Fees	(2,500.00)	.00	.00	300.00	(2,200.00)	12.00	300.00
40625 Animal Adoption Fees	(900.00)	.00	.00	205.00	(695.00)	22.78	205.00
40641 Postage On Overdue Books	(17,000.00)	.00	.00	2,919.00	(14,081.00)	17.17	2,919.00
40644 PARKING PLAN REVIEW FEE	(5,700.00)	.00	35.00	1,760.00	(3,975.00)	30.26	1,725.00
40650 Blue Prints	(50.00)	.00	.00	310.00	260.00	620.00	310.00
40656 Reg Dist 19 Grnds Mntnce	(73,480.00)	.00	.00	17,430.00	(56,050.00)	23.72	17,430.00
40663 Zoning Regulations	(200.00)	.00	.00	15.00	(185.00)	7.50	15.00
40671 Day Care Grounds Maintenance	(11,980.00)	.00	.00	2,995.00	(8,985.00)	25.00	2,995.00
40674 Charge for Services	(2,500.00)	.00	.00	884.58	(1,615.42)	35.38	884.58
40678 Celeron Sq Assoc Bikepath Main	(2,700.00)	.00	.00	2,700.00	.00	100.00	2,700.00
40684 Cash Overage/Shortage	.00	.00	.00	.74	.74	.00	.74
40699 Fire Safety Code Fees	(20,000.00)	.00	.00	6,885.71	(13,114.29)	34.43	6,885.71
Total Charge for Services	(325,000.00)	.00	35.00	84,772.16	(240,262.84)	26.07	84,737.16
Fines and Forfeitures							
40702 Parking Tickets - Town	(7,800.00)	.00	.00	75.00	(7,725.00)	.96	75.00
40710 Building Fines	(1,000.00)	.00	.00	1,000.00	.00	100.00	1,000.00
40711 Landlord Registration Penalty	(90.00)	.00	.00	.00	(90.00)	.00	.00
40715 Ordinance Violation Penalty	(500.00)	.00	.00	2,070.00	1,570.00	414.00	2,070.00
40716 Noise Ordinance Violation	(1,300.00)	.00	.00	88.00	(1,212.00)	6.77	88.00
40717 Possession Alcohol Ordinance	(8,500.00)	.00	.00	1,170.00	(7,330.00)	13.76	1,170.00
40718 Open Liquor Container Ordin	(12,000.00)	.00	.00	2,070.00	(9,930.00)	17.25	2,070.00
Total Fines and Forfeitures	(31,190.00)	.00	.00	6,473.00	(24,717.00)	20.75	6,473.00

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Town of Mansfield
 Monthly Revenue Summary by Source

Fiscal Year: 2012 to 2012 for Dates from 01-Jul-2011 to 30-Sep-2011

Account and Description	Original Bud	Adjustments	Debit Amounts	Credit Amounts	Ending Balance	% Rec'd	Activity
Miscellaneous							
40804 Rent - Historical Soc	(2,000.00)	.00	.00	1,700.00	(300.00)	85.00	1,700.00
40807 Rent - Town Hall	(200.00)	.00	.00	.00	(200.00)	.00	.00
40808 Rent - Senior Center	(100.00)	.00	.00	.00	(100.00)	.00	.00
40817 Telecom Services Payment	(55,000.00)	.00	.00	.00	(55,000.00)	.00	.00
40820 Interest Income	(25,000.00)	.00	30.00	4,197.99	(20,832.01)	16.67	4,167.99
40824 Sale Of Supplies	(20.00)	.00	.00	6.00	(14.00)	30.00	6.00
40825 Rent - R19 Maintenance	(2,790.00)	.00	.00	2,790.00	.00	100.00	2,790.00
40890 Other	(2,500.00)	.00	.61	174.35	(2,326.26)	6.95	173.74
Total Miscellaneous	(87,610.00)	.00	30.61	8,868.34	(78,772.27)	10.09	8,837.73
Operating Transfers In							
40928 School Cafeteria	(2,500.00)	.00	.00	.00	(2,500.00)	.00	.00
Total Operating Transfers In	(2,500.00)	.00	.00	.00	(2,500.00)	.00	.00
Total 111 General Fund - Town	(44,331,150.00)	.00	115,689.82	14,467,555.93	(29,979,283.89)	32.37	14,351,866.11

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Town of Mansfield
Monthly Expenditure Summary by Activity

Fiscal Year: 2012 to 2012 for Dates from 01-Jul-2011 to 30-Sep-2011

Account and Description	Original Budget	Bud Adjustments	Encumbrances	Expenses	Balance	Pct Use
111 General Fund - Town						
General Government						
11100 Legislative	75,690.00	.00	33,900.00	26,063.39	15,726.61	79.22
12100 Municipal Management	191,700.00	.00	.00	44,217.65	147,482.35	23.07
12200 Human Resources	126,620.00	.00	750.00	22,986.14	102,883.86	18.75
13100 Town Attorney	42,500.00	.00	6,666.00	9,999.00	25,835.00	39.21
13200 Probate	4,300.00	.00	.00	.00	4,300.00	.00
14200 Registrars	63,700.00	.00	.00	8,184.54	55,515.46	12.85
15100 Town Clerk	200,020.00	.00	4,092.37	48,441.32	147,486.31	26.26
15200 General Elections	22,800.00	.00	.00	.00	22,800.00	.00
16100 Finance Administration	51,010.00	.00	.00	11,303.62	39,706.38	22.16
16200 Accounting & Disbursements	220,085.00	.00	.00	49,196.50	170,888.50	22.35
16300 Revenue Collections	148,540.00	.00	.00	50,907.46	97,632.54	34.27
16402 Property Assessment	209,015.00	.00	543.19	44,463.46	164,008.35	21.53
16510 Central Copying	39,000.00	.00	.00	35,000.00	4,000.00	89.74
16511 Central Services	34,000.00	.00	791.71	25,345.02	7,863.27	76.87
16600 Information Technology	10,500.00	.00	.00	10,500.00	.00	100.00
30900 Facilities Management	898,240.00	.00	39,310.87	264,370.57	594,558.56	33.81
Total General Government	2,337,720.00	.00	86,054.14	650,978.67	1,600,687.19	31.53
Public Safety						
21200 Police Services	994,620.00	.00	198.00	27,699.14	966,722.86	2.80
21300 Animal Control	92,980.00	.00	.00	22,504.12	70,475.88	24.20
22101 Fire Marshal	136,130.00	.00	17,385.66	40,487.68	78,256.66	42.51
22155 Fire & Emerg Services Admin	210,380.00	.00	.00	22,606.35	187,773.65	10.75
22160 Fire & Emergency Services	1,402,370.00	.00	102,528.20	441,327.65	858,514.15	38.78
23100 Emergency Management	50,140.00	.00	.00	10,803.34	39,336.66	21.55
Total Public Safety	2,886,620.00	.00	120,111.86	565,428.28	2,201,079.86	23.75
Public Works						
30100 Public Works Administration	102,500.00	.00	400.00	36,513.76	65,586.24	36.01
30200 Supervision & Operations	93,120.00	.00	835.00	22,027.06	70,257.94	24.55
30300 Road Services	685,620.00	.00	.00	161,168.77	524,451.23	23.51
30400 Grounds Maintenance	355,970.00	.00	7,739.46	87,229.63	261,000.91	26.68
30600 Equipment Maintenance	591,000.00	.00	12,614.78	138,824.94	439,560.28	25.62
30700 Engineering	181,050.00	.00	260.00	39,380.96	141,409.04	21.90
Total Public Works	2,009,260.00	.00	21,849.24	485,145.12	1,502,265.64	25.23
Community Services						
42100 Human Services Administration	328,910.00	.00	.00	46,432.90	282,477.10	14.12

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Town of Mansfield
Monthly Expenditure Summary by Activity

Fiscal Year: 2012 to 2012 for Dates from 01-Jul-2011 to 30-Sep-2011

Account and Description	Original Budget	Bud Adjustments	Encumbrances	Expenses	Balance	Pct Use
42204 Youth Employment - Middle Sch	2,000.00	.00	.00	.00	2,000.00	.00
42210 Youth Services	165,970.00	.00	.00	36,506.09	129,463.91	22.00
42300 Senior Services	199,250.00	.00	.00	47,953.78	151,296.22	24.07
43100 Library Services Admin	641,475.00	.00	10,800.35	155,581.04	475,093.61	25.94
45000 Contributions To Area Agency	317,940.00	.00	169,581.51	112,131.01	36,227.48	88.61
Total Community Services	1,655,545.00	.00	180,381.86	398,604.82	1,076,558.32	34.97
Community Development						
30800 Building Inspection	163,680.00	.00	.00	41,163.91	122,516.09	25.15
30810 Housing Inspection	106,625.00	.00	.00	25,809.62	80,815.38	24.21
51100 Planning Administration	208,580.00	.00	50.00	58,899.12	149,630.88	28.26
52100 Planning/Zoning Inland/Wetlnd	7,530.00	.00	.00	1,068.63	6,461.37	14.19
58000 Boards and Commissions	4,750.00	.00	131.42	1,130.11	3,488.47	26.56
Total Community Development	491,165.00	.00	181.42	128,071.39	362,912.19	26.11
Tbwn-Wide Expenditures						
71000 Employee Benefits	2,329,430.00	.00	13,682.48	853,359.99	1,462,387.53	37.22
72000 Insurance	126,470.00	.00	86,082.75	30,254.25	10,133.00	91.99
73000 Contingency	120,880.00	.00	.00	.00	120,880.00	.00
Total Town-Wide Expenditures	2,576,780.00	.00	99,765.23	883,614.24	1,593,400.53	38.16
Other Financing						
92000 Other Financing Uses	1,872,660.00	.00	.00	1,872,160.00	500.00	99.97
Total Other Financing	1,872,660.00	.00	.00	1,872,160.00	500.00	99.97
Total 111 General Fund - Town	13,829,750.00	.00	508,343.75	4,984,002.52	8,337,403.73	39.71

Town of Mansfield
Monthly Expenditure Summary by Activity

Fiscal Year: 2012 to 2012 for Dates from 01-Jul-2011 to 30-Sep-2011

Account and Description	Original Budget	Bud Adjustments	Encumbrances	Expenses	Balance	Pct Use
112 General Fund - Board						
61101 Regular Instruction	7,780,020.00	.00	.00	684,859.83	7,095,160.17	8.80
61102 English	49,520.00	.00	11,855.82	13,443.17	24,221.01	51.09
61104 World Languages	10,090.00	.00	1,382.59	739.61	7,967.80	21.03
61105 Health & Safety	7,730.00	.00	700.00	841.49	6,188.51	19.94
61106 Physical Education	12,690.00	.00	529.73	3,009.91	9,150.36	27.89
61107 Art	14,060.00	.00	3,946.64	2,915.88	7,197.48	48.81
61108 Mathematics	30,020.00	.00	5,006.16	9,126.83	15,887.01	47.08
61109 Music	17,240.00	.00	1,636.15	1,731.57	13,872.28	19.53
61110 Science	30,750.00	.00	3,791.62	9,031.13	17,927.25	41.70
61111 Social Studies	20,680.00	.00	2,851.65	3,430.61	14,397.74	30.38
61115 Information Technology	201,250.00	.00	36,531.39	73,016.22	91,702.39	54.43
61122 Family & Consumer Science	9,080.00	.00	2,814.05	.00	6,265.95	30.99
61123 Technology Education	10,830.00	.00	925.84	4,342.72	5,561.44	48.65
61201 Special Ed Instruction	1,372,510.00	.00	2,225.20	132,689.14	1,237,595.66	9.83
61202 Enrichment	404,710.00	.00	2,286.17	32,813.82	369,610.01	8.67
61204 Preschool	331,060.00	.00	541.45	29,236.79	301,281.76	8.99
61310 Remedial Reading/Math	336,700.00	.00	718.53	32,945.17	303,036.30	10.00
61400 Summer School	40,500.00	.00	.00	42,283.93	(1,783.93)	104.40
61600 Tuition Payments	14,760.00	.00	346,101.84	63,775.32	(395,117.16)	2,776.9
61900 Central Service-Instr Suppl.	159,760.00	(3,000.00)	7,932.15	104,420.89	44,406.96	71.67
62102 Guidance Services	140,420.00	.00	598.13	16,464.20	123,357.67	12.15
62103 Health Services	208,370.00	.00	969.46	21,557.56	185,842.98	10.81
62104 Outside Eval/Contracted Serv	231,500.00	.00	171,867.50	4,098.28	55,534.22	76.01
62105 Speech And Hearing Services	151,860.00	.00	773.89	30,141.29	120,944.82	20.36
62106 Pupil Services - Testing	11,570.00	.00	30.00	.00	11,540.00	.26
62108 Psychological Services	290,380.00	.00	247.33	24,177.38	265,955.29	8.41
62201 Curriculum Development	167,440.00	.00	300.00	36,862.19	130,277.81	22.19
62202 Professional Development	36,990.00	3,000.00	9,976.48	1,909.94	28,103.58	29.72
62302 Media Services	70,770.00	.00	4,352.10	2,970.07	63,447.83	10.35
62310 Library	288,040.00	.00	18,658.53	28,238.01	241,143.46	16.28
62401 Board Of Education	416,600.00	.00	12,210.00	235,335.03	169,054.97	59.42
62402 Superintendent's Office	372,860.00	.00	5,541.01	93,014.43	274,304.56	26.43
62404 Special Education Admin	289,200.00	.00	5,164.55	64,539.77	219,495.68	24.10
62520 Principals' Office Services	1,023,220.00	.00	3,857.10	251,314.13	768,048.77	24.94
62521 Support Services - Central	16,490.00	.00	2,733.86	976.79	12,779.35	22.50
62523 Field Studies	13,500.00	.00	.00	.00	13,500.00	.00
62601 Business Management	323,330.00	.00	46,352.25	143,193.15	133,784.60	58.62
62710 Plant Operations - Building	1,491,460.00	.00	64,161.48	383,322.04	1,043,976.48	30.00
62801 Regular Transportation	692,270.00	.00	1,365.00	60,357.89	630,547.11	8.92
62802 Spec Ed Transportation	122,000.00	.00	.00	22,915.08	99,084.92	18.78
63430 After School Program	40,330.00	.00	.00	861.88	39,468.12	2.14
63440 Athletic Program	36,190.00	.00	2,217.04	320.12	33,652.84	7.01
68000 Employee Benefits	3,217,370.00	.00	9,657.48	853,389.42	2,354,323.10	26.82
69000 Transfers Out To Other Funds	66,050.00	.00	.00	57,200.00	8,850.00	86.60
Total 112 General Fund - Board	20,572,170.00	.00	792,810.17	3,577,812.68	16,201,547.15	21.25

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Mansfield Department Heads
Date: November 14, 2011
Re: Application for Livability Solutions Technical Assistance

Subject Matter/Background

Livability Solutions is a coalition of non-profit organizations that are committed to smart growth and sustainable development. The coalition has received a grant from the Environmental Protection Agency (EPA) as part of the *Building Blocks to Sustainable Communities Program* to provide free technical assistance to local communities. The technical assistance is provided in the form of a one to two-day community workshop. Applicants are allowed to apply for up to three workshops under one application. Based on the detailed descriptions of the various workshops available, staff has identified the following three as a best fit based on current town goals:

Design Mini-Charrette. This is an interactive, collaborative design workshop designed to engage the public in visioning for a specific area. A 3-4 person design team would work with residents and stakeholders to craft a smart growth/sustainable development vision for the Four Corners area, including illustrations of specific recommendations.

Green Infrastructure Valuation Guide. This workshop would focus on assessing the economic merits of green infrastructure practices, including assisting decision-makers in evaluating options for water management and deciding how, where and when to incorporate green infrastructure in development and redevelopment. This workshop would build on the recommendations that resulted from the Eagleville Brook total maximum daily load (TMDL) study completed by the UConn Center for Land Use Education and Research and Connecticut Department of Energy and Environmental Protection. The TMDL study focused on the impact that impervious cover has had on the degradation of Eagleville Brook and recommended that green infrastructure and other low impact development (LID) techniques be used to reduce the impact of impervious surfaces and stormwater runoff on water quality.

Green Values National Stormwater Management Calculator. This tool allows users to quickly compare the performance, costs and benefits of green infrastructure to conventional stormwater practices. It would help the town to establish a stormwater runoff volume reduction goal, outline a series of green infrastructure best management practices, and demonstrate the performance results and cost estimates of green infrastructure as compared to conventional stormwater solutions. Similar to the Green

Infrastructure Valuation Guide, this workshop would help us to better implement the recommendations of the Eagleville Brook TMDL study.

Selection Criteria

Awards for technical assistance will be based on the following criteria:

- Demonstrated interest or initiative in livability, smart growth or sustainability (20%)
- Clarity and capability to achieve candidate project or initiative (20%)
- Magnitude of need (20%)
- Demonstrated commitment to public engagement (20%)
- Demonstration of partnering capability and stakeholder interest (20%)

In addition to the above listed criteria, Smart Growth America will also consider the following factors in its review of applications for assistance:

- Community diversity. Each of the following community types will be represented in the 6-12 communities awarded technical assistance: Tribal, Rural/Small Town (<15,000 population), Suburban/Medium City (15,000-100,000), Large City/Metro (>100,000). Additionally, at least 30% of the assistance will be targeted to communities that meet one or more of the following characteristics:
 - High rate of poverty (20% or more of households at or below federal poverty threshold or median household income is 70% or less than the national average)
 - High rates of unemployment (greater than national average)
 - Disproportionate levels of environmental degradation, social inequity, historic underrepresentation, economic stagnation or recent economic disruption
 - High percentage of population pays more than 45% of household income on combined housing and transportation costs
 - High percentage (greater than 15%) of households are not food secure
- Geographic Diversity. Livability Solutions will be looking to award assistance to communities across the U.S.
- Equity. SGA will consider the degree to which the application contributes to the diversity of the communities being assisted through the program, with an emphasis on low income, disadvantaged and rural communities.
- Potential for Leveraging. Commitment or funding for future implementation that can add value to the EPA investment in technical assistance will be positively viewed.
- Past receipt of assistance. The SGA will consider how the assistance being requested as part of this application will complement or leverage the assistance requested as part of other assistance that the town has been awarded or is in the process of requesting. In this case, the EPA funding source for this technical assistance program is the same as for the Smart Growth America program that we applied for last month. If we are awarded a workshop from SGA on November 12th, we would not submit this application to Livability Solutions.

Livability Solutions will notify us by December 22, 2011 if our application has been selected.

Financial Impact

If awarded, Livability Solutions would conduct a technical assistance workshop in Mansfield with no fee for professional services. The town would be responsible for providing staff time, meeting space, workshop refreshments and advertising/outreach efforts to ensure broad participation in the workshop.

Legal Review

No legal review is required at this time. If the grant is awarded, the Town Attorney will be consulted as needed with regard to a technical assistance agreement.

Recommendation

Staff recommends that the Town Council authorize the Town Manager to submit the application for Livability Solutions Technical Assistance on behalf of the town and authorize the Mayor to provide a letter in support of the application describing the Mansfield's commitment to implement any local initiatives that result from the technical assistance program.

Council is respectfully requested to enact the following resolution recommending the submission of the technical assistance applications and authorizing the Mayor to provide letters of support for the project.

Move, effective November 14, 2011, to authorize the Town Manager to submit an application for Smart Growth Technical Assistance to Livability Solutions and to authorize the Mayor to submit a letter describing the commitment of local leaders to implement the resulting initiatives and projects.

Attachments

- 1) Application for Technical Assistance

EPA Building Blocks for Sustainable Communities Grant Application

Applications are due by 8:00 pm EST Tuesday, November 22, 2011

Name of agency/organization

Town of Mansfield, Connecticut

Name of individual authorized to enter into agreements

First Name: Matthew

Last Name: Hart

Name of contact person

First Name: Linda

Last Name: Painter

Contact address

4 South Eagleville Road

Mansfield, Connecticut 06268-2599

Contact phone number

860.469.3330

Contact email address

painterlm@mansfieldct.org

Background

What community category do you fall under? (select one)

- Tribal
- Rural/Small Town (less than 15,000 population)
- Suburban/Medium City (15,000-100,000 population)
- Large City/Metro (>100,000 population)
- Other: _____

To ensure that this assistance successfully reaches communities with limited resources, 30% of the assistance will be targeted to communities with one or more of the following characteristics:

- There are high rates of poverty (more than 20% of households are at or below the federal poverty threshold, or the median household income is at 70% or less than the national average)

- There are high rates of unemployment (unemployment rates are greater than the national average)
- Residents face a disproportionate level of environmental degradation, social inequity, historic underrepresentation, economic stagnation, and/or recent economic disruption (e.g., closure of major plants or businesses, resulting in a significant job loss)
- A relatively high percentage of the population pays more than 45% of household income on combined housing and transportation costs
- A high percentage (greater than 15%) of households are not food secure.

Please indicate how any of the five characteristics listed above describes your community. (max 600 characters)

According to the Housing and Transportation Affordability Index Tool on the CNT Website, a majority of the town pays more than 45% of household income on housing and transportation. It is only in the area surrounding the University of Connecticut (UConn) where the percentage decreases below 30%, which is to be expected given the large student population and concentration of multi-family developments in the campus area. The remainder of town is fairly rural, with typical densities averaging one housing unit/two acres, forcing most residents to rely on cars as their primary means of transportation.

Please provide us with a brief profile of the community for which this technical assistance will be provided. This should include physical scale, population and demographic makeup, built environment characteristics, growth trends and unique characteristics. (max 1050 characters)

As home to UConn, Mansfield has a unique dichotomy of development compared to other towns our size. In many ways, we are typical of other New England towns, with the vast majority of our landscape dominated by farmland, forests, wetlands and single family homes typically set on 2 or more acres. However, UConn with its 20,000+ students is the equivalent of a small, fairly self-contained city within our rural landscape. Overall, the town encompasses 45.1 square miles and has 26,543 residents according to the 2010 census. However, 12,743 of those resided at a state prison or in student housing. When off-campus student housing is factored in, our year-round permanent population is much smaller than the census figures imply. As the town's major employer, UConn drives demand for housing and infrastructure improvements. In 2011, the state approved funding for the first phase of a new technology park at UConn, a project that is expected to increase pressure for growth in surrounding neighborhoods.

Describe your interest in and commitment to livability, smart growth, and sustainability, including a description of past and present activities, programs, policies, or projects that illustrate this (see selection criteria). (max 1200 characters)

Mansfield's commitment to smart growth has been expressed by our elected Planning and Zoning Commission through the Plan of Conservation and Development, as well as by the Town Council through its adoption of Mansfield 2020: A Unified Vision, the town's strategic plan. Specific policies include: Incorporating principles of sustainability into Mansfield's identity by creating and implementing policies, practices and programs; reviewing, refining and revising land use policies and

regulations to reflect environmental, sustainability and economic development policies; establishing and implementing a comprehensive policy for water and sewer services, and creating/implementing sustainable transportation systems. This commitment to sustainability and smart growth is demonstrated by the public-private partnership between the town, UConn, the Mansfield Downtown Partnership and master developer Storrs Center Alliance on the development of Storrs Center, a mixed-use downtown designed using principles of New Urbanism and incorporating a new multi-modal transportation center and sustainability guidelines for construction.

Describe the current project or initiative related to livability, smart growth, or sustainability that you want this assistance to help you move forward with. Briefly describe the scope and physical extent of this effort; including any particular issue(s) and hurdle(s) that you face. Explain why you need this technical assistance and how you intend to implement the results. How will you define success? (max 3000 characters)

Mansfield is currently in the planning phase for two significant projects that impact the long-term sustainability of the town. The first is redevelopment of the area known as Four Corners at the intersection of Routes 195 and 44. One of Mansfield's historic villages, today this area serves as the northern gateway to both the Town of Mansfield and the University of Connecticut. Over the past several years, the area has become blighted with vacant buildings due to long-term environmental contamination from failed septic systems and leaking underground gasoline tanks. As a result, the image projected by this area is one of disuse and abandonment, contrary to the Town's vision for a gateway that includes a vibrant, pedestrian-oriented mixed use district. Redevelopment efforts have been hindered by the limitation of the soils to accommodate on-site wastewater disposal, a condition that restricts use and density of development. Since 2006 the town has been working on a plan to connect the area to the existing sewer system operated by UConn. Design of a new pump station and sewage collection system are underway. During the sewer planning process, it became evident that availability of a public water source was also essential to the successful redevelopment of this key intersection. To address this need, the town is currently partnering with UConn on identification and development of a new water supply source. As these projects move closer to reality, it is time to focus on plans and regulations to guide the future redevelopment. Given the environmental constraints of this area, use of smart growth principles and LID techniques will be essential to ensure long-term sustainability and protection of nearby wetlands and forests. Successful implementation of this project would include development that serves as a model for smart growth and integration of densities that support transit while maintaining the area's rural character and natural environment. The second project relates to implementation of a TMDL study done for the Eagleville Brook watershed, located to the south of Four Corners. This study was the first in the nation to identify impervious cover as the primary pollutant. A recent implementation study identified use of LID techniques to meet water quality goals for the watershed. While specific regulation changes have been recommended, additional education and training is needed for both the Planning and Zoning Commission and staff to ensure that projects meet the goals of reducing the impacts of impervious cover. A more ambitious goal involves the rewriting of zoning regulations to clearly communicate the town's commitment to sustainable design, of which green infrastructure is a key component. Successful implementation of these changes would not only be reflected in the improved water quality of Eagleville Brook, but also increased use of green infrastructure town-wide to protect our other watercourses.

Please describe how you intend to involve the public in this technical assistance. How will you include people of all age groups, abilities and ethnicities in your community. (max 750 characters)

To ensure broad participation from a wide range of interests, including residents, business owners, farmers and students, we will work with a variety of town and community based organizations on outreach efforts for the workshop. The workshop will be publicized in heavily used town facilities such as the community center, library, senior center, early childhood center and schools to reach a broad cross-section of residents. For the business community, we will work with the Mansfield Downtown Partnership, Storrs Center Alliance, Tolland County and Windham Region Chambers of Commerce to publicize the event. The town's agriculture committee and regional Advocate program will serve as our liaison to the farming community.

List the other agencies, organizations and community leaders that will partner with you/also receive the technical assistance and describe their level of commitment. (max 750 characters)

Letters are provided from the following partners describing their commitment to this effort. Planning and Zoning Commission: This elected body also serves as the town's Inland Wetland Agency and Aquifer Protection Agency, and as such, are responsible for ensuring that development regulations protect and enhance the natural environment. The Sustainability Committee and Four Corners Sewer and Water Advisory Committee are tasked with advising the Council on efforts related to sustainability and redevelopment of the Four Corners. The Center for Land Use Education and Research and Department of Energy and Environmental Protection will provide support on GI practices to help the town achieve the goals of the Eagleville Brook TMDL study.

*Note: Partner requests have been submitted to CLEAR and DEEP; no commitment has been received at the time this draft application was prepared.

Upload a letter or letters of commitment

*(Upload a letter or letters of commitment to receive and implement the technical assistance **signed by a local elected official or head of local agency** indicating their commitment and substantive involvement in the technical assistance and describing the community's readiness to receive the assistance. Also upload letters of commitment from any partner agencies and organizations listed above, or include the signatures of their representatives on your first letter. **Signed letter(s) are required and must be submitted at the time of the application.** Letters must be signed by an official with the authority to commit your agency or organization to the project and should be written on official letterhead. **Applications without signed letters from a local elected official or head of agency will not be considered**)*

Potential letters:

- Mayor (required)
- Town Manager
- Planning and Zoning Commission
- Sustainability Committee
- Four Corners Committee

- CLEAR -
- DEEP
- University of Connecticut

Are there particular tools in our toolkit that you are interested in? (Select up to three)

- The Mixed-Income/Equitable TOD Action Guide (RA)
- Form Based Code Tool (NCRC)
- A Transit-Oriented Development Implementation Typology (RA)
- The Power of Ten Exercise (PPS)
- The Bicycle Master Plan Roadmap (NCBW)
- The PlaceMap (PPS)
- National Charrette Institute Charrette System™ (NCI)
- The Place Audit and Street Audit (PPS)
- The Housing and Transportation Affordability Index (CNT)
- The Designing Walkable Urban Thoroughfares training
- The Active Community Schools (ACS) Workbook (NCBW)
- Civic Engagement for Walkable, Livable Communities (WALC)
- Walk Audit/Streets and Intersections Audit (WALC, NCBW, PPS)
- The Project Start-Up Intensive (NCI)
- Green Infrastructure Valuation Guide (CNT)
- National Transit-Oriented Development Database (CNT/RA)
- Green Values® National Stormwater Management Calculator (CNT)
- Design Mini-Charrette (LGC or NCI)
- Community Image Survey (CIS) (LGC)
- TransopolySM (CNT)
- Safe Routes to School Workshop (NCBW)

Please describe why you are interested in these tools in particular. (max 750 characters)

The mini-design charrette is the best tool for taking the town's efforts to redevelop the Four Corners area to the next level. To date our efforts have focused primarily on providing water and sewer service. While design guidelines have been adopted, more detailed planning would ensure that development meets smart growth principles and helps to restore the natural environment. The Green Infrastructure (GI) tools would help as we work toward implementing recommendations of the Eagleville Brook TMDL study, which would address water quality goals of the TMDL as well as ensure

better protection of our natural resources town-wide. Full integration of GI BMPs into regulations would also be a model for other communities with similar issues.

Have you received related technical assistance from EPA, other federal agencies, their contractors or grantees, or other sources in the past?

Yes

No

If yes, describe the assistance, including how the new assistance you are requesting would build upon or complement the past assistance. (max 750 characters)

UConn and the Town of Mansfield used EPA Clean Water Act Section 319 grant funding awarded by the Connecticut Dept of Energy and Environmental Protection to create a watershed-based plan for the Eagleville Brook watershed to assist with TMDL implementation. The project identified opportunities for near-term BMP implementation. The GI technical assistance would build on this recently completed study by furthering public education and support for GI, and helping to develop a more comprehensive set of GI/LID regulations for development both within the Eagleville Brook watershed and townwide.

Are you applying for related technical assistance from EPA, other federal agencies, or their grantees or contractors?

Yes

No

If yes, describe the assistance, including the name and assistance provider, and explain how that assistance would complement the assistance you are requesting here. (max 750 characters)

The Town applied for a HUD Community Challenge Planning Grant to assist the town in updating regulations to ensure that new development supports sustainability goals. The project includes three components: a Sustainable Development and Green Building Action Plan, a Housing and Economic Development Strategy, and a rewrite of zoning/subdivision regulations. The mini-design charrette would allow us to develop a more detailed plan for the Four Corners area, ensuring that the resulting development is sustainable over the long term and complements other smart growth efforts in the area. The GI workshops would provide a comprehensive review of green infrastructure options to better shape low impact development requirements.

PAGE
BREAK

Historic District Commission
Minutes
Meeting May 10, 2011

The meeting convened at 8:05 p.m.

Members Attending: G. Bruhn, J. McGarrity, D. Spencer, I. Atwood, L.D.Minearo

Old Business:

There were no minutes from the April meeting.

New Business:

I. Atwood discussed a phone call with the building inspector, giving them permission to work on repairs to the porch of the Kurdys house in Mansfield Centre. She also shared a letter she received from Ms. Kurdys, thanking her for her help. The Commission agreed that G.Bruhn would send a letter to Ms.Kurdys, telling her how pleased the Commission was that she was working on the house and offering her our assistance at any time in the future.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Gail Bruhn
Chairman

Mansfield Board of Education Meeting
October 13, 2011
Minutes

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

Absent: Holly Matthews, Katherine Paulhus

The meeting was called to order at 7:30pm by Mr. LaPlaca.

HEARING FOR VISITORS: Jeffrey Cryan, Principal Mansfield Middle School, introduced students and staff from their sister school in "Gymnasium Sarstedt". Mr. LaPlaca and Mr. Cryan presented gifts from the Board to the students and teachers. Mr. Cryan honored Sherry Andrews, Mansfield Middle School teacher, for her ten years of service with the German Exchange Program.

Ms. Paulhus arrived at 7:36pm.

Debra Adamczyk, Principal Goodwin School, invited Board Members to join the "Goodwin for Geary" team in the October 23rd Making Strides Against Breast Cancer Walk at Bushnell Park.

COMMUNICATIONS: The Board received correspondence from Lisa Corriveau and Sheila Quinn Clark.

ADDITIONS TO THE PRESENT AGENDA: None

COMMITTEE REPORTS: Policy Committee: MOTION by Ms. Patwa, seconded by Mrs. Paulhus, to approve the Mansfield Board of Education Policy Updates. Vote: Unanimous in favor. Ms. Patwa asked for Board discussion on amending the 2011-2012 school calendar. The Policy Committee will present a proposal to the Board at the October 27, 2011 meeting.

REPORT OF THE SUPERINTENDENT:

- Library Services Proposals: Linda Robinson discussed proposals for a restructuring of staff, to open MMS library one night a week, and to run a weekly game night for MMs students in the library. The Board supported these proposals.
- Group Testing Report 2010-2011: Mr. Baruzzi reviewed the 2010 Connecticut Mastery Results and district plans to help children attain the confidence needed to reach mastery. He reported that the district did not achieve Adequate Yearly Progress (AYP) Status for the 2010-2011 School Year in the categories of Students with Disabilities in Mathematics and Reading and Economically Disadvantaged in Reading. The Mansfield Middle School did not achieve Adequate Yearly Progress (AYP) Status for the 2010-2011 School Year in the categories of Students with Disabilities in Mathematics and Reading and Economically Disadvantaged in Reading.
- Windham Public Schools Request: Mr. Baruzzi discussed a letter from Windham Public Schools asking Mansfield to enter into an Inter-district School Choice Cooperative Agreement as required of them by federal and state NCLB regulations. Due to lack of state and or federal funding to support the effort, Mansfield will decline this opportunity.
- Safe School Climate Plan: Mr. Baruzzi reported on the State Legislature's requirements for schools to implement a Safe School Climate Plan by July 2012.
- Common Core State Standards and Assessment: Mr. Baruzzi reported on the initiative to align curriculum to Common State Standards and assessment changes in the future.
- Enhancing Student Achievement: Ten projects were reviewed and will be implemented at the schools in support of this activity.
- Class Size/Enrollment: The principals reported no major changes in class size or enrollment this month.

NEW BUSINESS: None

CONSENT AGENDA: MOTION by Mr. Walikonis, seconded Ms. Lin that the following items for the Board of Education meeting of October 13, 2011 be approved or received for the record: VOTE: Unanimous in favor.

That the Mansfield Public Schools Board of Education approves the minutes of the September 8, 2011 Board meeting.

That the Mansfield Public Schools Board of Education approves the request for maternity and unpaid childrearing leave effective October 19, 2011 through February 17, 2012 from Kimberly Gilmore, Vinton School teacher.

That the Mansfield Public Schools Board of Education approves the increase in salary, retroactive to the start of the school year as outlined in the current contract between the Mansfield Board of Education and the Mansfield Education Association for Kimberly Ruiz.

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: None

MOTION by Mr. Neumann, seconded by Mrs. Paulhus to adjourn at 10:17pm. **VOTE:** Unanimous in favor.

Respectfully submitted,

Celeste Griffin, Board Clerk

To: Town Council/Planning & Zoning Commission
 From: Curt Hirsch, Zoning Agent
 Date: November 9, 2011

Re: *Monthly Report of Zoning Enforcement Activity
 For the month of October, 2011*

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	15	16	16	52	48
Certificates of Compliance issued	5	16	11	39	45
Site inspections	21	23	53	118	187
Complaints received from the Public	9	3	6	14	19
Complaints requiring inspection	7	2	4	11	14
Potential/Actual violations found	4	1	4	6	9
Enforcement letters	6	7	10	25	41
Notices to issue ZBA forms	0	2	0	4	0
Notices of Zoning Violations issued	0	0	3	7	6
Zoning Citations issued	0	2	8	6	14

Zoning permits issued this month for single family homes = 2, 2-fm = 0, multi-fm = 0
 2011/2012 fiscal year total: s-fm = 2, 2-fm = 0, multi-fm = 0

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE**

**Friday, October 14, 2011
Audrey Beck Municipal Building, Conference Room B
Minutes**

Members Present: Deputy Mayor Toni Moran (Chair), Christopher Paulhus

Staff Present: Maria Capriola, Assistant to Town Manager

The meeting was called to order at 8:10a.m.

1. APPROVAL OF MINUTES

The meeting minutes of 10/7/11 were moved as presented by Paulhus, seconded by Moran and adopted unanimously.

2. NONUNION COMPENSATION (WAGES AND BENEFITS) FY 2011/2012

The following topics were discussed regarding non-union regular employees: wages; health insurance cost share (employee share); health insurance plans; the retiree payment in lieu of health insurance program; longevity; and tuition reimbursement. By consensus the Committee concurred with the Manager's recommendations for non-union wages, health insurance, longevity, tuition reimbursement, and the retiree payment in lieu of health insurance program. The Committee asked for the recommendations to be submitted to the Council as a whole for the 10/24/2011 meeting.

3. EXECUTIVE SESSION – Town Manager's Performance Review

Moran moved, seconded by Paulhus to move into executive session. The Committee unanimously approved and entered into executive session at 8:34am; Committee members were the only people present at the executive session

The Committee came out of executive session and the meeting adjourned at 8:50 a.m.

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

TOWN OF MANSFIELD
POLICE SERVICES STUDY STEERING COMMITTEE
May 4, 2011, 9:30 a.m.
Conference Room B, Beck Municipal Building

Minutes

Members Present: M. Capriola, Chief D. Dagon, Cptn. M. Darcy (CSP), M. Hart, Deputy Mayor A. Moran, Mayor E. Paterson, Lt. H. Rynhart (UConn), Chief K. Searles (Windsor)

1. The minutes of 9/22/10 and 1/3/11 were moved as presented by Hart, seconded by Dagon, and approved unanimously.

2. Police Services Study Discussion

The Committee had a discussion regarding the Police Services Study. The discussion was facilitated by the consultants working with the Town on the study, Management Partners and PERF. Discussion included:

- Overview of draft report
- Discussion of draft report
- Next steps
 - Draft report submitted to Council and discussed on May 9th at a special work session of the Council
 - Steering Committee seeks Community input
 - Community Open Houses
 - CSP administration, local CSP staff, and town officers
 - UCONN Police Department
 - Advisory Committees (Town/Gown, MCCP, Quality of Life, Public Safety)
 - Steering Committee comes to consensus and submits a recommendation to the Council for a preferred course of action.
 - Steering Committee assists Council in ranking police service delivery options

The meeting adjourned at 11:27am.

Respectfully submitted,
Maria Capriola
Assistant to Town Manager

TOWN OF MANSFIELD
POLICE SERVICES STUDY STEERING COMMITTEE
July 11, 2011
Council Chambers, Beck Municipal Building

Minutes

Members Present: M. Capriola, Chief D. Dagon, Cptn. M. Darcy (CSP), M. Hart, Deputy Mayor A. Moran, Mayor E. Paterson, Chief K. Searles (Windsor)

The meeting began at 1:10 pm.

Police Services Study Discussion. The Committee had a discussion regarding the Police Services Study with various members of the Connecticut State Police including Col. Stebbins. Discussion included:

- Discussion of draft report service delivery options
- Next steps

The meeting adjourned at 2:35 pm.

Respectfully submitted,
Maria Capriola
Assistant to Town Manager

TOWN OF MANSFIELD
POLICE SERVICES STUDY STEERING COMMITTEE
July 13, 2011
Council Chambers, Beck Municipal Building

Minutes

Members Present: M. Capriola, Chief D. Dagon, Cptn. M. Darcy (CSP), M. Hart, M. Lindsey, Mayor E. Paterson, Lt. H. Rhynhart (UConn)

The meeting began at 9:40 am.

Police Services Study Discussion. The Committee had a discussion regarding the Police Services Study with Chief Hudd and Major Blicher of the UConn Police Department. Discussion included:

- Discussion of draft report service delivery options
- Next steps

The meeting adjourned at 10:40 am.

Respectfully submitted,
Maria Capriola
Assistant to Town Manager

Town of Mansfield Traffic Authority
Minutes of the Meeting – September 27, 2011

Present: Hart, Hultgren, Cournoyer, Meitzler, Painter, Lindsey (Council-guest), Stachelsky – guest

The meeting began at approximately 9:33 am and there were no corrections to the minutes of the August 23, 2011 meeting.

72 Mansfield City Road – the adjacent property owner has been contacted and has no objection to the placing of guardrail along Mansfield City Road at this location. DPW will schedule the work.

Hillyndale, Baxter, Hanks Hill Road – in the queue for traffic data now that UConn is in session.

Pleasant Valley Road – traffic data was reviewed at the August meeting and the area was to be referred to Cournoyer's office for enforcement.

Ravine Road – Hultgren is still working to get UConn to make signs for Route 32 and North Eagleville Road warning drivers not to use Ravine Road to and from UConn. Painter will discuss the placement of these signs with the Zoning Officer.

Bassetts Bridge Road – Painter has discussed the Traffic Authority's position on stop sign placement to control speed with the area residents. She will invite them to the October meeting if they want to discuss it with Authority members themselves.

Community Center bus stop – DPW/Engineering will evaluate what improvements are needed for future permits and construction.

Depot Road – Ms. Stachelsky explained that she felt traffic on Depot Road was traveling too fast and that something should be done about it. Cournoyer explained the recent enforcement action on this road and the relatively few citations/warnings issued. Hultgren said that speeds measured after the speed humps were installed were considerably lower and in the context of other roads in Town Depot Road did not have a significant speed problem, although all roads experience occasional vehicles driving way too fast. Cournoyer said he would continue spot enforcement in this area on a rotating basis, and reiterated that he will investigate complaints made against a specific vehicle plate number.

Chaffeeville Road – Cournoyer said that since the request for speed enforcement he had directed this area to be a priority for monitoring speeds and issuing citations. Hultgren said that this area did not have a good location for the speed trailer, but he would try to set it up somewhere on the road. Enforcement will continue.

Gurleyville Road Scenic Road Application – Painter explained the pending application process for making Gurleyville Road between Horsebarn Hill Road and Codfish Falls Road a scenic road. Discussion ensued. Members were concerned that once the designation was made, pedestrian and bicycle improvements to this somewhat heavily used road for biking and walking would be impossible. As such members suggested that when the approval motion is made by the PZC, it include some language indicating that future improvements to make biking and walking on this road safer are still considered important, and will be considered in the future even though the road is designated as a scenic road.

Roundabout at Birch/Hunting Lodge Roads – A recent concern received by Hultgren regarding traffic safety in the vicinity of this mini-roundabout was discussed. Members reviewed the pre-roundabout

intersection condition and again concluded that the speed reductions necessary to negotiate this roundabout were beneficial. Meitzler will monitor this area during the AM/PM rush hours to determine if the severity of any mis-use. Hultgren said he would try to get the curb of the roundabout repaired before winter.

Walk facing traffic sign request – The letter request received from Fox suggesting these signs on Hunting Lodge Extension and South Eagleville Road was discussed. Noting that there is a pending capital budget project to put a walkway on South Eagleville Road, signs were authorized for Hunting Lodge Road (between Separatist Road and North Eagleville Road), but not for South Eagleville Road.

Town Parking fines – Hultgren passed out the present and proposed parking fines for the Town's parking regulations and noted that the Storrs Center Parking Steering Committee thought that most of the fines were too low. The pros and cons of having higher fines were discussed. Hultgren will assemble comparative fine data from, UConn, West Hartford, Amherst, North Hampton and Windham for further review by the Traffic Authority and the Steering Committee. Discussion of how a database of parking violators could be orchestrated ensued. Some effort to set up this type of system for tracing other Town infractions is apparently being considered now.

Carriage House Drive Parking – Painter and Cournoyer explained that due to the lack of parking along Carriage House Drive, it was very difficult to enforce illegal parking and keep the road open during winter. A suggestion for additional “nose-in” parking along the road but off the traveled way was being considered. After discussion, this concept was approved by the Traffic Authority subject to a reasonable site plan that demonstrated the new parking will indeed be off the traveled way.

Respectfully submitted,

Lon Hultgren
Director of Public Works

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE**

Friday, October 21, 2011
Audrey Beck Municipal Building, Conference Room B
Minutes

Members Present: Deputy Mayor Toni Moran (Chair), Peter Kochenburger, Christopher Paulhus

Staff Present: Maria Capriola, Assistant to Town Manager

The meeting was called to order at 8:15a.m.

1. APPROVAL OF MINUTES

The meeting minutes of 10/14/11 were moved as presented by Paulhus, seconded by Moran and adopted as presented; Kochenburger abstained from the vote.

2. COUNCIL RULES OF PROCEDURE

The Committee discussed changes and agreed by consensus to recommend the following:

- Rule 4a - Add a sentence clarifying that speakers (during public comment) may not yield their time to another speaker(s).
- Rule 7c/7e – Clarify language regarding motions to limit, extend, and close debate.
- Rule 7i – Revise language that only motions to adjourn may not be reconsidered.
- Rule 10 – Provide language that states when special meetings of the Council are scheduled on the fourth Monday of the month, Council office hours will not be held.

The Committee will review these draft changes at their next meeting. The Committee plans to submit its recommendations to the Council as a whole for the 11/14/2011 meeting.

3. EXECUTIVE SESSION – Town Manager’s Performance Review

Kochenburger moved, seconded by Paulhus to move into executive session. The Committee unanimously approved and entered into executive session at 9:00am; Committee members were the only people present at the executive session

The Committee came out of executive session and the meeting adjourned at 9:25 a.m. The next meeting of the Personnel Committee will be Friday, October 28th.

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

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Thursday, September 1, 2011
Mansfield Town Hall
Town Council Chambers
4 S. Eagleville Road**

4:00 PM

MINUTES

Present: Harry Birkenruth, Tom Callahan, Dennis Heffley, David Lindsay, Philip Lodewick, Frank McNabb, Toni Moran, Betsy Paterson, Chris Paulhus, Kristin Schwab, Bill Simpson, and Ted Yungclas

Staff: Cynthia van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 4:05 pm at the Storrs Center construction site off of Dog Lane.

Macon Toledano, Vice President for Planning and Development with master developer LeylandAlliance, and Dan James, General Superintendent with the general contractor, Erland Construction, conducted a site tour for the Board of Directors. In addition to the Board members present, Howard Kaufman and Lou Marquet from LeylandAlliance were also in attendance.

The Board then stopped by Katie Andrighetti's Oaks on the Square office at 1254 Storrs Road to meet Ms. Andrighetti. Ms. Andrighetti is the property manager for Oaks on the Square, the residential apartments in Storrs Center.

The meeting reconvened in the Town Council chambers with the addition of Bob Sitkowski, Real Estate Officer for the University of Connecticut. Mr. James, Mr. Toledano, Mr. Kaufman, and Mr. Marquet did not attend the rest of the meeting.

2. Opportunity for Public Comment

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There was no public comment.

3. Approval of Minutes of August 4, 2011

Bill Simpson made a motion to approve the minutes of August 4, 2011. Betsy Paterson seconded the motion. Chris Paulhus abstained. The motion was approved with the one abstention.

4. Director's Report

Cynthia van Zelm passed around a sign-up list for volunteering at the Festival.

5. Update on Storrs Center Action Items

Ms. van Zelm said the next job fair to be hosted by Erland Construction would be on September 8 from 7 pm to 9 pm at the Community Center. Ms. van Zelm noted that the job fair has been advertised to the press and through the Partnership's database, website and local public access channels. Flyers will also be left by Erland with hardware stores/suppliers and at the local voc tech schools.

Ms. van Zelm said that letters had gone out from the Partnership to the current businesses that will need to relocate apprising them of the timing of relocation (spring 2012) and the relocation benefits available as well as the relocation assistance provided by the Partnership's relocation consultant Phil Michalowski. The letter is the required second notice per the Storrs Center Municipal Development Plan's Relocation Plan. The first notice went out in November 2006.

Ms. van Zelm said she has been meeting with Ms. Andrighetti and several organizations about the housing including the UConn Alumni Association, and the UConn Graduate School. More meetings are planned as well.

6. Four Corners Sewer and Water Study Advisory Committee Update

Ms. van Zelm said the next meeting of the Committee is scheduled for September 8.

7. Report from Committees

Advertising and Promotion

Kristin Schwab said the next meeting will be this month. An update on the public spaces plan will be part of the agenda. Ms. Paterson asked if Ms. Schwab could give a Power Point presentation to the Town Council on the public spaces plan. Ms. Paterson thought it would be a good way to publicize the plan by showing what is preserved and the great recreational opportunities in the core of Mansfield. Ms. Schwab said that she and her students could provide an update to the Town Council.

Harry Birkenruth asked if the public spaces plan can be integrated into the marketing for the apartments. Ms. Schwab said a brochure is planned and maps can be made available as part of the housing marketing.

Ms. Schwab said as follow-on to the plan, the Town has applied for a State Department of Energy and Environmental Protection grant for an urban trails network design for the downtown.

Mr. Lodewick commended Ms. Schwab and her team for promoting sustainability and walkability.

Festival on the Green

Ms. Paterson thanked Board members for volunteering and contributing to the Festival and encouraged Board members to continue to help as the Festival is financed entirely by donations.

Ms. Paterson suggested name tags for Board members who work and attend the Festival.

Ms. Paterson said that Macon Toledano will give a site walk of the Festival site.

Ms. Paterson said that Vintage Mansfield is Friday night.

She recognized the School of Fine Arts for all its involvement in the Festival.

Ms. Paterson reminded Board members that Saturday night will be Picnicpalooza with The Long River Band led by Mansfield resident Dudley Hamlin.

Finance and Administration

Tom Callahan said there is an outstanding personnel issue that is making its way through the Town job classification system.

Membership Development

Frank McNabb said the Committee had a table at the UConn Co-op during UConn move-in weekend and it was very busy. He said Committee members will also be at the UConn football game on September 16.

The membership renewal letters should to out in October/November.

Planning and Design

In Chair Steve Bacon's absence, Ms. van Zelm reported that the Committee will meet on September 20 to consider the zoning permit application for the Village Street and Transit Pathways. The Committee will receive an update on the changes the Committee suggested BL Companies to the design checklist as part of the Storrs Center Sustainability Guidelines, at a later meeting.

8. Other

Mr. Lodewick announced that long-time Board member Tom Callahan will be resigning from the Board. Mr. Callahan said his responsibilities at the UConn Health Center required him to, unfortunately, step off the Board. He said he feels comfortable doing so given that Storrs Center is in construction and his replacement will be Richard Orr, Executive Officer to UConn President Herbst.

Mr. Callahan said that he would like to continue to serve on the Finance and Administration Committee.

The Board recognized and thanked Mr. Callahan for his years of dedication and work on the Partnership Board and as Chair of the Finance and Administration Committee. Ms. Paterson noted that the project would not be where it is today without Mr. Callahan.

9. Adjourn

Ms. Paterson made a motion to adjourn. Mr. Paulhus seconded the motion. The motion was approved and the meeting adjourned at 5:50 pm.

Minutes taken by Cynthia van Zelm

MINUTES, HUMAN SERVICES ADVISORY COMMITTEE
September 21, 2011

Present: Ethel Mantzaris (YSB), chair; Jane Blanshard (Disabilities), secretary; Sara Anderson (Advocates for Children); Dexter Eddy (Wright's Way); Kevin Grunwald (ex officio); Bev Korba (Senior Center); Victoria Nimirowski (WAIM); Joan Terry (Aging). Absent: Frank Perrotti, Vice Chair.

Ethel called the meeting to order at 2:02.

Corrections to the minutes of the August meeting: Dexter said he was absent but not listed. Victoria was not listed either. Kevin said that the requirements for the social worker's job were not reduced but increased after Barbara Lavoie was hired. She was not initially required to be licensed or have supervision; that was modified to require that she pursue licensure and be supervised by a licensed clinical social worker. Joan asked if a future person in the job would have to be licensed or pursuing licensure, and Kevin said yes. Ethel pointed out that Barbara would never be licensed while working for Mansfield at the rate of one hour a month. Bev suggested that since she wasn't required to do it in advance she be allowed to do it at her own rate, since she has so much on her plate now. Sara asked whether, if this requirement were not met by the person, she'd be in danger of losing her job. She wondered if there are any precedents for that. Kevin said there might be situations where someone might be grandfathered into a position if the requirements changed after the person was in the job, but in this case they felt it was important that Barbara comply with the new ones. His other correction was that his department did not receive the grant mentioned; the Mansfield Community Campus Partnership that received it.

The minutes were accepted as amended.

We discussed the Charge to the Committee. Kevin pointed out that it is pretty vague; he believes the committee should interpret it themselves. We should establish goals for the year.

Quarterly Report. In future he will get it to the members ahead of time. This was for the quarter April 1 through June 30, 2011. It is an attempt to list all activities of the department. It goes to the Town Manager and the Town Council.

The budget provides for \$130-\$140,00 for fee waivers. The ordinance was amended to include Senior Center programs, though most of it goes to Parks & Recreation. A lot goes for trash pick-up. Jane asked what financial assistance involves. Basic needs such as food from our pantry or from Storrs Congregational Church, or gift cards for a supermarket such as Stop & Shop, which also apply to gas. Sometimes we help with security deposits or electric bills. We usually make payments to the provider, but occasionally we give cash. Bev asked if other churches are involved. Mansfield Center Church and the Baptist Church contribute to the fund. Bev asked if we approach them or wait for offers. Some businesses donate at holiday time or adopt families. Curves used to be a big contributor, but it has gone out of business.

The 207 contacts can be individuals or families.

Kathy Anne and Kevin do case management. For example, there was a person who lost a lot of items stored in her basement, which flooded during the hurricane. They have been trying to organize the services that she needs. Does Kathy do counseling or just case management? She doesn't do clinical social work, but does do counseling or referrals as needed.

At-Risk Program. Every department has emergency response responsibility. Usually we rely on the Red Cross, but this time the Red Cross was pretty much overwhelmed, so we opened a shelter at the Community Center, but we lost power there as well, and so we opened a respite center in the Council Chambers where people could charge phones and use computers. We were going to open a 24-hour shelter at E. O. Smith, but the Community Center got its power back Monday morning, so we moved the shelter there and it was open for two days. We served sandwiches for two days and then got MREs through FEMA. There were two potable water stations. People came in for showers, over 400 a day. We have an emergency management council, run by Matt Hart and John Jackman. We have an At-Risk program and are trying to identify people who need special help. No one responded when we first put out word that the program exists, but now they probably would. There are people medically dependent on electricity, oxygen, etc. We need to help people develop emergency plans. Supervision is needed for some of them; some need it but won't admit it. Kevin has a file in his office to keep track of this.

Kevin reported that they are focusing on two candidates for the Early Childhood Services Coordinator, and are about to make an offer.

We have been contributing to McSweeney, mainly for the dental clinic, but they may be closing. Marge Roach, the director, says they are budgeting monthly for the towns' contributions and will return money if they close. We may have to pick up their share of Meals on Wheels, and we may not have the capacity to do that. The Town of Windham has not been willing to take full responsibility for McSweeney, and other towns with their own senior centers are reluctant to contribute.

There is a need for a regional center, and it could be here in Mansfield. There may not be enough space, but why duplicate so much? There is a problem of people wanting services close by, and a problem of availability of transportation. The subject is worth exploring.

Kevin: What will be the next step for this committee? Invite Marge Roach and Cindy, and ask for their suggestions. Important to let them know they are welcome. McSweeney has no participation from the Hispanic community either, and we really need to do some kind of outreach.

NEXT MEETING: October 19, 2011.



MANSFIELD ADVOCATES FOR CHILDREN
September 7, 2011

MINUTES

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, S. Daly, A. Bladen

GUESTS: J. Gilchrest, CAHS

REGRETS: E. Tulman

ITEM	DISCUSSION	OUTCOME
<p>Call to Order</p>	<p>G. Bent called the meeting to order at 6:35pm</p> <p>G. Bent reported that MAC has received a direct link on the town website and it can be accessed at www.mansfieldct.org/mac. This address can be used for flyers and correspondence.</p> <p>Vote on Minutes of 8/3/11</p> <p>G. Bent noted that the next order of business will be follow-up because the scheduled visitor Jillian Gilchrest has not yet arrived.</p>	<p style="text-align: center;"><i>Motion:</i></p> <p style="text-align: center;"><i>J. Higham moves to approve the 8/3/11 minutes as presented. A. Bloom seconds and the motion passes unanimously.</i></p>
<p>Follow up</p>	<p>J. Stoughton reported that the Executive Council considered the idea of moving the meeting dates, however, because of scheduling conflicts, they will remain as scheduled.</p> <p>J. Woodmansee reported that the K-Intake forms were delivered to each three (3) elementary schools on August 23rd.</p> <p>S. Anderson stated that volunteers from the playground committee will be asked to volunteer in the FOG booth but that literature from MAC and a representative of MAC would be welcome.</p> <p>S. Anderson also reported that commitment from the Town regarding the property is essential to move forward. K. Grunwald added that there are available</p>	<p>The next Executive Council meeting is scheduled for Thursday, September 22nd at 1:30 in Conference Room B in Town Hall.</p> <p>Responses are due to start coming back any day.</p> <p>The next scheduled playground committee meeting is September 8th.</p>

	<p>monies budgeted for the \$250.00 retainer.</p> <p>K. Grunwald stated that the 1st round of interviews for Sandy's position has been completed and that the 2nd round of the top three (3) candidates is scheduled for Friday, September 9th.</p> <p>C. Guerrerri reported that the \$10K from SDE should be arriving soon and that GMF is discussing a shift in their fiscal year to align it with the Towns' which would mean a transitional grant from April through June.</p>	
Guest Presentation	<p>Jillian Gilchrest, Early Care and Education Analyst for the Connecticut Association of Human Services introduces herself. She states that the main objective of CAHS is to end poverty and engage, equip and empower all families in CT to build a secure future. She discussed resources such as <i>All Our Kin</i> which is a New Haven based non-profit organization dedicated to early care and education and <i>211</i> which provides a list of all family based providers.</p> <p>J. Gilchrest discussed future policies and noted that Governor Malloy's most recent budget, Plan C, does not cut any funding for early care and education.</p>	<p>J. Gilchrest offered to come back and provide quarterly updates to the collaborative and that if you are interested in subscribing to the CAHS list serves to send her an email.</p>
Performance Measures re: MAC Collaborative	<p>G. Bent explained an exercise to that will begin to collect data to determine the effectiveness of the collaborate and evaluate the performance of the collaborative as to how much, how well and, are we better off. To begin the exercise she asked that the members split into small groups and come up with action items in which improvement can be measured over time.</p>	<p>This exercise will continue at the October meeting.</p>
Adjournment/ Next Meeting	<p>Next Executive Council meeting on Thursday, September 22nd 1:15 in Conference Room B.</p> <p><u>Next MAC Meeting Wednesday, October 5, 2011, Town Hall –Council Chambers at:</u> <u>5:00PM</u> Team meetings <u>6:30PM</u> full MAC meeting</p>	<p>The meeting adjourned at 7:34pm.</p>
	<p>Agenda topics: please send to Jillene at woodmanseejb@mansfieldct.org</p>	

“All Mansfield Children ages birth through 8 years old are healthy, successful learners connected to the community.”

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
ANNUAL MEETING MINUTES
Housing Authority Office
September 22, 2011
8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer; Kathleen Ward, Commissioner; and Ms Fields, Executive Director.

The meeting was called to order at 8:35 a.m. by the Chairperson.

ELECTION OF OFFICERS

A motion was made by Mr. Eddy and seconded by Ms Hall to re-elect all officers to their current positions. Motion approved unanimously.

MINUTES

The Chairperson declared the minutes of the August 25, 2011 Regular Meeting and the September 6, 2011 Emergency Meeting "accepted without objection."

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Simonsen and seconded by Ms Ward to approve the August bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the July Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Ms Ward and seconded Mr Simonsen to approve the August Section 8 Statistical Report. Motion approved unanimously.

Recommendation Request

Mr. Simonsen made a formal request to Ms Fields, on behalf of the Board, to provide at the next Board meeting, a recommendation on moving monies from Liberty Bank to Peoples.

REPORT FROM TENANT REPRESENTATIVE

Surveys

Mr. Simonsen stated that the analysis is not completed.

Human Services Advisory Committee

Mr. Eddy reported that the Willimantic McSweeney Senior Center would be closing due to lack of funds. In addition, Mr Eddy asked Ms Fields to pass

around to all tenants at Wright's Village the "At Risk/Special Needs Application" which may be completed those who may require special assistance during a natural disaster or extreme weather event. Applications can be returned to the Human Services Department.

Roving Dog

Mr. Eddy reported that one neighbor's dog has been roaming unleashed and unsupervised. Dog excrement is left wherever the dog has deposited it. Mr. Eddy proposed a fine, as set forth in the policy below, for any dog not leashed.

ROAMING DOG POLICY

If a tenant's dog is seen roaming around unleashed, the first violation will result in a written warning, the second violation will result in a \$35.00 fine, the third and any further violations will be fined with an incremental increase of \$15.00 in excess of the previous fine amount. Ms Fields will inform the tenants of the new policy.

A motion was made by Mr. Eddy and seconded by Ms Hall to implement the Roaming Dog Policy immediately upon notice by Ms Fields. Motion approved unanimously.

New Mower/Snow Plow

Mr. Eddy noted that the Housing Authority needs a new mower and that now would be a good time to fill the need. Ms Fields also noted that the mower should also have an attachment to enable plowing of the sidewalks. Ms Fields will investigate the choices in equipment.

Storage Units for Wrights Village

Mr Eddy suggested that the Board consider in its capital spending discussions the possibility of creating some small storage units to be made available to tenants for rent.

AD HOC COMMITTEE REPORTS

Holinko Paving and Landscaping Committee

Paving Project

Lenard Engineering provided drawings for review. The plan went out to bid. Initially there was no interest. Lenard Engineering and Ms Fields called some local contractors to encourage interest. The bid opening will take place at 10:00 am today.

Building 5 Steps and Covered Entry Project

Ms Fields ask Mr. Briggs to complete drawings that could be used to obtain a permit. In addition to Mr. Briggs, Ms Fields called four other contractors to request bids. One contractor responded and will provide a bid, a second contractor responded that he was not interested and the remaining two contractors did not respond.

Increasing Affordable Housing Committee

CHFA and DECD have approved the "loan" for payment of the Capital Needs Assessment (CNA). Mr. Stuart, with Reserve Replacement Report, will be here today and tomorrow performing the CNA. The report should be completed and sent to us by October 1, 2011.

Policy Review Committee

The committee met on September 20, 2011 and recommended the following policies as be revised and/or adopted:

Allowance for Collection Loss

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the revised Allowance for Collection Loss policy. Motion approved unanimously.

HUD Compliance

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the HUD Compliance policy with changes. Motion approved unanimously.

Budget Committee

Resident meetings to discuss the rent increases have been set up for September 27, 2011. Ms Fields will bring any comments to the next Board meeting for its consideration as part of the final budget approval.

UNFINISHED BUSINESS

ARRA Weatherization Program

Ms Fields informed the project manager at Access Agency that no heat pump has been installed for the Knop Shop and he is looking into it. An instructional class for all tenants was held on September 21, 2011. Fourteen tenants attended.

Eslin v Mansfield Housing Authority

Depositions have been scheduled for September 23rd and 26th.

NEW BUSINESS

NEXT MEETING DATE

OTHER BUSINESS

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:05 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
EMERGENCY MEETING MINUTES
Housing Authority Office
October 4, 2011
8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer; Ms Kathleen Ward, Commissioner; and Ms Fields, Executive Director.

The meeting was called to order at 8:35 a.m. by the Chairperson.

NEW BUSINESS

Holinko Paving Project Contract

Ms Fields presented the only bid for the project. Lenard Engineering vetted the contractor and recommended awarding the contract to B&W Paving and Landscaping, LLC in the amount of \$106,125.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the contract in the amount of \$106,125 to be executed by Ms Fields. Motion approved unanimously.

Stair Replacement and Covered Porches Holinko Estates – Building 5

Ms Fields received two bids for the project. After discussion, Ms Fields recommended awarding the contract to William Briggs Construction in the amount \$46,528.

A motion was made by Mr. Eddy and seconded by Ms Ward to contract with William Briggs Construction at a fixed price of \$46,528 not including sales tax for the stair replacement and porch construction. Motion approved unanimously.

Financing a Capital Needs Assessment

A capital needs assessment (CNA) was completed on September 22, 2011 by The Replacement Reserve Report. Ms. Fields distributed the reports for review. After review and discussion, the Board agreed that unless the state can provide a substantial amount of the cost to purchase and upgrade the property in the form of a grant, the purchase would probably not be feasible.

Personnel Issue (Executive Session)

Ms Fields raised an issue for which Mr. Eddy raised a question of privilege. The Chairman requested a reason and Mr. Eddy responded that the matter was a specific personnel issue.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to go into Executive Session at 9:45 am. Motion approved unanimously. The Board came out of Executive Session at 10:20 a.m.

ADJOURNMENT

The Chairman declared the meeting adjourned at 10:20 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson

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

Tuesday, September 20, 2011

MINUTES

Members: Steve Bacon, Laurie Best, Jon Hand, Manny Haidous, Frank McNabb, Peter Millman, Ruth Moynihan, Betsy Paterson, and Karin Randolph

Staff: Cynthia van Zelm

Guests: Linda Painter, Mansfield Director of Planning and Development

Storrs Center Team: Geoff Fitzgerald and Fred Gardner (BL Companies), and Lou Marquet (LeylandAlliance)

1. Call to Order

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

2. Public Comment

There was no public comment.

3. Approval of Minutes from June 21, 2011 and July 19, 2011

Betsy Paterson made a motion to approve the minutes from June 21, 2011 and July 19, 2011. Frank McNabb seconded the motion. Steve Bacon noted that the meeting on July 19 was in Conference Room B, not the Town Council chambers. Ruth Moynihan abstained from voting on the July 19 minutes. The minutes were approved with the amendment and one abstention.

4. Review of Zoning Permit Application for Village Street in Storrs Center

Mr. Bacon introduced Ms. Painter, Mr. Fitzgerald, Mr. Gardner and Mr. Marquet.

Mr. Bacon noted that the Town of Mansfield is the applicant for the Village Street and Transit Pathways zoning permit application, a similar situation as the parking garage and intermodal center.

Geoff Fitzgerald introduced Fred Gardner who is BL Companies' Director of Traffic and Engineering.

On behalf of the Town of Mansfield, Mr. Fitzgerald explained that the application encompasses new streets -- Bolton Road extension from Storrs Road to the Village Street where it intersects with Post Office Road.

Mr. Fitzgerald put the boundaries in context by showing the location of Phase 1C buildings and future phases surrounding the Village Street.

Mr. Fitzgerald reviewed the maps as part of the application.

He said the stormwater grates will be similar to grates in Dog Lane.

Jon Hand asked if the trees will be on compacted gravel. Mr. Fitzgerald replied in the affirmative and said the roots can still reach down far.

Mr. Fitzgerald said the crosswalks will include both colored pavement and stamped concrete.

He showed the site amenities being planned including bus stops, trash receptacles and benches. Mr. McNabb asked if the bus shelters will be open and Mr. Fitzgerald replied that they will be open with a windscreen on one side. It will not be plexiglass, but mesh.

Mr. Fitzgerald said the team recommended these particular site amenities based on the consensus from the Committee at its meeting in June.

Peter Millman asked if all utilities will be underground. Mr. Fitzgerald said that the utilities on the new streets will all be underground as well as on Dog Lane up to the Greek Center.

Mr. Bacon asked about the design on the Bolton Road Ext. Mr. Fitzgerald said the bump out shown is for deliveries that will service Phase 1C. Mr. Bacon asked if people would try to park there. Mr. Fitzgerald said there will be signage there to deter parkers.

Mr. Fitzgerald said there will be a 5 foot snow shelf along the new roads that will allow the Town to pile snow to melt.

Manny Haidous asked about timing on when buses will line up behind the garage. Mr. Fitzgerald said the buses will not be staged on that road until Village Street is built. The radius is wide enough for buses to execute the roads and turns.

Cynthia van Zelm asked Mr. Fitzgerald about the changes made to the intersection near the intermodal center. Mr. Fitzgerald said there had been some concerns raised about the safe pedestrian access in this area. The intersection should function as a yield area to pedestrians. The design evolved to take out a few parking spots at the intersection with Village Street to give more room for turning out on that section of the Village Street. Linda Painter noted that she had worked with Mr. Fitzgerald on improving the issues around the intersection.

Mr. Fitzgerald said the intersection will include textured asphalt. The curbs are only 4 inches tall to make it easier for pedestrians to walk. The intersection has been raised to the level of the sidewalk – it is a table top intersection.

Mr. Millman expressed concern about the difficulty driving through this area with pedestrians. He thought that signage will be key to alerting drivers to the high area of pedestrians.

Mr. McNabb asked if the crosswalk will be lighted at street level. Mr. Fitzgerald said it would not be lighted at this time.

Mr. Fitzgerald said the area will not be intended as a fast moving commuter area. He noted that if the area does become slow to move around, it means it is a success.

He said there is a concern about not over signing the entire Storrs Center. He is working with Ms. Painter and Director of Public Works Lon Hultgren on signage.

Mr. Millman asked about signage in the middle of the intersection. Lou Marquet said the street lights and buildings will be a natural site line to direct people. Mr. Fitzgerald expressed concern about signage distracting drivers if it is in the middle of the intersection.

Mr. Bacon noted that there will be no reason for cars to go by the intermodal center from Storrs Road unless they are going to the garage.

Mr. Fitzgerald said that short-term parking spaces were added in front of the intermodal center to allow cars to drop off bikes if the intermodal center includes a bike repair area, as bikes will not fit on top of a car going into the garage.

He said that the current thinking is that parking will be free on the streets.

Mr. Fitzgerald said he received feedback on planting a variety of trees but placing similar trees in the same area. The trees will be deciduous.

Mr. Fitzgerald also showed on the maps where there are nodes where kiosks, art features, etc. can be included.

Mr. Haidous asked if plantings will go in now or later. Mr. Marquet said the main goal for the Village Street is to put in the infrastructure necessary to provide accessibility to the south. The permanent pavement and trees cannot be put in until the buildings along the Village Street are included. The tree wells need to be put in now for the storm drainage system. Mr. Marquet noted that there is a lot of interest in the commercial opportunities in Phase 2. The Leyland team is working on preliminary design of the buildings for Phase 2.

Mr. Fitzgerald said the team is looking into landscaping along the boundary between the Greek Center property and the road behind the garage. Tall evergreen or cypress trees are being considered. He said that he and Macon Toledano from Leyland have been in discussions with Ilias Tomazos from the Greek Center.

Mr. Fitzgerald showed a map of the stormwater drainage system and noted that it is consistent with the CT Department of Environmental Protection and US Army Corps of Engineers permits received a few years ago.

Mr. Fitzgerald reiterated that one of the concerns raised was about the view from Village Street to the back of the Post Office. To address this issue, more trees will be included on the Village Street in this particular area. An ornamental fence will also be included.

Mr. Bacon asked about the effect of the lights from southbound traffic on the Village Street on the Courtyard Condominiums. Mr. Fitzgerald said he will talk to Mr. Hultgren and Ms. Painter about a solution that may include some screening with shrubbery, possibly evergreens. Mr. Marquet suggested re-evaluating this after the road goes in.

Betsy Paterson made the following motion: "In accordance with its charge, the Planning and Design Committee of the Mansfield Downtown Partnership, Inc. has met during the last several months with representatives of the Town of Mansfield (and its consultant team from BL Companies), whose application for a zoning permit for plans to design the Storrs Center Village Street from Post Office Road to Dog Lane and Storrs Road has been submitted to the Director of Planning for the Town of Mansfield. The Committee conducted meetings on June 21, 2011 and September 20, 2011 to review initial plans for the Village Street, make recommendations for changes to the plans, and review revised plans. Based on its review, the Committee is recommending to the Partnership Board of Directors that the zoning permit for the Storrs Center Village Street meets the design guidelines adopted by the Mansfield Downtown Partnership and incorporated into the Special Design District regulations." Karin Randolph seconded the motion. The motion was approved unanimously.

5. Topics for Next Meeting and Next Meeting Date

Ms. van Zelm said that BL Companies is planning to come back to the Committee at its October 18 meeting to update its work on the Storrs Center Sustainability Guidelines checklist (*since changed to November 16*).

Mr. Marquet noted that many of the materials have been bought and mainly CT subcontractors are being used on Phase 1A. Mr. Marquet said the development team may ask for approval on some changes to what is prescribed in the Sustainability Guidelines.

Mr. Bacon asked if there was a decision made on the color of the roof. Mr. Marquet said that they decided to use a dark roof as it gives more protection in the winter. This is an example of the way the LEED standards have evolved which now acknowledge regional issues.

6. Adjourn

Ms. Paterson made a motion to adjourn at 6:45 pm. Mr. McNabb seconded the motion. The motion was approved unanimously.

Minutes prepared by Cynthia van Zelm

Town of Mansfield
CONSERVATION COMMISSION
Meeting of 21 September 2011
Conference B, Audrey P. Beck Building
MINUTES

Members present: Peter Drzewiecki (from 8:05p), Neil Facchinetti, Quentin Kessel, Scott Lehmann, John Silander, Frank Trainor. *Members absent:* Aline Booth (Alt.), Joan Buck (Alt.), Robert Dahn. *Others present:* Grant Meitzler (Wetlands Agent), William Shakalis (from 8:00p).

1. The meeting was called to order at 7:32p by Chair Quentin Kessel.
2. The draft minutes of the 17 August 2011 meeting were approved as written.
3. **IWA referrals**
 - a. **W1487 (Wright, Mansfield City Rd.)** The applicant proposes to construct a deck on concrete piers across the back of her house; its edge would be 55' to 65' from wetlands in woods down a gentle slope from the house. The Commission unanimously agreed (**motion:** Silander, Lehmann) with Meitzler's assessment that no significant impact on wetlands is to be expected, provided standard erosion controls are employed during construction. (Lehmann participated in the 26 August IWA Field Trip to this site; his report is attached.)
 - b. Revised plans are not yet available for **W1485 (Bell, Bassetts Bridge Rd.)**.
 - c. Cumberland Farms has withdrawn its application (see W1483) to re-develop the blighted Kathy Johns & Republic Oil site at Four Corners, apparently out of concern about future assessments for extending water and sewer lines to this area.
4. **Notifications.** Kessel noted recent articles on or by former members of the Commission: a tribute in the Summer 2011 issue of *Connecticut Woodlands* to Sam Dodd (photographed with the late George Russell, another former member, who wrote the PA 490 legislation) and an op-ed piece in *The Hartford Courant* on conserving water resources by Robert Thorsen. He also informed the Commission that the Windham County Conservation Consortium, which brings together like-minded groups and individuals in Windham County, will meet on 26 September.
5. **UConn water supply study.** UConn has determined that it needs additional water to meet its own needs and its legal obligations to other users (such as the new Storrs Center project). An Environmental Impact Evaluation for the project is being prepared. It will consider various options, of which the most likely now appear to be additional wells in the Willimantic well-field or connecting to Connecticut Water Company mains in Tolland.
6. **Vegetation Control in Swan & Mirror Lakes.** UConn has applied to DEEP for a permit to use copper compounds to control algae in Swan and Mirror Lakes, as it has in the past. Weeds have been removed by dredging and pulling by hand – as aquatic gardens, these lakes require upkeep.
7. **Eagleville Dam repair.** DEEP has applied to itself for a permit to undertake minor repairs to Eagleville Dam and its spillway.
8. **UConn Hazardous Waste Transfer Station.** Kessel observed to those attending a recent Town-Gown Committee meeting that no progress seems to have been made on relocating this facility from behind Horsebarn Hill (in a public water supply watershed) to a more appropriate

site.

9. Agronomy Farm. Facchinetti reported that there has been no response yet from the University to the latest letter from the Storrs Heights Neighborhood Association regarding operations at the Agronomy Farm.

10. Ponde Place. The Ponde Place developers are appealing an adverse DPH ruling that wells drilled to monitor the impact on neighborhood wells of withdrawals from test wells cannot be used to supply water to the development because they are likely to draw pollutants from the old nearby UConn chemical landfill.

11. CL&P Interstate Reliability Project. Kessel believes this proposal for routing what is essentially an electricity pipeline to Fairfield County through the Quiet Corner is now a done deal.

12. Dark Skies. William Shakalis reported to the Commission on his conversations with various individuals interested in reducing light pollution in the area and on what he has learned about state and local lighting ordinances. He believes that the town's regulations are "thin" on light pollution and could be substantially improved. UConn is by far the largest producer of stray light in town, but, as a state agency, it is not subject to town rules; however, it does aspire to being regarded as an environmentally responsible institution and may be approachable on that basis. The Commission agreed that it would be most appropriate to proceed by first getting the town to tighten its lighting regulations and then trying to get UConn on board. In both cases, it should be emphasized that better designed and more efficient lighting can save money, enhance security, and reduce light pollution. To start this process, Kessel and Shakalis agreed to meet with Town Planner Linda Painter to recommend that Mansfield incorporate into its regulations the International Dark Sky Association's Model Lighting Ordinance (or portions thereof).

13. Village Street. The Storrs Center developers have applied to PZC for a permit to construct a road connecting the site of Storrs Center to Post Office Rd. The Commission did not think it necessary to add anything to its original comment on the proposed Storrs Center project, which included this road. See Comment on PZC 1256-57, 18 April 2007.

14. Election of Officers. The present Gang of 3 (Chair Quentin Kessel, Vice Chair John Silander, and Secretary Scott Lehmann) agreed to serve for another year.

15. Adjourned at 8:58p.

Scott Lehmann, Secretary, 22 September 2011; revised 23 September 2011; approved 19 October 2011

Attachment: Report on 13 September 2011 IWA Field Trip

The only site visited on the 13 September 2011 IWA Field Trip concerned IWA 1487 (Wright, 878 Mansfield City Rd). The applicant proposes to add a deck across the back of her house, from which the land slopes gently into woods and – beyond two parallel low stone walls – wetlands about 55-65 ft from the edge of the proposed deck. I did not see anything suggesting a significant wetland impact, as long as silt fencing is in place during construction.

Scott Lehmann

TOWN OF MANSFIELD
Ethics Board
Thursday, July 7, 2011
Audrey Beck Municipal Building, Conference Room B

Minutes

Members Present: Lena Barry, John DeWolf, Saul Nesselroth, James Raynor, Nora Stevens (Chair)

Staff Present: Maria Capriola, Assistant to Town Manager, Mary Stanton, Town Clerk

The meeting was called to order at 4:31pm.

I. SECRETARY

By unanimous vote, the Board moved agenda item IIIC (secretary) to the first item of business. Mr. Nesselroth moved and Mr. Raynor seconded the motion to nominate Lena Barry as Secretary. The motion passed unanimously.

II. PUBLIC COMMENT

Ric Hossack, Middle Turnpike Road, spoke to his disagreements with the Personnel Committee's version of the draft Ethics Ordinance.

Mike Sikoski, Wildwood Road, spoke to his disagreements with the Personnel Committee's version of the draft Ethics Ordinance and other matters. He also distributed a communication to the Board.

Elizabeth Wassmundt, Old Turnpike Road, questioned whether alternate members of the Board should hold officer positions.

III. DISCUSSION OF PUBLIC COMMENT

Mr. Nesselroth moved and Mr. Raynor seconded the motion to add discussion of public comment to the agenda. The motion passed unanimously. Mr. Nesselroth responded to public comments regarding labor law (such as past practice). Mr. Nesselroth also clarified remarks as to whom (the Council) is the appointing authority of the Board.

Mr. Siksoki's communication will be included in a future agenda.

IV. MINUTES OF 5/5/2011

Ms. Barry, Mr. Nesselroth, and Ms. Stevens approved the minutes of 5/5/2011. Mr. DeWolf and Mr. Raynor abstained from voting on the matter.

V. MEMBER UPDATES

New members of the Board, Mr. DeWolf and Mr. Raynor introduced themselves and shared information on their background and experience. An alternate member vacancy still exists on the Board.

VI. EXECUTIVE SESSION – PENDING CLAIMS AND LITIGATION (FOI Complaint
Docket #FIC 2011-178)

The Board unanimously voted to enter into executive session at 5:05pm. All present Board members and Ms. Capriola attended.

The Board re-entered public session at 5:17pm.

VII. ADJOURNMENT

Meeting adjourned at 5:20pm

Respectfully Submitted,

Maria E. Capriola, Assistant to Town Manager *on behalf of Lena Barry, Secretary*

Animal Control Activity Report

REPORT PERIOD	2011/		2012													This FY to date	Last FY to date
PERFORMANCE DATA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
Complaints investigated:																	
phone calls	190	196	176	176												738	650
road calls	22	19	14	18												73	57
dog calls	93	92	92	75												352	250
cat calls	61	58	60	63												242	288
wildlife calls	15	8	5	7												35	18
Notices to license issued	2	0	1	3												6	26
Warnings to license issued	20	73	20	62												175	93
General warnings issued	4	3	4	2												13	13
Infractions issued	1	0	0	0												1	1
Notices to neuter issued	0	0	1	0												1	4
Dog bite quarantines	1	0	0	0												1	3
Dog strict confinement	0	0	0	0												0	0
Cat bite quarantines	0	0	2	0												2	2
Cat strict confinement	0	0	0	0												0	0
Dogs on hand at start of month	4	7	4	2												17	8
Cats on hand at start of month	12	6	10	15												43	79
Impoundments	23	20	27	36												106	114
Dispositions:																	
Owner redeemed	10	4	1	6												21	28
Sold as pets-dogs	5	6	6	2												19	11
Sold as pets-cats	9	5	9	16												39	68
Sold as pets-other	0	0	1	0												1	1
Total destroyed	2	2	5	7												16	8
Road kills taken for incineration	0	0	2	0												2	4
Euthanized as sick/unplaceable	2	2	3	7												14	4
Total dispositions	26	19	24	31												100	116
Dogs on hand at end of month	7	4	2	2												15	8
Cats on hand at end of month	6	10	15	20												51	77
Total fees collected	\$995	\$ 506	\$ 590	\$ 733												\$2,824	\$ 3,457



Mechatronic Energy Systems, LLC

Senator Donald Williams
 Representative Gregory Haddad
 Representative Susan Johnson
 Legislative Office Building
 Hartford, CT 06106

October 25, 2011

Dear Senator William, Representative Haddad and Representative Johnson,

Thank you very much for visiting The Kirby Mill and MechaSys last Friday. We sincerely appreciate your willingness to take the time to learn more about our business activities and hydro power in general. We hope you came away from our meeting with a positive impression of the potential that hydro power has as a local and significant source of Class 1 renewable energy. It is the most abundant source of renewable energy in the USA, and in most cases, is justifiable without being subsidized.

The environmental "concerns" often associated with Hydro are no longer valid when operations are new, re-licensed, or upgraded. Projects reviewed and certified by the CT Department of Public Utility Control (CTDPUC) or the Low Impact Hydro Institute (LIHI) meet the same environmental standards as other Class 1 renewable energy sources such as wind, solar, geothermal, etc.

During our conversation, I noted a few actions that could have a significant positive affect on the development of hydro and all other renewable energy sources, throughout Connecticut. I have taken the liberty to summarize and list these items in hope that you will consider the possibility of proposing amendments to the current legislation.

Definition of Class 1 Renewable Energy Source:

CT legislation does not always include Hydro when listing "renewable" energy sources. Hydro operations that are certified by either the CTDPUC or the LIHI should be included with any legislation that is designed to enhance the ability of renewable energy developers. The current definition of "Class 1 renewable energy source" appears to include some hydro. This definition should be adjusted to add the phrase ...or certified by the CTDPUC or LIHI...

CT Gen Stat. 12-412(117) (B) Exemption from Sales and Use Taxes for Items used directly in the Renewable Energy and Clean Energy Technology Industries: This legislation is currently directed to very specific renewable energy sources, and should be adjusted to include all Class 1 renewable energy sources (which would include hydro under the current definition, and would be more clearly defined if the definition of Class 1 Renewable Energy Source was adjusted as noted above).

CT Gen Stat. 12-81 (57) Property Tax Exemption for Renewable Energy Systems: This legislation includes hydro, however, it is only applicable to renewable energy systems that "serve farms, single-family homes or multi-family dwellings limited to four units" except certain types such as Solar water, space heating, or geothermal systems are exempt regardless of the type of facility or system they serve.

Mechatronic Energy Systems, LLC
 114 Mansfield Hollow Road
 Mansfield Center, Ct 06250

Phone: 860-423-7801
 FAX: 860-423-7802
 E-mail: sales@mechaenergy.com



MechaSys

Mechatronic Energy Systems, LLC

This legislation should be adjusted to include all Class 1 renewable energy sources regardless of the type of facility the system serves.

As noted above, these adjustments would serve both the hydro industry and all other renewable energy sources, and would clearly demonstrate Connecticut's interest in advancing the development of clean renewable energy. I would also like to point out that these adjustments do not require any expenditure on the part of the State of Connecticut, but would likely show immediate benefit through creation of both temporary construction and long term jobs, and all of the benefits of increased locally produced Class 1 renewable energy.

Thanks again for visiting the Kirby Mill. If you would like to discuss these or any other matters relating to Connecticut's hydro and clean energy industry, I would be very pleased to talk with you, at your convenience.

Sincerely,

Sam Shifrin
President

Cc: Mr. Matt Hart, Town Manager, Mansfield, CT
Ms. Betsy Paterson, Mayor, Mansfield, CT

Mechatronic Energy Systems, LLC
114 Mansfield Hollow Road
Mansfield Center, Ct 06250

Phone: 860-423-7801
FAX: 860-423-7802
E-mail: sales@mechaenergy.com



*Town of Mansfield
Proclamation in Honor of Mansfield's Veterans*

WHEREAS, on Veterans Day, we pay tribute to the men and women who have worn the uniform of the United States Armed Forces, as Americans across this land commemorate the patriots who have risked their lives to preserve the liberty of our Nation, the families who support them, and the heroes no longer with us; and

WHEREAS, in an unbroken line of valor stretching across more than two centuries, our veterans have charged into harm's way, sometimes making the ultimate sacrifice, to protect the freedoms that have blessed America; and

WHEREAS, we gather together today to remember our solemn obligations to our veterans, and recommit to upholding the enduring principles that our country lives for, and that our fellow citizens have fought and died for; and

WHEREAS, with respect for and in recognition of the contributions our service men and women have made to the cause of peace and freedom around the world, we publically honor the Town of Mansfield's veterans;

NOW, THEREFORE, BE IT RESOLVED, that I, Elizabeth C. Paterson, Mayor of the Town of Mansfield, do hereby proclaim today to be a celebration of Mansfield's veterans, and I encourage all residents to recognize the valor and sacrifice of our veterans and to thank them for their many contributions to our country, our community and our way of life.

A handwritten signature in black ink that reads "Elizabeth C. Paterson". The signature is written in a cursive style.

Elizabeth C. Paterson
Mayor, Town of Mansfield
November 11, 2011

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TOWN OF MANSFIELD
OFFICE OF THE TOWN COUNCIL

ELIZABETH C. PATERSON, Mayor

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

October 24, 2011

The Honorable Ray LaHood
United States Department of Transportation
1200 New Jersey Ave SE
Washington, DC 20590

Dear Secretary LaHood:

We write to express our strong support for the New England Gateway TIGER III application which is sponsored by the Vermont Agency of Transportation and co-sponsored by the Connecticut Department of Transportation and the Massachusetts Department of Transportation to fund freight rail infrastructure improvements along a regional corridor in Vermont, Connecticut and Massachusetts. The central element of this request would upgrade the rail system that serves our region to accommodate 286,000 lb. railcars. This project will create the first north-south heavy rail capacity multi-state corridor route in New England. The New England Central Railroad (NECR) provides our local rail service and connects with all four (4) of the major Class I railroads operating in eastern North America (CN, CPRS, CSXT & NS) as well as several regional & short line railroads operating in New England. It also provides port access to several New England ports and the Port of Montreal.

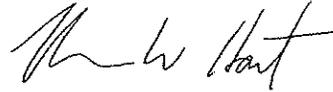
Our region has businesses located along the NECR that depend on efficient and competitive freight rail service. Rail freight is essential to retaining our businesses and our ability to solicit new businesses and their much needed associated jobs and revenues. As the national rail freight gross rail weight standard has increased from 263,000 lbs. to 286,000 lbs., we are finding it more challenging for our businesses. Connecting rail lines are already capable of handling the heavier freight cars, thus getting the NECR up to modern weight standards will enable businesses to immediately begin shipping/receiving the heavier rail freight loads and reaping the economic benefits. As local freight rail access to rail served facilities across North America is updated and made capable of handling the heavier loads by TIGER grants or by similar public-private co-operation, absent any similar update on NECR, we will continue to face competition on an increasingly un-level playing field. Absent this project, we are finding ourselves left behind on an island, without connectivity to the benefits of the national rail freight network.

While the NECR serves Mansfield quite well and invests in the maintenance of the railroad, a public-private partnership is needed due to the high capital cost to upgrade the route. We ask that you work with the NECR and make this rail upgrade a top priority for VT, MA and CT transportation. If you have any questions, please feel free to contact us.

Sincerely,



Elizabeth C. Paterson
Mayor



Matthew W. Hart
Town Manager

CC: Congressman Joseph Courtney
State Senator Donald E. Williams, Jr.
State Representative Gregory Haddad
Mansfield Town Council
Charles Hunter, AVP Government Affairs- NECR RR



TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Matthew W. Hart, Town Manager

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

November 3, 2011

Mr. Frederick Baruzzi
Superintendent of Schools
--Interoffice--

RE: Agreement between the Mansfield Board of Education and the Mansfield Administrators' Association

Dear Mr. Baruzzi:

In accordance with Connecticut General Statutes (CGS) 10-153d(b), at their October 24, 2011 meeting the Mansfield Town Council reviewed and ratified the proposed contract between the Mansfield Board of Education and the Mansfield Administrators' Association.

Please let me know if you have any questions.

Sincerely,

Matthew W. Hart
Town Manager

cc: Mansfield Town Council

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**TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER**

Matthew W. Hart, Town Manager

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

October 24, 2011

Mr. Bruce Silva
Superintendent of Schools
Regional School District 19

Re: Town Council Representative for Teacher Negotiations

Bruce
Dear ~~Mr. Silva~~:

In accordance with Connecticut General Statutes Sec. 10-153d, the Mansfield Town Council has appointed Ms. Antonia Moran to serve as representative for the town at the Regional School District #19 Board of Education's personnel committee meeting on October 24, 2011 and at any future negotiation meetings regarding the contract between the Board and the E. O. Smith High School Teacher's Association.

Please let me know if you have any questions.

Sincerely,

Matthew W. Hart
Town Manager

CC: Town Council
Maria Capriola, Assistant to Town Manager
Mary Stanton, Town Clerk

REGIONAL SCHOOL DISTRICT #19
EDWIN O. SMITH HIGH SCHOOL
Storrs, Mansfield and Willington, CT

1235 Storrs Road
Storrs, CT 06268-2287
860-487-1862
Fax: 860-429-0085

Bruce W. Silva
Superintendent

October 3, 2011

Mr. William Ryan, Chair
Mansfield Board of Finance
4 South Eagleville Road
Storrs, CT 06268

Dear Bill,

The Regional School District #19 Board of Education will be entering into contract negotiations next month with E.O. Smith High School Teacher's Association for a new agreement. The current contract expires on June 30, 2012.

In conjunction with Sec. 10-153d, the Regional Board would like to invite you or your representative, to a meeting at the Regional School District #19 Office of the Superintendent on October 24, 2011 at 5:00 p.m. The Board's personnel committee will be present to receive such town fiscal information that might be available for the purpose of contract negotiations. You or another appointed representative shall be permitted to be present during the negotiations as well. More details about the negotiations will be available when we meet.

Please don't hesitate to call me if you have any questions. Thank you.

Sincerely,



Bruce W. Silva

BWS/

c: M. Hart, Town Manager
E. Paterson, Mayor

TOWN OF MANSFIELD
DEPARTMENT OF PLANNING AND DEVELOPMENT

Item #16

LINDA M. PAINTER, AICP, DIRECTOR

Memo to: Mansfield Town Council
Mansfield Conservation Commission

From: Linda M. Painter, AICP, Director of Planning and Development *guf*

Date: November 9, 2011

Subject: Proposed Inland Wetlands Regulation revisions

The attached 11/1/11 draft revisions to Mansfield's Inland Wetlands Regulations and associated legal notice are referred to you for review. The proposed revisions have been referred to the Commissioner of the Department of Energy and Environmental Protection and Town Attorney. The draft revisions also have been filed with the Town Clerk and posted on the Town's web site.

A Public Hearing has been scheduled for January 3, 2012. Any comments on the draft revisions must be submitted prior to the close of the public hearing. Please contact Grant Meitzler, Inland Wetlands Agent at 429-3334 if you have any questions regarding this referral.

Memorandum:

November 1, 2011

To: Inland Wetland Agency
From: Grant Meitzler, Inland Wetland Agent
Re: New Statute Revisions

There have been two new statute changes from the recent legislative session. These statute revisions have already taken effect and we are required to act according to the changes discussed here.

For setting the public hearing on these changes notice must be sent to the Commissioner of the Department of Environmental Protection by 35 days in advance of the hearing. From the November 7, 2011 IWA meeting this means either a Special Meeting on the third Monday on December 19, 2011 or Regular January 3, 2012 meeting, which is on a Tuesday.

The first applies an as-of-right exemption for emergency fire use, and to the installation of "dry hydrants" under the provisions of Section 4. The exemption for installation applies only if significant amounts of material are not involved.

The second change applies to permits approved before July 1, 2011 that did not expire before May 9, 2011. If any of these older permits have not expired before May 9, 2011 they are eligible for a total of up to 14 years from their original approval date.

A further provision is that a permit issued before July 1, 2011 that had not expired is to be valid for not less than nine years. This means an automatic extension of four years over the original five year term of validity.

Any new permit being issued after July 1, 2011 is treated just as before with a five year term and renewals extending to no more than ten years from the date of approval.

Other applicable sections for amendments to our regulations are:

Section 15.3 - The Agency shall provide the Commissioner of Environmental Protection with a copy of any proposed regulations and notice of the public hearing to consider any regulations or amendments thereto, except map amendments, at least thirty-five days before the public hearing on their adoption.

Section 15.8 - legal notice of the public hearing must appear in a local newspaper twice, the first not more than 15 days or less than 10 days before the date of the public hearing, and the second not less than two days before the date of the public hearing.

Section 15.10 - After approval of a regulation change is completed a final copy of the regulation change is to be sent to the

Commissioner of Environmental Protection.

In the past, copies of the proposed regulation changes have been sent to the Town Council, the Conservation Commission, and the Regional Planning Agency.

Section 3.0 Inventory of Inland Wetlands and Watercourses

- 3.1 The map of wetlands and watercourses entitled "Inland Wetlands and Watercourses Map, Mansfield Connecticut" (hereafter referred to as the "map") delineates the general location and boundaries of inland wetlands and the general location of watercourses. Copies of this map are available for inspection at the office of the Town Clerk, Planning Department or Town Engineer's Office. The precise location of wetlands and watercourses shall be determined by the actual character of the land, the distribution of wetland soil types and location of watercourses. The Agency may use aerial photography, remote sensing imagery, resource mapping, soils maps, site inspection observations or any other pertinent information in determining the location of the wetland boundaries and watercourses. Wetlands and watercourses (see definition in Section 2), even in they do not appear on Mansfield's Inland Wetlands and Watercourses map, are still subject to these regulations.
- 3.2 Any person may petition the Agency for an amendment to the map. All petitions for a map amendment shall be submitted in writing and shall include all relevant facts and circumstances which support the proposed amendment. The petitioner shall bear the burden of proof regarding the proposed map amendment. The Agency may require the petitioner to provide an accurate delineation of regulated areas in accordance with Section 15 of these regulations.
- 3.3 The Agency shall maintain a current inventory of regulated areas within the town. The Agency may amend its map as more accurate information becomes available.
- 3.4 All petitions for a map amendment shall be heard at a public hearing, in accordance with the procedure described in Section 15 of these regulations.

Section 4.0 Permitted Uses as of Right & Non-regulated Uses

- 4.1 The following operations and uses shall be permitted in inland wetlands and watercourses and upland review areas, as of right:
- A. Grazing, farming, nurseries, gardening and harvesting of crops and farm ponds of three acres or less essential to the farming operation, and activities conducted by, or under the authority of, the Department of Environmental Protection for the purposes of wetland or watercourse restoration or enhancement or mosquito control.
- The provisions of this subdivision shall not be construed to include road construction or the erection of buildings not directly related to the farming operation, relocation of watercourses with continual flow, filling or reclamation of wetlands or watercourses with continual flow, clear cutting of timber except for the expansion of agricultural crop land, the mining of top soil, peat, sand, gravel or similar material from wetlands or watercourses for the purposes of sale;
- B. A residential home (A) for which a building permit has been issued or (B) on a subdivision lot, provided the permit has been issued or the subdivision has been approved by a municipal planning, zoning or planning and zoning commission as of the effective date of promulgation of the municipal regulations pursuant to subsection (b) of Section 22a-42a of the Connecticut General Statutes, or as of July 1, 1974, which ever is earlier, and further provided no

residential home shall be permitted as of right pursuant to this subdivision unless the permit was obtained on or before July 1, 1987;

- C. Boat anchorage or mooring, not to include dredging or dock construction
- D. Uses incidental to the enjoyment and maintenance of residential property, such property defined as equal to or smaller than the largest minimum residential lot site permitted anywhere in the municipality, provided that in any town, where there are no zoning regulations establishing minimum residential lot sites, the largest minimum lot site shall be two acres. Such incidental uses shall include maintenance of existing structures and landscaping, but shall not include removal or deposition of significant amounts of material from or onto a wetland or watercourse, or diversion or alteration of a watercourse;
- E. Construction and operation, by water companies as defined by Section 16-1 of the Connecticut General Statutes or by municipal water supply systems as provided for in Chapter 102 of the Connecticut General Statutes, of dams, reservoirs and other facilities necessary to the impounding, storage and withdrawal of water in connection with public water supplies except as provided in Sections 22a-401 and 22a-403 of the Connecticut General Statutes;
- F. Maintenance relating to any drainage pipe which existed before the effective date of any municipal regulations adopted pursuant to Section 22a-42a of the Connecticut General Statutes or July 1, 1974, whichever is earlier, provided such pipe is on property which is zoned as residential but which does not contain hydrophytic vegetation. For purposes of this subdivision, "maintenance" means the removal of accumulated leaves, soil, and other debris whether by hand or machine, while the pipe remains in place.

G. Withdrawals of water for fire emergency purposes.

The following operations and uses shall be permitted, as non-regulated uses in wetlands and watercourses, provided they do not disturb the natural and indigenous character of the wetland or watercourse by removal or deposition of material, alteration or obstruction of water flow or pollution of the wetland or watercourse:

- A. Conservation of soil, vegetation, water, fish, shellfish and wildlife. Such operation or use may include, but is not limited to, minor work to control erosion or to encourage proper fish, wildlife and forestry management practices.
- B. Outdoor recreation including play and sporting areas, golf courses, field trials, nature study, hiking, horseback riding, swimming, skin diving, camping, boating, water skiing, trapping, hunting, fishing and shell fishing where otherwise legally permitted and regulated.
- C. Testing and monitoring associated with and related to water quality and subsurface drainage and/or sewage disposal systems.
- D. The installation of a dry hydrant by or under the authority of a municipal fire department, provided such dry hydrant is only used for firefighting purposes and there is no alternative access to a public water supply. For purposes of this section, "dry hydrant" means a non-pressurized pipe system that: (A) is readily accessible to fire department apparatus from a proximate public road, (B) provides for the withdrawal of water by suction to such fire department apparatus, and (C) is permanently installed into an existing lake, pond or stream that is a dependable source of water.

- 4.2 All activities in wetlands or watercourses and upland review areas involving filling, excavating, dredging, clear cutting, clearing, or grading or any other alteration or use of a wetland or watercourse not specifically permitted by this section and otherwise defined as a regulated activity by these regulations shall require a permit from the Agency in accordance with Section 6 of these regulations, or for certain regulated activities located outside of wetlands and watercourses from the duly authorized agent in accordance with Section 12 of these regulations.

- D. A description of the ecological communities and functions of the wetlands or watercourses involved with the application and the effects of the proposed activity on these communities and wetland functions;
- E. A description of how the applicant will change, diminish, or enhance the ecological communities and functions of the wetlands or watercourses involved in the application and each alternative which would cause less or no environmental impact to wetlands or watercourses, and a description of why each alternative considered was deemed neither feasible nor prudent;
- F. A description of the amount and kind of material to be deposited and/or removed including, as appropriate, an analysis of chemical or physical characteristics of any fill material; and
- G. Management practices and other measures designed to mitigate the impact of the proposed activity, including but not limited to specific grading and seeding/re-vegetation plans and specifications and management plans for the use of fertilizers, pesticides and other chemicals.

7.6 For all applications, the applicant shall certify whether:

- A. Any portion of the property on which the regulated activity is proposed is located within 500 feet of the boundary of an adjoining municipality;
- B. Traffic attributable to the completed project on the site will use streets within the adjoining municipality to enter or exit the site;
- C. Sewer or water drainage from the project site will flow through and impact the sewage or drainage system within the adjoining municipality; or,
- D. Water run-off from the improved site will impact streets or other municipal or private property within the adjoining municipality.

7.7 Unless an applicant is otherwise directed by the Agency or its Agent, a complete application shall consist of two (2) copies of full sized maps and other application materials and as applicable, fifteen (15) copies of reduced size (11"x17") maps and special reports.

7.8 Any application to renew or amend an existing permit shall be filed with the Agency in accordance with Section 8 of these regulations. Any application to renew or amend such an existing permit shall contain the information required under Section 7 of these regulations and:

- A. The documentation and record of the prior application;
- B. A description of the extent of work completed and the schedule for completing all activities authorized in the permit;
- C. The reason why the authorized activity was not initiated or completed within the time specified in the permit; and
- D. A description of any changes in facts or circumstances involved with or affecting wetlands or watercourses or use of the land since the permit was issued;

7.9 Any application to renew a permit shall be granted upon request of the permit holder unless the Agency finds that there has been a substantial change in circumstances which requires a new permit application or an enforcement action has been undertaken with regard to the regulated activity for which the permit was issued provided no permit shall be valid for more than ten years; including renewal periods, and further provided that any permit issued prior to July 1, 2011 that did not expire prior to May 9, 2011 shall be valid for no more than fourteen years.

7.10 For any permit application involving property subject to a conservation restriction or preservation restriction, the following shall apply:

- A. For purposes of this section, "conservation restriction" means a limitation, whether or not stated in the form of a restriction, easement, covenant or condition, in any deed, will or other instrument executed by or on behalf of the owner of the land described therein, including, but

watercourses including, as applicable, whether the proposed plan is preferable to the yield plan with respect to potential impacts on wetlands and watercourses.

11.7 Any permit issued by the Agency for the development of land for which an approval is required under Section 8-3, 8-25 or 8-26 of the Connecticut General Statutes shall be valid for five years, provided the Agency may establish a specific time period within which any regulated activity shall be conducted. Any permit issued by the Agency for any other activity shall be valid for not less than two years and not more than five years. Any permit issued by the Agency prior to July 1, 2011 that was in effect and did not expire prior to May 9, 2011 shall be valid for a period not less than nine years after the date of such approval. - New

11.8 Modifications. If the Agency grants a permit, the applicant may submit to the Agency a proposed modification of the application or of any permit terms, conditions, limitations or modifications. After evaluating the potential for impact on wetlands or watercourses and the approval standards of Section 10.2, the Agency shall determine whether the proposed modification is a significant or substantial alteration of the application as approved. Any significant or substantial revision of the application, as approved, shall require the filing of a new application and shall be subject to the requirements as set forth in these regulations and may under the requirements of Section 9.0 herein, be subject to a public hearing.

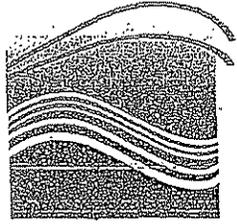
11.9 If a bond or insurance is required in accordance with Section 13 of these regulations, the Agency may withhold issuing a permit until such bond or insurance is provided.

11.10 General provisions in the issuance of all permits:

- A. The Agency has relied in whole or in part on information provided by the applicant and if such information subsequently proves to be false, deceptive, incomplete or inaccurate, the permit may be modified, suspended or revoked at the Agency's discretion.
- B. All permits issued by the Agency are subject to, and do not derogate, any present or future rights or powers of the Agency or the Town of Mansfield, and convey no rights in real estate or material, nor any exclusive privileges, upon the land owner or applicant and are further subject to any and all public and private rights and to any federal, state, and municipal laws or regulations pertinent to the subject land or activity.
- C. If the activity authorized by the Agency's permit also involves an activity which requires zoning or subdivision approval, or a special permit, variance or special exception under Sections 8.3(g), 8-3c, or 8-26 of the Connecticut General Statutes, no work pursuant to the wetland permit may begin until such approval is obtained.
- D. Before starting other authorized activities, the permittee shall implement such management practices consistent with the terms and conditions of the permit as needed to control storm water discharges and to prevent erosion and sedimentation and to otherwise prevent pollution of wetlands and watercourses.
- E. All permittees shall notify the Inland Wetlands Agent before any authorized work is commenced and again upon completion of the work. The initial notice shall include a planned work schedule.
- F. As a condition of any permit, the Agency may require that the applicant engage at its own expense an independent consultant to report to the Agency the results of project monitoring and/or inspections. The consultant must be pre-approved by the Agency, and said consultant shall monitor, inspect and report on a schedule determined by the Agency.

Connecticut Department of

ENERGY &
ENVIRONMENTAL
PROTECTION



To: Connecticut's Municipal Inland Wetlands Agencies

From: Betsey Wingfield, Bureau Chief *BW*
Bureau of Water Protection and Land Reuse

Dated: September 8, 2011

Re: 2011 Legislation and Regulations Advisory

In 2011 the Connecticut General Assembly amended the Inland Wetlands and Watercourses Act (IWWA) with the passage of two public acts: Public Act No. 11-5 and Public Act No. 11-184.

Public Act No. 11-5 amends sections 8-3(m), 8-26c(e), 8-26g(c), and 22a-42a(g) of the General Statutes of Connecticut. Specifically, section 4 of the public act, which amends section 22a-42a(g) of the IWWA, extends the deadlines that apply to certain inland wetlands agency permits. The new language states that any permit issued by a municipal inland wetlands agency that did not expire before May 9, 2011 (the effective date of the public act), is valid for nine years from the date of approval of such permit. Further, any permit that was issued before July 1, 2011 will also be valid for nine years from the date of approval of such permit. Pursuant to the new language of section 4 amending section 22a-42a(g) of the IWWA, the combined extensions of such permit, if renewal is sought, may lengthen the validity of such permit to a maximum of fourteen years.

It is important to note that for qualifying permits the extension of the initial length of the permit is automatic. Extensions by way of renewal are subject to a timely request by the permit holder.

Public Act No. 11-184 amends section 22a-40 of the General Statutes of Connecticut. Specifically, section 1 of the public act adds the withdrawal of water for fire emergency purposes as an as-of-right operation and use in wetlands and watercourses. Further, section 1 of the public act adds the installation of dry hydrants for firefighting purposes by or under the authority of a municipal fire department and under certain specified conditions as a new non-regulated use in wetlands and watercourses, and defines the term "dry hydrant".

A complete copy of Public Act No. 11-5 and Public Act No. 11-184 is attached for your information. Newly added language is underlined and deleted language is bracketed. You should plan to revise your inland wetlands agency regulations to reflect these amendments to the IWWA. The provisions of both section 22a-42a(g) and section 22a-40 of the General Statutes of Connecticut, as amended by both Public Act No. 11-5 and Public Act No. 11-184, govern until such time as your municipal regulations are amended. Section 4 of Public Act No. 11-5 became effective from the date of passage, which was May 9, 2011; and section 1 of Public Act No. 11-184 will become effective on October 1, 2011.

The following changes to the Inland Wetlands and Watercourses Model Municipal Regulations (IWWMMR) Fourth Edition, dated May 1, 2006, as amended by the Department of Energy and Environmental Protection's 2009 Legislation and Regulations Advisory, dated March 3, 2010, are made in order to conform to Public Act No. 11-5 and Public Act No. 11-184:

Section 4: Permitted Uses as of Right & Nonregulated Uses

The underlined language noted below is new and should be added to your regulations. The bracketed language noted below should be deleted from your regulations.

- 4.1 The following operations and uses shall be permitted in inland wetlands and watercourses, as of right:
- a. ...
 - b. a residential home [(i)] (A) for which a building permit has been issued or [(ii)] (B) on a subdivision lot, provided the permit has been issued or the subdivision has been approved by a municipal planning, zoning or planning and zoning commission as of the effective date of promulgation of the municipal regulations pursuant to subsection (b) of section 22a-42a, or as of July 1, 1974, whichever is earlier, and further provided no residential home shall be permitted as of right pursuant to this subdivision unless the permit was obtained on or before July 1, 1987;
 - c. ...
 - d. ...
 - e. Construction and operation, by water companies as defined by section 16-1 of the Connecticut General Statutes or by municipal water supply systems as provided for in chapter 102 of the Connecticut General Statutes, of dams, reservoirs and other facilities necessary to the impounding, storage and withdrawal of water in connection with public water supplies except as provided in sections 22a-401 and 22a-403 of the Connecticut General Statutes [and];
 - f. Maintenance relating to any drainage pipe which existed before the effective date of any municipal regulations adopted pursuant to section 22a-42a of the Connecticut General Statutes or July 1, 1974, whichever is earlier, provided such pipe is on property which is zoned as residential but which does not contain hydrophytic vegetation. For purposes of this subdivision, "maintenance" means the removal of accumulated leaves, soil, and other debris whether by hand or machine, while the pipe remains in place[.]; and
 - g. Withdrawals of water for fire emergency purposes.
- 4.2 The following operations and uses shall be permitted, as nonregulated uses in wetlands and watercourses, provided they do not disturb the natural and indigenous character of the wetland or watercourse by removal or deposition of material, alteration or obstruction of water flow or pollution of the wetland or watercourse:

- a. Conservation of soil, vegetation, water, fish, shellfish and wildlife; [and]
- b. outdoor recreation including play and sporting areas, golf courses, field trials, nature study, hiking, horseback riding, swimming, skin diving, camping, boating, water skiing, trapping, hunting, fishing and shellfishing where otherwise legally permitted and regulated [.] and
- c. The installation of a dry hydrant by or under the authority of a municipal fire department, provided such dry hydrant is only used for firefighting purposes and there is no alternative access to a public water supply. For purposes of this section, "dry hydrant" means a non-pressurized pipe system that: (A) is readily accessible to fire department apparatus from a proximate public road, (B) provides for the withdrawal of water by suction to such fire department apparatus, and (C) is permanently installed into an existing lake, pond or stream that is a dependable source of water.

Section 7: Application Requirements

The underlined language noted below is new and should be added to your regulations. The bracketed language noted below should be deleted from your regulations.

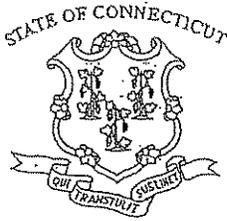
- 7.10 Any application to renew a permit shall be granted upon request of the permit holder unless the Agency finds that there has been a substantial change in circumstances which requires a new permit application or an enforcement action has been undertaken with regard to the regulated activity for which the permit was issued, provided [a)] no permit [issued during the time period from July 1, 2006, to July 1, 2009, inclusive,] shall be valid for more than [eleven] ten years, [; and b) no permit issued prior to July 1, 2006 or after July 1, 2009 may be valid for more than ten years.] and further provided that any permit issued prior to July 1, 2011 that did not expire prior to May 9, 2011 shall be valid for no more than fourteen years.

Section 11: Decision Process and Permit

The underlined language noted below is new and should be added to your regulations. The bracketed language noted below should be deleted from your regulations.

- 11.6 Any permit issued by the Agency [prior to July 1, 2006 or after July 1, 2009] for the development of land for which an approval is required under section 8-3, 8-25 or 8-26 of the Connecticut General Statutes shall be valid for five years provided the Agency may establish a specific time period within which any regulated activity shall be conducted. Any permit issued by the Agency [prior to July 1, 2006 or after July 1, 2009] for any other activity shall be valid for not less than two years and not more than five years. Any permit issued by the Agency [during the time period from July 1, 2006, to July 1, 2009, inclusive, shall expire not less than six years] prior to July 1, 2011 that was in effect and did not expire prior to May 9, 2011 shall be valid for a period not less than nine years after the date of such approval.

Should you have any further questions regarding the above changes, please feel free to contact Darcy Winther of the Wetlands Management Section at (860) 424-3019.



Senate Bill No. 859

Public Act No. 11-5

**AN ACT EXTENDING THE TIME OF EXPIRATION OF CERTAIN
LAND USE PERMITS.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (m) of section 8-3 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

(m) Notwithstanding the provisions of this section, any site plan approval made under this section [during the period from July 1, 2006,] prior to July 1, [2009, inclusive] 2011, that has not expired prior to the effective date of this section, except an approval made under subsection (j) of this section, shall expire not less than [six] nine years after the date of such approval and the commission may grant one or more extensions of time to complete all or part of the work in connection with such site plan, provided no approval, including all extensions, shall be valid for more than [eleven] fourteen years from the date the site plan was approved.

Sec. 2. Subsection (e) of section 8-26c of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

(e) Notwithstanding the provisions of this section, any subdivision

Senate Bill No. 859

approval made under this section [during the period from July 1, 2006,] prior to July 1, [2009, inclusive] 2011, that has not expired prior to the effective date of this section, shall expire not less than [six] nine years after the date of such approval and the commission may grant one or more extensions of time to complete all or part of the work in connection with such subdivision, provided [the time for all extensions under this subsection shall not exceed eleven] no subdivision approval, including all extensions, shall be valid for more than fourteen years from the date the subdivision was approved:

Sec. 3. Subsection (c) of section 8-26g of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

(c) Notwithstanding the provisions of this section, [any approval of a subdivision of land for a project of four hundred or more dwelling units made during the period from July 1, 2006, to July 1, 2009, inclusive, shall expire not less than eleven years after the date of such approval] for any subdivision of land for a project consisting of four hundred or more dwelling units and approved prior to July 1, 2011, that has not expired prior to the effective date of this section, any person, firm or corporation making such subdivision shall complete all work in connection with such subdivision not later than the date fourteen years after the date of approval of the plan for such subdivision. The commission's endorsement of approval on the plan shall state the date on which such fourteen-year period expires.

Sec. 4. Subsection (g) of section 22a-42a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

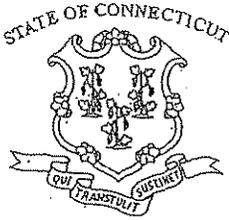
(g) Notwithstanding the provisions of subdivision (2) of subsection (d) of this section, any permit issued under this section [during the period from July 1, 2006,] prior to July 1, [2009, inclusive] 2011, that has

Public Act No. 11-5

Senate Bill No. 859

not expired prior to the effective date of this section, shall expire not less than [~~six~~] nine years after the date of such approval. Any such permit shall be renewed upon request of the permit holder unless the agency finds that there has been a substantial change in circumstances that requires a new permit application or an enforcement action has been undertaken with regard to the regulated activity for which the permit was issued, provided no such permit shall be valid for more than [~~eleven~~] fourteen years.

Approved May 9, 2011



Substitute House Bill No. 5068

Public Act No. 11-184

AN ACT CREATING A REBUTTABLE PRESUMPTION FOR THE APPROVAL OF AN INLAND WETLANDS PERMIT FOR A DRY HYDRANT.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 22a-40 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2011*):

(a) The following operations and uses shall be permitted in wetlands and watercourses, as of right:

(1) Grazing, farming, nurseries, gardening and harvesting of crops and farm ponds of three acres or less essential to the farming operation, and activities conducted by, or under the authority of, the Department of Environmental Protection for the purposes of wetland or watercourse restoration or enhancement or mosquito control. The provisions of this subdivision shall not be construed to include road construction or the erection of buildings not directly related to the farming operation, relocation of watercourses with continual flow, filling or reclamation of wetlands or watercourses with continual flow, clear cutting of timber except for the expansion of agricultural crop land, the mining of top soil, peat, sand, gravel or similar material from wetlands or watercourses for the purposes of sale;

Substitute House Bill No. 5068

(2) A residential home [(i)] (A) for which a building permit has been issued, or [(ii)] (B) on a subdivision lot, provided the permit has been issued or the subdivision has been approved by a municipal planning, zoning or planning and zoning commission as of the effective date of promulgation of the municipal regulations pursuant to subsection (b) of section 22a-42a or as of July 1, 1974, whichever is earlier, and further provided no residential home shall be permitted as of right pursuant to this subdivision unless the permit was obtained on or before July 1, 1987;

(3) Boat anchorage or mooring;

(4) Uses incidental to the enjoyment and maintenance of residential property, such property defined as equal to or smaller than the largest minimum residential lot site permitted anywhere in the municipality, provided in any town, where there are no zoning regulations establishing minimum residential lot sites, the largest minimum lot site shall be two acres. Such incidental uses shall include maintenance of existing structures and landscaping but shall not include removal or deposition of significant amounts of material from or onto a wetland or watercourse or diversion or alteration of a watercourse;

(5) Construction and operation, by water companies as defined in section 16-1 or by municipal water supply systems as provided for in chapter 102, of dams, reservoirs and other facilities necessary to the impounding, storage and withdrawal of water in connection with public water supplies except as provided in sections 22a-401 and 22a-403; [and]

(6) Maintenance relating to any drainage pipe which existed before the effective date of any municipal regulations adopted pursuant to section 22a-42a or July 1, 1974, whichever is earlier, provided such pipe is on property which is zoned as residential but which does not contain hydrophytic vegetation. For purposes of this subdivision,

Public Act No. 11-184

Substitute House Bill No. 5068

"maintenance" means the removal of accumulated leaves, soil, and other debris whether by hand or machine, while the pipe remains in place; and

(7) Withdrawals of water for fire emergency purposes.

(b) The following operations and uses shall be permitted, as nonregulated uses in wetlands and watercourses, provided they do not disturb the natural and indigenous character of the wetland or watercourse by removal or deposition of material, alteration or obstruction of water flow or pollution of the wetland or watercourse:

(1) Conservation of soil, vegetation, water, fish, shellfish and wildlife; [and]

(2) Outdoor recreation including play and sporting areas, golf courses, field trials, nature study, hiking, horseback riding, swimming, skin diving, camping, boating, water skiing, trapping, hunting, fishing and shellfishing where otherwise legally permitted and regulated; and

(3) The installation of a dry hydrant by or under the authority of a municipal fire department, provided such dry hydrant is only used for firefighting purposes and there is no alternative access to a public water supply. For purposes of this section, "dry hydrant" means a non-pressurized pipe system that: (A) Is readily accessible to fire department apparatus from a proximate public road, (B) provides for the withdrawal of water by suction to such fire department apparatus, and (C) is permanently installed into an existing lake, pond or stream that is a dependable source of water.

(c) Any dredging or any erection, placement, retention or maintenance of any structure, fill, obstruction or encroachment, or any work incidental to such activities, conducted by a state agency, which activity is regulated under sections 22a-28 to 22a-35, inclusive, or sections 22a-359b to 22a-363f, inclusive, shall not require any permit or

Public Act No. 11-184

Substitute House Bill No. 5068
approval under sections 22a-36 to 22a-45, inclusive.

Approved July 13, 2011

Public Act No. 11-184

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State of Connecticut



Hartford

KEVIN LEMBO
COMPTROLLER

November 2, 2011

Mr. Matthew Hart
Town Manager
Audrey P Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

Dear Mr. Hart:

Thank you for your interest in serving on the recently enacted Nonstate Public Health Advisory Committee. I am pleased to appoint you as a member.

As you are aware, this committee will make advisory recommendations to the Health Care Cost Containment Committee on new options for health care coverage for nonstate public employees. This will primarily involve 1) reviewing draft plan(s) and providing feedback on cost, cost sharing and coverage; and 2) offering strategic advice on how best to market the plans to nonstate public employers.

Our office anticipates that the bulk of the work of the committee will occur between November 1, 2011 and January 1, 2012, on or after which date we plan to release details of the plan(s). The committee may be asked to convene after January 1, 2012 to give additional comment on roll-out of the plan(s).

We appreciate your willingness to lend your experience and expertise to this important discussion.

You will be contacted in the near future regarding a conference call to set the agenda for the committee's work. Should you have any questions in the meantime, please contact Assistant Comptroller Kate McEvoy at 860.702.3389.

Sincerely,

A handwritten signature in cursive script that reads "Kevin Lembo".

Kevin Lembo
State Comptroller



President, Stacy Glassman, Mayor of Danbury; Past Vice President, Michael A. Pace, First Selectman of Old Saybrook; Second Vice President, Joseph J. DiStasio, Mayor of Danbury; Treasurer, Scott DeWitt, Mayor of Danbury.

Delegates: Alan Bergin, Mayor of Danbury; Mark Baughman, Mayor of Danbury; Susan S. Branfield, First Selectwoman of Portland; Robert Charfield, Mayor of Danbury; Robert Campbell, First Selectman of Danbury; John A. Elavsky, Town Manager of Danbury; William A. Finch, Mayor of Southington; Matthew B. Galligan, Town Manager of Danbury; Matthew Sebastian M. Giuliano, Mayor of Westport; Barbara Henry, First Selectwoman of Roxbury; Scott Jackson, Mayor of Danbury; Cynthia Mangini, First Selectwoman of Danbury; Randolph P. Marconi, First Selectman of Danbury; Denise Manard, First Selectman of East Windsor; Richard Morcia, Mayor of Norwalk; Michael Rohde, Mayor of Danbury; Peter D. Sgambra, Mayor of Danbury; H. Scott Smith, Mayor of Westport; Peter J. Tassi, First Selectman of Danbury; Steven R. Warkentin, Town Manager of Danbury.

Past Presidents: Timothy C. Gehrhardt, Mayor of Danbury; Eric J. C. Pavesoni, Mayor of Danbury; Herbert C. Rosenthal, former First Selectman of Danbury; John P. Sullivan, Jr., Mayor of Danbury; Stephen F. Cassano, Mayor of Danbury.

Executive Director and CEO: James J. Finley, Jr.

October 19, 2011

The Honorable Kevin Lembo
State Comptroller
State of Connecticut
55 Elm Street
Hartford, Connecticut 06106

Dear Comptroller Lembo:

The Connecticut Conference of Municipalities (CCM) asks that you appoint Matthew Hart, Town Manager of Mansfield, to be a municipal employer representative for the Nonstate Public Health Care Advisory Committee. He would be representing a town of at least 20,000 but under 100,000.

Mr. Hart's municipal background as a town manager would be an asset to the committee. He is also chair of CCM's Task Force on Municipal Health Care Costs. The Task Force examines the issue of municipal health care costs and helps CCM develop positions on ways state policy can help municipalities with those costs. CCM is pleased to recommend his appointment.

Thank you for your consideration.

Sincerely,

James J. Finley, Jr.
Executive Director and CEO

cc: Matthew Hart



STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION
24 Wolcott Hill Road
Wethersfield, Connecticut 06109

cc: M. Capriola
Town Council
C. Painter
File

Leo C. Arnone
Commissioner

Telephone: 860-692-7482
Fax: 860-692-7483

October 31, 2011

Item #18

The Honorable Matthew Hart
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

Dear Town Manager Hart:

Pursuant to Section 18-81j of the Connecticut General Statutes, the Department of Correction is required to provide annual notification to each chief elected official of a municipality in which a correctional facility is located with the actual capacity and inmate population of the facility at that time. The purpose of this correspondence is to notify you of these population counts.

Although the Department does not utilize an overall capacity number, for purposes of meeting the notice requirement, the current number of fixed beds in each of the facilities in your community is as follows:

Bergin Correctional Institution 962 (There are currently no inmates housed at Bergin CI)

The capacity of a correctional institution is a very fluid number based upon the determined needs of the Department. These needs are dictated by security issues, population, court decrees, legal mandates, staffing and physical plant areas or facilities that are currently serving other purposes. As such, the actual capacity of a facility is always subject to change.

The Public Safety Committees continue to do an outstanding job in addressing the issues and concerns at the local level. I am committed to maintaining a 'good neighbors' relationship and look forward to a continued open dialogue between the Department of Correction and the Public Safety Committee in your community.

Please feel free to contact me directly if I can be of assistance to you.

Sincerely,


Leo C. Arnone
Commissioner

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**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:

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Municipal Ethics Dilemma

Sally was an elected member of her local school board for several years, but decided not to run for reelection and has not been on the board for two years. However, Sally still has several friends on the board and regularly discusses school-related issues with them.

The school board is planning to discuss the purchase of new computers for the schools at a future meeting. Acme Computer Company wants to hire Sally as a lobbyist to persuade her friends on the school board to buy the new computers from Acme. Can Sally accept the lobbyist job?

Dear Editor:

Sally could accept the lobbyist position with the Acme Computer Company with the understanding that she could not represent the company in its efforts to obtain a contract with the school district where she previously served as a member of the board of education. Many ethics codes, including the State of Connecticut's code, have a "revolving door" provision in effect to prevent a public official from switching sides in the midst of negotiations or other proceedings involving the official's public agency. These revolving door provisions generally extend to former public officials such as Sally. In Sally's case, she would be prohibited from representing anyone other than her former board of education or school district in any matter in which she participated "personally and substantially" while in service to the board or district. While Sally may argue that during her time on the board she was not "personally or substantially" involved in the purchase of computers for the district, as a board of education member she undoubtedly had some financial oversight role, such as authorizing staff to execute various purchasing contracts. Consequently, to err on the side of caution and to avoid any conflict of interest or other ethics complications, Sally should refrain from participating in Acme's efforts to obtain the contract with her former school district.

Matthew Hart, Town Manager, Town of Mansfield

Here's a new dilemma:

Ron is a supervisor at the city's human services department. As part of his job, he is on a panel that hires new human services employees. A new vacancy has just opened up and one potential candidate is Ron's wife's sister's husband Bob. Since Ron is related to Bob only by marriage, must he recuse himself from the panel?

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Public/Private Initiative Creates New Town Center in Mansfield

State and local officials as well as 200 attendees gathered in July to break ground for Storrs Center, a mixed-use town center and main street corridor at the crossroads of the Town of Mansfield and the University of Connecticut.

The new center will be adjacent to the University, the town hall, the regional high school, and the community center and will include a new town square across from the School of Fine Arts complex.

Connecticut Gov. Dannel P. Malloy, U.S. Rep. Joe Courtney, Secretary of State Denise Merrill, State Rep. Gregory Haddad, Mansfield Mayor Elizabeth Paterson, University of Connecticut President Dr. Susan Herbst, and Mansfield Downtown Partnership Board President Philip Lodewick spoke at the event.

Storrs Center, which expects to hold its grand opening next fall, has been in the planning stages for more than 11 years. Phillip Lodewick called the project "a truly collective effort," and Mansfield Mayor Elizabeth Paterson said that "our destination is in sight."

The Storrs Center project will include approximately 290 apartments in addition to new retail, restaurant, and office development within a planned community of pedestrian walkways, green spaces, and conservation areas.

"It is one of the most exciting public/private initiatives in the state," said Governor Malloy. "This project does all the right things: it maximizes the value of the University of Connecticut, puts people to work, and creates a town center to enhance the quality of life around a great university."

"This is an investment in our community, our university, and in our young people," said President Herbst. "With the addition

of the new technology complex and enhancements to the medical center, the only missing piece was a vibrant downtown and town square."

Scheduled for completion in 2012 and 2013, respectively, the first two phases of Storrs Center will include commercial and residential offerings. The new apartments, shops, offices and restaurants are within easy walking distance of the University of Connecticut main campus.

The first two phases will include approximately 290 studios and one-bedroom, two-bedroom, and three-bedroom apartments. Each apartment will include a private laundry, faux-wood floors, stainless steel appliances, granite countertops, and the latest internet technology, among other high-end features.

The retail and commercial space will be owned and managed by the Storrs Center Alliance. In phases one and two, a number of local and national businesses are leasing portions of the 70,000 square feet on the street level of the mixed-use buildings.

Work on the foundations for the first building of phase one is already underway, as is work on the foundations for the second two buildings as well as phase one utilities work.

With a strong focus on sustainable building practices, the fully built project footprint will occupy only about 17 acres of a 47-acre site. Much of the site will be preserved as open space and designated as a conservation area. Storrs Center will eventually include approximately 700 residential units; 160,000 square feet of retail and restaurant space; 30,000 square feet of office space; 5,000 square feet of civic uses; and several outdoor civic spaces.

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University of Connecticut
Office of the President

Item #22

Susan Herbst
President

October 21, 2011

Lindsay Chiappa
Vice President, Undergraduate Student Government
Unit 3008SG

Dear Lindsay:

I am writing to appoint you to serve as a member of the Town/University Relations Committee. Your term will coincide with your term as Vice President of the Undergraduate Student Government and will continue as long as you hold that office.

The Town/University Relations Committee was established in 1992 with a mission to promote and sustain positive relations between the University of Connecticut and the larger Mansfield community. A more complete description of the committee and its assignment is attached. The meetings are held on the second Tuesday of every month at 4:00 p.m. in the Council Chambers of the Mansfield Town Hall, Audrey P. Beck Building, 4 South Eagleville Road, Storrs.

Elizabeth Paterson, Mayor of Mansfield, and Richard Orr, University of Connecticut Executive Officer, serve as co-chairs of the Committee

Sincerely,

Susan Herbst
President

c: Sam Tracy, USG President
Richard Orr, Co-Chair
Elizabeth Paterson, Co-Chair
✓ Matthew Hart, Town Manager
Maria Capriola, Assistant to the Town Manager

An Equal Opportunity Employer

Gulley Hall
352 Mansfield Road Unit 2048
Storrs, Connecticut 06269-2048

Telephone: (860) 486-2337
Facsimile: (860) 486-2627
e-mail: susan.herbst@uconn.edu



University of Connecticut
Office of the President

RECEIVED
OCT 27 2011

Susan Herbst
President

October 21, 2011

Nina Hunter
Communications Director
Undergraduate Student Government
Unit 3008SG

Dear Nina:

I am writing to appoint you to serve as a member of the Town/University Relations Committee. Your term will coincide with your term as Communications Director of the Undergraduate Student Government and will continue as long as you hold that office.

The Town/University Relations Committee was established in 1992 with a mission to promote and sustain positive relations between the University of Connecticut and the larger Mansfield community. A more complete description of the committee and its assignment is attached. The meetings are held on the second Tuesday of every month at 4:00 p.m. in the Council Chambers of the Mansfield Town Hall, Audrey P. Beck Building, 4 South Eagleville Road, Storrs.

Elizabeth Paterson, Mayor of Mansfield, and Richard Orr, University of Connecticut Executive Officer, serve as co-chairs of the Committee

Sincerely,

Susan Herbst
President

c: Sam Tracy, USG President
Richard Orr, Co-Chair
Elizabeth Paterson, Co-Chair
✓ Matthew Hart, Town Manager
Maria Capriola, Assistant to the Town Manager

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Gulley Hall
352 Mansfield Road Unit 2048
Storrs, Connecticut 06269-2048

Telephone: (860) 486-2337
Facsimile: (860) 486-2627
e-mail: susan.herbst@uconn.edu



WINDHAM REGION COUNCIL OF GOVERNMENTS

Chaplin Columbia Coventry Hampton Lebanon Mansfield Scotland Willington Windham

RESOLUTION OF THE WINDHAM REGION COUNCIL OF GOVERNMENTS IN SUPPORT OF WATERSHED-BASED PLANNING

WHEREAS, a healthy watershed has a direct impact on quality of life, and activities throughout a watershed affect the health of the entire watershed system; and

WHEREAS, watersheds cross municipal boundaries, making watershed health a truly regional issue; and

WHEREAS, the Windham Region Council of Governments is committed to working cooperatively to balance conservation and growth, and adopted a regional plan of conservation and development with the following goal:

“Development in the Windham Region should not degrade water quality. Land within and surrounding public water supply recharge areas, lake watersheds, inland wetlands, and river and stream corridors should be used in a manner which protects water quality and quantity, preserves aquatic habitats, minimizes hazards to life and property from flooding, provides access (visual and/or physical) for recreational purposes, and retains to the maximum extent possible lake shores and stream banks in an undeveloped state such that their beauty can be enjoyed by future generations.”; and

WHEREAS, the Windham Region Council of Governments has supported the designation of several official Connecticut Greenways, including the Willimantic River Greenway (2003), the Natchaug Watershed Greenway (2006), and the Shetucket River Greenway (2011); and

WHEREAS, several towns in the Windham Planning Region have endorsed Conservation Compacts for the Natchaug River Basin and the Salmon River Basin;

NOW, THEREFORE, BE IT RESOLVED, that the Windham Region Council of Governments supports watershed-based planning and the thoughtful consideration of the entire watershed in its regional planning efforts and will continue to work to ensure the long-term environmental health and vitality of the watershed, thereby enhancing the social and economic vitality of watershed communities.

The resolution was passed unanimously with 9 of nine member towns voting.

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