



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
TUESDAY, February 14, 2012
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

AGENDA

	Page
CALL TO ORDER	
ROLL CALL	
APPROVAL OF MINUTES	1
PUBLIC HEARING	
1. Hawthorne Lane Conservation Easement Amendment (Item #6, 01-23-12 Agenda)....	23
2. Revisions to Ethics Ordinance (Code of Ethics) (Item #2, 01-30-12 Agenda).....	25
OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL	
REPORT OF THE TOWN MANAGER	
REPORTS AND COMMENTS OF COUNCIL MEMBERS	
OLD BUSINESS	
3. Hawthorne Lane Conservation Easement Amendment (Item #6, 01-23-12 Agenda)....	27
4. Revisions to Ethics Ordinance (Code of Ethics) (Item #2, 01-30-12 Agenda).....	41
NEW BUSINESS	
5. Right to Farm Ordinance and Municipal Tax Incentives for Farms	57
6. Storrs Center Parking Management Plan	99
7. Proposed Revisions to Traffic and Parking Ordinance and Regulations	211
8. Transportation Enhancement Program Application	221
9. FY 2012/13 Budget Review Meeting Schedule	235
DEPARTMENTAL AND COMMITTEE REPORTS	237
REPORTS OF COUNCIL COMMITTEES	
PETITIONS, REQUESTS AND COMMUNICATIONS	
10. Invitation to Mansfield's Agricultural Community.....	295
11. Legal Notice – Eastern Highlands Health District Audit Report.....	297
12. Legal Notice – Town of Mansfield Comprehensive Annual Financial Report.....	299
13. M. Hart re: Final Environmental Impact Study (FEIS) for North Hillside Road.....	301
14. M. Hart re: Interstate Reliability Project	305

15. C. Hirsch re: 1/10/12 Monthly Report of Zoning Enforcement Activity	309
16. L. Hultgren/V. Walton re: Resolution Supporting Extended Producer Responsibility for Mattresses.....	311
17. Freedom of Information Commission of the State of Connecticut Notice of Final Decision: M. Sikoski v. S. Nesselroth; Board of Ethics, Town of Mansfield.....	313
18. CCM 2012 State Legislative Agenda.....	321
19. CCM re: 2012-13 Governor's Proposed Education Reforms.....	331
20. CCM Day on the Hill	337
21. CCM re: FY2013 Governor's Proposed Midterm Budget Impact on Mansfield.....	339
22. CCM re: Governor's Mandates Relief Proposals.....	341
23. Windham Invitational Special Olympics Swim Meet.....	343

FUTURE AGENDAS

EXECUTIVE SESSION

- 24. Sale or purchase of real property, in accordance with CGS §1-200(6)(D)
- 25. Personnel, in accordance with CGS §1-200(6)(A)

ADJOURNMENT

SPECIAL MEETING – MANSFIELD TOWN COUNCIL
January 23, 2012
Work Session
DRAFT

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 5:30 p.m. in the Council Chamber of the Audrey P. Beck Building.

I. ROLL CALL

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

Excused: Paulhus

Also Present: Rick Lawrence of Lawrence Associates, Tom DeMauro, of Newfield Construction and Mansfield Financial Advisors Shuprotim Bhaumik and Kumar Kintala

Mayor Paterson recognized and welcomed the members of the Board of Education and Superintendent of Schools Fred Baruzzi.

II. WORK SESSION - School Building Project

Town Manager Matt Hart and Director of Finance Cherie Trahan recapped the school construction cost estimates, the updated State reimbursement rate, debt service assumptions, timing, revenue drivers and possible next steps.

Council members discussed possible referendum dates, the need for diverse community involvement, possible rising interest rates, the role of an advisory referendum, and the effect of the State's minimum budget requirement for education.

Mr. Bhaumik suggested removing a section of the project thereby reducing the square footage per child penalty that the plans currently reflect. That section could then be built using the savings realized by not incurring the penalty. Staff will investigate this possibility.

Town Manager Matt Hart will provide a calendar of work sessions, public hearing opportunities and Council discussion dates needed to meet a May 2012 deadline.

Director of Finance Cherie Trahan will provide tax impact estimates. These estimates will include a list of potential revenues but no amounts will be included in the figures.

Superintendent Fred Baruzzi will provide school enrollment projections.

The Town Council will schedule an additional work session on February 14, 2012.

III. ADJOURNMENT

Ms. Moran moved and Mr. Kochenburger seconded to adjourn the meeting at 7:20 p.m.

Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

January 23, 2012

REGULAR MEETING – MANSFIELD TOWN COUNCIL

January 23, 2012

DRAFT

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

I. ROLL CALL

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

II. APPROVAL OF MINUTES

Mr. Shapiro moved and Mr. Schaefer seconded to approve the minutes of the January 9, 2012 meeting as amended. Motion passed unanimously.

III. PUBLIC HEARING

1. Open Space Acquisition – Hickory Lane Lot 7 (aka Lot 19 river Ridge Estates)
Director of Planning and Economic Development Linda Painter presented information on the history of the parcel of land being considered.

Betty Wassmundt, Old Turnpike Road, spoke in opposition to the Town accepting this donation and asked the Council to explain the value to the Town. Ms. Wassmundt also asked the Council to look at the open space parcels in Mansfield to see if some of them could be sold.

Jim Morrow, Chair of the Open Space Preservation Committee, explained the parcel turns an inside corner which makes the neighboring existing open space parcel a lot larger.

David Freudmann, Eastwood Road, agreed with Ms. Wassmundt and feels the Town has enough open space. He asked that the property not be taken off the tax rolls.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike Road, asked the Council to consider reinstating the second opportunity for public comment and the disseminating of editorials and newspaper articles concerning the Town. Mr. Hossack also asked the Town to provide the public with packets for committee meetings.

Steve Bacon, Attorney for residents of Hawthorne Lane, spoke to their efforts to mitigate the impact of the CL&P Reliability Project on their neighborhood. The residents met with CL&P and worked out an agreement which the residents are asking the Council to endorse.

Ron Manizza, Bassetts Bridge Road and representing the Friends of Mansfield Hollow, spoke in opposition to the transmission lines stating the lines would inflict permanent damage on the Town. Mr. Manizza stated the project would lower the value of all surrounding homes and be a net negative for the Town.

Richard Civie, Beech Mountain Road, asked the Town Council to form a committee which would include a consortium of experts to oppose the project. Mr. Civie stated that he is willing to serve on such a committee and asked that his request be added as a future agenda item.

Pat Suprenant, Gurleyville Road, thanked the Council and Town Manager for beginning the discussion regarding UConn's status as an unregulated water entity and asked the Council to address a series of submitted questions. (Statement attached)

January 23, 2012

Victor Civie, Beech Mountain Road and speaking for Citizens United, reviewed a distributed handout. Mr. Civie urged all transmission lines be placed underground and stated that he has filed as a party before the Siting Council. (Handout attached)

Barbara Byron, Brookside Lane, remarked that the transmission line are unsightly and pose a health hazard.

Betty Wassmundt, Old Turnpike Road, asked the Council to answer whether or not UConn is subject to the rules and regulations imposed on other water suppliers and if not urged the Council to take the necessary steps to change their status.

V. REPORT OF THE TOWN MANAGER

Due to network difficulties the Town Manager's report was not available but will be sent out tomorrow. Mr. Hart noted DOT has suspended work on the Rte 195/Chaffeeville Road project until after the winter with an expected completion date in September. He also reported although Jorgenson is no longer able to provide the half price tickets to the Senior Center, staff will look at the possibility of group rates. Mr. Hart is engaged in ongoing discussions with the Shifrins concerning the Town's use of the hydroelectric power they plan to generate.

VI. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Ms. Keane reported she attended the Mansfield Discovery Depot Board of Directors meeting and one of the decisions made was to install new carpets to keep the facility nice and bright for the children.

VII. OLD BUSINESS

2. Connecticut Light and Power Interstate Reliability Project

Director of Planning and Economic Development Linda Painter discussed the PZC's recommendation to oppose the project but to support the Hawthorne Lane alternative and offered, based on the last Council discussion, a number of additional mitigation measures.

Council members discussed the suggested measures, the history of the Siting Council's decision in the western part of the state and the benefits of underground lines versus overhead lines.

Mr. Ryan moved and Ms. Moran seconded to endorse the recommendation of the Planning and Zoning Commission to oppose the CL&P Interstate Reliability Project's projected route and to urge the additional mitigation measures, incorporated by reference, as outlined in the staff's recommendations found in the January 23, 2012 Town Council packet on pages 21 and 22. (Recommendations attached)
Motion passed unanimously.

3. Community Water/Wastewater Issues – Town Council Work Session

Councilor Shapiro recused himself from the discussion and any subsequent action. Town Manager Matt Hart reviewed his recommendations for conducting a work session focusing on the regulation of public water and wastewater systems in Mansfield.

Ms. Moran moved and Mr. Schaefer seconded to schedule a Special Meeting of the Council to discuss water/wastewater issues. This work session will be scheduled after the Environmental Impact Evaluation has been issued, but prior to a final recommendation being presented.

The motion passed with Keane, Kochenburger, Lindsey, Moran, Paterson, Ryan and Schaefer in favor.

Ms. Moran moved and Mr. Ryan seconded to move Item 6, Hawthorne Lane Conservation Easement Amendment, as the next item of business.
The motion passed unanimously.

4. Open Space Acquisition – Hickory Lane Lot 7 (aka Lot 19 river Ridge Estates)
In response to Council questions regarding public access to the site, Director of Public Works Lon Hultgren explained the Town has steadfastly maintained that Hickory Lane, after the Elizabeth Road intersection, is abandoned. Linda Painter reported the Town's Selectmen discontinued the road in 1923.

Ms. Moran moved and Mr. Schaefer seconded to approve the following resolution:
Resolved, to accept the donation of Hickory Lane Lot 7, aka Lot 19 River Ridge Estates, from Ms. Eileen Ossen and to authorize the Town Manager to execute any necessary agreements or paperwork necessary to acquire the subject parcel.
The motion passed with Kochenburger, Moran, Paterson, Ryan, Schaefer and Shapiro in favor and Keane and Lindsey opposed.

Ms. Moran moved and Mr. Schaefer seconded to move Item 7, Revisions to Voting District Boundaries, as the next item of business.

Motion passed unanimously.

Ms. Moran moved and Mr. Shapiro seconded to move Item 8, appointments to Zoning Board of Appeals, as the next item of business.

Motion passed unanimously.

5. Amendments to Town of Mansfield Personnel Rules

Chair of the Personnel Committee Antonia Moran moved, effective January 23, 2012, to adopt the Personnel Rules as presented by staff and endorsed by the Personnel Committee.

In response to concerns expressed by Ms. Keane regarding Section 6.2.e (1), the Town Manager agreed if, in the future, problems arise the issue of adding additional structure to this section would be brought back to the Personnel Committee for further review.

The motion passed with all in favor.

The Mayor thanked the Personnel Committee and Assistant to the Town Manager Maria Capriola for all their work.

VIII. NEW BUSINESS

6. Hawthorne Lane Conservation Easement Amendment

Mr. Ryan moved and Ms. Keane seconded, to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on February 14, 2012, to solicit public comment regarding the proposed modification to the Hawthorne Lane conservation easement.

Motion passed unanimously.

7. Revisions to Voting District Boundaries

Registrars of Voters Andrea Epling and Beverly Miela outlined the changes to the voting districts as a result of the redistricting of the Town. A portion of Mansfield is now in the 48th State House District.

Ms. Lindsey moved and Mr. Schaefer seconded, effective January 23, 2012, to adopt the new voting district boundaries for the Town of Mansfield, as recommended by the Registrars of Voters.

Motion passed unanimously.

8. Appointments to Zoning Board of Appeals

Ms. Moran moved and Mr. Shapiro seconded, effective January 23, 2012, to appoint Ms. Sarah Accorsi as a full member of the Mansfield Zoning Board of Appeals for an initial term to expire on November 18, 2013.

Motion passed unanimously.

January 23, 2012

Mr. Ryan moved and Mr. Shapiro seconded, effective January 23, 2012, to appoint Mr. Richard Brosseau as an alternate member of the Mansfield Zoning Board of Appeals for an initial term to expire on November 18, 2013.
Motion passed unanimously.

9. Resolution of Endorsement – Risk Management/Brokerage Services Analysis
Ms. Moran moved and Mr. Schaefer seconded to approve the following resolution:
WHEREAS: The State of Connecticut is making available regional service sharing funds through Section 5 of Public Act 11-61 (An Act Concerning Responsible Growth) which encourages regional collaboration;
BE IT HEREBY RESOLVED: that the Town of Mansfield hereby agrees to participate in the WINCOG Regional Performance Incentive Program:
Risk Management/Brokerage Services Analysis
The Risk Management/Brokerage Services Analysis project will involve reviewing and making recommendations for cost savings across a wide spectrum of risk management and brokerage services currently undertaken by WINCOG member towns.
Motion passed unanimously.

10. Resolution of Endorsement – Windham Region GIS & Cadastral Data Center
Mr. Schaefer moved and Ms. Moran seconded to approve the following resolution:
WHEREAS: The State of Connecticut is making available regional service sharing funds through Section 5 of Public Act 11-61 (An Act Concerning Responsible Growth) which encourages regional collaboration;
BE IT HEREBY RESOLVED: that the Town of Mansfield hereby agrees to participate in the WINCOG Regional Performance Incentive Program:
Windham Region GIS & Cadastral Data Center Expansion.
The Geographic Information Systems project will expand on the current WINCOG Cadastral Data Center and provide additional GIS services to the member towns.
Motion passed unanimously.

IX. DEPARTMENTAL AND COMMITTEE REPORTS

Ms. Lindsey questioned why site inspections and enforcement letters are significantly lower in the recent report on zoning enforcement activity. The Town Manager will look in to the matter but assumes it may be the result of enforcement of the recently enacted ordinances.

X. REPORTS OF COUNCIL COMMITTEES

Mr. Kochenburger, Chair of the Committee on Committees, offered the following recommendations;
Appointment of Kristin Schwab to the Sustainability Committee,
Appointment of Ron Baker as a citizen representative to the Human Services Advisory Committee,
Reappointment of Michael Kurland to the Eastern Highland Health Board of Directors for a three year term ending 1/13/2014.
Motion to approve passed unanimously.
Ms. Moran, Chair of the Personnel Committee, reported the Committee is working on a new form for the Town Manager's evaluation and on the evaluation itself. The form will be available for review at the February 14, 2012 meeting.

XI. PETITIONS, REQUESTS AND COMMUNICATONS

- 11.V. Civie re: Rebuttal of Atty. Fitzgerald January 9, 2012 Letter
- 12.T. Luciano re: UConn's Unregulated Water
- 13.E. Paterson/M. Hart re: STEAP Grant for Storrs Center and Village Street
- 14.Open Space Preservation Action Plan – Mr. Schaefer questioned whether or not the Town is planning to participate in the preservation programs described in this

communication. The Town Manager reported an open space action plan will be presented by the appropriate advisory committees at a future Council meeting.

15. Mansfield Self Storage re: Rent-Free Storage

16. State of Connecticut Department of Transportation re: Tentative Vendor-in-Place Paving Program

XII. FUTURE AGENDA

Mr. Ryan delayed his request to have a review of the need for the establishment of a Charter Revision Committee until fall, citing the multitude of items currently before the Council and a lack of urgency to discuss this item.

XIII. ADJOURNMENT

Mr. Shapiro moved and Ms. Lindsey seconded to adjourn the meeting at 10:06 p.m.
Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

January 23, 2012

CITIZENS UNITED

RE: CI&P's Interstate Reliability Project

January 23, 2011

Senator Fasano stated "Nearly everyone who spoke to me about this legislation expressed concern over the health consequences of the electromagnetic fields" "That's why we included language requiring lines ..be placed underground.... "

Gov. says yes to power lines bill, Brian Mccready , Journal Register News Service 05/07/2004

LIST OF PARTIES AND INTERVENORS SERVICE LIST

Applicant The Connecticut Light and Power Company The United Illuminating Company

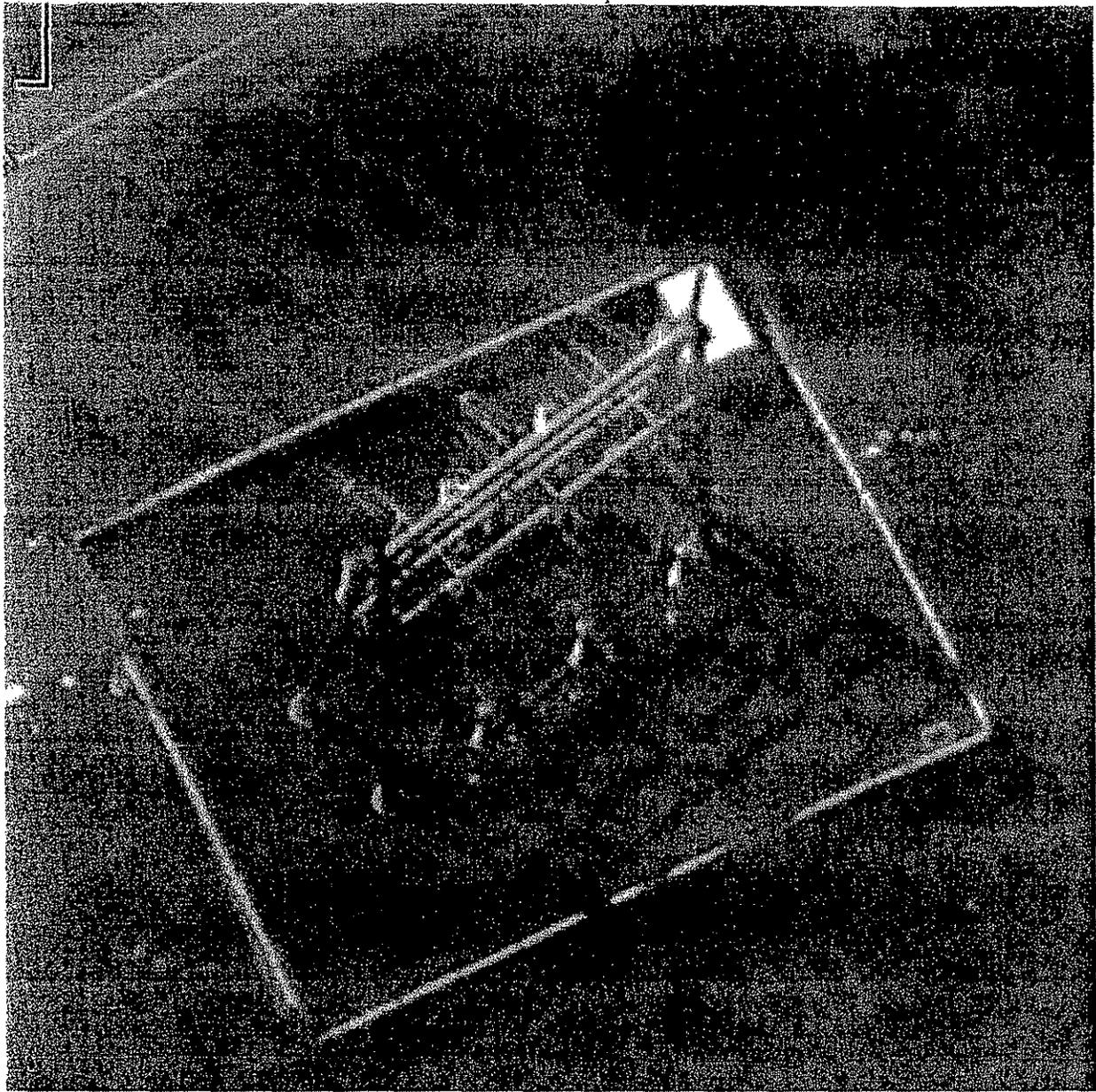
Intervenor Norwalk Association of Silvermine Homeowners Party Honorable Robert W. Megna
Intervenor Honorable Al Adinolfi State Representative 103rd District
Party Town of Middlefield Eric Knapp, Esq. Branse & Willis, LLC
Party Town of Milford Marilyn J. Lipton, Esq. Office of the City Attorney Milford City Hall
Party Town of Wallingford Peter G. Boucher, Esq. Halloran & Sage, LLP
Party Town of Wallingford continued... Janis M. Small, Esq. Town Attorney
Party Town of Durham Peter G. Boucher, Esq. Halloran & Sage, LLP
Party City of Norwalk Peter M. Nolin Corporation Counsel
Party Town of Westport c/o Ira W. Bloom, Esq.
Intervenor Honorable Mary G. Fritz State Representative - 90th District
Party Town of Woodbridge David A. Ball, Esq. Cohen and Wolf, P.C.
Party City of Meriden Deborah L. Moore, Esq. Legal Department City Hall
Party Attorney General Richard Blumenthal
Intervenor Honorable Raymond Kalinowski State Representative - 100th District
Party City of Bridgeport Melanie J. Howlett City Attorney Office
Party Communities for Responsible Energy Trish Bradley, President
Party Office of Consumer Counsel Bruce C. Johnson Litigation Attorney
Intervenor Honorable Themis Klarides State Representative - 114th District
Party The Woodlands Coalition for Responsible Energy, Inc. Lee Hoffman, Esq.
Intervenor ISO New England Inc. Anthony M. Macleod, Esq. & Morgan LLC
Party Department of Transportation Charles H. Walsh Assistant Attorney
Intervenor Honorable John E. Stripp State Representative - 135th District
Party Town of Fairfield Honorable Kenneth A. Flatto
Party PSEG Power Connecticut LLC David A. Reif McCarter & English, LLP
Party Town of Wilton Monte E. Frank, Esq. Cohen and Wolf, P.C.
Party Town of Weston David A. Ball, Esq. Cohen and Wolf, P.C.
Party South Central Connecticut Water Authority Andrew W. Lord, Esq.
Party Town of Orange Vincent M. Marino, Esq. Cohen and Wolf, P.C.
Intervenor (CBIA) Robert E. Earley
Party Town of Cheshire Richard J. Buturla, Esq. Town Attorney
Party Town of Hamden Susan D. Gruen Town Attorney
Party City of Middletown Timothy P. Lynch Deputy City Attorney
Party Town of Bethany Honorable Derrylyn Gorski
Party Town of Easton William J. Kupinse, Jr. First Selectman
Intervenor Honorable William A. Aniskovich State Senate - 12th District
Party Town of North Haven David J. Monz Updike, Kelly & Spellacy, P.C.
Party Woodbridge Jewish Organizations Brenner Saltzman & Wallman, LLP
Intervenor Senator Joseph J. Crisco, Jr. 17th District
Intervenor First District Water Department Franco Chieffalo Supervisor
Intervenor Honorable Leonard A. Fasano State Senator - 34th District
Party City of New Haven Elizabeth Gilson, Esq.

Table 15-14: Magnetic Field Levels at Statutory Facilities Near the Mount Hope Underground Variation Route

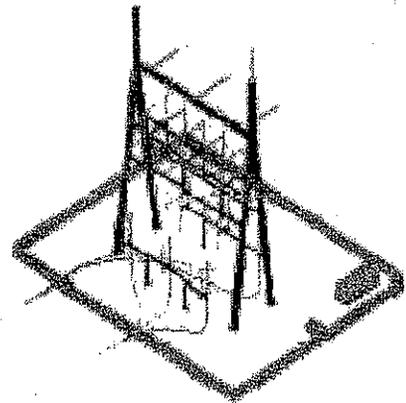
Facility	Distance to Nearest Edge of ROW (ft)	Magnetic Fields for Annual Average Load Case (mG)		
		Pre-Interstate	Post-NEEWS	
			Overhead H-Frame Line Configuration	Underground Variation
Mount Hope Montessori School	137	1.7	1.2	0.8
Green Dragon Day Care	196	2.7	0.9	2.9
Come Play with Me Day Care	76	8.2	4.0	7.8

As Table 15-14 shows, when using the proposed overhead, H-frame line design, post-Project (2020) projected magnetic fields are lower than pre-Interstate (2015) levels at all three Statutory Facilities near the Mount Hope Underground Variation. In two of the three cases, the underground variation would result in magnetic fields similar to the pre-Project levels and higher than those that would occur with the use of the proposed overhead, H-frame line configuration.

Underground transmission cable systems do not produce electric fields above ground. Therefore, the electric field profile across the ROW with the Mount Hope Underground Variation would be the same as the existing electric field profile. Thus, in Table 15-15, there is no difference between the ROW edge levels before and after the construction of the Mount Hope Underground Variation. Table 15-15 compares the electric fields at ROW edges with this variation to those with the overhead H-frame line design.



115-foot by 90-foot (0.25 acre)



The Connecticut Light & Power Company
12C Application
Stakeholder Meeting
February 7, 2005

The Bethel-Norwalk 345-kV Project

Hoyts Hill

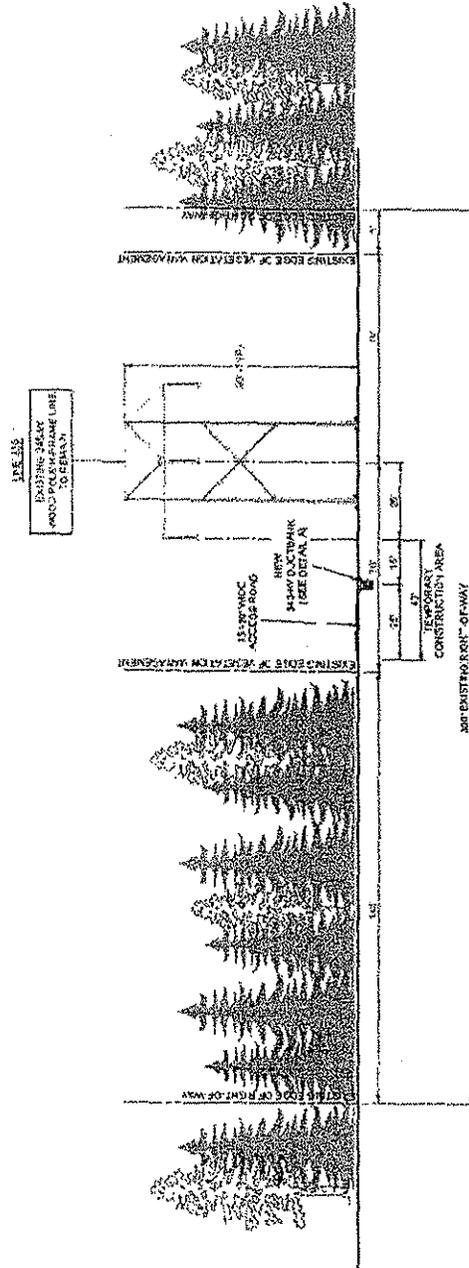
345-kV Line Transition Station.

Location	Station	Description	Quantity	Material	Contractor Services	Field Labor	Subtotal
345-kV HPFF 9.4 Miles							
	Pipe and Accessories Section	Cable pipe, 8-inch nominal, pritec, per foot	100900	\$ 4,290.00	\$ 3,925.00	\$ -	\$ 8,215.00
		Spacers	3200	\$ 65.00	\$ 130.00	\$ -	\$ 195.00
		Excavation, no rock, per cubic yard, including hauling	20	\$ 2.00	\$ 55.00	\$ -	\$ 57.00
		Fluidized Thermal Backfill (FTB™)	2530	\$ 126.00	\$ 268.00	\$ -	\$ 394.00
		Duct encasement concrete	2700	\$ 95.00	\$ 268.00	\$ -	\$ 363.00
		Splicing trifurcator	4	\$ 98.00	\$ 344.00	\$ -	\$ 442.00
		Riser pipe stainless steel 5-inch	840	\$ 91.00	\$ 191.00	\$ -	\$ 282.00
		Cathodic protection	1	\$ 97.00	\$ 153.00	\$ -	\$ 250.00
		Pressurization plant	2	\$ 1,288.00	\$ 43.00	\$ -	\$ 1,331.00
		Leak detection system	1	\$ 993.00	\$ 344.00	\$ -	\$ 1,337.00
		Coated 2 inch pipe schedule 80 including valves, etc.	250	\$ 6.00	\$ 41.00	\$ -	\$ 47.00
		Gallons of polybutene dielectric fluid	179068	\$ 1,193.00	\$ 243.00	\$ -	\$ 1,436.00
		Vaults (including grounding)	22	\$ 993.00	\$ 497.00	\$ -	\$ 1,490.00
		Total Pipe and Accessories Section		\$ 9,337.00	\$ 6,502.00	\$ -	\$ 15,839.00
	Cable and Accessories:	345-kV cable	305508	\$ 29,550.00	\$ 1,147.00	\$ -	\$ 30,697.00
		Normal 3-phase joints	34	\$ 682.00	\$ 3,241.00	\$ -	\$ 3,923.00
		Semi stop joints with bypass piping	2	\$ 56.00	\$ 197.00	\$ -	\$ 253.00
		Complete terminators	12	\$ 1,311.00	\$ 104.00	\$ -	\$ 1,415.00
		Arresters	12	\$ 136.00	\$ 69.00	\$ -	\$ 205.00
		Total Cable and Accessories:		\$ 31,735.00	\$ 4,758.00	\$ -	\$ 36,493.00
	Communication Conduits:	Fiber-optic cable (by others)		\$ -	\$ -	\$ -	\$ -
		Fiber-optic cable splices (by others)		\$ -	\$ -	\$ -	\$ -
		Feet HDPE Conduit	100900	\$ 252.00	\$ 183.00	\$ -	\$ 435.00
		Hand holes	40	\$ 47.00	\$ 19.00	\$ -	\$ 66.00
		Total Communication conduits:		\$ 299.00	\$ 202.00	\$ -	\$ 501.00
	Temperature Monitoring System	Fiber-optic cable	51000	\$ 164.00	\$ 41.00	\$ -	\$ 205.00
		Fiber-optic cable splices (including enclosures)	5	\$ 5.00	\$ 19.00	\$ -	\$ 24.00
		2" HDPE conduit, feet	51000	\$ 80.00	\$ 28.00	\$ -	\$ 108.00
		Thermocouples, each	36	\$ 14.00	\$ 39.00	\$ -	\$ 53.00
		Test stations, each	18	\$ 7.00	\$ 40.00	\$ -	\$ 47.00
		Temperature probes, each	36	\$ 14.00	\$ 29.00	\$ -	\$ 43.00
		Total Temperature Monitoring System:		\$ 284.00	\$ 196.00	\$ -	\$ 480.00
	Duct Bank and Earthwork:	Excavation, no rock, per cubic yard, including hauling	40000	\$ 908.00	\$ 4,800.00	\$ -	\$ 5708.00
		Soil backfill	17300	\$ 608.00	\$ 152.00	\$ -	\$ 760.00
		Excavation for vault	1800	\$ 23.00	\$ 141.00	\$ -	\$ 164.00
		Fluidized Thermal Backfill (FTB™)		\$ 2,140.00	\$ -	\$ -	\$ 2,140.00
		Sheeting and shoring	5000	\$ 115.00	\$ 161.00	\$ -	\$ 276.00
		Pavement repair		\$ 20.00	\$ 43.00	\$ -	\$ 63.00
		Curb repair		\$ 1.00	\$ 4.00	\$ -	\$ 5.00
		Sidewalk repair		\$ 1.00	\$ 2.00	\$ -	\$ 3.00
		Landscape restoration	1	\$ 64.00	\$ 97.00	\$ -	\$ 161.00
		Traffic control	1	\$ 33.00	\$ 12.00	\$ -	\$ 45.00
		Loam and seed	10000	\$ 33.00	\$ 48.00	\$ -	\$ 81.00
		Survey	1	\$ 33.00	\$ 161.00	\$ -	\$ 194.00
		Rock Excavation	1	\$ -	\$ 2,497.00	\$ -	\$ 2,497.00
		\$					
	Engineering, Administration and Other	Includes planning, engineering, siting, surveying, land planning and drafting, Administrative costs including legal, purchasing, contract administration, project	1	\$ -	\$ 4,950.00	\$ 3,300.00	\$ 8,250.00
\$	Station						\$ 5,000.00
		Total 345-kV HPFF					\$ 78,627.00

Note:

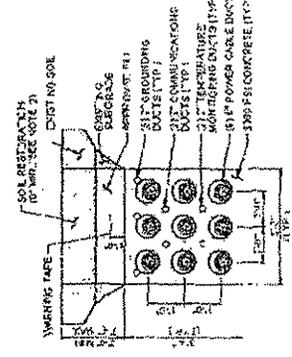
Transmission Line Costs (Thousands)							
Location	Element	Mo./Description	Quantity	Material	Contracted Services	NU Label	Total
Overhead Lines							
Gallows Hill to Archers Lane							
Single Circuit 345-kV/115-kV Monopole 1.3 miles		Clearing, access roads, erosion control, etc.	29	\$ 157.00	\$ 204.00	\$ -	\$ 361.00
		Excavation and foundations	14	\$ 126.00	\$ 705.00	\$ -	\$ 831.00
		Structure	14	\$ 1,044.00	\$ 276.00	\$ -	\$ 1,320.00
		Counterpoise	1	\$ 99.00	\$ 37.00	\$ -	\$ 136.00
		Grounding	1	\$ 6.00	\$ 28.00	\$ -	\$ 34.00
		Cable 345-kV 1590 KCMIL 47/7 2C / phase	58,600	\$ 365.00	\$ 135.00	\$ -	\$ 500.00
		Cable 115-kV 1272 45/7 1C / phase		\$		\$ -	\$
		Shield wire	16,368	\$ 24.00	\$ 28.00	\$ -	\$ 52.00
		Total Gallows Hill to Archers Lane		\$			
Hoyts Hill to Gallows Hill							
Single Circuit 345-kV H Frame 3.6		Clearing, access roads, erosion control, etc.	43	\$ 286.00	\$ 390.00	\$ -	\$ 676.00
		Excavation and foundations (if required)	68	\$ 24.00	\$ 216.00	\$ -	\$ 240.00
		Structure H frame	31	\$ 599.00	\$ 524.00	\$ -	\$ 1,123.00
		Structure monopole	3	\$ 183.00	\$ 37.00	\$ -	\$ 220.00
		Counterpoise	1	\$ 249.00	\$ 94.00	\$ -	\$ 343.00
		Grounding	1	\$ 35.00	\$ 153.00	\$ -	\$ 188.00
		Cable 345-kV 1590 KCMIL 47/7 2C / phase	140,800	\$ 864.00	\$ 321.00	\$ -	\$ 1,185.00
		Shield wire	19,000	\$ 30.00	\$ 34.00	\$ -	\$ 64.00
		Total Hoyts Hill to Archers Lane		\$ 2,270.00	\$ 1,769.00	\$ -	\$ 4,039.00
Norwalk Jct to Norwalk Substation							
Single Circuit 345-kV Delta Monopole 3.7 miles		Clearing, access roads, erosion control, etc.	36	\$ 238.00	\$ 391.00	\$ -	\$ 629.00
Excavation and foundations (if required)			42	\$ 331.00	\$ 1,957.00	\$ -	\$ 2,288.00
		Structure monopole	42	\$ 3,158.00	\$ 254.00	\$ -	\$ 3,412.00
		Counterpoise	1	\$ 274.00	\$ 104.00	\$ -	\$ 378.00
		Grounding	1	\$ 16.00	\$ 76.00	\$ -	\$ 92.00
		Cable 345-kV 1590 KCMIL 47/7 2C / phase	129,300	\$ 779.00	\$ 288.00	\$ -	\$ 1,067.00
		Cable 115-kV 1272 45/7		\$		\$ -	\$
		Shield wire	47,500	\$ 64.00	\$ 75.00	\$ -	\$ 139.00
		Total Hoyts Hill to Archers Lane		\$			
	Fiber Optics	20.1 miles of primary and backup circuits		\$ 1,214.00	\$ 3,965.00		\$ 5,179.00
	Engineering, Administration and Other	Includes all planning, engineering, siting, surveying, land planning and drafting. Administrative costs including legal, purchasing, contract administration, project management, etc.	1	\$ -	\$ 1,200.00	\$ 3,034.00	\$ 4,234.00
		Total Overhead Lines					\$ 24,605.00

XS-UG-2: Underground Variation – 345-kV Cable System in Existing CL&P ROW



UNDERGROUND VARIATION
345-kV CABLE SYSTEM IN EXISTING CL&P ROW
MANSFIELD UNDERGROUND VARIATION
MOUNT HOPE UNDERGROUND VARIATION
IN THE TOWN OF MANSFIELD

BROOKLYN UNDERGROUND VARIATION (WESTERN PORTION)
TO
VICINITY OF DAY STREET JUNCTION
IN THE TOWN OF BROOKLYN



- NOTES:**
1. EXISTING STRUCTURE TO REMAIN.
 2. ALL EXISTING UTILITIES TO REMAIN UNLESS INDICATED OTHERWISE.
 3. ALL VEGETATION WITHIN THE EXISTING ROW TO BE MAINTAINED UNLESS INDICATED OTHERWISE.
 4. ALL VEGETATION WITHIN THE EXISTING ROW TO BE MAINTAINED UNLESS INDICATED OTHERWISE.
 5. ALL WORK TO BE ACCORDING TO THE CONNECTICUT DEPARTMENT OF TRANSPORTATION AND HIGHWAYS (CTDOT) STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION (2009 EDITION).
 6. ALL WORK TO BE ACCORDING TO THE CONNECTICUT DEPARTMENT OF TRANSPORTATION AND HIGHWAYS (CTDOT) STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION (2009 EDITION).
 7. ALL WORK TO BE ACCORDING TO THE CONNECTICUT DEPARTMENT OF TRANSPORTATION AND HIGHWAYS (CTDOT) STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION (2009 EDITION).
 8. ALL WORK TO BE ACCORDING TO THE CONNECTICUT DEPARTMENT OF TRANSPORTATION AND HIGHWAYS (CTDOT) STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION (2009 EDITION).

Patricia A. Suprenant

441 Gurleyville Road
Storrs, CT 06268

January 23, 2012

Town of Mansfield
Town Council
4 South Eagleville Road
Storrs/Mansfield, CT 06268

To Whom It May Concern:

I applaud the Mansfield Town Council and the Town Manager's attempt to begin the discussion of the University of Connecticut's status as an unregulated water "entity" as defined by state statute, and to define the University's obligations and relationship to the Town of Mansfield as such.

In the spirit of putting Mansfield first, I ask that you do the following:

1. Include the Department of Public Utility Regulation Authority (as a full participant) in any public forum you offer in order to address fully the question of rate regulation and pricing.
2. Fully answer in this public forum the questions, which I posed before the Town Council in my letter of January 9, 2012.
3. Reconcile the attached questions and response from Patricia Bisacky of the Department of Public Health (e.g. E-mail correspondence dated January 23, 2012) with respect to the relocation of Well Field A in the Fenton River wellfield.

Note: Ms. Bisacky states that the University "does not meet the statutory definition of a water company as clarified in the Attorney General's Opinion dated November 29, 2000. However the source abandonment statute (CGS Section 25-33k) applies to water companies and other entities, which includes state entities that provide drinking water to the public such as UCONN. UCONN is regulated by the department as a public water system, because it meets the definition of public water system found in the Regulations of Connecticut State Agencies Section 19-13-B102(a)(65)."

Therefore, has the Town of Mansfield received an official notification of the University's intent to abandon this wellfield? And if the Town of Mansfield is in possession of such legal notice, is it in possession of the application that the University of Connecticut would have sent to the Department of Public Health 30 days following this notification of abandonment to the Town of Mansfield?

Sincerely,



Patricia A. Suprenant

Attachments: (e-mail correspondence dated 1/23/2012)

From: Patricia Suprenant <patuprenant@earthlink.net>
Subject: Relocation of Fenton River Well-A
Date: January 23, 2012 10:56:49 AM EST
To: patricia.bisacky@ct.gov

Good Morning:

A public scoping meeting will be hold tomorrow in Mansfield to discuss the relocation of Fenton River Well-A. Several questions remain unanswered. Could you please answer the following:

- 1.) Since the University of Connecticut is not a water company by statute, can the DPH well field abandonment regs actually be enforced with regard to the University or is their compliance with the DPH regs voluntary?
- 2.) If the DPH regs apply, can you please cite the specific statutes governing the University of Connecticut as a *bonafide* water company? And can you cite the document which indicates the University is a water company?
- 3.) Can you explain the consequences of a well field abandonment with regard to the status of the watershed lands that surround it?

Thank you for the time and consideration that you give to this matter.

Sincerely,

Patricia Suprenant
441 Gurleyville Road
Mansfield, CT 06268

From: "Bisacky, Patricia" <Patricia.Bisacky@ct.gov>
Subject: RE: Relocation of Fenton River Well-A
Date: January 23, 2012 12:02:01 PM EST
To: "patsuprenant@earthlink.net" <patsuprenant@earthlink.net>
Cc: "Mcphee, Eric" <Eric.Mcphee@ct.gov>

Dear Ms. Suprenant:

1&2. UCONN does not meet the statutory definition of a water company as clarified in the Attorney General's Opinion dated November 29, 2000. However the source abandonment statute (CGS Section 25-33k) applies to water companies and other entities which includes state entities that provide drinking water to the public such as UCONN. UCONN is regulated by the department as a public water system because it meets the definition of public water system found in the Regulations of Connecticut State Agencies Section 19-13-B102(a)(65).

3. The department has not received an application for source abandonment. The review of a source abandonment request is complex and depends on the information submitted in support of a specific application. It would be inappropriate to speculate on the outcome of a hypothetical application.

Sincerely,

Pat Bisacky

Environmental Analyst 2
Source Water Protection Unit
Drinking Water Section
Department of Public Health
410 Capitol Avenue MS #51WAT
PO Box 340308
Hartford, CT 06134

(860)509-7333

<http://www.ct.gov/dph/cwp/view.asp?a=3139&q=387338>

Potential Mitigation Measures

The following mitigation measures could be recommended by the Council to reduce impacts to residents in the areas most significantly impacted by the proposed transmission lines:

- ① ▪ ***Recommend that the Siting Council require the use of the Mansfield underground variation and a modified Mount Hope underground variation***

CL&P's municipal consultation filing included two underground variations for Mansfield, one which extended from a point southwest of the Woodmont Drive cul-de-sac to a point west of Conantville Brook (the 'Mansfield' variation) and another which extended from a point north of the Sawmill Brook Lane cul-de-sac to a point northwest of the Hawthorne Lane cul-de-sac (the 'Mount Hope' variation). Combined, these two variations would include approximately 1.75 miles of underground transmission facilities, plus four, four-acre transition stations where power would transition from overhead lines to the underground facilities.

Based on comments received from the community, the Town could recommend that the western terminus of the Mount Hope variation be moved to a point west of Sawmill Brook Lane to minimize the impacts of the transmission line on that residential neighborhood. Additionally, comments have been received from a member of the Town's Agricultural Committee since the last Council meeting addressing the impacts of underground facilities on agricultural lands. It is also staff's understanding that CL&P is working with the Mount Hope Montessori School and Green Dragon Daycare to address their concerns with the proposed lines. Given this feedback, the eastern terminus of the underground transmission line could be relocated west of Route 195. To minimize the electrical magnetic field impacts of new overhead lines on the schools and residents of the Bassetts Bridge area, the Town could also recommend that EMF Best Management Practices monopoles be used from Route 195 to Mansfield Hollow, where EMF monopoles are already in use.

The benefits offered by placing the proposed transmission line underground and using EMF best management practices poles as described above include:

- Reduction of electrical magnetic field concerns for surrounding residential areas, the Mount Hope Montessori School and the Green Dragon Day Care Center
- Significant reduction in the amount of vegetation that must be cleared
- Elimination of the visual impacts of the second overhead transmission line in areas where underground facilities are installed

Use of these underground variations and EMF best management practices would be consistent with Section 16-50(p)(i) of the Connecticut General Statutes, which addresses undergrounding of new 345 kilovolt facilities:

For a facility described in subdivision (1) of subsection (a) of section 16-50j, with a capacity of three hundred forty-five kilovolts or greater, there shall be a presumption that a proposal to place the overhead portions, if any, of such facility adjacent to residential areas, private or public schools, licensed child day care facilities, licensed youth camps or public playgrounds is inconsistent with the purposes of this chapter. An applicant may rebut this presumption by demonstrating to the council that it will be technologically infeasible to bury the facility. In determining such infeasibility, the council shall consider the effect of burying the facility on the reliability of the electric transmission system of the state and whether the cost of any contemplated technology or design configuration may result in an unreasonable economic burden on the ratepayers of the state.

- ***Recommend the Hawthorne Lane Alternative***
As described at the January 9, 2012 meeting and in the agenda item summary for the proposed amendment to the Hawthorne Park Subdivision Conservation Easement, the Hawthorne Lane alternative would result in the relocation of both the existing and proposed transmission lines away from the homes on Hawthorne Lane.
- ***Recommend Mansfield Hollow Design Option 2***
Due to the limited right-of-way through Mansfield Hollow (150 feet as compared to 300 feet elsewhere), CL&P has proposed two design options to reduce right-of-way acquisition and clearing through the Hollow. Recommending that the Siting Council require Option 2 would eliminate the need for any additional right-of-way and restrict clearing required for the new transmission line to the existing right-of-way. This option would require relocation and replacement of the existing lines through the park.
- ***Recommend protection of active farmland***
As shown on the attached aerial photograph, the transmission route runs through active farmland. To minimize impacts on working farms, the Town could recommend that the Siting Council require strict adherence to various mitigation measures by CL&P to minimize impacts on working farms. Such measures could include: limiting construction to non-crop/harvest seasons; ensuring that any soils disturbed or compacted through the process are restored to pre-construction conditions; ensuring that erosion and sedimentation controls are installed and monitored during construction; and financially compensating farmers for impacts to crop production caused by project construction.

SPECIAL MEETING – MANSFIELD TOWN COUNCIL

January 30, 2012

DRAFT

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

I. ROLL CALL

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

II. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, asked where the money for the Police Study consultants came from; questioned the results of the survey since only 200 residents participated; commented that the clearing ratio for crimes was very low and asked if the Town will need to purchase shotguns for the new troopers. Mr. Hossack also asked what portion of the ticket money does the town receive and whether or not the Town has used the noise machines.

David Freudmann, Eastwood Road, asked if there is a crime wave in Town and if there is currently a problem with police response time. Mr. Freudmann stated we need to save money.

Betty Wassmundt, Old Turnpike Road, agreed with Mr. Freudmann's comments. Ms. Wassmundt also told Council members that it would be unethical for them to vote on the proposed Ethics Ordinance as they are subject to its requirements. (Statement attached)

III. OLD BUSINESS

1. Police Services Study

Town Manager Matt Hart discussed the additional efforts taken by the Police Study Steering Committee to obtain citizen and advisory committee feedback and to conduct additional conversations with the State and UConn Police. By consensus the Steering Committee agreed to endorse Alternative Two, the Enhanced Trooper Model.

Ms. Moran moved and Ms. Lindsey seconded to move, to accept the Mansfield Police Services Study dated January 30, 2012 and to endorse the recommendation of the Police Services Study Steering Committee, which recommendation is as follows:

- Implement Alternative Two, the Enhanced Resident Trooper Model, in planned and phased manner over a period of years;
- Attempt to re-negotiate the contract with the Connecticut State Police to provide the Town with a more direct role in setting priorities, approach to policing and selection of staff;
- Plan and provide adequate space for the Mansfield Trooper's Office (capital improvement project);
- Research the feasibility of utilizing seasonal troopers and/or part-time town officers to help address workload issues during peak periods (fall/spring);
- Continue to partner and work cooperatively with the UCONN Police Department; and
- Continue to periodically assess the Town's police services needs (3-5 years).

January 30, 2012

Council members discussed the cost, available office space, and the possibility of adding part-time troopers during peak periods. The exact rate of attrition will be determined during the budget process.

Motion to approve the recommendation passed unanimously.

Mayor Paterson thanked Windsor Police Chief Kevin Searles and all the other Committee members for their work on this project.

2. Revisions to the Ethics Ordinance

Personnel Committee Chair Toni Moran reviewed the most recent changes to the proposed Ethics Ordinance. In response to a public comment, Mr. Shapiro reminded members the procedures for changing Town ordinances are governed by the Charter.

Ms. Moran moved to schedule a public hearing for 7:45 p.m. at the Town Council's regular meeting on February 14, 2012, to solicit public comment regarding the proposed revisions to the Ethics Ordinance.

Motion passed unanimously.

IV. ADJOURNMENT

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

Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

January 30, 2012

January 30, 2012

To: Town Council
From: Betty Wassmundt

RE: proposed code of ethics

Now, I want you to think about this. You, the council, are going to vote to enact an ordinance designed to establish the standard of conduct for you. You threw away the code the Board of Ethics proposed; this code is directed by you. The statement of purpose says, "The trust of the public is essential ...". Isn't this the ultimate conflict of interest for you to devise a code and, to vote on a code which applies to you? Ethical conduct should prohibit you from participating in any vote where there is even the semblance of impropriety. I submit to you that you must all recuse yourselves from voting on this code.

I urge you to return to the code submitted by the Board of Ethics and to review it only for legalities. Then you may vote on it. That code is the standard of conduct for you and for town employees which the people of Mansfield wanted. The Board of Ethics proposed code is the one that the public should trust.

I submit to you that you are in violation of the current Code of Ethics if you vote on this proposed code; specifically, you are in violation of section 25-4 C1. You have a "personal interest" in the conditions in this code. I've listened, at Personnel meetings, to all the reasons why Councilors Moran, Kochenburger and former councilor Haddad did not want a financial disclosure clause. You have a "personal interest" in the code to be presented this evening. You, any one of you, may not vote on it. Thank you.

PAGE
BREAK

PUBLIC HEARING
TOWN OF MANSFIELD
February 14, 2012
Hawthorne Lane

The Mansfield Town Council will hold a public hearing at 7:30 PM at their regular meeting on February 14, 2012 to solicit comments regarding the proposed modification to the Hawthorne Lane conservation agreement.

At this hearing persons may address the Town Council and written communications may be received. Copies of said proposal are on file and available at the Town Clerk's office: 4 South Eagleville Road, Mansfield and are posted on the Town's website (mansfieldct.gov)

Dated at Mansfield Connecticut this 25th day of January 2012.

Mary Stanton, Town Clerk

PAGE
BREAK

LEGAL NOTICE
TOWN OF MANSFIELD
PUBLIC HEARING
"Ethics Ordinance"

The Mansfield Town Council will hold a public hearing at 7:45 PM at their regular meeting on February 14, 2012 to solicit public comments regarding proposed revisions to the Ethics Ordinance.

At this hearing persons may address the Town Council and written communications may be received. Copies of said proposals are on file and available at the Town Clerk's office: 4 South Eagleville Road, Mansfield, Connecticut. The proposed ordinance is also available on the Town's website (mansfieldct.org)

Dated at Mansfield Connecticut this 31st day of January 31, 2012.

Mary Stanton, Town Clerk

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Linda Painter, Director of Planning and Development; Jennifer Kaufman, Parks Coordinator
Date: February 14, 2012
Re: Hawthorne Lane Conservation Easement Amendment

Subject Matter/Background

Property owners on Hawthorne Lane are requesting that the existing conservation easement be amended to release approximately 0.32 acres located on the west side of the cul-de-sac from the easement and add approximately 0.64 acres located along the northern property lines of two lots to the easement. The purpose of the request is to facilitate the relocation of the existing Connecticut Light and Power transmission lines to the south, away from the existing homes.

If the Connecticut Siting Council approves the proposed Interstate Reliability Project in its current form, a new transmission line will be constructed to the north of the existing line. Currently, the CL&P right-of-way extends across the front yards of the homes on Hawthorne Lane. Installation of the new line would require that the existing treed buffer between the homes and the transmission lines be removed. The property owners have been working with CL&P on an alternative that would shift the existing transmission line to the south, allowing construction of the new line in the area that is already cleared. However, a portion of the existing conservation easement area would need to have vegetation cleared to facilitate this shift.

Recognizing the impact the shift would have on the existing conservation area, the property owners have offered to expand the northern section of the conservation easement in exchange for release of the area needed to facilitate the CL&P transmission line shift. The proposed expansion of the easement will double the size of the area to be released, providing a clear benefit to the town as is required under the 'Sale of Town-owned Properties' section of the Planning, Acquisition and Management Guidelines.

On January 3, 2012, the Planning and Zoning Commission (PZC) recommended that the Town Council amend the existing Hawthorne Lane Conservation easement to release approximately 0.32 acres located west of the cul-de-sac and add approximately 0.64 acres located along the northern boundary of the properties at 21 and 25 Hawthorne Lane. The PZC further recommended that the change to the easement be contingent upon Connecticut Siting Council approval of the transmission line route proposed as part of the Interstate Reliability Project and specifically the Hawthorne Lane alternative. The Conservation Commission reviewed the request at their December 21, 2011 meeting and also recommended approval of the change to the easement. The Open Space Preservation Committee voted to support the easement amendment at its meeting on January 24, 2012.

Pursuant to the Planning, Acquisition and Management Guidelines for Mansfield Open Space, Park, Recreation, Agricultural Properties and Conservation Easements, a public hearing is required for the release or transfer of any conservation restriction. The public hearing was noticed by the Town Clerk and nearby property owners were also sent a notice of the hearing by regular mail.

Financial Impact

No financial impacts are anticipated from this easement amendment.

Legal Review

A draft amended conservation easement has been received and is attached to this document. The Town Attorney will make any needed changes prior to execution.

Recommendation

If, after the public hearing, the Town Council supports the proposed change to the easement proposed by staff and the PZC, the following motion is recommended:

Move, effective February 14, 2012, to amend the Conservation Easement Agreement granted by Wayne W. Hawthorne, Christine Hawthorne, Ryan Hawthorne and Patricia Hawthorne dated January 18, 2002 and recorded February 26, 2002 in Volume 468 at Page 420 of the Mansfield Land Records to modify the areas encompassed within the Conservation Easement as depicted on the map titled 'Conservation Easement Modification Plan for Subdivision Entitled Hawthorne Park Bassetts Bridge Road Mansfield Center Connecticut' as prepared by Datum Engineering & Surveying LLC and dated January 3, 2012. The Town Manager is hereby authorized to execute the Amended and Restated Conservation Easement Agreement subject to any revisions deemed necessary by Town Attorney. The Amended and Restated Conservation Easement Agreement shall be held in escrow by the Town Attorney, and may not be recorded until the 'Hawthorne Lane Alternative' is officially and finally approved to the satisfaction of the Town Attorney by the Connecticut Siting Council or a

higher authority as part of the Interstate Reliability Project. If it is finally and officially determined by the Town Attorney that the 'Hawthorne Lane Alternative' is not approved, this approval shall become null and void.

Attachments

- 1) Draft Amended and Restated Conservation Easement Agreement
- 2) Notice to Homeowners (including annotated version of Conservation Easement Modification Plan)
- 3) Communication from Open Space Preservation Advisory Committee

DRAFT

AMENDED AND RESTATED CONSERVATION EASEMENT AGREEMENT

THIS INDENTURE made this _____ day of February, 2012, by and between **CHRISTOPHER J. DUERS, JESSICA F. DUERS, RICHARD S. WELDEN** and **CHRISTINE M. WELDEN** all of the Town of Mansfield, County of Tolland and State of Connecticut (hereinafter collectively called "Grantor"), and the **TOWN OF MANSFIELD**, a municipal corporation incorporated under the laws of the State of Connecticut and the Charter of the Town of Mansfield (hereinafter called "Grantee"):

WITNESSETH:

WHEREAS, the Grantee was granted a conservation easement by virtue of an instrument entitled "Conservation Agreement" granted by Wayne W. Hawthorne, Christine Hawthorne, Ryan W. Hawthorne and Patricia Hawthorne dated January 18, 2002 and recorded February 26, 2002 in Volume 468 at Page 420 of the Mansfield Land Records (hereinafter called "Existing Conservation Easement") as the same is depicted on a certain map recorded in Map Book 30 at Page 3 of the maps on file in the Office of the Mansfield Town Clerk and entitled:

"BOUNDARY PLAN - FOR SUBDIVISION ENTITLED - HAWTHORNE PARK BASSETTS BRIDGE ROAD MANSFIELD CENTER, CONNECTICUT OWNER & SUBDIVIDER WAYNE W. HAWTHORNE 145 BASSETTS BRIDGE ROAD MANSFIELD CENTER, CONNECTICUT 06250 DATE: OCTOBER 22, 2001 SCALE: 1" = 60' SHEET 2 OF 5 DATUM ENGINEERING & SURVEYING, LLC 132 CONANTVILLE ROAD MANSFIELD CENTER, CT 06250 TEL (860)456-1357 FAX (860)456-1840 JOB NO. 201022"; and

WHEREAS, for various reasons, including the mutual benefits that will accrue to the Parties concerned, it is their desire to amend the Existing Conservation Easement by amending and restating the Conservation Easement Area to be subject to the terms and conditions of this Amended and Restated Conservation Easement Agreement; and

WHEREAS, the Grantor will grant an easement on land not presently subject to Grantee's easement rights under the Existing Conservation Easement, and Grantee will release its easement rights to a portion of the Conservation Easement Area as exists under the Existing Conservation Easement; and

WHEREAS, the Grantor is the owner in fee simple of certain real property in the Town of Mansfield, County of Tolland and State of Connecticut, (hereinafter called the "Amended Conservation Easement Area"), and said Amended Conservation Easement Area is delineated on the following map filed or about to be filed on the Land Records of the Town of Mansfield:

"CONSERVATION EASEMENT MODIFICATION PLAN - FOR SUBDIVISION ENTITLED - HAWTHORNE PARK BASSETTS BRIDGE ROAD MANSFIELD CENTER, CONNECTICUT SCALE: 1" = 60' DATE: JANUARY 3, 2012 DATUM ENGINEERING & SURVEYING, LLC 132 CONANTVILLE ROAD MANSFIELD CENTER, CT 06250 TEL (860)456-1357 FAX (860)456-1840 JOB NO. 201022" (hereinafter called the "Easement Modification Plan"); and

WHEREAS, the Amended Conservation Easement Area possesses ecological, scientific, educational, aesthetic, agricultural, historic and/or recreational values of importance to the Grantor, the people of Mansfield and the people of the State of Connecticut; and

DRAFT

WHEREAS, the Grantee, acting through its Planning and Zoning Commission, has determined that it would be in the public interest to retain, maintain and conserve the Amended Conservation Easement Area in its present state to protect its conservation values, and that the maintenance and conservation of said property of the Grantor can be accomplished by the securing of a Conservation Easement over, across, and upon said Amended Conservation Easement Area;

WHEREAS, the Planning and Zoning Commission, pursuant to applicable zoning and subdivision regulations and pursuant to actions by the Mansfield Town Council, is authorized to acquire easements in the name of the Grantee, the Town of Mansfield; and

WHEREAS, the Grantor is willing, in consideration of One (\$1.00) Dollar and other good and valuable considerations, receipt of which is hereby acknowledged, including a desire to conserve and protect the fauna, flora and hydrologic/geological features and the natural beauty of the property for posterity, to grant to said Grantee the easement and covenants as hereinafter expressed concerning the Amended Conservation Easement Area, thereby providing for its maintenance and conservation;

NOW, THEREFORE, the Grantee hereby expressly releases and discharges from the effect of the Existing Conservation Agreement dated January 18, 2002 and recorded February 26, 2002 in Volume 468 at Page 420 of the Mansfield Land Records that portion of the land described as "Conservation Easement Area To Be Released" as delineated on the Easement Modification Plan to be filed on the Land Records of the Town of Mansfield.

AND FURTHER the Grantor, for and in consideration of the facts above recited and of the mutual covenants, terms, conditions and restrictions herein contained, does hereby give, grant, bargain, sell and convey with quit claim covenants unto the Grantee, its successors and assigns forever, a Conservation Easement in perpetuity over the defined Amended Conservation Easement Area, of the nature and character and to the extent hereinafter set forth. All terms, covenants and conditions contained herein are deemed to run with the land.

I. Rights of the Grantee

To accomplish the purpose of this Easement, the following rights are conveyed to the Grantee by this easement;

- A. The right to preserve and protect the Amended Conservation Easement Area;
- B. The right to enter (following reasonable notice to current Grantor or occupant) the Amended Conservation Easement Area at all reasonable times and, if necessary, across other lands of the Grantor, for the purposes of:
 - 1. Inspecting the Amended Conservation Easement Area to determine if the Grantor, his successors or assigns, is complying with the covenants and purposes of this Easement;
 - 2. Enforcing the terms of this Conservation Easement Agreement;
 - 3. Taking any and all actions with respect to the Conservation Easement Area as may be necessary or appropriate, with or without order of the court, to remedy or abate violations hereof;

4. Maintaining and/or replacing boundary markers of the Amended Conservation Easement Area.
- C. The right, but not the obligation, to monitor the condition of any rare or endangered plant and animal populations and plant communities in the Amended Conservation Easement Area, and to manage them, if necessary, for their continued survival and quality in the Amended Conservation Easement Area;
- D. The right to enforce the covenants contained herein pursuant to Section 8-12 CGS and/or other provisions of the Connecticut General Statutes. Nothing herein shall be construed to entitle the Grantee to institute any enforcement proceedings against the Grantor for any changes to the Amended Conservation Easement Area due to causes beyond the Grantor's control, such as changes caused by fire, floods or storms. The Grantor hereby waives any defense of laches with respect to any delay by the Grantee, its successors or assigns, in acting to enforce any restriction or exercise any rights under this easement.

II. Covenants

The Grantor makes the following covenants:

Without prior express written consent from the Grantee, the Grantor agrees to prohibit and refrain from the following activities under, over or upon the Amended Conservation Easement Area:

- A. There shall be no construction or placing of buildings, sewage disposal systems, wells, drainage systems, underground tanks, roads, driveways, mobile homes, fences, signs, billboards or other advertising, or structures of any kind;
- B. There shall be no dumping, storing or placing of soil or other substances or materials and no storage or disposal of vehicles, vehicle parts or wastes of any kind;
- C. There shall be no topographic changes, no ditching, draining, diking, dredging, tilling, excavating, regrading, mining or drilling, and no removal or filling of topsoil, loam, peat, sand, gravel, rock, minerals or other substances;
- D. There shall be no removal or destruction of trees, shrubs, or other vegetation, no use of fertilizers, poisons, pesticides, herbicides or biocides, no hunting or trapping, no grazing of domestic animals, no introduction of non-native plants and animals and no disturbance or change in the natural habitat in any manner. There shall be no removal of dead trees and no pruning and thinning of live trees and brush unless necessary to maintain trails and accessways;
- E. There shall be no alteration of water courses, waterbodies or wetland areas, nor shall there be activities or uses conducted on the Amended Conservation Easement Area which are to have the potential for being detrimental to drainage, flood control, surface or ground water quality, erosion control, soil conservation, wildlife or the land and water areas in their natural condition;

DRAFT

- F. There shall be no operation of snowmobiles, dune buggies, motorcycles, all-terrain vehicles or any other types of motorized vehicles;
- G. There shall be no removal or disturbance of the iron pins, boundary markers or any other field identifications of the Conservation Easement boundaries.

Any request for written approval for uses and activities noted above shall be accompanied with a detailed statement of purpose and specific plans for the proposed use or activity. Grantee shall have the right to approve such changes in use provided the changes do not interfere with or have an adverse impact on the natural scenic, ecological and open space values being protected within the Amended Conservation Easement Area.

III. Reserved Rights

- A. The Grantor herein reserves the right to make use of the Amended Conservation Easement Area for any and all purposes which are keeping with the stated intent of this Conservation Easement Agreement and which shall in no way endanger the maintenance and conservation of the Amended Conservation Easement Area in its natural state.
- B. The Grantor herein reserves the right to sell, give or otherwise convey the Amended Conservation Easement Area or any portion or portions of the Amended Conservation Easement Area, provided such conveyance is subject to the terms of this easement and all applicable requirements of the Town of Mansfield and State of Connecticut.

IV. Public Access

Nothing contained in this Conservation Easement Agreement shall give or grant to the public a right to enter upon or use the Amended Conservation Easement Area or any portion thereof where no such right existed for the public immediately prior to the execution of this easement.

V. Subsequent Transfers

- A. The Grantor further covenants and agrees to incorporate the terms of this easement in any deed or legal instrument by which any interest in all or a portion of the Amended Conservation Easement Area is divested, including without limitation, a leasehold interest. Failure of said Grantor to provide such notice shall not impair the validity of this easement or limit its enforceability in any way.
- B. The Grantor further covenants and agrees to give written notice by certified mail to the Mansfield Town Clerk of the transfer of any interest in the Amended Conservation Easement Area at least five (5) days prior to the date of such transfer. Failure of said Grantor to provide such notice shall not impair the validity of this easement or limit its enforceability in any way. A copy of this notice shall also be sent to the Chairman of the Mansfield Planning and Zoning Commission.

DRAFT

VI. Other Provisions

- A. The Grantor agrees to pay any real estate taxes or other assessments levied by competent authorities on the Amended Conservation Easement Area.
- B. If any provision of this Conservation Easement Agreement or the application thereof to any person or circumstances is found to be invalid, the remainder of the provisions of the easement and the application of such provisions to persons or circumstances other than those as to which it is found to be invalid shall not be affected thereby.
- C. The covenants agreed to and the terms, conditions, restrictions and purposes imposed with this grant shall not only be permanent and binding upon the Grantor, but also upon his lessees, agents, personal representatives, successors and assigns, and all other successors to him in interest, and shall continue as a servitude running in perpetuity with the Amended Conservation Easement Area.

TO HAVE AND TO HOLD the said Conservation Easement Agreement unto the said Grantee, its successors and assigns forever.

IN WITNESS WHEREOF, the Grantor has executed and sealed this document the day, month, and year first above written.

Signed, Sealed and Delivered
in the Presence Of:

GRANTOR:

	- Witness	Christopher J. Duers
	- Witness	Jessica F. Duers
	- Witness	Richard S. Welden
	- Witness	Christine M. Welden

GRANTEE:
TOWN OF MANSFIELD

	- witness	By:
		Its
		Duly Authorized
	- witness	

**TOWN OF MANSFIELD
DEPARTMENT OF PLANNING AND DEVELOPMENT**

LINDA M. PAINTER, AICP, DIRECTOR

NOTICE OF PUBLIC HEARING

A PUBLIC HEARING ON PROPOSED CHANGES TO THE CONSERVATION EASEMENT ASSOCIATED WITH THE HAWTHORNE PARK SUBDIVISION WILL BE HELD AT THE FOLLOWING DATE, TIME AND LOCATION:

Date: Tuesday, February 14, 2012
Time: 7:30 p.m.
Location: Town Council Chambers
Mansfield Town Hall (Audrey P. Beck Municipal Building)
4 South Eagleville Road
Mansfield, Connecticut

This public hearing is your opportunity to ask questions or provide comments or concerns regarding the proposed change to the conservation easement, which is described below. Written comments may be submitted at the hearing or may be mailed to the following address prior to the public hearing:

Mansfield Town Council
c/o Town Manager's Office
4 South Eagleville Road
Mansfield, CT 06268-2599

If you need additional information or have questions that staff may be able to answer in advance of the public hearing, please contact the Planning Office at 860.429.3330.

Project Description

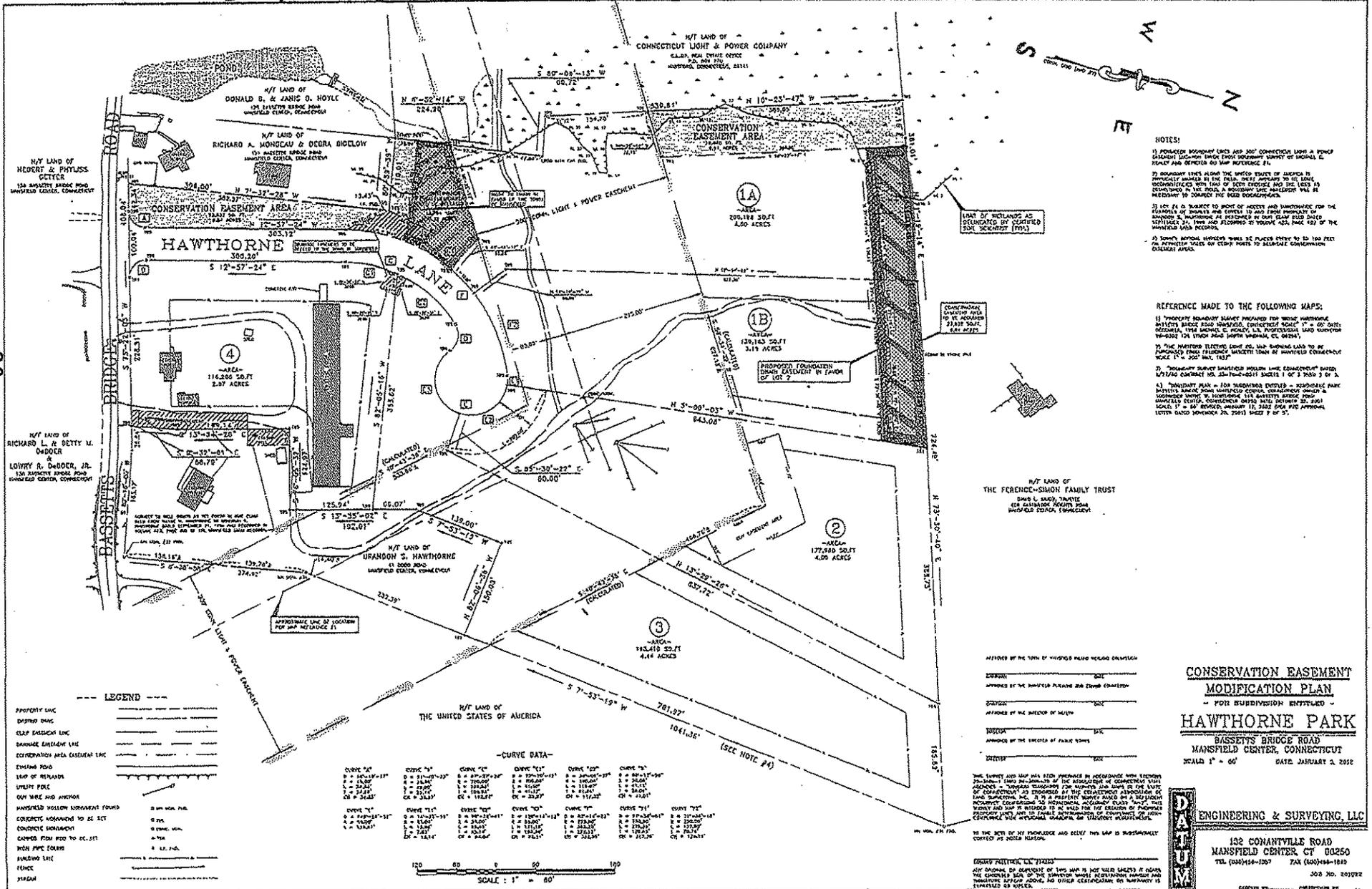
Property owners on Hawthorne Lane have requested that a portion of an existing conservation easement (0.32 acres) on the west side of Hawthorne Lane be eliminated to allow the potential relocation of the existing and proposed Northeast Utilities Transmission lines south of their current location. In exchange, the owners of 21 Hawthorne Lane and 25 Hawthorne Lane are proposing to add a total of 0.64 acres to the conservation easement. The enclosed map identifies the area which would be removed from the Conservation Easement and the area that would be added to the conservation easement.

The change would allow the relocation of the existing transmission lines to the south (over the Hawthorne Lane cul-de-sac) if the Interstate Reliability Project is approved by the Connecticut Siting Council.

AREA TO BE REMOVED FROM CONSERVATION EASEMENT

AREA TO BE ADDED TO CONSERVATION EASEMENT

EXISTING CL&P/NU ROW



- NOTES:**
- 1) PROPERTY BOUNDARY LINES AND 300' CONNECTION ROAD A POWER COMPANY EASEMENT UNDER EXISTING EASEMENT SURVEY OF 1984 ARE REPEATED AND DERIVED ON MAP REFERENCE #1.
 - 2) BOUNDARY LINES ALONG THE WESTERN FRONT OF PARCELS IN IMMEDIATE VICINITY TO THE ROAD, WERE ADJUSTED TO ITS LINE, CORRECTED WITH THAT OF 200' EASEMENT AND THE LINE IS SHOWN ON THIS PLAN. A BOUNDARY LINE ADJUSTMENT WILL BE NECESSARY TO CORRECT THE ROAD BOUNDARIES.
 - 3) THE PLAN IS SUBJECT TO POINT OF ACCESS AND BOUNDARIES FOR THE PARCELS OF PARCELS AND CENTER TO BE ADJUSTED TO THE BOUNDARY LINE ADJUSTMENT AS REQUIRED BY THE ROAD ADJUSTMENT. THE LINE AND ADJUSTMENT WILL BE SHOWN ON THE BOUNDARY LINE RECORD.
 - 4) 300' EASEMENT RECORDS WILL BE PLACED REFER TO 100 FEET TO THE ADJUSTED LINE OF 300' EASEMENT TO BE ADJUSTED CONSERVATION EASEMENT AREA.

- REFERENCE MADE TO THE FOLLOWING MAPS:**
- 1) "PROPERTY BOUNDARY SURVEY PREPARED FOR WALTER HAPPEL, 111111 BROAD ROAD HARTFORD, CONNECTICUT 06111" - 60 DATES, 1984/85, THE SURVEY IS BY: RICHARD L. OADNER, JR. REGISTERED PROFESSIONAL LAND SURVEYOR #64322 THE TOWN AND STATE PLANS UNIVERSAL, CT 06241.
 - 2) "THE HARTFORD ELECTRIC LIGHT AND POWER COMPANY LAND TO BE PARCELED FROM EXISTING BOUNDARY LINES OF HARTFORD CONNECTICUT SCALE 1" = 300 FEET, 1937."
 - 3) "PROPERTY SURVEY BOUNDARY LINES AND EASEMENTS" MAPS, 1972/73, CONN. REG. NO. 214-100-0001, SHEETS 1 OF 3, 2 OF 3 OR 3 OF 3.
 - 4) "BOUNDARY PLAN - 100' EASEMENT RECORDS - 1984/85" MAPS, 1984/85, 100' EASEMENT RECORDS, CONN. REG. NO. 214-100-0001, SHEETS 1 OF 3, 2 OF 3 OR 3 OF 3.

1/7 LAND OF THE FERENC-SIMON FAMILY TRUST
 DON L. SIMON, TRUSTEE
 100 BROAD STREET, HARTFORD, CONNECTICUT

APPROVED BY THE TOWN OF HARTFORD BEING HELD VALIDATION
 APPROVED BY THE REGISTERED PLANNING AND ZONING COMMISSION
 APPROVED BY THE DEPARTMENT OF HEALTH
 APPROVED BY THE BOARD OF PUBLIC WORKS
 DATED: _____

CONSERVATION EASEMENT MODIFICATION PLAN
 FOR SUBDIVISION ENTITLED
HAWTHORNE PARK
 BASSETTS BRIDGE ROAD
 MANSFIELD CENTER, CONNECTICUT
 SCALE 1" = 80' DATE: JANUARY 3, 2012

DAWKINS ENGINEERING & SURVEYING, LLC
 192 CONANTVILLE ROAD
 MANSFIELD CENTER, CT 06250
 TEL: (860)454-1207 FAX: (860)444-1810
 JOB NO. 201202

PUBLIC HEARING
TOWN OF MANSFIELD
February 14, 2012
Hawthorne Lane

The Mansfield Town Council will hold a public hearing at 7:30 PM at their regular meeting on February 14, 2012 to solicit comments regarding the proposed modification to the Hawthorne Lane conservation agreement.

At this hearing persons may address the Town Council and written communications may be received. Copies of said proposal are on file and available at the Town Clerk's office: 4 South Eagleville Road, Mansfield and are posted on the Town's website (mansfieldct.gov)

Dated at Mansfield Connecticut this 25th day of January 2012.

Mary Stanton, Town Clerk

29.112.19
BRIDGEFORD PAMELA D
112 BASSETTS BRIDGE RD
MANSFIELD CENTER CT 06250

29.112.26
COLEMAN TAMRA and BRIAN
127 POND HILL RD
MOOSUP CT 06354

29.113.10A
HOOVER AGATHA S
88 CEMETERY RD
MANSFIELD CENTER CT 06250

29.113.27
DUNSTAN LLOYD E and BETTY
107 BASSETTS BDGE RD
MANSFIELD CENTER CT 06250

29.113.30
MONGEAU RICHARD A and
MONGEAU DEBRA BIGELOW
131 BASSETTS BRIDGE RD
MANSFIELD CENTER CT 06250

29.113.31-1B
WELDEN RICHARD S and CHRISTINE M
25 HAWTHORNE LA
MANSFIELD CENTER CT 06250

29.113.32
UNITED STATES OF AMERICA
DAM PROPERTY
BASSETTS BRIDGE RD
MANSFIELD CENTER CT 06250

29.112.20
GETTER HERBERT and PHYLLIS
136 BASSETTS BRDG RD
MANSFIELD CENTER CT 06250

29.113.1
CONNECTICUT STATE OF
DEPT OF ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD CT 06106

29.113.25
CONNECTICUT LIGHT and POWER COMPANY
CLandP REAL ESTATE OFFICE
P O BOX 270
HARTFORD CT 06141

29.113.28
MARTIN DAVID G and CAROLINE J
119 BASSETTS BDG RD
MANSFIELD CENTER CT 06250

29.113.31
HAWTHORNE RYAN W and PATRICIA S
861 WARRENVILLE RD
MANSFIELD CENTER CT 06250

29.113.31-2
MINDEK THOMAS E and PALMIRA
27 HAWTHORNE LA
MANSFIELD CENTER CT 06250

29.113.31-1
NOEL ANTHONY G and MARYELLEN I
147 BASSETTS BRIDGE RD
MANSFIELD CENTER CT 06250

29.112.21
DEBOER LOWRY R JR
P O BOX 175
MANSFIELD CENTER CT 06250

29.113.9
FERENCE-SIMON FAMILY TRUST THE
SIMON DAVID L TRUSTEE
PO BOX 618
MANSFIELD CENTER CT 06250

29.113.26
REDDING GERALD M
88 CEMETERY RD
MANSFIELD CENTER CT 06250

29.113.29
HOYLE DONALD B and JANIS B
TRUSTEES HOYLE FAMILY LIVING TRUST
125 BASSETTS BRIDGE RD
MANSFIELD CENTER CT 06250

29.113.31-1A
DUERS CHRISTOPHER J and JESSICA F
21 HAWTHORNE LA
MANSFIELD CENTER CT 06250

29.113.31-3
HAWTHORNE WAYNE W and CHRISTINE
PO BOX 39
MANSFIELD CENTER CT 06250

OPEN SPACE PRESERVATION COMMITTEE

Date: January 24, 2012

To: Mansfield Town Council

Re: Hawthorne Lane Conservation Easement Amendment

PROPOSED AMENDMENT

At the Open Space Preservation Committee's January 24, 2012 meeting, the committee reviewed a proposal to amend the Town's conservation easement on house lots 1A and 1B on Hawthorne Lane. The proposed addition of a second transmission line by CL&P would bring the new lines close to four existing homes in this subdivision. The home owners are requesting that the existing conservation easements be reconfigured to allow the transmission lines to be located further away from the homes. This would require clearing of vegetation by CL&P in part of the existing conservation area along the west side of Hawthorne Lane, an action prohibited by the conservation easement.

There are two existing conservation easement areas in this subdivision. One 0.86-acre easement extends along the west side of Hawthorne Lane. A second easement area (0.61 acres) extends along the west side of Lot 1A. The proposed change would remove 0.32 acres from the easement along Hawthorne Lane, leaving 0.54 acres of easement along the west side of this road. To compensate for this reduction in protected land, the residents propose to add a 0.64-acre conservation easement along the north side of Lots 1A and 1B, which would abut the existing easement along the west side of Lot 1A. The result would be an increase in total easement area of 0.32 acres.

RECOMMENDATION

The committee voted unanimously to support this amendment to the conservation easement. The proposed amendment of conservation easement locations would increase the total conservation easement area on these house lots, and the committee views that as a positive change. The committee noted that the amendment would occur on private property and would not involve any Town-owned land. The committee recommends that a condition of Town Council's approval of this amendment be the Connecticut Siting Council's approval of the Hawthorne Lane variation.

PAGE
BREAK



**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: February 14, 2012
Re: Revisions to Ethics Ordinance (Code of Ethics)

Subject Matter/Background

At Monday's meeting, the Town Council will conduct a public hearing regarding the proposed revisions to the Ethics Ordinance (Code of Ethics) as presented by the Council at its special meeting on January 30, 2012. This item has been placed on the agenda as old business to allow the Council to debrief the public hearing and to approve the revised code if desired.

Legal Review

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

Recommendation

Unless the Town Council wishes to make further revisions to the ordinance following the public hearing, staff recommends that the Council adopt the proposed Ethics Ordinance (Code of Ethics) dated January 24, 2012.

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

Move, effective February 14, 2012, to repeal Chapter 25 of the Mansfield Code of Ordinances (Code of Ethics) and to replace this Chapter in its entirety with the proposed Ethics Ordinance (Code of Ethics) dated January 24, 2012, as endorsed by the Personnel Committee, which Ordinance shall become effective 21 days after publication in a newspaper having circulation within the Town of Mansfield.

Attachments

- 1) Personnel Committee Recommended Revisions to the Ethics Ordinance (Code of Ethics), dated January 24, 2012
- 2) Existing Ethics Ordinance (Code of Ethics)

Ethics Ordinance
Personnel Committee Draft – January 24, 2012

[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 public officials and public 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 public 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 public 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 public 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.

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 to the Town;

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 public employee, any other individual who resides in the household of the public official or public 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 public 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 EMPLOYEE

Any person receiving a salary, wages or other compensation from the legal entity of the Town of Mansfield as defined by its federal employer identification number, for services rendered.

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, the Mansfield Downtown Partnership Board and its employees when functioning as the town's municipal development agency, 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 committee, or political committee, s: candidate committee, exploratory committee or national committee, as those terms are defined in Connecticut General Statutes section 9-601, as amended; (3) serve as a public official as defined in section 25-4 of this Code; or (4) be an public 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, public 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 public 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 public employee or public 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 public employee or public 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 public 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 public employee may request, or authorize any other public official or public 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 public 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; 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 public 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. (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 for such actions as they may deem appropriate. (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 public 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,~~ state or federal law, the relevant provisions of the ~~Personnel Rules, collective bargaining agreements and/or the Connecticut General Statutes~~ state or federal law shall prevail.

Ethics Ordinance

[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. 33.
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 Purpose.

- A. The purpose of these standards is to guide town officials, elected and appointed, town employees and citizens by establishing standards of conduct for persons in the decisionmaking process. It is intended to strengthen the tradition of government in the town.
- B. 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.
- C. In pursuit of that goal, these standards are provided to aid those involved in decisionmaking to act in accordance with the public interest, use objective judgment, assure accountability, provide democratic leadership and uphold the respectability of the government.

§ 25-3 Definitions.

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

CONFIDENTIAL INFORMATION

Any information concerning the property, business or affairs of the town not generally available to the public.

EMPLOYEE

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

IMMEDIATE FAMILY

Any parent, brother, sister, child spouse or co-habiting partner of an individual as well as the parent, brother, sister or child of said spouse or co-habiting partner, and the spouse or co-habiting partner of any such child or any dependent relative who resides in said individual's household.

INTEREST IN A PERSONAL OR FINANCIAL SENSE

The same meaning as the courts of this state apply, from time to time, to the same phrase as used in §§ 8-11 and 8-21, C.G.S.

OFFICIAL

Any person holding elective or appointive town office, including members and alternate members of town agencies, boards and commissions, and committees appointed to oversee the construction or improvement of town facilities, or any other board, commission or agency that perform legislative or judicial functions or exercise financial authority (collectively hereinafter referred to as "body").

§ 25-4 Guidelines established.

A. Use of town assets. No official or employee shall use or permit the use of town funds, services, property, equipment, owned or leased vehicles or materials for personal convenience or profit, except when such services are available to the public generally or are provided in conformance with established town policies for the use of such officials or employees.

B. Fair and equal treatment. No official or employee shall grant or accept any special consideration, treatment or advantage to or from any person beyond that which is available to every other person.

C. Conflict of interest.

(1) Disqualification in matters involving a personal or financial interest. No employee or official shall participate in the hearing or decision of the body of which he or she is a member upon any matter in which he or she is interested in a personal or financial sense. The fact of such disqualification shall be entered on the records of such body. Nothing contained herein shall be construed as to prevent any elected official or employee from submitting a competitive sealed bid in response to an invitation to bid from any body of the town, provided that such person does not thereby violate Subsection ~~C(2)~~ of this section.

(2) Disclosure of confidential information. No official or employee shall disclose or use any confidential information obtained in an official capacity for the purpose of advancing his or her financial or personal interest or that of others.

(3) Gifts and favors. No official or employee or member of his or her immediate family shall solicit or accept any gift or gifts having a value of fifty dollars (\$50.) or more in value in any calendar year, whether in the form of service, loan, thing, promise or any other form, from any person or persons who to his or her knowledge is interested directly or indirectly in business dealings with the town. This prohibition shall not apply to lawful political contributors as defined in § 9-333(b), C.G.S.

(4) Use of influence. No official or employee shall solicit any business, directly or indirectly, from another official or employee over whom he has any direct or indirect control or influence with respect to tenure, compensation or duties.

(5) Representation of private or adverse interest. No official or employee shall appear on behalf of a private interest before any body of the town, nor shall he or she represent an adverse interest in any litigation involving the town.

(6) Disclosure of interest. Any official or employee who has a personal or financial interest in any matter coming before any body of the town shall make the same known to such body in a timely manner, and such interest shall be disclosed on the records of such body.

(7) First year after termination. No official or employee shall, during the first year after termination of service or employment with the town, appear before any body of the town or apply to any department in relation to any case, proceeding or application in which he or she personally participated during the period of his or her service or employment, or which was under his or her active consideration.

(8) Private employment. No official or employee shall engage in or accept private employment or render service that is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of official duties or give the appearance of impropriety, unless otherwise permitted by law.

§ 25-5 Board of Ethics.

A. There is hereby established a Board of Ethics consisting of five (5) members who shall be electors of the town. The members shall be appointed by the Town Council and shall serve for a term of three (3) years, except that, of the initial Board, two (2) members shall serve for a term of two (2) years, and one (1) member for a term of one (1) year.

B. Alternate members. In addition to the regular members, the Town Council shall appoint two (2) alternate members who shall serve in the absence of a regular member. The initial appointments shall be for a term to expire on June 30, 1996. Thereafter, all appointments shall be for two-year terms.

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. No member or alternate shall contemporaneously be an employee or official of the town.

§ 25-6 Organization and procedure.

The Board of Ethics shall elect a Chairperson and a Secretary and shall establish its own rules and procedures, which shall be available to any elector of the town through the Town Clerk's office. Rules and procedures shall be established within six (6) months of the initial appointment of all members and alternates. The need to maintain confidentiality in order to protect the privacy of public officials and employees and citizens [including the provisions of § 1-82a(a) through (f), C.G.S.] shall be considered when establishing the rules and procedures. The Board shall keep records of its meetings and shall hold meetings at the call of the Chairperson and at such other times as it may determine.

§ 25-7 Powers and duties.

A. The Board of Ethics shall render advisory opinions with respect to the applicability of this Code of Ethics in specific situations to any body, or any official, employee or elector pursuant to a written request or upon its own initiative. The Board may also issue guidelines on such issues as, for example, ex parte communication. Such opinions and guidelines, until amended or revoked, shall be binding on the Board and reliance upon them in good faith by any officer or employee in any action brought under the provisions of this chapter. Any request or opinion the disclosure of which invades the personal privacy [as that term is used in C.G.S. § 1-19(b)(2)] of any individual shall be kept confidential in a personnel or similar file and shall not be subject to public inspection or disclosure. 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.

B. The Board shall establish procedures by which the public may initiate complaints alleging violations of this Code. The Board itself may also initiate such complaints. The Board shall have the power to hold hearings concerning the application of this Code and its violation and may administer oaths and compel attendance of witnesses by subpoena. Such hearings shall be closed to the public unless the respondent requests otherwise. If the Board determines the respondent has, in fact, violated the provisions of this Code, it shall file a memorandum of decision which may include a recommendation for action, with the Town Council or other appropriate body. The recommended action may include reprimand, public censure, termination or suspension of employment, removal or suspension from appointive office or termination of contractual status; except that no action may be recommended which would violate the provisions of the state or federal law. In the case of union employees, such recommended action does not constitute a unilateral change in conditions of employment. No such recommendation shall limit the authority of the Town Council under the Charter of the town or under any ordinance, statute or any other law. Any discussion by the Town Council or other body of an individual affected by the memorandum of decision shall be in executive session, unless the individual affected requests that such discussion be held in open session.

C. Any complaint received by the Board must be in writing and signed under oath by the individual making said complaint, under penalty of false statement (C.G.S. § 53a-157b).

§ 25-8 Annual report.

Each year, at a time to be determined by the Board, it 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 scrupulous in its avoidance of the undue invasion of the personal privacy of any individual.

§ 25-9 Distribution of Code of Ethics.

In order that all public officials and employees are aware of what constitutes ethical conduct in the operations of the government of the Town of Mansfield, the Town Clerk shall cause a copy of this Code of Ethics to be distributed to each and every official and employee of the town.

§ 25-10 Appeals.

A decision by the Board of Ethics may be appealed in the manner allowed by the general statutes.

§ 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; Jennifer Kaufman, Parks Coordinator; Mansfield Agriculture Committee
Date: February 14, 2012
Re: Right to Farm Ordinance and Municipal Tax Incentives for Farms

Subject Matter/Background

In March 2010 the Town Council asked the Agriculture Committee to review various measures designed to promote agriculture and farming in Mansfield. The committee has reviewed this subject in a thorough fashion by researching available options, learning about ordinances and regulations that other towns have enacted, attending relevant workshops and surveying farmers in Mansfield to determine how the Town could best serve farmers' needs. Based on its research, the Agriculture Committee is now recommending that the Town Council promulgate a Right to Farm Ordinance and adopt various municipal farm tax incentives. These measures are designed to support the viability of local farms, encourage today's farmers and make the Town attractive to new farmers.

In a presentation to the Town Council on September 22, 2010, Mansfield's Agriculture Committee highlighted the diversity and value of agriculture in our community. Some of the highlights include:

- Mansfield has at least 31 retail agricultural product and service providers selling a diversity of Mansfield-grown items including, honey, maple syrup, eggs, meat, fresh produce and nursery stock. The Town is home to three dairy farms owning or leasing 1800+ acres of land; five livestock farms using approximately 625 acres; and approximately 175 acres in hay production.
- Supporting agriculture is supporting smart economic development. It is estimated that agriculture in Mansfield provides jobs for upwards of 200 people. Mansfield's farm businesses are local businesses with a high local multiplier effect (hire local workers, buy local supplies, use local services). In relation to the Town's finances, farms bring in more revenue to the Town than it uses in services.

- According to Mansfield's 2006 Plan of Conservation and Development and Mansfield's Strategic Plan (*Mansfield 2020*) residents value the environmental and economic benefits of agriculture. Looking to the future, young farmers are participating in agriculture education program at all levels, including 4-H, the EO Smith Regional Agricultural Education Center and UConn's College of Agriculture and Natural Resources.

Right to Farm Ordinance

Connecticut General Statutes § 19a-341 states that "no agricultural or farming operation, place, establishment or facility, or any of its appurtenances, or the operation thereof, shall be deemed to constitute a nuisance," provided the operation is following generally accepted agricultural practices. Generally accepted agricultural practices are determined by the Commissioner of Agriculture.

Connecticut law also allows a municipality to adopt a local Right to Farm (RTF) ordinance. A RTF ordinance cannot be more restrictive than the state statute, but it serves as a statement that the municipality supports local farms and farm businesses, and views agriculture as a valued activity. Clearly stating what the town values may limit nuisance lawsuits or other farm and non-farm conflicts. Furthermore, a RTF ordinance may encourage farmers to reinvest in their farms and may bring new farmers into the community.

Several towns in Connecticut have recently passed local RTF ordinances, including Brooklyn, Canterbury, Colchester, Columbia, Eastford, Granby, Franklin, Hampton, Lebanon, Shelton, Suffield, Sprague, Thompson and Woodstock.

Farm Tax Incentives

Towns across Connecticut have enacted optional municipal farm tax incentives to support their existing farms and to encourage new farming operations to move into their communities. Municipal tax incentives build on those already allowed under state statute.

The State grants the following exemptions to active farm operations (a form has to be submitted each year):

- CGS §12-81 - Exemption for farming tools, farm produce, nursery products, temporary devices/structures for plant production and storage, livestock, including sheep, goats, swine, dairy and beef cattle, oxen, asses, mules and poultry
- CGS §12-91(a) - Exemption up to \$100,000 of assessed value for farm machinery or horses used in farming (must provide annual affidavit that farm has \$15,000 in gross sales or expenses to qualify)

- CGS §12-107 (PA 490) program - Value of property designated as farmland is based on sales data obtained, analyzed and recommended by the State. Recommended values are distributed to the towns every five years (last set in 2010). Rates vary according to the type of land, such as cropland, pasture, etc.

Enabling State Statutes for Optional Municipal Tax Incentives

Three state statutes provide municipalities with the authority to enact optional municipal tax incentives.

- 1) CGS §12-81m, **Optional Property Tax Abatement** – this statute allows a municipality to abate up to 50-percent of the property taxes for several types of farm businesses, including dairy farms, fruit orchards, vineyards, vegetable farms, nurseries, tobacco farms, commercial lobstering businesses operated on maritime heritage land, and any farm that employs nontraditional farming methods, such as hydroponic farming. State law also allows municipalities to recapture abated taxes if the property is sold, provided such recapture shall not exceed the original amount of taxes abated and may not go back further than ten years. The municipal tax collector calculates the amount of abatement.
- 2) CGS §12-91(b), Farm Machinery – The state allows exemption for up to \$100,000 of assessed value for farm machinery and tools. Municipalities may vote to provide an *additional* exemption for farm machinery of up to \$100,000 in assessed value. The municipal assessor calculates the amount of exemption. The local ordinance must require that the applicant provide an affidavit certifying that the farm business derived at least \$15,000 in gross sales or incurred at least \$15,000 in expenses.
- 3) CGS §12-91(c), Farm Buildings and Structures – Municipalities have the option to provide an exemption from property tax up to a value of \$100,000 per building, for any building used exclusively for farming or that provides housing for seasonal employees. The assessor calculates the amount of exemption. Note that temporary structures, such as hoop houses, are exempt under CGS §12-81. The local ordinance must require that the applicant provide an affidavit certifying that the farm business derived at least \$15,000 in gross sales or incurred at least \$15,000 in expenses.

The table below indicates the maximum uncollected revenue and the estimated number of farms in Mansfield that would qualify for the three local tax exemption options.

Optional Tax Abatement/Exemption	Estimated Abated/ Exempted Revenue	Estimated Number of Farms that would Qualify
CGS §12-81m, Property Tax Abatement – municipality may reduce property taxes on farm businesses up to 50%	\$5,400-\$9,650	Approximately 20 farms would qualify. Note: livestock farms do not qualify
CGS §12-91(b), Farm Machinery - allows additional exemption up to \$100,000 in assessed value for farm machinery		Currently no farms in Mansfield would qualify. However, a local ordinance may encourage farmers to further invest in their farms.
CGS §12-91(c), Farm Buildings – provides exemption up to a value of \$100,000 per building, for any building used exclusively for farming or that provides housing for seasonal employees	\$10,800-\$19,300.00	According to 2011 data, 6 farms would qualify

Financial Impact

There is no financial impact to the Town for the Right to Farm Ordinance. If the Town passed all three of the farm tax incentives the maximum uncollected revenue would be \$28,950, based on current assessments.

Legal Review

The Town Attorney has assisted staff and the Agriculture Committee to develop these four proposed ordinances.

Recommendation

Staff recommends that the Town Council refer the proposed ordinances to an Ordinance Development and Review Subcommittee, established on an *ad hoc* basis and comprised of members of the Council. Alternatively, the Council could

schedule a public hearing at this point in the review process to solicit public input regarding the proposed ordinances.

Attachments

- 1) An Ordinance Regarding the Right to Farm – 2/8/12 Draft
- 2) An Ordinance Regarding Farm Tax Abatements – 2/9/12 Draft
- 3) An Ordinance Providing an Additional Property Tax Exemption for Farm Machinery – 2/9/12 Draft
- 4) An Ordinance Providing a Property Tax Exemption for Farm Buildings – 2/9/12 Draft
- 5) Misc State Statutes re agriculture
- 6) List of CT Towns that have adopted farm tax incentives
- 7) 9/27/10 Agriculture Committee presentation to Town Council



**Town of Mansfield
Code of Ordinances**

“An Ordinance Regarding the Right to Farm”

February 8, 2012 Draft

Section 1. Title.

This chapter shall be known and may be cited as the “Right to Farm Ordinance.”

Section 2. Legislative Authority.

This chapter is enacted pursuant to sections 1-1, 7-148 and 19a-341(a) and (c) of the Connecticut General Statutes.

Section 3. Findings and Purpose.

Agriculture plays a significant role in the heritage and future of the Town of Mansfield. The Town Council of the Town of Mansfield recognizes the importance of agriculture and farming to the quality of life, heritage, public health, scenic vistas, tax base, wetlands and wildlife, and local economy of the Town of Mansfield. This ordinance is intended to encourage the pursuit of agriculture and farming, promote agriculturally based economic opportunities, and protect farmland within the Town of Mansfield by allowing agricultural uses and related activities to function with minimal conflict with abutting property owners and Town of Mansfield agencies.

It is the declared policy of the Town of Mansfield to conserve, protect and encourage the maintenance and improvement of agricultural land for the production of food and other agricultural products and for its natural and ecological value. It is also determined that whatever the effect may be on others through generally accepted agricultural practices is offset and ameliorated by the benefits of local agriculture and farming to the neighborhood and to the people of the Town of Mansfield.

Section 4. Definitions.

The terms “agriculture and “farming” shall have all those meanings set forth in section 1-1(q) of the Connecticut General Statutes.

Section 5. Right to Farm.

Notwithstanding any general statute or municipal ordinance or regulation pertaining to nuisances to the contrary, no agricultural or farming operation, place, establishment or facility within the Town of Mansfield, or any of its appurtenances, or the operation thereof shall be deemed to constitute a nuisance, either public or private, due to alleged objectionable (1) odor from livestock, manure, fertilizer or feed, (2) noise from livestock or farm equipment used in normal, generally accepted farming procedures, (3) dust created during plowing or cultivation operations, (4) use of chemicals, provided such chemicals and the method of their application conform to practices approved by the Connecticut Commissioner of Energy and Environmental Protection or, where applicable, the Commissioner of Public Health, or (5) water pollution from livestock or crop production activities, except the pollution of public or private drinking water supplies, provided such activities conform to acceptable management practices for pollution control

approved by the Commissioner of Energy and Environmental Protection; provided such agricultural or farming operation, place, establishment or facility has been in operation for one year or more and has not been substantially changed, and such operation follows generally accepted agricultural practices. Inspection and approval of the agricultural or farming operation, place, establishment, or facility by the Commissioner of Agriculture or his designee shall be prima facie evidence that such operation follows generally accepted agricultural practices.

Section 6. Exceptions.

The provisions of this chapter shall not apply whenever a nuisance results from willful or reckless misconduct in the operation of any such agricultural or farming operation, place, establishment or facility, or any of its appurtenances.



**Town of Mansfield
Code of Ordinances**

“An Ordinance Regarding Farm Tax Abatements”

February 9, 2012 Draft

Section 1. Title.

This chapter shall be known and may be cited as the “Farm Tax Abatements Ordinance.”

Section 2. Legislative Authority.

This chapter is enacted pursuant to sections 7-148 and 12-81m of the Connecticut general Statutes.

Section 3. Findings and Purpose.

The Town Council of the Town of Mansfield believes that agriculture and farming are vitally important to the quality of life, environment, and economy of the Town of Mansfield, and wishes to encourage farming in the Town.

Connecticut General Statutes §12-81m allows towns to abate up to fifty percent of the property taxes on any dairy farm, fruit orchard, vegetable, nursery, or nontraditional farm, including a vineyard for growing of grapes for wine, and to recapture abated taxes in certain circumstances in the event of a sale of the property.

The Town Council wishes to establish a mechanism whereby such tax relief may be granted to dairy farms, fruit orchards, vegetable, nurseries, or nontraditional farms, including a vineyard for growing of grapes for wine, as provided by law.

Section 4. Property Tax Abatement.

The Town of Mansfield may abate property taxes on dairy farms, fruit orchards, vegetable, nurseries, or nontraditional farms, including a vineyard for growing of grapes for wine, and recapture taxes so abated in the event of sale, in accordance with the following procedures and requirements:

1. Any action by the Town concerning the abatement of property taxes for dairy farms, fruit orchards, vegetable, nurseries, or nontraditional farms, including a vineyard for growing of grapes for wine, or the recapture of any taxes so abated, shall be done pursuant to Connecticut General Statutes §12-81m, as such statute may be amended from time to time.
2. A request for an abatement must be made by application to the Office of the Tax Assessor of the Town of Mansfield by the record owner of the property, or a tenant with a signed, recorded lease of at least three years, which lease requires the tenant to pay all taxes on any dairy farm, fruit orchard, vegetable, nursery, or nontraditional farm, including a vineyard for growing of grapes for wine, as part of the lease.

3. In order for an abatement to apply for the tax year beginning July 1, 2013, the application must be submitted no later than October 1, 2012. For any tax year thereafter, the application must be submitted by October 1 of the preceding year.
4. An abatement is only available for dairy farms, fruit orchards, vegetable, nurseries, or nontraditional farms, including a vineyard for growing of grapes for wine. The applicant must provide the Assessor with evidence to support the status of the property as a dairy farm, fruit orchard, vegetable, nursery, or nontraditional farm, including a vineyard for growing of grapes for wine. In determining whether a property is a dairy farm, fruit orchard, vegetable, nursery, or nontraditional farm, including a vineyard for growing of grapes for wine, the Assessor shall take into account, among other factors: the acreage of the property; the number and types of livestock, vegetable production, fruit trees or bushes on the farm; the quantities of milk or fruit sold by the facility; the gross income of the farm derived from dairy, nursery, vegetable, or orchard related activities; the gross income derived from other types of activities; and, in the case of a dairy farm, evidence of Dairy Farm or Milk Producing Permit or Dairy Plant or Milk Dealer Permit, as provided by Connecticut General Statutes § 22-173. All residences and building lots are excluded, but any building for seasonal residential use by workers in an orchard which is adjacent to the fruit orchard itself shall be included.

Upon approval by the Tax Assessor and affirmative vote by the Town Council, the Town may abate up to fifty percent (50%) of the property taxes for any such dairy farm, fruit orchard, vegetable, nursery or nontraditional farm, or vineyard.

- Any abatement will continue in force for five years, or until such time as the dairy farm, fruit orchard, vegetable, nursery, or nontraditional farm, including a vineyard for growing of grapes for wine orchard or vineyard is sold, or until such time as the property ceases to be a dairy farm, fruit orchard, vegetable, nursery, or nontraditional farm, including a vineyard for growing of grapes for wine.
- The property owner receiving the abatement must notify the Tax Assessor and Town Council in writing within thirty (30) days of the sale of the property or the cessation of operations as a dairy farm, fruit orchard, vegetable, nursery, or nontraditional farm, including a vineyard for growing of grapes for wine
- Upon sale of the property, and subject to the provisions of Section 9 herein, the property owner must pay to the Town a percentage of the original amount of the taxes abated, pursuant to the following schedule:

Number of Years Sale Follows Abatement and Percentage of Original Amount of Taxes
Abated for Given Tax Year Which Must be Paid:

More than 10 years:	0%
Between 9 and 10:	10%
Between 8 and 9:	20%
Between 7 and 8:	30%
Between 6 and 7:	40%
Between 5 and 6:	50%
Between 4 and 5:	60%
Between 3 and 4:	70%
Between 2 and 3:	80%
Between 1 and 2:	90%
Between 0 and 1:	100%

- Upon affirmative vote by the Town Council, the Town may waive any of the amounts which would otherwise be owed pursuant to the foregoing recapture provision if the property continues to be used as “farm land,” “forest land,” or “open space,” as those terms are defined in Section 12-107b of the Connecticut General Statutes, after the sale of the property.
- The taxes owed to the Town pursuant to the recapture provisions of this chapter shall be due and payable by the record property owner/grantor to the Town Clerk of Mansfield at the time of recording of her/his deed or other instrument of conveyance. Such revenue received by the Town Clerk shall become part of the general revenue of the Town. No deed or other instrument or conveyance which is subject to the recapture of tax, as set forth herein, shall be recorded by the Town Clerk unless the funds due under the recapture provisions herein have been paid, or the obligation has been waived pursuant to the immediately preceding subsection herein.

The Tax Assessor shall file with the Town Clerk, not later than 30 days after abatement is approved by the Town Council, a certificate for any such dairy farm, fruit orchard, vegetable, nursery, or nontraditional farm or vineyard land that has been approved for a tax abatement, which certificate shall set forth the date of initial abatement and the obligation to pay the recapture funds as set forth herein. Said certificate shall be recorded in the land records of the Town of Mansfield.



**Town of Mansfield
Code of Ordinances**

“An Ordinance Providing an Additional Property Tax Exemption for Farm Machinery”

February 9, 2012 Draft

Section 1. Title.

This Ordinance shall be known and may be cited as “An Ordinance Providing an Additional Property Tax Exemption for Farm Machinery.”

Section 2. Legislative Authority.

This Ordinance is enacted pursuant to the provisions of Section 12-91(b) of the Connecticut General Statutes, as it may be amended from time-to-time.

Section 3. Findings and Purpose.

The Town Council of the Town of Mansfield finds that the preservation of farming and farmland is vitally important to retaining Mansfield’s rural character and quality of life, as well as promoting economic and environmental sustainability. Therefore, pursuant to *Connecticut General Statutes* § 12-91(b), as amended, the Town of Mansfield seeks to protect, preserve and promote the health, welfare and quality of life of its people by providing an additional tax exemption for farm machinery.

Section 4. Applicability and Benefits.

(a) **For a farmer who qualifies for the farm machinery exemption under Connecticut General Statutes § 12-91(a)**, any farm machinery as defined in said subsection 12-91(a) to the extent of an additional assessed value of one hundred thousand dollars (\$100,000.00), subject to the same limitations as the exemption provided under said subsection (a), and further subject to the application and qualification process provided in subsection (b), below, shall be exempt from taxation to that extent.

(b) Annually, within thirty days after the assessment date, each individual farmer, group of farmers, partnership or corporation shall make written application to the Assessor for the exemption provided in subsection (a) of this section, including therewith a notarized affidavit certifying that such farmer, individually or as part of a group, partnership or corporation, derived at least fifteen thousand dollars in gross sales from such farming operation or incurred at least fifteen thousand dollars in expenses related to such farming operation, with respect to the most recently completed taxable year of such farmer prior to the commencement of the assessment year for which such application is made, on forms prescribed by the Commissioner of Agriculture. Failure to file such application in said manner and form within the time limit prescribed shall be considered a waiver of the right to such exemption for the assessment year. Any person aggrieved by any action of the Assessor shall have the rights and remedies for appeal and relief as are provided in the general statutes for taxpayers claiming to be aggrieved by the doings of the Assessor.



**Town of Mansfield
Code of Ordinances**

“An Ordinance Providing a Property Tax Exemption for Farm Buildings”

February 9, 2012 Draft

Section 1. Title.

This Ordinance shall be known and may be cited as “An Ordinance Providing a Property Tax Exemption for Farm Buildings.”

Section 2. Legislative Authority.

This Ordinance is enacted pursuant to the provisions of Section 12-91(c) of the Connecticut General Statutes, as it may be amended from time-to-time.

Section 3. Findings and Purpose.

The Town Council of the Town of Mansfield finds that the preservation of farming and farmland is vitally important to retaining Mansfield’s rural character and quality of life, as well as promoting economic and environmental sustainability. Therefore, pursuant to *Connecticut General Statutes* § 12-91(c), as amended, the Town of Mansfield seeks to protect, preserve and promote the health, welfare and quality of life of its people by providing a tax exemption for certain farm buildings.

Section 4. Applicability and Benefits.

(a) **For a farmer who qualifies for the farm machinery exemption under Connecticut General Statutes § 12-91(a)**, any building used actually and exclusively in farming, as “farming” is defined in Section 1-1 of the Connecticut General Statutes, except for any building used to provide housing for seasonal employees of such farmer, upon proper application being made in accordance with this section, shall be exempt from property tax to the extent of an assessed value of one hundred thousand dollars.

(b) This exemption shall not apply to any residence of any farmer.

(c) Annually, within thirty days after the assessment date, each individual farmer, group of farmers, partnership or corporation shall make written application to the Assessor for the exemption provided in subsection (a) of this section, including therewith a notarized affidavit certifying that such farmer, individually or as part of a group, partnership or corporation, derived at least fifteen thousand dollars in gross sales from such farming operation or incurred at least fifteen thousand dollars in expenses related to such farming operation, with respect to the most recently completed taxable year of such farmer prior to the commencement of the assessment year for which such application is made, on forms prescribed by the Commissioner of Agriculture. Failure to file such application in said manner and form within the time limit prescribed shall be considered a waiver of the right to such exemption for the assessment year. Any person aggrieved by any action of the Assessor shall have the rights and remedies for appeal and relief as are provided in the general statutes for taxpayers claiming to be aggrieved by the doings of the Assessor.

Right-to-Farm: CGS § 19a-341

<http://www.ega.ct.gov/2011/pub/chap368m.htm#Sec19a-341.htm>

§ 19a-341. Agricultural or farming operation not deemed a nuisance; exceptions. Spring or well water collection operation not deemed a nuisance. (a) Notwithstanding any general statute or municipal ordinance or regulation pertaining to nuisances to the contrary, no agricultural or farming operation, place, establishment or facility, or any of its appurtenances, or the operation thereof, shall be deemed to constitute a nuisance, either public or private, due to alleged objectionable (1) odor from livestock, manure, fertilizer or feed, (2) noise from livestock or farm equipment used in normal, generally acceptable farming procedures, (3) dust created during plowing or cultivation operations, (4) use of chemicals, provided such chemicals and the method of their application conform to practices approved by the Commissioner of Environmental Protection or, where applicable, the Commissioner of Public Health, or (5) water pollution from livestock or crop production activities, except the pollution of public or private drinking water supplies, provided such activities conform to acceptable management practices for pollution control approved by the Commissioner of Environmental Protection; provided such agricultural or farming operation, place, establishment or facility has been in operation for one year or more and has not been substantially changed, and such operation follows generally accepted agricultural practices. Inspection and approval of the agricultural or farming operation, place, establishment or facility by the Commissioner of Agriculture or his designee shall be prima facie evidence that such operation follows generally accepted agricultural practices.

(b) Notwithstanding any general statute or municipal ordinance or regulation pertaining to nuisances, no operation to collect spring water or well water, as defined in section 21a-150, shall be deemed to constitute a nuisance, either public or private, due to alleged objectionable noise from equipment used in such operation provided the operation (1) conforms to generally accepted practices for the collection of spring water or well water, (2) has received all approvals or permits required by law, and (3) complies with the local zoning authority's time, place and manner restrictions on operations to collect spring water or well water.

(c) The provisions of this section shall not apply whenever a nuisance results from negligence or willful or reckless misconduct in the operation of any such agricultural or farming operation, place, establishment or facility, or any of its appurtenances.

Powers of Commissioner: CGS § 22-4c

<http://www.ega.ct.gov/2011/pub/chap422.htm#Sec22-4c.htm>

Sec. 22-4c. Powers of commissioner. Recording and transcription of hearings. Payment of related costs or expenses. (a) The Commissioner of Agriculture may:

(4) provide an advisory opinion, upon request of any municipality, state agency, tax assessor or any landowner as to what constitutes agriculture or farming pursuant to subsection (q) of section 1-1, or regarding classification of land as farm land or open space land pursuant to sections 12-107b to 12-107f inclusive;

Definition of Agriculture: CGS § 1-1(q)

<http://www.cga.ct.gov/2011/pub/chap001.htm#Sec1-1.htm>

§ 1-1. Words and phrases. (q) Except as otherwise specifically defined, the words "agriculture" and "farming" shall include cultivation of the soil, dairying, forestry, raising or harvesting any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training and management of livestock, including horses, bees, poultry, fur-bearing animals and wildlife, and the raising or harvesting of oysters, clams, mussels, other molluscan shellfish or fish; the operation, management, conservation, improvement or maintenance of a farm and its buildings, tools and equipment, or salvaging timber or cleared land of brush or other debris left by a storm, as an incident to such farming operations; the production or harvesting of maple syrup or maple sugar, or any agricultural commodity, including lumber, as an incident to ordinary farming operations or the harvesting of mushrooms, the hatching of poultry, or the construction, operation or maintenance of ditches, canals, reservoirs or waterways used exclusively for farming purposes; handling, planting, drying, packing, packaging, processing, freezing, grading, storing or delivering to storage or to market, or to a carrier for transportation to market, or for direct sale any agricultural or horticultural commodity as an incident to ordinary farming operations, or, in the case of fruits and vegetables, as an incident to the preparation of such fruits or vegetables for market or for direct sale. The term "farm" includes farm buildings, and accessory buildings thereto, nurseries, orchards, ranges, greenhouses, hoophouses and other temporary structures or other structures used primarily for the raising and, as an incident to ordinary farming operations, the sale of agricultural or horticultural commodities. The term "aquaculture" means the farming of the waters of the state and tidal wetlands and the production of protein food, including fish, oysters, clams, mussels and other molluscan shellfish, on leased, franchised and public underwater farm lands. Nothing herein shall restrict the power of a local zoning authority under chapter 124.

(73) **Temporary devices or structures for seasonal production, storage or protection of plants or plant material.** Temporary devices or structures used in the seasonal production, storage or protection of plants or plant material, including, but not limited to, hoop houses, poly houses, high tunnels, overwintering structures and shade houses;

Abatement of Property Tax: CGS § 12-81m

→ **§ 12-81m. Municipal option to abate up to fifty per cent of property taxes of dairy farm, fruit orchard, vegetable, nursery, nontraditional or tobacco farm or commercial lobstering business operated on maritime heritage land.** A municipality may, by vote of its legislative body or, in a municipality where the legislative body is a town meeting, by vote of the board of selectmen, and by vote of its board of finance, abate up to fifty per cent of the property taxes of any of the following properties provided such property is maintained as a business: (1) Dairy farm, (2) fruit orchard, including a vineyard for the growing of grapes for wine, (3) vegetable farm, (4) nursery farm, (5) any farm which employs nontraditional farming methods, including, but not limited to, hydroponic farming, (6) tobacco farms, or (7) commercial lobstering businesses operated on maritime heritage land, as defined in section 12-107b. Such a municipality may also establish a recapture in the event of sale provided such recapture shall not exceed the original amount of taxes abated and may not go back further than ten years. For purposes of this section, the municipality may include in the abatement for such fruit orchard any building for seasonal residential use by workers in such orchard which is adjacent to the fruit orchard itself, but shall not include any residence of the person receiving such abatement.

Property Tax Exemptions: CGS § 12-91

→ **§ 12-91. Exemption for farm machinery, horses or ponies. Additional optional exemption for farm buildings or buildings used for housing for seasonal employees.** (a) All farm machinery, except motor vehicles, as defined in section 14-1, to the value of one hundred thousand dollars, any horse or pony which is actually and exclusively used in farming, as defined in section 1-1, when owned and kept in this state by, or when held in trust for, any farmer or group of farmers operating as a unit, a partnership or a corporation, a majority of the stock of which corporation is held by members of a family actively engaged in farm operations, shall be exempt from local property taxation; provided each such farmer, whether operating individually or as one of a group, partnership or corporation, shall qualify for such exemption in accordance with the standards set forth in subsection (d) of this section for the assessment year for which such exemption is sought. Only one such exemption shall be allowed to each such farmer, group of farmers, partnership or corporation. Subdivision (38) of section 12-81 shall not apply to any person, group, partnership or corporation receiving the exemption provided for in this subsection.

→ (b) Any municipality, upon approval by its legislative body, may provide an additional exemption from property tax for such machinery to the extent of an additional assessed value of one hundred thousand dollars. Any such exemption shall be subject to the same limitations as the exemption provided under subsection (a) of this section and the application and qualification process provided in subsection (d) of this section.

→ (c) Any municipality, upon approval by its legislative body, may provide an exemption from property tax for any building used actually and exclusively in farming, as defined in section 1-1, or for any building used to provide housing for seasonal employees of such farmer. The municipality shall establish the amount of such exemption from the assessed value, provided such amount may not exceed one hundred

thousand dollars with respect to each eligible building. Such exemption shall not apply to the residence of such farmer and shall be subject to the application and qualification process provided in subsection (d) of this section.

(d) Annually, within thirty days after the assessment date in each town, city or borough, each such individual farmer, group of farmers, partnership or corporation shall make written application for the exemption provided for in subsection (a) of this section to the assessor or board of assessors in the town in which such farm is located, including therewith a notarized affidavit certifying that such farmer, individually or as part of a group, partnership or corporation, derived at least fifteen thousand dollars in gross sales from such farming operation, or incurred at least fifteen thousand dollars in expenses related to such farming operation, with respect to the most recently completed taxable year of such farmer prior to the commencement of the assessment year for which such application is made, on forms to be prescribed by the Commissioner of Agriculture. Failure to file such application in said manner and form within the time limit prescribed shall be considered a waiver of the right to such exemption for the assessment year. Any person aggrieved by any action of the assessors shall have the same rights and remedies for appeal and relief as are provided in the general statutes for taxpayers claiming to be aggrieved by the doings of the assessors or board of assessment appeals.

Assessment of Farm and Forest Land: CGS § 12-107 (PA 490)

§ 12-107a. Declaration of policy. It is hereby declared (1) that it is in the public interest to encourage the preservation of farm land, forest land, open space land and maritime heritage land in order to maintain a readily available source of food and farm products close to the metropolitan areas of the state, to conserve the state's natural resources and to provide for the welfare and happiness of the inhabitants of the state, (2) that it is in the public interest to prevent the forced conversion of farm land, forest land, open space land and maritime heritage land to more intensive uses as the result of economic pressures caused by the assessment thereof for purposes of property taxation at values incompatible with their preservation as such farm land, forest land, open space land and maritime heritage land, and (3) that the necessity in the public interest of the enactment of the provisions of sections 12-107b to 12-107e, inclusive, 12-107g and 12-504f is a matter of legislative determination.

§ 12-107b. Definitions. When used in sections 12-107a to 12-107e, inclusive, and 12-107g:

(1) The term "farm land" means any tract or tracts of land, including woodland and wasteland, constituting a farm unit;

(2) The term "forest land" means any tract or tracts of land aggregating twenty-five acres or more in area bearing tree growth that conforms to the forest stocking, distribution and condition standards established by the State Forester pursuant to subsection (a) of section 12-107d, and consisting of (A) one tract of land of twenty-five or more contiguous acres, which acres may be in contiguous municipalities, (B) two or more tracts of land aggregating twenty-five acres or more in which no single component tract shall consist of less than ten acres, or (C) any tract of land which is contiguous to a tract owned by the same owner and has been classified as forest land pursuant to this section;

(3) The term "open space land" means any area of land, including forest land, land designated as wetland under section 22a-30 and not excluding farm land, the preservation or restriction of the use of which would (A) maintain and enhance the conservation of natural or scenic resources, (B) protect natural streams or water supply, (C) promote conservation of soils, wetlands, beaches or tidal marshes, (D) enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations or sanctuaries or other open spaces,

**Sample of Towns Which Have Adopted
Enabling Tax Policies for Agriculture**

If your town has adopted these policies and they are not listed, please contact us.

ASHFORD

-- Property Tax Abatement (*CGS § 12-81m*)

BETHLEHEM

-- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

BOLTON

-- Property Tax Abatement (*CGS § 12-81m*)

COVENTRY

-- Property Tax Abatement (*CGS § 12-81m*)

CHESHIRE

-- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

EAST HAMPTON

-- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

EAST HARTFORD

-- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

ELLINGTON

-- Additional \$100,000 Exemption for Farm Machinery and Equipment (*CGS § 12-91b*)

GLASTONBURY

-- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

GRISWOLD

-- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

GUILFORD

-- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

HAMPTON

-- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

HEBRON

-- Additional \$100,000 Exemption for Farm Machinery and Equipment (*CGS § 12-91b*)

KILLINGLY

-- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

LEBANON

-- Additional \$100,000 Exemption for Farm Machinery and Equipment (*CGS § 12-91b*)

MILFORD

-- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

SOMERS

-- Additional \$100,000 Exemption for Farm Machinery and Equipment (*CGS § 12-91b*)

-- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

SPRAGUE

- Additional \$100,000 Exemption for Farm Machinery and Equipment (*CGS § 12-91b*)
- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

SUFFIELD

- Property Tax Abatement (*CGS § 12-81m*)

UNION

- Property Tax Abatement (*CGS § 12-81m*)

WALLINGFORD

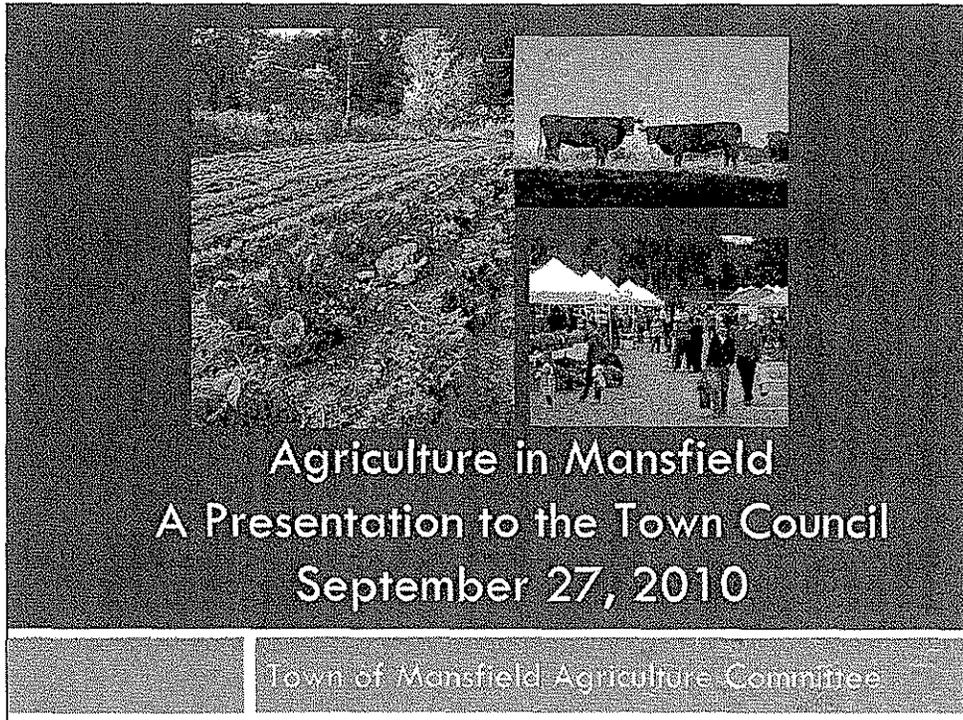
- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

WASHINGTON

- \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)

WOODSTOCK

- Property Tax Abatement (*CGS § 12-81m*)
 - Additional \$100,000 Exemption for Farm Machinery and Equipment (*CGS § 12-91b*)
 - \$100,000 Exemption for Agricultural Structures (*CGS § 12-91*)
-



Town of Mansfield Agriculture Committee (6 members and 4 alternates)

- Al Cyr (Chair), Breezy Acres Percherons
- Charles Galgowski, Round the Bend Farm and USDA NRCS
- Larry Lombard, Pleasant Valley Harvest
- Bill Palmer, Breezy Heights Farms
- Kathleen Paterson, Storrs Farmers Market
- Carolyn Stearns, Mountain Dairy
- Edward Wazer, Shundahai Farm
- Vicky Wetherell (Open Space Preservation Committee Liaison and Secretary)

Consultants

- Chrissie and John Dittrich, Connecticut Country Store
- Jean and Wesley Bell, Gardens at Bassetts Bridge Farm
- Meredith Poehlitz, M.S., R.D., Master Gardener
- Raluca Mocanu, Shundahai Farm

Staff Liaison--Jennifer Kaufman, Town of Mansfield Parks Coordinator

Town Commitment to Agriculture

The Town of Mansfield is committed to promoting agriculture:

- 2006 Plan of Conservation and Development
- Mansfield Strategic Plan



The Commonfields-Town-owned Agricultural Land

Mansfield POCD

Policy Goal #2

To conserve and preserve Mansfield's natural, historic, agricultural and scenic resources with emphasis on protecting surface and groundwater quality, important greenways, agricultural and interior forest areas, undeveloped hilltops and ridges, scenic roadways and historic village areas.

C: Objective

To protect agricultural and forestry resources and to encourage retention and expansion of agricultural/forestry uses by refining Zoning Map and land use regulations and considering other actions.

Mansfield's Strategic Plan (Mansfield 2020) refers to "Historic and Rural Character, Open Space and Working Farms" as a priority vision point.

"Mansfield's cultural history together with its woodlands, open fields, and working farmlands, remain an integral part of the Town's character providing locally produced food, abundant wildlife habitat, scenic views, and recreational opportunities. Through collaboration with the University of Ct and the Department of Agriculture, Mansfield is known as an incubator site for a growing number of entrepreneurial farms and farmers.

Agriculture Today in Mansfield

- Commercial Agriculture
 - Many different products
 - 34 retail outlets
 - Businesses supporting agricultural operations



Please see "Mansfield Grown: Agricultural Products and Services," a brochure produced by the Agriculture Committee for detailed listings of the many agriculture-based retail outlets in Town.

Agriculture Today in Mansfield

□ Agricultural Products

- Dairy
- Livestock
- Hay



Mountain Dairy



Windhover Farm



Twin Ponds Farm

Mansfield has 3 dairy farms owning or leasing over 1,800 acres of land, 5 livestock farms using approximately 625 acres of land, and approximately 175 acres in hay production.

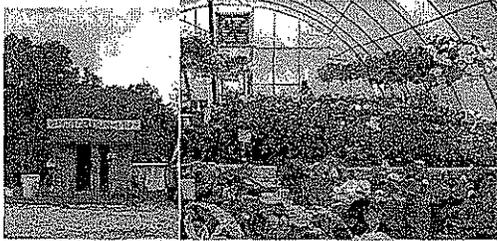
Agriculture Today in Mansfield

□ Agricultural Products

- Fruits and vegetables
- Maple Syrup
- Christmas trees
- Nursery stock

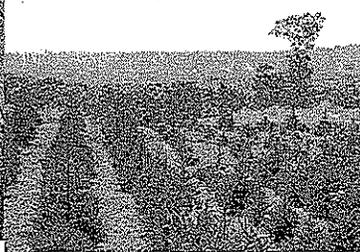


Bailey's Maple Syrup and Honey



Mt Hope Farm

Ledgecrest Greenhouses



Cedar Ledge Tree Farm

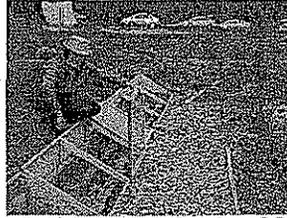
- Fruits and vegetables-8 fruits and vegetable producers, which includes pumpkins
- Maple Syrup-2 maple syrup producers
- Christmas Tree Farm-3 Christmas tree farms
- Nursery Stock-5 nurseries

All of these farms are using less than 50 acres each. Some are farming on as little as five acres.

Agriculture Today in Mansfield

□ Agricultural Retail Outlets

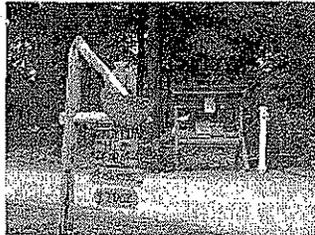
- Farmers Market
- Farm stands
- CSAs (Community Supported Agriculture)
- Nurseries



Eco Garden CSA



Storrs Farmers Market



Farm Stand at River Rd



UConn Floraculture

Farmstands-10 (includes maple syrup)

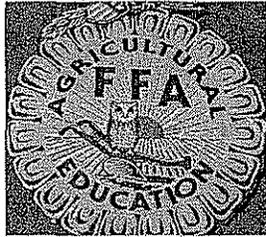
CSAs-2

Nurseries-5

Storrs Farmers Market has been serving the greater Mansfield community for 16 years. It is the only farmers market open year-round in Northeastern Connecticut. The Market serves hundreds of Mansfield residents and residents from neighboring towns. Demand for locally-grown foods continues to increase. In 2010, Storrs Farmers Market opened its Midweek Mini Market, open Wednesdays from 3-6:00 pm, July – Sept., to better serve Mansfield residents.

Agriculture Today in Mansfield

- Private Agriculture
- Thriving Agriculture Education Program for All Ages



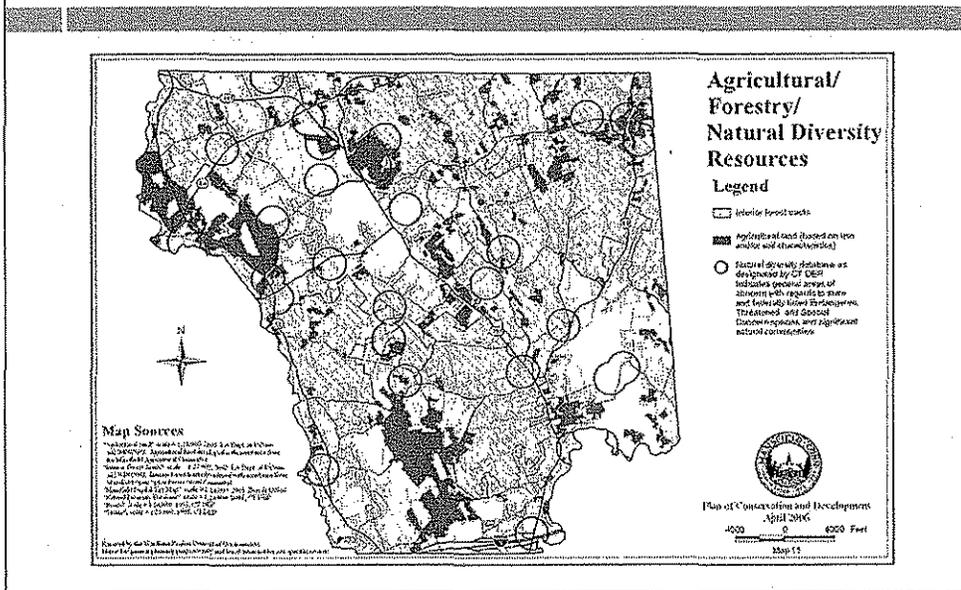
Private Agriculture

Home gardens, community garden, honey, sheep, cattle, poultry, horses, rabbits, llamas, and alpacas

Thriving Agriculture Education Program for All Ages

- 4-H
- Storrs Regional Future Farmers of America (High School Student Organization)
- EO Smith High School Agriculture Education Program
- UConn College of Agriculture and Natural Resources

Farmland in Mansfield



Dark areas indicate farmland on Agricultural/Forestry Natural Diversity Resources Map above

Productive Land

Cropland land--696 acres

Pastureland--852 acres

Forestland—1,387

Orchard—10 acres

Publicly owned farmland

Town—Approximately 70 acres

UConn—895 acres of farmland of which 237 acres is cropland. In addition, UConn maintains approximately 1700 acres of forest used for extension and outreach.

Federal--32 acres

Preserved Farmland- easement that restricts use to agriculture

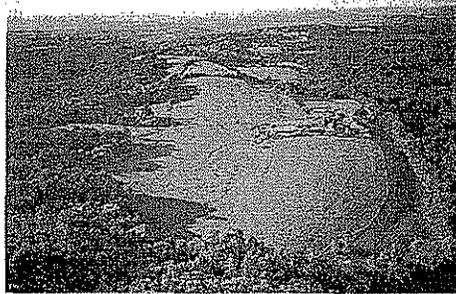
State Purchase of Development Rights(PDR)- 300 acres.

Town PDR-12 acres.

Acres of Farmland in the Public Act 490 Program (Ct's land use assessment law for farmland, forestland, and open space land)- 3,199

Agriculture Today in the Region

- The Last Green Valley National Heritage Corridor is located within two hours of **11 million consumers**
- Development pressure
- Land use conflicts



In a recent survey conducted by TLGV, Mansfield ranked number 12 out of 26 towns in the TLGV heritage corridor in the number of farms

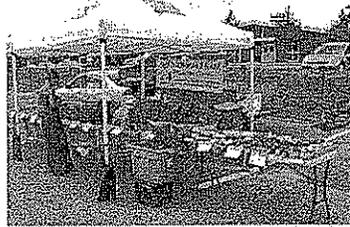
According to a report developed by the Rural Sustainability Report prepared in February 2009, The Last Green Valley (TLGV) (<http://www.tlgv.org/uploads/Publications/Reports/Rural%20Sustainability%20Region,%200022509.pdf>), eleven (11) million people live in the states of Connecticut, Massachusetts and Rhode Island, no more than 2 hours from TLGV.

The region known as the Last Green Valley remains 78% forest and farmland in the midst of the most densely developed area of the east coast. This is both a blessing and a curse.

- The proximity of the Last Green Valley's Agricultural community to a densely populated area provides tremendous market and food distribution possibilities.
- An abundance of land, the relatively low price of land, the lowest mortgage rates in decades, and the location of the Last Green Valley within a one-hour commute to three of the four largest urban centers in New England has created tremendous development pressure.
- Residents of the Last Green Valley value the rural heritage of agriculture but few people understand the business of farming. Occasional noise, traffic, and smell are part of a farming operation. Without viable farm businesses, farmland will not and cannot be preserved.

Changing Agriculture in the Region

- 1991-2008: www.agcensus.gov
- Average size of farm in CT has decreased
- Number of farms has increased
- 10 New Farms in Mansfield since 2000



Ag Census information for Tolland County is attached.

Average size of farm in CT has decreased from 87 to 82 acres

Number of farms has increased from 4,250 to 4,900

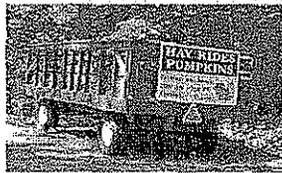
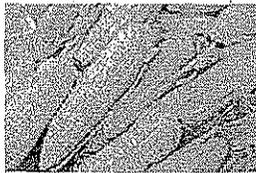
1,232....<10 acres

1,894....10-49

*AG Census defines farm as any place producing \$1,000 worth of agricultural product in one calendar year

Changing Agriculture in the Region

- ❑ Farm families have off-farm jobs
- ❑ Direct farm sales increasing
- ❑ Seasons are extended
- ❑ Diversified farms
 - ❑ High end/specialty products
 - ❑ Agritourism
 - ❑ Community supported agriculture (CSA)



The Gardens at Bassetts Bridge Farm

Majority of farm families have off-farm jobs

Direct marketing is increasing

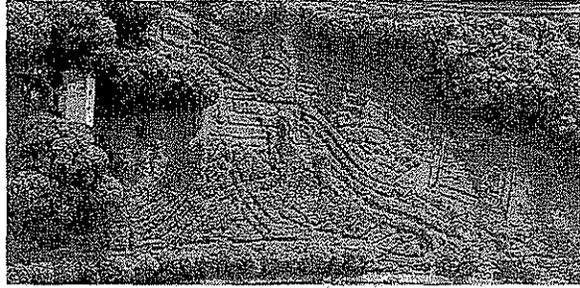
- Farmers Market-2009 there were 123 farmers markets in CT
- Community Supported Agriculture is on the rise-Two in Mansfield (EcoGarden and Shundahai farm).

There is more diversity in agriculture using less acreage and producing higher end products

- Hydroponics-not much acreage needed but can produce much revenue
- Unusual livestock
 - Alpacas
 - Cashmere goats
- Extended growing season through the use of green houses
- Thriving nursery industry

Benefits of Agriculture in Mansfield

□ Quality of Life



Corn Maze at Merrow Farm

- Mansfield's rural character is valued by citizens as demonstrated by our Plan of Conservation and Development (POCD) and Strategic Plan.
- Recreation benefits-corn maze, pick your own, hayrides, etc.
- Scenic vistas
- Many people say that Mansfield's rural character is why they live here
- People value knowing where their food is grown, tastes better, more nutritious, better for the environment
- Eastern Highlands Health District is promoting Healthy Eating and Active Living to create a healthier community through the ACHIEVE initiative

Benefits of Agriculture in Mansfield

□ Environmental



Crane Hill Field-Town owned Agricultural Land

Agriculture provides many environmental benefits. Some of these benefits include:

- Maintaining or increasing biodiversity
- Improving surface and water quality by filtering water
- Reducing flooding by slowing runoff and providing recharge areas
- Improving air quality by filtering air and producing oxygen
- Reducing carbon emissions by reducing reliance on foods, feeds, and horticulture products that need to be shipped from long distances
- Retaining soil for plant growth
- Absorbing and sequestering carbon

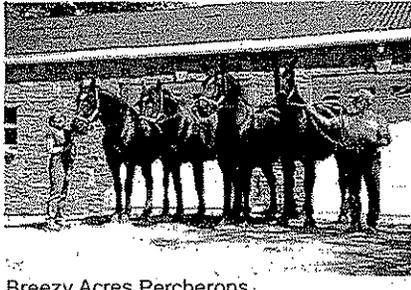
Connecticut's 357,154 acres of farmland and woodland provided an estimated \$442.7 million annually in non-market environmental services-such as maintaining habitat, filtering water, reducing flooding, and sequestering carbon.

(Massachusetts Audubon used 42 studies to create a conservative estimate of the non-market economic value of different land uses. Research suggests that cropland and pastureland provide non-market environmental services of valued at \$1,331/acre. Forestland services are valued at \$984/acre/year).

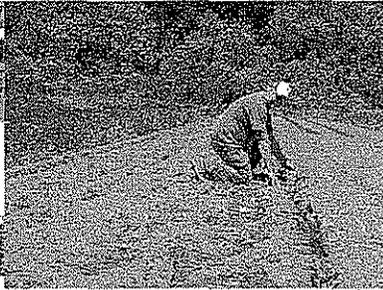
From Planning for Agriculture: A Guide for Connecticut Municipalities A Publication of American Farmland Trust and Connecticut Conference of Municipalities.

Benefits of Agriculture in Mansfield

□ Economic



Breezy Acres Percherons



Vegetable Production at Breezy Heights Farm

According to a 2010 publication by UConn's College of Agriculture and Natural Resources, The agriculture industry in Ct has a \$3.5 billion economic impact on the state economy and has an employment impact of approximately 20,000 jobs. It is estimated that agriculture in Mansfield provides jobs for upwards of 200 people. Farming brings in more revenue than it uses in services, Mansfield's farm businesses are local businesses with a high local multiplier effect (hire local workers, buy local supplies, use local services). Supporting agriculture is supporting smart economic development.

Converting farmland to housing raises property taxes. Cost of Community Services Studies (COCS) use municipal data to determine the fiscal contribution of various local land uses. Over 20 years of COCS from around the country have shown that farmland and other open space generate more public revenue than they require in services. Even when farmland, for example, is assessed at its current agricultural use value under Public Act 490, farmland generates a surplus to offset the shortfall created by residential demand for public services.

A review of COCS research in eight CT Towns shows that for each dollar of property tax revenue generated by working farmland and open space land, on average, only \$0.31 is required in municipal services. Whereas, on average, \$1.11 is required in municipal services by residential land uses. A summary of COCS data is attached.

Challenges

- ❑ Farming offers low income and hard physical work.
- ❑ Average age of farmer is 58.3 years
- ❑ High land prices and taxes
- ❑ Declining profitability of dairy industry
- ❑ General public lacks understanding of realities of farming
- ❑ Land use regulations
- ❑ Potential for land use conflicts
- ❑ Farmland lost to residential development

How Can Mansfield Support Agriculture?

- Plan of Conservation and Development (POCD)
- Zoning Regulations
- Subdivision Regulations
- Right-to-Farm Ordinances
- Tax Reduction Programs
- Encourage consumption of locally grown products

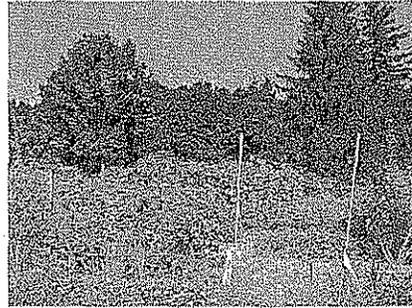
Foxfire Stables, LLC



- Include agricultural goals in POCD
- Formulate Zoning Regulations that support agricultural businesses
- Ensuring subdivision regulations that minimize effect of development on local farms
- CT General Statutes sec. 19a-341 declares that “no agricultural or farming operation, place, establishment or facility, or any of its appurtenances, or the operation thereof, shall be deemed to constitute a nuisance” provided that the operation is following generally accepted agricultural practices.” Generally accepted practices are determined by the Commissioner of Agriculture. Local Right-to-Farm ordinances are a policy statement emphasizing a Town’s support of agriculture.
- Implement local tax reduction programs to assist in retaining farms and farmland

How Can Mansfield Support Agriculture?

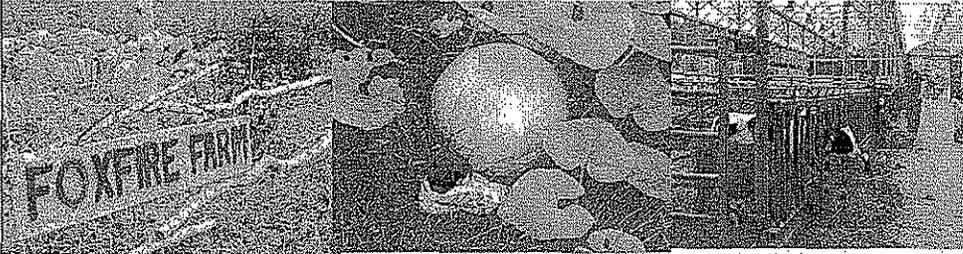
- Support Farmland Preservation
 - Fee Simple Purchase
 - Purchase of Development Rights
 - Agricultural Easements
- Encourage Agricultural Use of Town-Owned Farmland



Mansfield Community Garden

Mansfield Agriculture Committee

- Advisory to the Town Council and Town Officials
- Voice of agriculture in Mansfield



Mansfield Agriculture Committee Goals:

- Promote agricultural viability and preservation
- Promote healthy environment.
- Represent agricultural community before land use and other commissions.
- To be a resource of agricultural information.
- Support a balance between agriculture, preservation, and other land uses

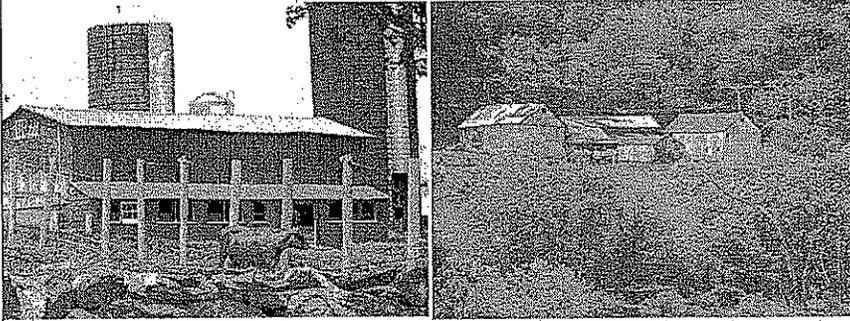
The newly adopted charge is attached.

Agriculture Committee: On-going Efforts

- Provide input to PZC about:
 - POCD
 - Zoning Regulations to Advocate on behalf of Mansfield's farm families
 - Development proposals on or adjacent to prime farmland
- Prepare an analysis of Tax Reduction Programs to the Town Council
- Monitor farm-use agreements on Town land
- Prepare annual Agricultural Products and Services Brochure

Agriculture Committee: On-going Efforts

- Increase visibility of agriculture in Town
- Educate residents about active, working farms



Future Actions

- ❑ Promote understanding of and support for local farming
- ❑ Pursue farmland preservation
- ❑ Promote zoning that supports farm operations
- ❑ Promote youth agriculture programs



-Promote understand and support for local farming

-Ag Committee: Continue outreach efforts to Mansfield farms; Continue outreach and education efforts to general public; Provide advice to Town Council as needed

-Town Council: Support initiatives to ease burden on farmers; Support continued efforts to preserve active farmlands; Be vocal advocates for farming within Town

-Pursue farmland preservation

-Promote zoning that supports farm operations

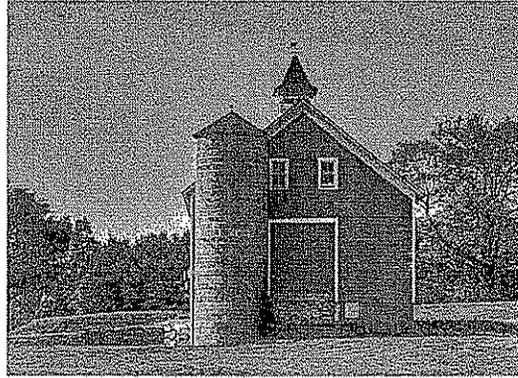
-Promote youth agriculture programs

-Storrs Regional FFA

-4-H

Future Actions

- Workshops for farmers
- Resources for farmers
- Regional initiatives
- TLGV Foodshed Plan



Farwell Barn UConn

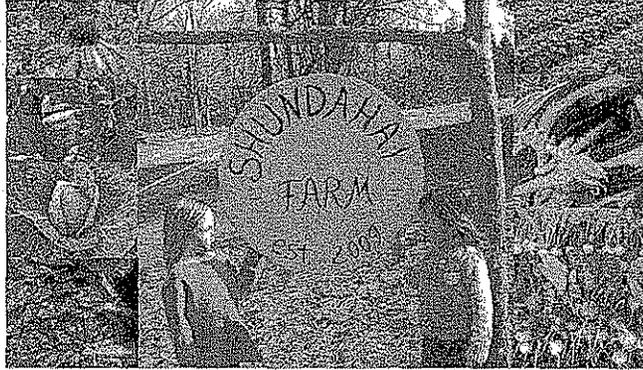
LGV Foodshed plan

Goals

- Land that is currently farmed, or identified as valuable for farming because of its soils or other characteristics, is protected and its use for agricultural uses is maximized
- Large blocks of unfragmented forest land is protected, forestry management is implemented in appropriate areas
- Farmers have the knowledge, tools and infrastructure to ensure their business is successful
- Expanded markets, products and processing are available to farmers
- Local restaurants, grocery stores and institutions, including schools and hospitals, use local food whenever possible.
- All residents of the TLGV and the surrounding region understand the value of local foods and have easy access to them.
- Municipalities support agricultural operations through their land use regulations and otherwise
- Renewable energy sources are an integral part of agricultural operations,
- Agricultural operations implement practices that are compatible with the environment
- New agriculture operations are started with a new generation of farmers eager to farm

Agricultural Viability in Mansfield

- To preserve farmland we must preserve FARMING
- A Shared Responsibility



Thank you for your support of our efforts. We look forward to working together to support agricultural viability in Mansfield.

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Lon Hultgren, Director of Public Works; Cynthia van Zelm, Mansfield Downtown Partnership; Storrs Center Parking Steering Committee
Date: February 14, 2012
Re: Storrs Center Parking Management Plan

Subject Matter/Background

For the past two years, the Storrs Center Parking Steering Committee has been meeting to develop a Parking Management Plan for Storrs Center. Attached for your review and consideration is the committee's draft Storrs Center Parking Management Plan.

In June 2007 the Storrs Center Special Design District Master Parking Study was approved by the Mansfield Planning and Zoning Commission as part of the Storrs Center Special Design District. The Parking Study requires that a specific number of parking spaces, by use, be included in Storrs Center.

On July 13, 2009, Town of Mansfield and Mansfield Downtown Partnership, Inc. staff provided the Mansfield Town Council with an overview of the research staff had conducted on parking management systems. Staff recommended that a parking steering committee be formed to oversee the preparation of a parking management plan.

On August 10, 2009, the Town Council established the Steering Committee and charged the members with developing a parking management plan for Storrs Center. The Town Council also appointed members to the parking steering committee who would represent the Town Council, Regional School District #19, the University of Connecticut, the Mansfield Downtown Partnership, Mansfield citizens, and the local public transportation network. Staff and ex-officio members include the Mansfield Town Manager, Mansfield Director of Public Works, Mansfield Downtown Partnership Executive Director, the Town's parking consultant and a representative from master developer Storrs Center Alliance. Following their appointment, committee members elected Karla Fox as committee chair and Meredith Lindsey as vice chair.

The Parking Steering Committee held its first meeting on November 2, 2009 and its most recent meeting on December 14, 2011. The committee agreed to limit its work to the parking associated with Phase 1 of Storrs Center, and engaged Walker Parking Consultants to assist with its work. Initially, the committee spent time learning about the parking planned for Storrs Center, and how other rural college towns have integrated parking into their communities. The committee then reviewed the various options for operations and management of garage, surface and on-street parking. Finally, the committee addressed the challenge of the management of public and private lots adjacent to the Storrs Center planned parking. To address these challenges, the Steering Committee developed a proposed cooperative agreement for private and public parking owners in Storrs Center.

Over time, the committee focused its efforts on the critical question of how to best manage public and private lots adjacent to the planned parking for Storrs Center. While the Steering Committee also reviewed various operational systems and costs, many of the decisions on operations were included in the Town of Mansfield/Storrs Center Alliance/Education Realty Trust Development Agreement dated February 15, 2011. Under the development agreement, Storrs Center Alliance is responsible for the management and operation of the parking garage, on-street and surface parking for at least the first seven years of the term of the agreement. Storrs Center Alliance has indicated that they will hire a third party operator to assist with management and operations. In addition, the cost of the parking garage operating system is included in the \$10 million state grant received by the Town.

The Parking Steering Committee has endorsed time limited parking for the on-street parking on Storrs Road and Village Street as opposed to meters, at least for the initial few years.

The goal of the cooperative agreement is to provide a simple framework to assist in the consistent management and enforcement of parking rules and regulations in and immediately adjacent to the Storrs Center area. One of the major concerns expressed by adjacent property owners was that parking would be "poached" from their lots, resulting in unavailable parking for their customers and employees. Key components of the cooperative agreement are as follows:

- The Town Manager can appoint special constables to assist with parking enforcement on public and private lots at the property owner's request and expense. Special constables could be, but are not required to be, the third party operator or employees of the property owner.
- Special constables have the authority to ticket and tow vehicles for parking violations
- Property owners need to have a standing letter of trespass filed with the Town to facilitate enforcement activities

- Fines collected from the violation of parking regulations shall be payable to the Town and made available to defray supplemental enforcement costs
- The cooperative agreement can be amended by written consent of the parties, and others may join the cooperative agreement by executing the agreement
- Signatories to the agreement will meet quarterly.

The Parking Steering Committee plans to continue to meet quarterly, and to review the Parking Management Plan six months after implementation to evaluate its effectiveness.

On December 14, 2011, the Steering Committee unanimously endorsed the draft Parking Management Plan for the Partnership's review and endorsement, and ultimately Town Council's approval. On January 5, 2012, the Mansfield Downtown Partnership Board of Directors unanimously endorsed the proposed Storrs Center Parking Management Plan for adoption by the Mansfield Town Council.

As part of the Parking Management Plan, the Steering Committee and staff are recommending revisions to the Town's parking regulations to allow the enforcement of the provisions of the cooperative agreement. The proposed revisions to the regulations are included as reference and are the subject of a separate Agenda Item. The Town's Traffic Authority has reviewed and endorsed these regulations and accompanying parking fines.

Parking Steering Committee Chair Karla Fox will present the Parking Management Plan to the Town Council on February 14.

Financial Impact

Fines collected through implementation of the regulations will defray enforcement costs.

Legal Review

The Town Attorney has reviewed and provided input into the development of the proposed Parking Management Plan.

Recommendation

Staff believes that the proposed Parking Management Plan will provide a workable framework to manage parking in Storrs Center. Consequently, once the Town Council has had sufficient opportunity to review the draft, staff recommends that the Council adopt the plan.

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

Move, to approve the draft Storrs Center Parking Management Plan, dated February 7, 2012, as recommended by the Storrs Center Parking Steering Committee and the Mansfield Downtown Partnership Board of Directors.

Attachments

- 1) Draft Storrs Center Parking Management Plan

DRAFT Storrs Center Parking Management Plan
February 7, 2012

Storrs Center Parking Steering Committee

DRAFT Storrs Center Parking Management Plan

Introduction

Storrs Center will create a variety of parking facilities – parking garage, on-street, and surface lot parking – to accommodate the mixed-use downtown which will include shops, restaurants, offices, housing, parks, and open space. The goal is for parking at Storrs Center to be user-friendly, convenient and affordable.

Parking is critical to the success of the downtown as a destination for shopping, eating and recreating. The customer's parking experience will partly dictate whether he or she will patronize Storrs Center.

By way of background, in June 2007, the Storrs Center Special Design District Master Parking Study was approved by the Mansfield Planning and Zoning Commission as part of the Storrs Center Special Design District. The Parking Study requires that a specific number of parking spaces, by use, be included in Storrs Center.

On July 13, 2009, Town of Mansfield and Mansfield Downtown Partnership, Inc. staff provided the Mansfield Town Council with an overview of the research staff conducted on parking management systems. Staff recommended that a parking steering committee be formed to oversee the preparation of a parking management plan (the "Plan.")

On August 10, 2009, the Town Council adopted a resolution to establish and issue a charge to a parking steering committee for Storrs Center. The resolution is attached (*Appendix 1*). The Town Council authorized the Committee to develop a parking management plan for Storrs Center.

The Town Council also approved a resolution to appoint members to the parking steering committee that would represent the Town Council, Regional School District #19, the University of Connecticut, the Mansfield Downtown Partnership, Mansfield citizens, and the local public transportation network. Staff and ex-officio members would include the Mansfield Town Manager, Mansfield Director of Public Works, Mansfield Downtown Partnership Executive Director, the Town's parking consultant, and a representative from master developer LeylandAlliance (doing business in Storrs as "Storrs Center Alliance" and hereinafter referred to as Storrs Center Alliance).

On September 14, 2009, the Town Council appointed members to the Parking Steering Committee. *See Appendix 2 for adopted resolution and list of the Storrs Center Parking Steering Committee members.*

Parking Steering Committee

The Parking Steering Committee held its first meeting on November 2, 2009 with subsequent meetings held in 2009: December 8; 2010: January 12, March 2, April 13, June 22, October 12, December 14; and 2011: January 11, April 27, September 13, and November 10, 2011 (*include minutes up until report is finalized*). The minutes for the meetings are attached as part of the Plan (*Appendix 3*).

The Committee agreed to limit its work to the parking associated with Phase 1 of Storrs Center. The Committee engaged Walker Parking Consultants to assist the Committee with its work. Initially, the Committee spent time learning about the parking planned for Storrs Center, and how other rural college towns have integrated parking into their communities. The Committee then reviewed the various options for operations and management of garage, surface, and on-street parking. Finally, the Committee addressed the challenge of the management of adjacent public and private lots to the Storrs Center planned parking. A cooperative agreement was the main outcome of the Committee's work.

Phase 1 Program and Parking

The preliminary Phase 1 program for Storrs Center is as follows:

Phase 1A:

- 127 Residential Units
- 27,366 Square Feet of Retail/Restaurant/Commercial Uses

Phase 1B:

- 160 Residential Units
- 41,034 Square Feet of Retail/Restaurant/Commercial Uses

Phase 1C:

- 120 Residential Units
- 28,007 Square Feet of Retail/Restaurant/Commercial Uses

Total Program Estimate for Phase 1:

- 407 Residential Units
- 96,407 Square Feet of Retail/Restaurant/Commercial Uses

A variety of parking options are planned for Phase 1 including on-street, a parking garage, and a surface lot. *See Appendix 4 for planned parking map.*

Phase 1 Proposed Parking		
<u>Location of Parking</u>	<u>Type</u>	<u>Spaces</u>
Storrs Road	Public	59
Garage/Intermodal Center	Public	671
Surface Parking	Private	126
Other Surface Parking in Bishop/Auto Repair Area	Private	13
Town Square/Dog Lane On-Street	Public	13
Village Street in Phase 1 On-Street	Public	17
TOTAL		902

Operations

Along with the Parking Steering Committee, the Town Council was also working on parking issues through its comprehensive development agreement for Phases 1A and 1B with the master developer Storrs Center Alliance LLC and its development partner Education Realty Trust, Inc. (EDR). The entire Development Agreement, dated February 15, 2011, is incorporated by reference.

One of the key objectives of the Development Agreement was that the design of the operational structure of the garage and parking system would ultimately be self-supporting, and parking revenues would cover the costs of operation, maintenance and deferred maintenance.

During the Parking Steering Committee meetings, Committee members expressed concern about any Town financial obligation with respect to the operations of the parking. This concern was shared by the Mansfield Town Council. Consequently, one of the main tenets of the Agreement was that Storrs Center Alliance would manage and operate the Storrs Center parking for a period of at least seven years. Storrs Center Alliance would collect all proceeds and assume liability for any operational deficit.

Other key components of the Development Agreement include the following:

The Town of Mansfield would establish a “repair and replacement reserve” on an annual basis to fund capital repairs.

EDR shall lease 425 spaces (approximately 350 to 375 in the garage) at an initial rate of \$60/month per space. EDR will lease 212 spaces at the completion of Phase 1A and the balance at the completion of Phase 1B. The residential spaces in the garage will be nested/separated from the transient spaces and will be located on the upper floors of the garage.

The Development Agreement also required that the parties agree to a parking lease for the garage and a parking management agreement. A parking lease was approved by the Town Council on May 2, 2011 and signed on May 26, 2011 by the Town, Storrs Center Alliance and EDR. The parking lease is incorporated by reference. The parking management agreement which will cover the management of the parking garage by Storrs Center Alliance for seven years is being drafted as of the date of this Plan.

Management

Storrs Center Alliance expects to hire a third party professional parking management firm to manage the parking garage, on-street parking, and the Dog Lane surface lot. A 3rd Party Operator will bring expertise to the parking system, which is important given that there currently is no Town parking management system. Operators have a pool of trained staff available to fill in for assigned workers on sick days, vacation days, no-shows, etc., which allows them to operate efficiently.

Storrs Center Alliance will pay the 3rd Party Operator its management fee, and pay for operating expenses of all parking facilities including the cost of routine maintenance. Per the development agreement, the Town of Mansfield will approve the 3rd Party Operator and contract with the firm. The Parking Steering Committee will be advised of the main obligations of the 3rd Party Operator.

Storrs Center Alliance will oversee the parking management firm but the 3rd Party Operator will be responsible for hiring its site staff. The 3rd Party Operator's staff will be private employees and subject to salaries and employee benefits as determined by the parking management firm.

The 3rd Party Operator will be responsible for managing, operating and maintaining and fixing all parking equipment. The 3rd Party Operator will also have staff available locally to help with any minor equipment failures. On-site attendants/managers can often fix minor problems. Larger problems require either the Operator's own maintenance staff or the equipment company's repair service to come from the nearest office.

As per the Development Agreement, the net revenue from the parking spaces associated with the parking garage, internal on-street parking (i.e., Village Street) and Storrs Road parking will accrue to Storrs Center Alliance subject to the Town's right to share a portion of revenues according to the terms of the Development Agreement.

The surface lot will be a private lot but management of all parking will be done by the same 3rd Party Operator. As proposed, the surface lot will be managed together with the

parking garages and streets such that rates, hours of operation and staffing are all coordinated.

Storrs Center Alliance is currently negotiating for a 3rd Party Operator. The Committee is recommending that a firm be hired as soon as possible with the goal of having a manager in place no later than three months before the parking garage is scheduled to open.

Parking Garage

The parking garage is being planned to accommodate the majority of the parking for Phase 1. The limited physical site, the goal to create a dense, attractive downtown led to the development of the parking garage model for Storrs Center. The Mansfield Downtown Partnership, Inc., and master developer Storrs Center Alliance have emphasized the creation of a downtown that relies on alternative modes of transportation including transit, walking, biking and shared car use. An intermodal center is being created to accommodate these uses and is a key element of the downtown.

Operations

The parking garage is under construction and scheduled to open in the summer of 2012. Desman Associates was contracted by the Town of Mansfield to design the parking garage. The design of the garage employs Pay on Foot stations with machines located on the first floor of the garage as well as an in-lane revenue system (which is not staffed). The machine will be located in an accessible and visible spot for the customer. In this model, the customer enters the garage and takes a ticket. As they return to the garage to leave, they insert their ticket into a machine which records their fee. The fee is paid (cash, credit card) and a second ticket is printed to use to exit the garage. The ticket is valid for 15 to 20 minutes so that the customer has time to get to their car and drive to the exit. At the exit gate, the customer inserts the ticket into a reader to activate the gate. Gates are located in entry and exit lanes.

This recommendation from the design team at Desman is made based on using the latest technology for garage operations. Pay on Foot costs more upfront for the system but the advantage of this system is that it ultimately cuts down on the number or, in the case of the Storrs Center garage, eliminates the use of cashiers (and thus eliminates labor costs).

The revenue control system allows for the use of monthly permits and validations. Residents, employees and other frequent parkers are given proximity cards that activate the gates. The cards can be programmed to limit permit holders to certain hours and/or certain locations. To ensure that residents and employees park in their assigned areas on the upper levels of the garage, nesting gates will be installed. Nesting gates are a second set of gates that block off a specific area for permit holders. Permit holders use their access (proximity) card to enter the main gate of the facility, then must use the same card to enter the nesting gates within 10 minutes or so. If they do not enter the nesting area, the access software notes the violation, and they cannot leave the garage without paying

the transient rate. Similarly, they have to exit the garage within a time period after they leave the nesting area.

The parking garage will include automated signage that indicates if the garage is "full".

Enforcement

The gate will not rise unless there is a valid exit transaction.

On-Street Parking

Storrs Center will include on-street parking on Storrs Road, Dog Lane and the new Village Street. It is likely that for many, the on-street spaces will be the most desirable spaces and the ones with the most turnover. The spaces will be parallel parking on Dog Lane and Storrs Road and a combination of parallel and angle parking on Village Street.

Operations

The Committee is recommending that on-street spaces initially incorporate a time limit model. Parking would be limited to short term parking (specific time periods to be determined after the 3rd Party Operator is brought on board). Parking time limits will vary between half an hour and three hours and will be established and monitored by Storrs Center Alliance and the Town. The key to the effectiveness of this system will be enforcement which will be the responsibility of the third party professional firm under the direction of Storrs Center Alliance.

Meters are not recommended at the outset but could be considered in the future. A Pay by Space model is being integrated into many communities where single space meters are being pulled.

With a Pay by Space model, the parking spaces are numbered. After the customer parks the vehicle they make note of the space number and proceed to the pay station. At the pay station, they enter the space number and pay for the amount of time they wish to park. Additional payment can be made if a person intends to stay longer at his/her space. There is no need to return to the car with the receipt as the time limits are enforced by checking the machine.

Enforcement

The 3rd Party Operator will provide enforcement by monitoring the spaces and issuing tickets or towing as necessary. See the Cooperative Agreement section for more information on tickets and towing.

Dog Lane Surface Lot

Surface lot parking will be available adjacent to the University of Connecticut's Bishop Center in the Dog Lane surface lot.

Operations

The surface lot will be managed by Storrs Center Alliance in accordance with the terms of the Development Agreement. Storrs Center Alliance is considering a time limit model similar to the on-street parking or the model being used for the parking garage.

Enforcement

The 3rd Party Operator will provide enforcement by monitoring the spaces and issuing tickets or towing as necessary. See the Cooperative Agreement section for more information on tickets and towing.

The Cooperative Agreement

There are several private and public parking lots adjacent to the proposed Storrs Center that currently offer parking at no direct cost to the customer. These include the commercial centers at 1244 Storrs Road (Storrs Commons), and 1232 Storrs Road (University Plaza); University of Connecticut lots adjacent to E.O. Smith High School, the School of Fine Arts, Bishop Conference Center, and the Buckley dormitory; E.O. Smith High School; Center for Hellenic Studies Paideia; Mansfield Town Hall; Mansfield Community Center; the Courtyard Condominiums; and the US Post Office. The Town Hall, Community Center, Courtyard Condominiums, and US Post Office are all more than 1,000 feet from Phase 1A of Storrs Center. *See Appendix 5 for map of current adjacent parking lots to the new Storrs Center parking.*

The University of Connecticut and the Town of Mansfield require tags on rearview mirrors of cars during work hours to park in their lots. Spaces at E.O. Smith High School are designated for faculty, staff, and students and also require tags.

Residents of Storrs Center will be required to park in one of the Storrs Center parking options through their lease agreement.

Currently, high school students can purchase spots at the Community Center and the Center for Hellenic Studies Paideia.

One of the main challenges to a successful parking program is protecting against "poaching" of these lots. There is some poaching that is already occurring but generally all these lots are full during the weekdays. Private owners are currently paying for enforcement to discourage poaching. The system in place for enforcement should be extended and shared among the different owners. The main concern is on evenings and weekends when enforcement is non-existent.

Poaching is a concern for the owners of these lots who need to provide enough parking for their purposes, not to accommodate the customers of Storrs Center. This is also a concern for the manager of Storrs Center parking - master developer Storrs Center Alliance - who is dependent on parking revenue to assist with operations and maintenance of their facilities.

The Committee's recommendation is to establish a cooperative agreement for parking enforcement that covers both the Storrs Center related parking and the adjacent public and privately owned parking. The Committee spent several meetings fine tuning this cooperative agreement, and it is one of the major recommendations of this Plan.

The Cooperative Agreement should be signed by any party affected. Additionally, modifications of the current parking ordinance will need to be approved by the Town Council that establishes, among other things, a set of Storrs Center Parking Regulations in the Mansfield Code. A draft of said Storrs Center Parking Regulations is attached as *Appendix 6*. A draft of the remainder of these proposed modifications to the ordinance is under construction and expected to be completed very soon.

Final Draft – 12/29/11
COOPERATIVE AGREEMENT
for Parking Enforcement
in and adjacent to
the Storrs Center Development
Mansfield, CT

This Agreement made and concluded on the _____ day of _____, 2011 by and between the Town of Mansfield, a municipal corporation organized and existing under the laws of the State of Connecticut, acting through its Town Manager; the University of Connecticut, acting through its Chief Operating Officer; Storrs Center Alliance LLC, acting through its Manager; the Mansfield Downtown Partnership, Inc., acting through its Executive Director; Storrs Associates, LLC (Storrs Commons), acting through its Managing Member; Nicholas and Georgia Haidous, the owners of University Plaza (1232 Storrs Road), acting through their representative Manuel Haidous; Regional School District 19, acting through its Superintendent of Schools; and the Center for Hellenic Studies Paideia acting through its President, all duly authorized.

WITNESSETH:

Whereas, properties of the above parties are located within or immediately adjacent to the proposed Storrs Center Development Area in Storrs-Mansfield; and

Whereas, the above parties all have or will have motor vehicle parking areas under their control on or adjacent to their respective properties; and

Whereas, the above parties are interested in cooperating in the management and enforcement of parking in and immediately adjacent to the proposed Storrs Center

Development Area, including but not limited to Storrs Center (including Phases 1A and 1B, as well as later phases); 1244 Storrs Road (Storrs Commons); 1232 Storrs Road (University Plaza); the University of Connecticut (the lots adjacent to E.O. Smith High School, the School of Fine Arts, the Bishop Conference Center, and the Buckley and Shippee dormitories); E.O. Smith High School; Center for Hellenic Studies Paideia; and Town of Mansfield (Town Hall and Community Center lots), and

Whereas, the above parties agree that parking on the streets in and around the Storrs Center Development Area and in the parking lots adjacent to and within said Development Area and in the proposed parking garage in the Development Area should be managed and enforced in a consistent, cooperative manner; and,

Whereas, it is the desire of the parties to enter into a cooperative agreement to manage and enforce parking in and adjacent to the Storrs Center Development Area for an initial period, during which time valuable knowledge and experience will be gained in determining how best to manage parking and its enforcement for this area in the future in the interests of public safety; and,

Whereas, the parties intend that in cooperation with each other, the Town of Mansfield and Storrs Center Alliance LLC, parking enforcement in the Storrs Center Development Area will be managed by each property owner with the potential for some assistance from the Town and Storrs Center Alliance LLC in so far as resources permit; and,

Whereas, the Storrs Center development has begun construction in 2011 and an agreement to manage and enforce parking in the area is now appropriate and timely.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which the parties hereby each acknowledge, the parties hereto hereby agree as follows:

Article A. Definitions

Unless the context in which they are used herein clearly indicates otherwise, the following words shall be defined as indicated:

- *3rd Party Operator* – a parking or management company employed by Storrs Center Alliance LLC to operate parking areas under its control. Said duties may also include parking enforcement in the Storrs Center Development Area.
- *Development Agreement* – the Agreement between the Town of Mansfield, Storrs Center Alliance LLC and Education Realty Trust, Inc. covering the construction of the first phases of the Storrs Center development.
- *Employee parking* – parking within the Storrs Center Development Area for employees of the businesses, maintenance companies, management companies, offices, and retailers doing business in the Storrs Center Development Area. Said employee parking does not include public parking or parking for customers of the

Storrs Center Development Area's businesses, management companies, maintenance companies, offices and retailers of the development.

- *Enforcement standards* – the listing of enforcement procedures (including but not limited to ticketing, warning and towing) that have been agreed to by the representatives of the parties in the parking cooperative for the management and enforcement of parking in and immediately adjacent to the Storrs Center Development Area (see Appendix A).
- *Hearing Officer* – A person appointed by the Town Manager pursuant to Chapter 182 of the Mansfield Town Code to serve as a citation hearing officer to conduct hearings concerning the violation of Town ordinances, including the violations given pursuant to the Mansfield Parking Ordinance (Chapter A-198 of the Town Code).
- *Institutional parking* - parking in the Region 19 School District's parking lots, the Town Hall/Community Center parking lots, and the University of Connecticut parking lots.
- *Mansfield Parking Ordinance* – Chapters 182 and A-198 of the Mansfield Town Code of Ordinances which include, among other things, the Storrs Center Development Area parking regulations, fines, enforcement procedures, appeals procedures, and the appointment of special constables for parking enforcement.
- *On-street parking* – parking alongside and in the right-of-way of a public street in or immediately adjacent to the Storrs Center Development Area, which may include parallel and diagonal parking.
- *Parking Cooperative* – the group comprising all parties that are signatory to this agreement which controls or will control the parking, both public and private in and immediately adjacent to the Storrs Center Development Area.
- *Parking enforcement* – the process of controlling illegal parking or parking in excess of determined time limits in public and/or private parking areas.
- *Parking fines* – the amount to be paid for a parking violation or towing in the Parking Cooperative's parking areas as well as other parking infractions under Town or State law (parking in a handicapped space, parking too close to an intersection or fire hydrant, etc.). Said fines set by the Town of Mansfield are listed in Chapter A-198 of the Mansfield Town Code of Ordinances.
- *Parking ticket* – a written document issued for a parking violation and placed on a vehicle, notifying the owner or operator of a vehicle of their parking violation and the fine due.

- *Parking violation* – illegal parking, parking longer than specified time limits, or other parking that is in violation of posted, agreed-upon parking rules or regulations.
- *Private parking* – parking on privately controlled property in or immediately adjacent to the Storrs Center Development Area.
- *Public parking* – parking on the streets or in the parking garage located within the Storrs Center Development Area.
- *Residential parking* – parking that is reserved for the use of persons who live in the Storrs Center Development Area. Said residential spaces are located in the Storrs Center Parking Garage and the surface parking lot on Dog Lane near the Bishop Center under the control of Storrs Center Alliance LLC.
- *Special Constables* – persons appointed by the Town Manager under section 7-92 of the Connecticut General Statutes and Chapter A-198 of the Mansfield Town Code of Ordinances to enforce parking in the Storrs Center Development Area.
- *Standing letter of trespass* – a letter from any of the parties in this cooperative agreement to the Town of Mansfield and Mansfield Downtown Partnership requesting and authorizing that vehicles illegally parked (trespassing) in parking areas under the party's control be towed upon his/her request, and asking that the Town Manager of the Town of Mansfield appoint special constables to enforce agreed upon parking rules and regulations on the property of the party, the services of any such special constable to be paid for by the requesting party.
- *Storrs Center Development Area* - the area in northern Mansfield bounded by and including the Post Office Road (extension of South Eagleville Road) and South Eagleville Road to the south, the Town Office building, Region 19 (E.O. Smith High School), and the University of Connecticut's Fine Arts Complex to the west, Dog Lane and the University's Bishop Center to the north, the Center for Hellenic Studies Paideia, the new Village Street (paralleling Storrs Road) and the Storrs Post Office to the east.
- *Towing warning* – a notice placed on a vehicle notifying the owner/operator that the vehicle is subject to being towed for a continuing parking violation.
- *UConn parking enforcement procedures* – enforcement procedures followed by UConn parking enforcement agents to enforce parking laws in parking areas under the control of the University of Connecticut.

Article B. Formation of the Storrs Center Parking Cooperative

The parties hereto hereby form the Storrs Center Parking Cooperative. The purpose of said Cooperative is to assist in the consistent management and enforcement of parking

laws, rules and regulations in and immediately adjacent to the Storrs Center Development Area. Because of the mixture of public, institutional and private parking, the intention of the parties is to establish a simple framework for managing parking in the area and work cooperatively to solve unanticipated parking problems as they arise.

Article C. Quarterly Meetings

The parties hereto agree to send an authorized representative to quarterly meetings of this parking cooperative to discuss parking management and enforcement in and around the Storrs Center Development Area. Said meetings shall be called by the Executive Director of the Mansfield Downtown Partnership, and be conducted under Roberts Rules of Order. When matters of business cannot be approved by consensus of the parties, votes shall be taken with each of the parties' representatives having a proportionate vote based on the number of parking spaces under his/her control in and immediately adjacent to the Storrs Center Development Area. (See Appendix C.) Votes taken must have a super-majority of 2/3 of the votes cast to be approved. The Executive Director of the Mansfield Downtown Partnership shall send out agendas for these meetings, take minutes, distribute them amongst the parties and file them with the Mansfield Town Clerk.

Article D. Powers of Enforcement

This agreement is not intended to limit any party's ability to enforce parking on the parking premises under its control; however, it is the intent of the parties to use parking enforcement that is reasonably consistent across all parking areas in or immediately adjacent to the Storrs Center Development Area.

As set forth in Chapter A-198 of the Mansfield Town Code of Ordinances, per Connecticut General Statutes section 7-92, the Mansfield Town Manager may appoint special constables to enforce parking in the Storrs Center Development Area. The Town Manager shall have reasonable discretion to determine whether an individual is suitable for appointment as a special constable and shall have the authority to rescind appointments for cause. Said constables shall be sworn and trained by the Town prior to taking part in any parking enforcement activities, whether on public or private parking areas. It is the intent of this section that the parties agree that each party has the right to nominate and to utilize these special constables, which may include employees of the parties to this agreement as well as the employees of any 3rd Party Operator, for parking enforcement in and immediately adjacent to the Storrs Center Development Area. Said special constables shall have full enforcement powers including ticketing and the authorization to tow vehicles for parking violations (as authorized by a standing letter of trespass for private properties).

Article E. Ticketing & Supplemental Enforcement

Notwithstanding the parking enforcement currently conducted by the parties in the parking areas under their control and the powers of enforcement bestowed in Article D

above, it is the intent of the Parking Cooperative to have the Town and Storrs Center Alliance LLC, in so far as resources permit, assist with the management and enforcement of parking in privately or institutionally owned parking areas within or immediately adjacent to the Storrs Center Development Area on request. Said supplemental enforcement may include ticketing, warning and towing of vehicles parked illegally on privately or institutionally owned parking areas and will be done at the request of the private or institutional parking owner. The costs of said supplemental enforcement shall be borne by the requesting property owner and done in accordance with C.G.S. section 7-92.

Article F. Powers of Enforcement and Supplemental Enforcement – Public Parking Areas and Adjacent Private Parking Areas

The 2011 Agreement between the Town, Storrs Center Alliance LLC and Education Realty Trust, Inc. (the “Development Agreement”) calls for Storrs Center Alliance LLC to manage and enforce public parking within the Storrs Center Development Area. Storrs Center Alliance LLC agrees to provide, on request and in conjunction with the Town, through the services of said 3rd Party Operator, and in accordance with the provisions herein, supplemental enforcement on private and institutional parking areas within the Storrs Center Development Area. No such obligation shall arise on the part of Storrs Center Alliance LLC prior to the retention of said 3rd Party Operator. Any costs of said supplemental enforcement that are not paid for by the fines generated by this activity will be the responsibility of the property owner requesting the supplemental enforcement.

Article G. Ticket Revenues; Enforcement Costs

Fines collected from parking violations issued by the Town or the 3rd Party Operator for illegal parking, parking in excess of specified time limits, towing and trespassing in the public parking areas in and immediately adjacent to the Storrs Center Development Area shall be in accordance with the above referenced Development Agreement.

With the exception of parking areas controlled by the University of Connecticut, fines collected from parking violation tickets issued by the Town, the 3rd Party Operator, or special constables for parking violations in the **private or institutional** parking areas in and immediately adjacent to the Storrs Center Development Area shall be made payable to the Town of Mansfield, which shall collect said fines, account for them separately from the public area fines referenced in the above paragraph, and make them available to defray the supplemental enforcement costs in these parking areas. The collector of said revenue shall also be entitled to withhold reasonable administrative costs for collecting and accounting for said fines.

Article H. Employee Parking

Employee parking in **public** parking areas shall only be permitted in areas approved by the Town, Storrs Center Alliance LLC, and the Mansfield Downtown Partnership.

Article I. Appeals and Hearing Officers

In accordance with the Mansfield Parking Ordinance (Chapters 182 and A-198 of the Mansfield Town Code), parking and towing fines in the Storrs Center Development Area may be appealed and brought before the Town's Hearing Officer; however, said appeals and ordinance shall not apply to parking areas under the control of the University of Connecticut, whose enforcement authority and procedures are specified in State of Connecticut law and regulations.

Towing appeals shall be made to the Town's municipal Hearing Officer designated to hear such appeals by filing a DMV form A-25 "Request for Hearing Contested Tow" with the Town in accordance with Section 14-307 of the Connecticut State Statutes.

Article J. Amendments to the Agreement; Addition of Parties

Provided that this Agreement has been duly executed by the Town of Mansfield, this Agreement shall be binding upon each aforementioned signatory organization immediately upon its execution by its duly authorized representative and delivery to the Executive Director of the Mansfield Downtown Partnership, who shall forthwith distribute a certified copy of said executed Agreement to each other party or aforementioned potential party. This Agreement may be amended at any time by the duly authorized written consent of all parties. In the event other property owners in the immediate vicinity of the Storrs Center Development Area wish to join this parking cooperative, they shall be permitted to do so upon their execution of a copy of this agreement which agreement shall be forwarded to all signatory members as listed herein below. Said new member of the cooperative shall by his/her signature be bound to all the terms of this agreement, and all attachments thereto.

Article K. Disputes

In the event that the Parties do not agree to or cannot resolve any dispute through negotiation within thirty (30) days of any such dispute arising, such dispute shall be settled by arbitration in Mansfield, Connecticut, which arbitration, unless the Parties mutually agree otherwise or except as expressly provided herein, shall be in accordance with the Commercial Arbitration Rules of the American Arbitration Association (the "AAA") currently in effect.

Article L. Audit

The Town of Mansfield, Storrs Center Alliance LLC and the Mansfield Downtown Partnership agree to keep books and records of all expenditures and disbursements concerning any activities covered by this Agreement, in accordance with generally accepted accounting principles and practices, and shall provide to all parties quarterly summaries of revenues and expenses and shall also provide at least annually, a financial statement setting forth a summary of such receipts and disbursements.

The Parties also agree that all of their books, records, accounts, statements, and any other memoranda concerning the operations covered by this Agreement and the records of costs thereof, shall be subject to inspection and audit at all reasonable times.

Article M. Indemnification

Parties to this agreement filing a standing letter of trespass with the Town and/or whose employees or nominees are designated as special constables shall at the same time complete and submit a "hold harmless" indemnification to the Town of Mansfield, to Storrs Center Alliance LLC and to the 3rd Party Operator to the satisfaction of said entities for any actions or liability of any such employee or nominee resulting from parking enforcement on their respective properties.

Article N. Term and Termination

This Agreement shall commence on January 1, 2012 and shall end on January 1, 2014. The term of this Agreement may be extended or modified by the mutual consent of the parties except that no later than 120 days prior to the end of each two year period, the parties hereto shall undertake a thorough and expeditious review of this Agreement, a process which may conclude in the renegotiation of this Agreement, or change or alteration of any of its provisions. Any such amendment, change or alteration shall be implemented at the beginning of the next two year term. Notwithstanding this review and extension, this Agreement shall not be altered, changed or amended except for formal written amendment approved and duly executed by the parties hereto. The performance by any party of its respective obligations under this Agreement shall not operate in any way as a waiver of non-compliance or breach by another party.

Any party may terminate their participation in this parking cooperative agreement upon giving 90 days written notice to the Executive Director of the Mansfield Downtown Partnership, who shall distribute forthwith said termination notice to the other parties to this agreement.

OTHER AGREEMENT PROVISIONS:

1. This Agreement sets forth the entire agreement between the parties on the subject matter contained herein. No agreement modifying this Agreement shall be binding unless made in writing and signed by a duly authorized representative of the parties signatory hereto.
2. This Agreement shall be executed in seven or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same agreement.
3. This Agreement shall be construed to make each of its provisions enforceable. In the event that any provision hereof is deemed to be illegal or unenforceable, then the provisions shall be reformed so as to as closely as possible reflect the intent of the provision, but in such a manner so as to comply with applicable law, and such a determination shall not affect the validity or enforceability of

the remaining provisions thereof, all of which shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned have hereto executed this Agreement.

Matthew W. Hart, Town Manager

Bruce Silva, Regional District 19 Superintendent

Barry L. Feldman, Chief Operating Officer, University of Connecticut

Michael Taylor, Managing Member, Storrs Associates, LLC

Howard Kaufman, Manager, Storrs Center Alliance LLC

Cynthia van Zelm, Executive Director, Mansfield Downtown Partnership

Manuel Haidous, University Plaza

Ilias Tomazos, President, Center for Hellenic Studies Paideia

Appendix A – Enforcement Standards and Procedures

In addition to being in strict compliance with the Mansfield Parking Ordinance, each and every parking enforcement action in the areas in the Storrs Center Development Area shall be accomplished with courtesy and respect. All parties in the cooperative agree to use tact and restraint in dealing with the owners or operators of vehicles that are the subject of parking enforcement in this area.

Each party shall enforce the parking rules within the parking areas they own and/or control; however, tickets shall only be issued by the Town of Mansfield, the University of Connecticut, the 3rd Party Operator, or the special constables appointed by the Town Manager pursuant to Chapter 198 of the Mansfield Town Code. (Employees of the 3rd Party Operator will be appointed special constables).

Parking tickets may be issued when a parking space has been occupied longer than its permitted duration. Ticketing by Storrs Center Alliance LLC or the 3rd Party Operator (supplemental enforcement) may be requested by the owners of private parking areas owned or controlled by the parties in the Parking Cooperative; however, the Town, the 3rd Party Operator and appointed special constables will not issue tickets in the University of Connecticut's parking areas.

Documentation for parking beyond a parking space's permitted time limit shall be obtained prior to issuing a parking ticket for exceeding a space's duration. This documentation may take the form of chalking tires, log books, photography, meter records, etc., in accordance with standard and reasonable parking enforcement practices.

Tow warning notices shall be placed on vehicles exceeding parking limits prior to towing.

Vehicles may be towed when trespassing, for parking while not being present on the premises or for exceeding a posted space's time limit by 50 percent (for example, when parked for 3 hours in a 2 hour space). Towing will be in accordance with Sections 14-307 and 14-145 or the Connecticut State Statutes and Section A-198-5a of the Town Ordinances. Vehicles may be towed by authorization by the Town, or Storrs Center Alliance LLC or the 3rd Party Operator for trespass on private parking lots owned and controlled by the parties of the Parking Cooperative if there is a standing letter of trespass on file with the Town and the Mansfield Downtown Partnership and the owner of the parking area has requested that a particular vehicle or vehicles be towed.

Owners or operators of towed vehicles will be subject to the cost of the towing itself as well as the fine for having a vehicle towed as listed in Section A-198-5a of the Town's Ordinances.

Appendix B – Parking Areas and Numbers of Spaces (See attached Excel spreadsheet)

See *Appendix 6* for DRAFT Town of Mansfield Traffic Regulations, Section A198, with parking fines.

Options for Customers

The Mansfield Downtown Partnership and the Parking Steering Committee will work with Storrs Center Alliance, and its third-party operator, to evaluate options for payment of parking that is user-friendly. Many communities have adopted “smart cards” which work in several different ways. A smart card can be used to load value on to the card and purchase time for parking until the balance is expended. This may include some of the smart-cards New Haven and West Hartford have adopted to allow people to purchase (often at commercial establishments) and pay for parking.

The City of New Haven has a New Haven City Card which allows a customer to buy a card online or at one of its downtown merchants. The City Card can be used to purchase merchandise at participating stores and to pay for parking at meters, garages and surface lots. It can be reloaded at a participating store. The advantage of the card is that it can be used for a variety of uses and with respect to parking meters, it eliminates the need for coins.

The New Haven City Card is part of the Parcsmart Technologies, Inc. system. The City of West Hartford also recently adopted the same technology and has its West Hartford Card which works the same as the New Haven City Card.

An option to review would also be to allow customers to pay monthly parking, recharge smart-cards, pay parking fines, etc., via the internet. The ability to use a cell phone to reserve a parking spot is a technology that has also emerged over the last few years.

Communications

The Parking Management Plan will be a public document and will be made available on the Town of Mansfield/Mansfield Downtown Partnership’s website (www.mansfieldct.org/mdp), and Storrs Center website operated by Storrs Center Alliance (www.storrscenter.com).

The Mansfield Downtown Partnership will serve as a conduit for information sharing and public input amongst adjacent property owners, other interested parties and the Mansfield community.

It will be important to effectively and proactively convey the major elements of the Parking Management Plan as well as details on parking which go beyond the actual Plan. A Parking section will be set up on the Town of Mansfield’s website with links to the

Mansfield Downtown Partnership, the master developer Storrs Center Alliance, and the Oaks on the Square (residential leasing) websites. A Fact Sheet will be developed which will include, but not be limited to, how to utilize the parking equipment, parking rates, payment options, hours and a map of parking locations. The Fact Sheet will be included on the websites and in limited hard copy form. The website will also include a form to provide customer feedback. E-mail and social networking sites will also be used to update people on parking including meetings and hearings related to parking issues, introduction of new programs, planned system upgrades, and events that will affect parking.

The intermodal center will be a key communications hub that will include information about parking options.

More traditional forms of communication including press releases, and TV and radio interviews will also be utilized to "get the word out" on parking at Storrs Center.

Quarterly public meetings should be held by the Parking Steering Committee and Partnership staff, and property owners, tenants, and other stakeholders to review issues and concerns. This will also be an opportunity to review whether any capital improvements need to be recommended.

An ambassador program should be set up to facilitate customer service delivery. It is critical that the physical site of Storrs Center is designed with effective wayfinding signage for parking, and clear signage in the parking garage and on the streets and lots. Because a parking system is new to Mansfield, it is recommended that at least for the first few months, a few people be assigned to help people use the pay station and also direct people toward parking.

Wayfinding Signage

Directional and informative signage will be imperative for the Storrs Center project to operate effectively. One of the key destinations will be the parking. The Mansfield Downtown Partnership has begun to work with LeylandAlliance on a signage program. The Storrs Center Special Design District Guidelines include several sections on signage which will need to be adhered to as part of the signage program. Another significant coordination effort will be with the Mansfield Downtown District Public Spaces Plan which is being drafted and will be finalized in early winter 2012. Finally, the intermodal center designer, Gregg Wies & Gardner, is working with Alexander Isley, Inc., on the signage for the intermodal center and the Village Street. Collaborating with Alexander Isley will be on the signage program will be important as well.

Next Steps and Implementation

As required by the charge to the Parking Steering Committee by the Mansfield Town Council, the Parking Management Plan needs to be reviewed and endorsed by the Mansfield Downtown Partnership, Inc. Board of Directors and reviewed and approved by

the Mansfield Town Council. Following approval, a more detailed communications implementation plan, as described above, will be developed by the Mansfield Downtown Partnership, Town of Mansfield, Storrs Center Alliance and the Parking Steering Committee.

The Parking Management Plan is not a static document. It will need to be reviewed after six months by the Parking Steering Committee, the Town Council, Storrs Center Alliance, and the Mansfield Downtown Partnership Board of Directors, and on a yearly basis thereafter. This review will include assessing customer convenience, evaluating capital needs, and incorporating new efficient technology as appropriate. Annual reports will be required of the Parking Steering Committee.

Appendices

- 1) Resolution to Establish a Parking Steering Committee for Storrs Center dated August 10, 2009
- 2) Resolution to Appoint Members of a Parking Steering Committee for Storrs Center dated September 14, 2009
- 3) Minutes from Parking Steering Committee Meetings
- 4) Map of Conceptual Phase 1 Parking Plan
- 5) Map of Adjacent Parking Lots
- 6) DRAFT Storrs Center Parking Regulations

APPENDIX I

REGULAR MEETING-MANSFIELD TOWN COUNCIL
August 10, 2009

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

I. ROLL CALL

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

II. APPROVAL OF MINUTES

Mr. Clouette moved and Mr. Haddad seconded to approve the minutes of the July 27, 2009 meeting. Ms. Koehn requested a clarification regarding her statement concerning the Town's water standards for the community water system at Ponde Place be added to the minutes. She also requested additional information detailing who sets the standards for community water systems be provided to Council members. Mr. Haddad noted that in the information provided by Ms. Koehn regarding the Northeast Regional Management Area Water Supply Forum she attended, the position of two of the speakers were confused. The Town Manager will correct the notes and forward the information for inclusion in the record copy of the minutes.

The minutes as amended were approved.

Mr. Clouette moved and Mr. Nesbitt seconded to move Item 3, Presentation: MetroHartford Alliance, as the next item of business after the opportunity for public comment. Motion passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, implored the Council to speed up the process to install cameras in the Council Chambers. Mr. Hossack also questioned why the Fire Department contract is taking so long to be signed.

Betty Wassmundt, Old Turnpike Road, asked for information on the recently settled lawsuit between Mansfield and the Windham Water Pollution Control Authority. Ms. Wassmundt requested an accounting of the projected and actual savings as a result of changes made to the energy plan of the Town.

IV. TOWN MANAGER'S REPORT

Attached

In response to a citizen question, Mr. Hart stated the labor contract with the Fire Department is actively being negotiated.

Ms. Koehn will send questions to the Town Manager regarding the Northeast Regional Management Area Water Supply Forum and how the information presented there might relate to Pond Place's water supply system.

August 10, 2009

V. OLD BUSINESS

1. Community/Campus Relations

The Town Manager reported Town and University staff have already met with a number of apartment owners and managers to discuss existing security measures. The group also plans to meet with landowners and renters from some single-family homes to discuss existing and potential problems. He noted that some infractions have already been ticketed in single-family rentals.

Mayor Paterson reported that she and co-chair of the Community Campus Partnership, Jim Hintz, have been working to revamp the time of the meetings and are planning to schedule presentations dealing with different aspects of community/campus life.

2. Community Water and Wastewater Issues

The Town Manager reported that WINCOG has agreed to schedule the next meeting to continue the discussion of the role of a Water Utility Coordinating Committee (WUUC) in the Northeast Region of Connecticut. He noted that staff would continue to meet and discuss the issue with UConn through the Water and Wastewater Advisory Committee. Ms. Koehn asked to attend these meetings.

Mr. Nesbitt reported the Four Corners Sewer Advisory Committee will meet on August 27th and that his committee has ascertained there is definitely interest in public water beyond the Four Corners Area. Mr. Haddad asked if the mission of the Committee includes water and areas beyond Four Corners. The Town Clerk will provide a copy of the resolution approving the establishment of the Committee. Members discussed the role of the Downtown Partnership, which was originally charged with developing plans for 3 areas of Town including the Four Corners. Mr. Nesbitt noted that a member of the Partnership Board serves on the Committee, thereby keeping the Partnership advised of the Committee's activities.

VI. NEW BUSINESS

3. Presentation: MetroHartford Alliance

Town Manager Matt Hart welcomed MetroHartford Alliance members John Shemo and Becky Nolan to the meeting. Mr. Shemo described the Alliance as a private nonprofit organization that serves as a leader in the economic development of the greater Hartford area and serves as Hartford's Chamber of Commerce. He also reviewed the 2009 priorities of the Alliance. (Strategic Goals attached) Mansfield was a municipal investor in the Alliance until 2007.

Becky Nolan described some of the advertising work of the Alliance and emphasized that they have cultivated relationships with site selectors

across the world. She outlined some of the benefits municipalities receive as members of the Alliance.

Members questioned how the Alliance works with the Councils of Government, what percentage of their budget is supplied by municipal investors (4%), what percentage is paid by corporate interest, and, consequently, the amount of influence municipal investors have on the policies of the Alliance. Mr. Shemo stated that, if the Town rejoined, it would be at the rate of .20 per capita and that the Town could join its public policy Council. He also stated that the Alliance works with all the Councils of Government and that because Mansfield is part of the Hartford labor market it would be a good fit.

4. Mansfield's Plan for Young Children

Mr. Paulhus moved and Ms. Koehn seconded, effective August 10, 2009 to endorse Mansfield's Plan for Young Children as an element of Mansfield 2020: A Unified Vision, under the vision point "Early Care and Education"

Kevin Grunwald, Director of Human Services, provided an overview of the background and process that led to the comprehensive plan for children from birth to eight years old. Mansfield was one of 23 communities who received a grant from the William Caspar Graustein Memorial Fund and the State Department of Education to create a plan for this population using Result Based Accountability. Mr. Grunwald acknowledged the outstanding work of Sandy Baxter and the group of volunteers who formulated the plan. He noted that there is an additional opportunity for funding for the implementation of the plan from the Graustein Fund. A matching Town commitment would be required. Ms. Koehn suggested the Town support of the Discovery Depot might be considered a contribution.

The motion to endorse the plan passed unanimously with the understanding that the endorsement does not approve any additional financial support.

5. Volunteer Driver Program

Council members discussed options available to the Town in an effort to expand transportation opportunities for seniors and residents with disabilities. By consensus the Council agreed to have staff explore the options and make a recommendation to the Council.

★ 6. Establishment of Parking Steering Committee for Storrs Center ★

Joined by Director of Public Works Lon Hultgren and Executive Director of the Mansfield Downtown Partnership, Council members discussed the draft committee charge for the establishment of Parking Steering Committee for Storrs Center. The ensuing discussion centered on the role of the Council as policy makers, the role of the Advisory Committee

August 10, 2009

the role of professional staff and consultants, the ongoing negotiations and the composition of the membership of the Committee. The public will have an opportunity to approve any funding for the project. Mr. Hultgren suggested the focus of the Steering Committee be centered on the parking outside of the garage and commented that it is important that all the stakeholders be able to contribute,

Mr. Haddad moved, effective August 10, 2009, to approve the draft proposal in its entirety with changes. The amended resolution is as follows:

RESOLUTION TO ESTABLISH AND ISSUE CHARGE TO A PARKING STEERING COMMITTEE FOR STORRS CENTER

WHEREAS, the Storrs Center downtown project incorporates a mix of uses including shops, restaurants, offices, housing, parks, and open space; and

WHEREAS, a variety of parking, including an intermodal facility, on-street and surface parking, is needed to accommodate the uses associated with Storrs Center; and

WHEREAS, the Storrs Center Special Design District Master Parking Study was approved by the Mansfield Planning and Zoning Commission as part of the Storrs Center Special Design District on June 18, 2007, which requires that a specific number of parking spaces, by use, be included in the Storrs Center project; and

WHEREAS, it is imperative that parking at Storrs Center be user-friendly, convenient, and affordable; and

WHEREAS, the Town of Mansfield will own the initial intermodal facility and the interior streets in Storrs Center; and

WHEREAS, the Storrs Center project received one of its last major approvals (a permit for improvements to Storrs Road) on June 16, 2009, and the project is continuing to progress toward construction, necessitating the need to move forward on a parking management plan; and

WHEREAS, there are several Town, University of Connecticut, and private surface parking lots immediately adjacent to the Storrs Center project area that will be affected by parking for Storrs Center; and

WHEREAS, the input of adjacent property owners, other interested parties and the Mansfield community is necessary for the development of a parking management plan that meets the goals of Storrs Center; and

WHEREAS, an advisory Steering Committee would assist the Town and the Mansfield Downtown Partnership in planning for parking in Storrs Center; and

WHEREAS, the Town Council desires to establish a Steering Committee to assist in the coordination and planning for parking at Storrs Center:

NOW, THEREFORE BE IT RESOLVED THAT:

A Parking Steering Committee is established for the Storrs Center project and is authorized to perform the following charge:

- Oversee development of a parking management plan for Storrs Center (intermodal facility, surface parking, on-street parking, and adjacent parking areas) including but not limited to an evaluation of parking management strategies; parking operational systems; development of access control and enforcement strategies; evaluation of the cost of operational and enforcement systems; creation of regulatory and wayfinding parking signage; creation of a public communications strategy about parking options;
- Assist Town of Mansfield staff and the Town Transportation Advisory Committee with public transportation issues;
- Assist with information sharing and public input for the project amongst adjacent property owners, other interested parties and the Mansfield community;
- Present the management plan to the Mansfield Downtown Partnership's Board of Directors for its review and endorsement; and
- Present the management plan to the Town Council for its review and approval.

RESOLUTION TO APPOINT MEMBERS OF PARKING STEERING COMMITTEE FOR STORRS CENTER

WHEREAS, the Town Council desires to appoint a Parking Steering Committee for Storrs Center:

NOW, THEREFORE, BE IT RESOLVED TO:

Appoint a Storrs Center Parking Steering Committee with the following members:

1. Town Council, at least one member
2. One representative from Regional School District #19
3. One representative from the University of Connecticut
4. One representative from the Mansfield Downtown Partnership, Inc.
5. Two Mansfield citizens including at least one adjacent private property owner and one who is interested in public transportation as recommended by the Transportation Advisory Committee
6. One representative from a local public transportation provider

Staff and Ex-officio members:

Town Manager
Town of Mansfield Public Works Director
Mansfield Downtown Partnership, Inc. Executive Director
Town's Parking consultant
One representative from Storrs Center master developer LeylandAlliance

Seconded by Ms. Koehn the motion passed with all in favor with the exception of Mr. Nesbitt who voted nay.

The Town Manager will compile a slate of appointees for Council approval.

Mr. Nesbitt questioned the letter from DECD which stated that "design build" projects are not allowed and asked that an inquiry be sent to DECD requesting specific regulations which support this finding. He would like for the Town to have a direct dialogue with them prior to a final decision. The Town Manager agreed and reported that a "design build" project requires a short list of contractors and a fairly complete design plan. Mr. Hart said that staff would follow-up with the DECD on the possibility of allowing a "design build" project.

VII. DEPARTMENTAL AND COMMITTEE REPORTS

No comments

VIII. REPORTS OF COUNCIL COMMITTEES

Mr. Clouette reported on the meeting of the Finance Committee. As a result of the efforts of the Finance Department, the Town Manager and the Department Heads, preliminary figures for FY2008/09 show a modest increase of about \$11,000 in the fund balance. The Committee discussed the rescue-billing proposal and asked for additional information for the Council. Also discussed was the short period of time after the election of the Council to discuss the hiring of a Town Attorney. To assist in the effort the Finance Committee requested information on Town Attorney activity including the benefits of retaining an attorney or hiring on an hourly basis. Mr. Clouette announced that due to the September 3rd deadline for approval of referenda items for this year's November election, four bonding issues would be before the Council at the next meeting. These include the Hunting Lodge Road walkway, various bridge projects, the salt shed and reauthorization of open space funding.

Mr. Clouette moved the following nominations of the Committee on Committees:

Personnel Appeals Board – Donald Nolan
Mansfield Advocates for Children – James Greene

Motion to approve the recommendations passed unanimously.

Mr. Haddad, Chair of the Personnel Committee, discussed and distributed a timeline for the Town Manager's annual review. (Timeline attached) For the next meeting, Mr. Haddad will prepare a motion reserving the right to change aspects of the Town Manager's contract.

IX. REPORTS OF COUNCIL MEMBERS

None

X. PETITIONS, REQUEST AND COMMUNICATIONS

7. Connecticut Preservation News "A Tavern, A Bank, and A Dam" – July/August
8. UConn students living on-campus at Storrs, 1989-2009
9. Light the Night 2009
10. Chronicle "Mansfield Dem slate unveiled for election" – 07-27-09
11. Chronicle "Mansfield GOP confident in election slate" – 07-29-09
12. Chronicle "Mansfield looks ahead to 2020" – 08-01-09
13. Chronicle "Parents ticked at 'Toddler Time' demise" – 07-22-09
14. Chronicle "Revamped panel has spring fling oversight" – 08-01-09
15. Mansfield Today "Letter to the Editor" – 07-23-09
16. Mansfield Today "Town Committees name their candidates..." – 07-31-09

XI. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

No comments

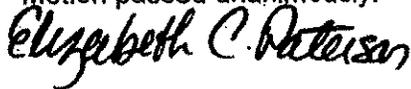
XIII. FUTURE AGENDAS

Ms. Koehn requested a date for the Strategic Plan workshop and asked staff to address the questions posed by citizens during the public comment section of the meeting.

XII. ADJOURNMENT

Mr. Paulhus moved and Mr. Clouette seconded to adjourn the meeting at 10:30 p.m.

Motion passed unanimously.



Elizabeth Paterson, Mayor



Mary Stanton, Town Clerk

August 10, 2009

APPENDIX 2

REGULAR MEETING-MANSFIELD TOWN COUNCIL

September 14, 2009

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

I. ROLL CALL

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

II. APPROVAL OF MINUTES

Mr. Schaefer moved and Mr. Nesbitt seconded to approve the minutes of the August 24, regular meeting with the addition of a comma. Motion to approve, as amended passed with all in favor except Clouette, Duffy and Schaefer who abstained.

III. PUBLIC HEARING

1. Amendment to Mansfield Park Rules and Regulations

Director of Parks and Recreation Curt Vincente presented an update on the use of signs and banners by athletic organizations in Town. Mr. Vincente commented that currently Youth football uses in ground signs on game day. Little League is reevaluating their sponsorship approach and will probably use a combination of banners and uniforms. No additional comments were presented.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

David Freudmann, Eastwood Road, presented comments on the Parking Steering Committee for the Storrs Center Project and asked that the study provided by Mr. Hill of Walker Parking be handed out to all Steering Committee members. Comments attached

Betty Wassmundt, Old Turnpike Road, questioned the use of compensatory time by two individuals. Council members were in agreement that identifying individual employees was out of order. Such issues should be discussed with the Town Manager. Ms. Wassmundt again requested the Council review the practice of contributing to the Town Manager's ICMA pension fund.

V. TOWN MANAGER'S REPORT

Distributed

VI. OLD BUSINESS

2. Amendment to Mansfield Park Rules and Regulations

Mr. Clouette moved and Mr. Nesbitt seconded to approve the amendments to the Mansfield Code Chapter A194 as presented to allow

September 14, 2009

6. Establishment of Parking Steering Committee for Storrs Center

Mr. Haddad moved and Mr. Clouette seconded to approve the following resolution establishing a Parking Steering Committee:

WHEREAS, on August 10, 2009, the Mansfield Town Council approved a resolution to establish a parking steering committee for Storrs Center; and

WHEREAS, on August 10, 2009, the Town Council approved a resolution to appoint members to the parking steering committee:

NOW, THEREFORE BE IT RESOLVED THAT:

The following members are appointed to the Storrs Center Parking Steering Committee:

- Ralph Pemberton, Director, Building and Grounds, Regional School District #19
- Martha Funderburk, Acting Manager, Parking Services for the University of Connecticut
- Karla Fox, Mansfield Downtown Partnership Planning and Design Committee member
- Manny Haidous, representing the owners of University Plaza
- Michael Taylor, representing the Town's Transportation Advisory Committee and the owner of Storrs Commons
- Melinda Perkins, Windham Region Transit District (WRTD) Administrator

Motion to approve passed unanimously.

Mr. Nesbitt moved and Mr. Paulhus seconded to appoint Meredith Lindsey as a Town Council representative to the Parking Steering Committee. Motion passed unanimously.

VII. NEW BUSINESS

7. Proclamation in Recognition of Fire Prevention Week

Mr. Clouette moved and Mr. Schaefer seconded, effective September 14, 2009, to authorize the Mayor to issue the attached Proclamation in Recognition of Fire Prevention Week.

In response to Councilor Schaefer's request for the Council to write a letter to the editor emphasizing the importance of Items 3, 4 and 5 of the proclamation, Fire Marshal John Jackman outlined his plans for a campaign to reach 5,000 homes in Town. These plans include a letter to the editor, a press release and the distribution of a self-inspection checklist for homes. By consensus the Council agreed with this plan of action. Mayor Paterson asked the proclamation also be sent to the Fire Houses as a show of support.

23. Chronicle "Oops, Mansfield lets \$1M bonds lapse" – 08-25-09
24. Chronicle "State to host hearing on transportation issues" – 08-31-09
25. Chronicle "The students are coming back" – 08-21-09
26. 18. Chronicle "Voters to decide \$3.46M package" – 08-29-09

XII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, revisited the discussion of the JAG funding for shotguns and asked when the last time a firearm was discharged in Town. He also questioned the need for bikes and sound meters. Mr. Hossack would also like his taxes lowered.

David Freudmann, Eastwood Road, questioned the need to purchase the Moss Sanctuary since, in his opinion, the land has no potential for development.

Betty Wassmundt, Old Turnpike Road, asked for clarification on appointments to the Ethics Committee.

XIII. FUTURE AGENDAS

None

Mr. Schaefer left at 9:35 p.m.

Mr. Paulhus moved and Ms. Lindsey seconded to recess the meeting and move into executive session to discuss the Town Manager's Performance Evaluation

XIII. EXECUTIVE SESSION

Town Manager's Performance Evaluation

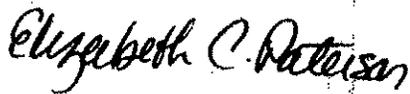
Present: Clouette, Duffy, Haddad, Lindsey, Nesbitt, Paterson, Paulhus

XIV. ADJOURNMENT

The Council reconvened in public session.

Mr. Paulhus moved and Mr. Haddad seconded to adjourn the meeting at 10:25 p.m.

Motion to adjourn passed unanimously.



Elizabeth Paterson, Mayor



Mary Stanton, Town Clerk

APPENDIX 3

Town of Mansfield Parking Steering Committee for Storrs Center
Monday, November 2, 2009
Mansfield Downtown Partnership Office
1244 Storrs Road (behind People's United Bank in Storrs Commons)

6:00 PM

Minutes

Members Present: Karla Fox, Martha Funderburk, Manny Haidous, Meredith Lindsey, Ralph Pemberton, Mike Taylor

Ex-Officio Members Present: Matthew Hart, Andy Hill, Lon Hultgren, Macon Toledano, Cynthia van Zelm

1. Introductions

Town Manager Matt Hart offered to facilitate the first meeting as a Chair has not been elected yet.

Committee members introduced themselves.

2. Update on Storrs Center

Mansfield Downtown Partnership Executive Director Cynthia van Zelm updated the Committee on the status of Storrs Center to provide context for the meeting.

Ms. van Zelm said the focus for the Partnership is on Phase 1A which includes housing and commercial development on the north side of Dog Lane. She said that 8 letters of intent have been signed by new and current businesses to be part of the project.

Ms. van Zelm said she is working with Town Public Works Director Lon Hultgren and master developer LeylandAlliance Project Manager Macon Toledano on preparing the infrastructure for Phase 1A including utility extensions and demolition. A scope of work is being developed with engineer BL Companies.

Ms. van Zelm said design has begun on Storrs Road to incorporate pedestrian-friendly elements, integrating the project with Storrs Center.

Finally, Ms. van Zelm said that the Partnership and the Town are working with the Greater Hartford Transit District to implement the Town's federal grant for design work for the intermodal center. The goal is to include buses, bikes, and possibly Zip Cars, or their equivalent, as part of the center. A Request for Qualifications is being drafted for the design of the center.

3. Overview of Committee Charge

Mr. Hart passed out the Town passed resolution establishing the Steering Committee and read the Committee charge.

Mr. Hart said the main objective is to create a coordinated management plan. Mr. Hart said that public input and communication to the public is essential.

Mr. Hart noted that Paul Aho, who is on the Board of the Windham Region Transit District (WRTD), will represent WRTD but could not be at the meeting tonight.

4. Overview of Objectives/Discussion

Town parking consultant Andy Hill said he recommended to the Town early on that a parking steering committee of citizens was essential to work toward a comprehensive parking management plan. His suggestion is that each meeting cover a piece of the parking management plan.

Mr. Hill gave an overview of the recommended sections of a parking management plan:

- Fee for service: How does paid parking work? How is it done in other communities? Why is fee for service important/what are the alternatives?
- System configuration: Permits? Gated? A hybrid?
- Management configuration: Collaborate with UConn? Lease by Town to a private entity?
- Community impacts: How does new parking affect adjacent lots and vice versa?
- Communication: There needs to be clear pipeline of getting information out to people and taking in information. Key will be making sure there is a process to keep the public apprised of access during construction, with the goal to minimize the impact on the community.
- Development of formal parking management plan with presentation to the community.

5. Election of Officers

After some discussion about alternative ways to facilitate the meetings, Mike Taylor nominated Karla Fox to serve as Chair and Meredith Lindsey to be Vice Chair (pending her re-election to Town Council). Manny Haidous seconded the motion. The motion was approved unanimously.

The Committee deferred making a decision on a Secretary for now, deciding to wait and see if a Secretary is needed. Ms. van Zelm will take the minutes on behalf of the Committee.

6. Identify Schedule and Next Steps

Mr. Hill suggested that the Committee meet for eight to nine months with six to seven meetings once a month. The Committee agreed to meet on the 2nd Tuesday of the month at 6 pm in the Partnership office. Ralph Pemberton offered the High School as an alternative location if the Committee needed more room for a particular meeting.

Ms. Fox asked for clarification regarding whether the Committee's role is advisory. Mr. Hart said the Committee is serving in an advisory role to the Town Council and the Partnership's Board of Directors.

7. Set Date for Next Meeting

The next meeting is set for Tuesday, December 8 at 6 pm in the Partnership office.

8. Public Comment

David Freudmann, 22 Eastwood Road, referred to the PowerPoint presentation that was given to the Town Council and the public in March 2009. He expressed concerns about the cash flow projections, estimate of daily car use, and the operating costs, particularly payroll, for the garage.

Mr. Hart said the presentation was designed to be an introductory workshop on parking for the Town Council and the Partnership.

Mr. Freudmann suggested that Committee members be given a hard copy of the presentation. Ms. Fox asked that staff do this as well as provide a one page synopsis regarding the context of the presentation from March. Ms. van Zelm noted that the PowerPoint presentation is also on the Partnership website.

9. Adjourn

The meeting adjourned at 6:55 pm.

Minutes taken by Cynthia van Zelm.

**Town of Mansfield Parking Steering Committee for Storrs Center
Tuesday, December 8, 2009
Mansfield Downtown Partnership Office
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

6:00 PM

Minutes

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

Ex-Officio Members Present: Matthew Hart, Andy Hill, Lon Hultgren, Macon Toledano, Cynthia van Zelm

1. Call to Order

Chair Karla Fox called the meeting to order at 6:01 pm.

As this was Paul Aho's first meeting, Committee members introduced themselves.

2. Approval of Minutes of November 2, 2009

Committee members approved the minutes by consensus.

3. Background on Storrs Center Parking

Ms. Fox had asked staff to provide some more background on the parking demands for Storrs Center.

Ms. van Zelm referenced the Power Point presentation and reviewed the types, and location of parking planned for Storrs Center as well as the total spaces by type.

*Ms. Fox asked that copies of presentations be provided to the Committee in hard copy for the meeting, and in color if applicable.

Macon Toledano reviewed parking for Phase 1 (1A, 1B, 1C). He indicated that most of the parking will be located in the first structure – the intermodal center. Additional parking will be available in the current UConn lot that serves Bishop Center pending the finalization of an agreement with UConn. The spaces that are potentially used for Storrs Center in this area will be replaced 1 for 1 with expansion and reconfiguration of the lots for UConn uses. There also may be a few spaces available near the Daily Campus.

Mr. Toledano said the sequencing of the Phase 1 spaces will depend on how soon tenants in Phil's, the Store 24 building and Storrs Automotive can be moved to Phase 1A. The intermodal center is planned to be under construction at the same time as Phase 1A. With respect to timing, Mr. Toledano said that the start of Phase

1A depends on the timing with respect to financing. It will take about 12 to 15 months to construct 1A and the prefab for the intermodal center.

With respect to a question on the timing of Storrs Road, Mr. Toledano said the Town has grants for Storrs Road and it is in design. The Town also has grants to start the infrastructure for Phase 1A including the improvements of the intersections of Dog Lane and Storrs Road, and Bolton Road and Storrs Road.

Mike Taylor asked where the customers for 1A will park. Mr. Toledano said he expected that they will park in the intermodal center, or on-street. Mr. Taylor said some of the uses will be grab and go so people will want to park as close as possible to the business. Mr. Toledano acknowledged that one of the key questions businesses ask is where is will their parking be located. He said that one of the goals of the project is to make it friendly to alternative modes of transportation whether they be buses, by feet, etc. The goal is also for people to use Storrs Center for several uses at once so that trips are cut down. Mr. Taylor favors the paradigm shift but it will take some education.

Manny Haidous asked how many residential spaces are planned for 1A. Mr. Toledano said that approximately 123 units are planned. Mr. Toledano said they will be expected to have "nested"/designated spaces in the garage that they will pay for to use. He said the zoning for project requires that each resident have 1.25 spaces.

Mr. Toledano said that spaces on Storrs Road were not counted toward the inventory for zoning requirements as it was unclear at the time whether the State Traffic Commission would allow parking on Storrs Road.

Mr. Toledano said the current estimated breakdown for spaces for Phase 1 is as follows: 538 for the intermodal center, 20 on-street, and 155 in surface lots. Mr. Toledano said that these 713 spaces are close to half of the total spaces as much of the project is focused on the town square/Phase 1.

Ms. van Zelm referenced the slide that shows the adjacent private and public parking lots to Storrs Center. Ms. Fox noted that some parking will be displaced when the new buildings for the School of Fine Arts are constructed.

4. Fee for Service Overview and Discussion

Andy Hill reviewed the cost of parking spaces and methods to finance parking.

Mr. Hill reviewed the range of costs for types of parking spaces. He said that a parallel parking space typically costs between \$500 and \$750 a space. He said that on the low end, a surface lot space is \$2,500 to \$2,700. These costs do not include landscaping; minimal curbing, striping and lighting. If these elements are added, the cost can be as much as \$5,000 a space.

Mr. Hill said that structured parking spaces are running about \$15,000 a space. Below grade structured parking is about \$30,000 per space.

He also noted the importance of maintaining facilities and spaces on a regular basis to prevent damage. He said that maintenance and labor costs will cost approximately \$750 a space.

Mr. Hill noted that no parking is really "free" and that even at a mall, the costs are being subsidized in some way.

Mr. Hill reviewed the pros and cons of financing mechanisms including general obligation bonds, tax increment financing, private loans, pro rata payments, and fee for service.

Ms. Fox said the Committee needs to review external and internal costs.

Mr. Taylor expressed concern about how paid parking may affect the use of his and other lots where there is no direct charge. He noted the importance of monitoring and enforcement tools for his and others' lots. Mr. Toledano said the issue of the interplay between Storrs Center parking spaces and adjacent lots is a major one and will be main objective for the Committee to review.

Matt Hart and Mr. Toledano noted that the finance mechanisms discussed are largely based on retiring debt. The initial intermodal center will be paid for by state and federal grants. The key for that facility are the operations and maintenance costs.

Mr. Hill showed the slides of parking rates at facilities at UConn, West Hartford, and downtown Hartford.

Mr. Hill referred to the slide showing comparable communities to Mansfield where there is a college(s) and there is some type of fee for service for the parking downtown. He said that all these communities had to wrestle with the issue of fee for service. In his experience, Mr. Hill said the communities where the parking works the best is where a committee has been set up and continued to guide the process.

Ms. van Zelm said she is researching college/university communities to determine their costs, structures and management of parking downtown. She will work with Mr. Hill and try to have a report by the January meeting. Ms. Fox said it would be helpful to know what types of parking these communities have and whether it is charged, and, if so, is there a different fee for different types or areas.

Mr. Hill has been working on peer reviewing the projected revenues and expenses for Phase 1 as prepared by Desman Associates for master developer LeylandAlliance. He will be able to provide an update for the Committee.

The Committee also discussed that different users will have different needs in terms of the location of parking i.e., customers should be close to a place of business while tenants and employees may not need to be as close to the business.

Mr. Haidous suggested the Committee also look at whether other entities such as UConn have a need for parking that may be able to be filled at Storrs Center on an interim basis.

5. Topic for next meeting

The next meeting will focus on looking at Phase 1 parking specifically, what other comparable communities have in place for parking, and the discussion of various monitoring and enforcement mechanisms for the Storrs Center parking and the adjacent parking lots.

6. Communications

Ms. van Zelm referred to the background material that was mailed out earlier. There were no questions on the material.

7. Public Comment

David Freudmann, 22 Eastwood Road, again referred to the PowerPoint presentation that was given to the Town Council and the public in March 2009. He encouraged the Committee to focus on the cost of operating the parking. He encouraged the Committee to talk to other communities with similar projects. He expressed concerns about the cash flow projections, estimate of daily car use, and the operating costs, particularly payroll, for the garage.

Mr. Taylor noted that during the school year, his lot is constantly in turnover and suggested there may not be enough spaces in the project during the UConn school year.

Mr. Toledano reiterated that a majority of the users, especially in the structured parking, will be residents who will be required to have a space in the development if they have a car.

8. Adjourn

The meeting adjourned at 8:00 pm.

Minutes taken by Cynthia van Zelm.

**Town of Mansfield Parking Steering Committee for Storrs Center
Tuesday, January 12, 2010
Mansfield Downtown Partnership Office
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

6:00 PM

Minutes

Members Present: Karla Fox (Chair), Paul Aho, Martha Funderburk, Meredith Lindsey

Ex-Officio Members Present: Matthew Hart, Andy Hill, Lon Hultgren, Lou Marquet, Cynthia van Zelm

1. Call to Order

Chair Karla Fox called the meeting to order at 6:00 pm.

2. Approval of Minutes of December 8, 2009

Meredith Lindsey made a motion to approve the minutes of December 8, 2009. Martha Funderburk seconded the motion. The motion was approved unanimously.

3. Remarks from the Chair

Ms. Fox said she recommends focusing on the potential parking for Phase 1. She said tonight's meeting will focus on benchmarking what other similar communities have for parking and how it is managed and financed.

At the next meeting, she would like to focus on the expenses associated with parking – on-street, surface and garage.

Lon Hultgren said he felt it would be important to focus on the effects of the adjacent parking when looking at the overall parking costs and revenues.

4. Review of Phase 1 Parking Concepts

Cynthia van Zelm reviewed the Phase 1 parking, referring the Power Point presentation. The presentation included the planned housing and commercial space and parking types.

Andy Hill referenced the conceptual overhead parking costs which only refer to the garage. Ms. Fox reiterated that for the next meeting, she would like to show these costs for all types of parking.

5. Comparable Communities Overview

Mr. Hill reviewed the parking types and locations, management, system genesis/financing, and parking rates for parking in rural college communities. The communities reviewed were Hanover, NH/Dartmouth; Clemson, SC/Clemson University; Latrobe, PA/Saint Vincent College; Athens, OH/Ohio University; Durham, NH/University of New Hampshire; Keene, NH/Keene State; Northampton, MA/Smith College. Other similar communities that were not reviewed in depth are Amherst, MA/Amherst College and UMASS; Oxford, OH/Miami University; Bloomington, IN/University of Indiana; and Newark, DE/University of Delaware.

Notes are excerpted below. Power Point presentation with details was presented to all Committee members in hard copy.

Hanover, NH/Dartmouth

- Outer parking is reserved for employees.
- Garage is located in the center of downtown which is typical.
- Parking is under division of the police (this appears to be a trend in the communities reviewed).
- Garage is priced toward short term users.
- Validation program
- Fines double after 15 days/this is where money is made.
- Dartmouth built garage for Hanover. Town then bought it from Dartmouth. Was financed through Tax Increment Financing
- Operations are paid for from parking fund (fees, fines). Fairly common practice to establish a parking fund.

Clemson/Clemson University

- Most parking is in the garage.
- The University is developing structured parking. Most parking now is in University surface lots.
- Garage is metered and permitted. Use city token program. Sell tokens to merchants to use for validation program.
- Most money is made on game day passes.
- Fines very high if park in a handicapped space.
- Revenues from University parking supplement Clemson Area Transit.

Latrobe, PA/Saint Vincent

- All parking at Saint Vincent's is surface parking.
- There is a Latrobe Parking Authority but more information is needed on their tasks.
- Most parking in the downtown is metered. There is no transition zone to free parking on the outskirts (typically there is a transition zone to a residential zone).
- Expenses for Latrobe parking come from the General Fund.

Athens, OH/Ohio University

- The downtown is integrated with the Ohio University campus.
- Last year, \$220,000 was brought in in net revenue. This is supplementing the town's General Fund. Mr. Hill said more and more communities are using this approach with their parking revenue.

Durham, NH/University of New Hampshire

- There is no parking garage in the town.
- UNH has a complex parking system with a variety of departments involved and 25 different type of permits.
- Net revenue averages \$158,000 a year, and most revenue goes toward infrastructure and beautification efforts.
- Durham has looked at a public/private partnership to undertake structured parking.

Keene, NH/Keene State College

- The town has one parking garage; Keene State is considering constructing a garage.
- There is limited town staff time as most of the parking is tied to meters and permits.
- The town has a parking fund and is estimating \$1.1 million in revenue this year. Excess revenue goes toward downtown improvement fund (festivals, beautification, etc.)

Northampton/Smith College

- There are two garages in Northampton and Smith College also has a garage.
- Parking operations are divided into three departments.

- There is significant enforcement in the downtown.
- Smith College will ticket a student who has an unregistered car at Smith and parks on a city street.
- The City brings in approximately \$2 million in revenues from parking a year. Any excess revenue goes to either the downtown projects such as festivals or the police department.

Mr. Hill briefly reviewed the other communities noted above. Ms. Fox asked if all downtown street parking was metered. Mr. Hill said most of these communities have metered parking although, for example, Newark has some time limited spaces on the street.

Ms. van Zelm noted that it appears that all the communities discussed manage the parking themselves. She asked about examples of communities that contract out parking management. Mr. Hill said he thought that Bloomington, IN was considering subcontracting to a private. Ms. Fox asked if enforcement could be subcontracted as well and Mr. Hill said that it could be subcontracted.

Lon Hultgren noted that most of the parking garages that were discussed were smaller than what has been built at UConn and proposed for the downtown.

6. Topics for next meeting

The next meeting will focus on parking expenses.

7. Public Comment

David Freudmann, 22 Eastwood Road, suggested the Committee look at labor costs.

Ms. Fox said it would be important to look at labor costs for municipal employees vs. contractual employees.

8. Adjourn

The meeting adjourned at 7:15 pm.

Minutes taken by Cynthia van Zelm.

**Town of Mansfield Parking Steering Committee for Storrs Center
Tuesday, March 2, 2010
Mansfield Downtown Partnership Office
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

5:00 PM

Minutes

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

Ex-Officio Members Present: Matthew Hart, Andy Hill, Lon Hultgren, Carrie Krasnow, Macon Toledano, Cynthia van Zelm

1. Call to Order

Chair Karla Fox called the meeting to order at 5:00 pm.

2. Approval of Minutes of January 12, 2010

Matt Hart made a motion to approve the minutes of January 12, 2010. Meredith Lindsey seconded the motion. The motion was approved unanimously.

3. Remarks from the Chair

Ms. Fox introduced Carrie Krasnow from Walker Parking who will be taking on Andy Hill's role as parking consultant to the Town. Mr. Hill has accepted a position at a different firm. Ms. Krasnow has worked for Walker for over 12 years. The Committee members introduced themselves.

4. Review of Parking Expenses

Ms. Krasnow referred to a Power Point presentation and copies were given to Committee members.

With respect to the preliminary Phase 1 Program, Michael Taylor asked about the location of the surface lot. Macon Toledano confirmed that this would be in the Bishop Center lot, if needed, for Phase 1. He said this would be a private lot and, thus, expenses for surface parking are not being considered as part of the current discussion.

Ms. Krasnow said she would go over preliminary operating expenses related to the various parking options (garage, on-street). She said that the type of equipment or lack of equipment (meters) will affect cost. And, within equipment, there are several options such as single or multi-space. She said that labor considerations are the largest cost of operations.

With respect to the garage, Ms. Krasnow said the costs are largely related to the cashiering operation. On-site management can also be part of the costs and that personnel would assist with any problems that arise. Manny Haidous asked if an attendant is needed 24 hours a day. Ms. Krasnow said that typically an attendant is not there in the late night and early morning hours. The system can be set up for automation so people can get out at those hours. She does not recommend staffing the garage at all times.

Ms. Krasnow noted that the preliminary labor costs for the garage are based on contracting with a 3rd party operator. Matt Hart reiterated that the Town would most likely be looking at 3rd party management, in response to a question from Mr. Taylor.

Ms. Fox said that it will need to be determined if the garage parking is profitable or at least breaks even. Mr. Taylor suggested that, if needed, the developer guarantee a certain amount of revenue to the Town to ensure costs are covered.

Ms. Krasnow reviewed the Conceptual Garage Expenses slide. She said the current thinking is to focus more on "pay on foot" vs. paying at the gate. It requires less staffing and it is frequently seen at airports.

With respect to the conceptual overhead expense targets for the garage, Ms. Krasnow said this assumes an approximately 550 space garage, full-time staffing (see above re: not 24/7), and a 3rd party operator (not the Town).

Mr. Haidous asked if there was a mixed model (municipal and private). Andy Hill said the estimated staff costs were taken from the Hartford MSA (Metropolitan Statistical Area) labor rates for parking attendants. He said these costs are most likely a representation of staff costs for private and publicly operated garages. Ms. Krasnow said there are more efficiencies to the operations being done by one of the other – public or private entities.

Ms. Krasnow noted that the breakdown of estimated costs is included on a daily, monthly and annual basis. She said it is based on 25 days as Mondays and Tuesdays tend to be slower retail days/ a conservative analysis.

Ms. Fox asked Mr. Toledano how many people are expected in the housing units. Mr. Toledano said the majority of the parking spaces will be dedicated to residents who will pay a monthly fee to the operator. He said the estimate is 350 units in Phase 1. The zoning regulations require 1.25 spaces for each unit which approximates to 440 spaces. Mr. Toledano said spaces can be allocated to residents in the surface lot and the garage. This leaves approximately 200 spaces left for commercial activity. He said once the square footage is determined for Phase 1, a decision will need to be made whether some temporary parking would need to be developed on site.

Mr. Taylor noted that his lot and Mr. Haidous' commercial lot are filled during the week. He expressed concern about whether there are enough spaces. Mr.

Toledano said it is a balancing act between creating enough spaces but not too many and recognized the issue.

Mr. Hultgren noted that the parking analysis assumes shared parking and so this needs to factor into the discussion. Mr. Toledano also noted that the goal is for Storrs Center to be a transit oriented project. The hope is to incentivize people not to drive, especially students who might drive over from campus.

Mr. Taylor expressed concern about the location of parking for "grab and go" items. Ms. Krasnow said that on-street parking is typically priced more expensive than lots or a garage as it turns over more quickly. This is the type of parking that makes sense for "grab and go."

Mr. Toledano reiterated the goals of Storrs Center – to create a downtown where a person parks once and uses the commercial venues as well as the Community Center, Post Office, Town Hall, etc. The focus is on creating a pedestrian-friendly area and providing access to local (UConn and WRTD) and regional (Peter Pan) bus service.

Mr. Taylor said that his current leases do not allow for him to charge for parking.

Ms. Krasnow said that multi-space meters print tickets for recipients. They tend to be more expensive than one meter per space but less of them are needed.

Ms. Krasnow said that the conceptual on-street expenses assume paying by space through some type of metering systems (vs. time limited spaces) and 3rd party management. She said it also assumes central meter hardware. She said that private companies can do meter collection. Mr. Hill said that a company such as Central Parking can conduct on-street enforcement and management. He said that the revenues go to the owner of the entity, not the private company.

Ms. Lindsey asked about the location of on-street parking. Mr. Toledano said it would be on Storrs Road, Village Street and a few on Dog Lane. Ms. Lindsey asked if she would have to pay if she was in a space for a few minutes while she purchases an item ("grab and go") Mr. Toledano said that some spaces could be stipulated for short-term parking. The number is key. Mr. Hultgren said that stores could also validate tickets.

Mr. Toledano said the goal is for parking to be concentrated and convenient. He noted that the Town had actually requested more funding for the garage than it received. Number of spaces, and expense and cost revenues are being based on \$10.5 million in state and federal funding.

Ms. Krasnow referred to the last page of the Power Point presentation which assumes preliminarily that each space costs about \$2.00 a day.

5. Update on Grants

Ms. van Zelm referred to the grant the Town had submitted to Congressman Courtney as part of the appropriations process. She said the grant was for hardware and software related to Storrs Center parking. She noted that copies had been e-mailed previously to the Committee. She said the Town Council had approved submittal of this request but there was some concern raised about any assumptions about enforcement at surrounding lots. Ms. van Zelm said while the goal was to have a placeholder for items that may be needed in the future, at the Council's direction, specifics were pulled from the applications submitted. There will need to be more discussion by this Committee, the Town, the University of Connecticut, and surrounding property owners before any decisions are made on enforcement. She said that once the design is completed on the garage, this will also inform what the needs are for parking software and hardware. Ms. van Zelm said the request had been subsequently submitted to Senators Dodd and Lieberman.

Mr. Toledano said the goal is to use the land available as efficiently as possible including managing the stormwater run-off. He said that surface parking with its impervious surface contributes to run-off as opposed to a garage. He said the current planned system will improve the wetlands toward the back of the property.

6. Topics for next meeting

Ms. Fox suggested reviewing conceptual revenues for Phase 1 parking; operation management; and adjacent lot issues for the next meeting.

Mr. Hultgren suggested to Ms. Krasnow that it would be helpful to have information from other communities/models on how they address the management of project parking with adjacent other parking.

7. Discussion of meeting time

Ms. Fox suggested meeting at 5:30 for the April 13 meeting and then changing the meeting time to 5 pm going forward.

8. Public Comment

David Freudmann, 22 Eastwood Road, expressed concerns about the conceptual labor costs and suggested the Committee conduct its own research on the labor costs.

Ms. Fox asked Ms. Krasnow to bring additional information on the basis for their estimated labor costs.

Ms. Fox said the discussion she heard was labor costs were based on a 3rd party operator, not the municipality. She said her understanding was that if a 3rd party is operating the garage, they would not be hiring an additional person if someone got sick. The cost is set. Ms. Krasnow concurred.

9. Adjourn

The meeting adjourned at 6:15 pm.

Minutes taken by Cynthia van Zelm.

Town of Mansfield Parking Steering Committee for Storrs Center
Thursday, April 13, 2010
Mansfield Downtown Partnership Office
1244 Storrs Road (behind People's United Bank in Storrs Commons)

5:30 PM

Minutes

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

Ex-Officio Members Present: Lon Hultgren, Carrie Krasnow, Macon Toledano, Cynthia van Zelm

1. Call to Order

Chair Karla Fox called the meeting to order at 5:35 pm.

2. Approval of Minutes of March 2, 2010

Martha Funderburk made a motion to approve the minutes of March 2, 2010. Ralph Pemberton seconded the motion. The motion was approved unanimously.

3. Remarks from the Chair

Ms. Fox asked that the Power Point presentations from the Parking Steering Committee meetings be placed on the Town website. Cynthia van Zelm said she would follow-up (*done*).

Ms. Fox also recommended future meeting starts of 5 pm.

4. Review of Parking Management and Parking Systems

A Power Point presentation was shown and hard copies were passed out to Committee members. Carrie Krasnow gave an overview of parking management options. She said that generally parking falls under several department jurisdictions. She recommended that there be a point person who is focused on revenues and customer service. Ms. Krasnow said that regardless of ownership of the parking, she recommends that facilities be operated as a single system with efficient management.

Ms. Fox asked if there had been any discussion of which Town department might take on the management role. Lon Hultgren said he thought it would make sense to be part of the Committee's discussion.

Ms. Fox expressed her concern about making sure that there was coordination of the various parking venues since some of the surface parking is proposed to be privately owned while the garage and on-street parking will be publicly owned. She warned against competing strategies, particularly related to rates.

Ms. Krasnow reviewed various oversight options. She said that parking authorities are common in Connecticut. They are established separately from the municipality. Decisions are made by a board that is appointed by the municipality. An example is in Norwalk where they have a four person parking authority that contracts for all labor.

Another option is a municipal department/enterprise fund. An example would be West Hartford which has its own parking section through its Public Works Department. Ms. Krasnow said options in Mansfield could be through an existing department or the Mansfield Downtown Partnership. She said there are efficiencies to management being done through a municipal entity.

Ms. Krasnow said there are various management options including self-operation, third party operation-subcontract, and third party operation-lease. She said with a third-party operation-subcontract model, the municipality oversees parking and maintains control. She said with a lease model, there can be lower risk but the municipality can lose control particularly in the area of rates, cleanliness. Ms. Krasnow said she would not necessarily recommend a lease model.

Mike Taylor asked Ms. Funderburk how UConn manages its parking. Ms. Funderburk said they subcontract the management. She said that if there was no debt left on one of the garages, they would in the black. She said she could provide further information on revenues and expenses at the next meeting.

Ms. Fox and Ms. Funderburk said that UConn pays for enforcement of parking through its police force. Ms. Fox said it is important to pull together all the revenue and expense elements to get a full picture.

Mr. Hultgren asked whether the Mansfield Downtown Partnership could serve as a parking authority by managing a contract with a private entity on behalf of the town. Can this be done in Connecticut? Mr. Hultgren thought some research needed to be done on this issue. Ms. Krasnow said she can look into this possibility.

Meredith Lindsey asked about the advantages of leasing. Ms. Krasnow said that an entity may want to lease if they want to be very hands-off when it comes to parking. Again, the risk goes back to the private operator; there is no guaranteed revenue. She said this often works best on surface lots where there is less of a concern about customer service.

Ms. Krasnow reviewed site management options and the pros and cons. She said a sub-contract brings in expertise and staff. If someone is sick, the contractor can tap into a pool of core staff. The staffing is generally less expensive than if someone is a municipal employee. The municipality still controls the parking and needs to address customer service. If a municipality self-operates, there is much

more involvement by municipal staff. With a management contract, there is a municipal parking manager but it is a much smaller operation. Ms. Krasnow said that a manager could deputize enforcement. Ms. Funderburk said there may be a model in Hartford where this occurs. She said some cities have enforcement report to the police vs. a parking manager.

Mr. Taylor said he was attracted to the values of a lease in terms of potential cash flow predictability. He thought a lease could be drawn up that would address customer service requirements.

Mr. Hultgren said since the garage is being funded by the State of Connecticut, it needs to be determined if the State would even allow a lease. Ms. van Zelm will follow-up. Macon Toledano said with the state grant there is no debt to pay so this increases the chances for revenue enhancement.

Ms. Fox said a management agreement and knowledge of the number of spaces being used can be as predictable as a lease. Mr. Taylor acknowledged this if revenue and expenses can be predicted as well.

Mr. Pemberton said an option is to start with a lease and ascertain the yearly revenues. A decision could then be made to decide whether to manage it on a municipal level. Ms. Krasnow said that operators typically want a long-term lease of 5 to 20 years.

Ms. Fox said she is concerned about the bifurcation of ownership with the developer and the Town as she feels there is not total commonality. Macon Toledano said that all types of parking will include both residents and visitors. The difference will be in who gets the revenues. Ms. Fox asked what if the development team says all Phase 1 apartment dwellers need to park in the surface lot? Mr. Toledano said some of these issues are being discussed by the town administration and Leyland. Mr. Toledano said there will be enough apartments that residential spaces will be needed throughout the parking system. He said the pricing structure will need to be determined.

Mr. Taylor asked if residential spaces will be "nested?" He reiterated his support for the developer guaranteeing a certain number of spaces. Mr. Toledano said that spaces will be rented by residents, not owned. He said the rent will go to the Town. He said he had passed along Mr. Taylor's recommendation to the Leyland team.

Mr. Taylor said it will be important to coordinate enforcement efforts with his lot and Mr. Haidous' lot. Can the same enforcement be used for private parking as public parking?

Ms. Krasnow gave an overview of operations configuration. She said with equipment, enforcement can tell if people are not parking in the correct space. She said that if less is charged for on-street parking, people will circulate looking for a space. This causes congestion. She recommends that on-street parking be more expensive as it is premium parking. Enforcement here is key.

Ms. Krasnow discussed time limits vs. meters. She said that people generally find meters to be "unfriendly." They are not very costly to build. It can be difficult to enforce time limits i.e., chalking of tires. The largest problem is that lack of enforcement for time limits can cause congestion. She said that time limits can allow for more long-term parking for employees when enforcement is lax.

Ms. Fox asked if employees can get a sticker so they have to park in off-site spots. Ms. Krasnow said this is possible but difficult to make sure employees park in designated spots. It can be a maintenance issue.

Mr. Taylor said he has clauses in his leases that indicated specific areas where employees have to park. He agrees that on-street spaces should be made more expensive as they are more valuable. Time limits would be difficult. Ms. Krasnow said the enforcement of time limits can be even more "unfriendly" than meters.

With respect to meters, Ms. Krasnow said that multi-space meters cost a little more up front but less are needed. She noted that West Hartford has a Parcsmart card that can be bought with an account set up.

Ms. Krasnow said there are several methods of payment with multi-space meters. There is a good revenue upside. There is somewhat of a learning curve with multi-space meters.

Mr. Hultgren asked if these spaces can be reserved ahead of time. Ms. Krasnow will look into this question. There are mechanisms that can notify people where spaces are available.

Ms. Fox asked if people will want to pay in a grab and go situation. Mr. Toledano said the term can be made shorter to allow for these instances. Mr. Taylor thought a few 15 minutes spots would be useful; most people do not abuse this. Ms. Krasnow said there are 15 minute meters where you pay less i.e., 25 cents. Mr. Taylor, Ms. Fox, and Ms. Lindsey expressed concern about whether people will walk 500 feet from a parking space if they are short-term customers.

Mr. Toledano noted that Storrs Center is not a suburban model and the goal is to get people to walk. He noted that with full build-out, there could be 1,000 people living at Storrs Center and 20,000 students that would be able to walk to the new amenities.

With respect to off-street parking, Ms. Krasnow said one of the new approaches is "pay on foot" which has low labor costs. It may allow there to be no central cashier. The actual cashier would be more for people's comfort level. Another option is "pay by space" where spaces are metered.

Ms. Krasnow said that permit parkers typically park in the lease convenient spaces. If gates are put in, they can be difficult to remove.

Ms. Krasnow went over the costs of off-street parking options (pay on foot, pay on exit, and pay by space). With pay by space, there can be one to two meters per

floor. With pay on foot, the labor is less expensive. With pay on exit, a cashier is in attendance but may not be needed at slower times.

Ms. Fox mentioned a fourth option which UConn has which is to give people permits for all year with a key card. A user pays once a year. The analogy is that this could be used for residents. The above options can accommodate this scenario.

Ms. Krasnow said that store validations can be difficult in terms of monitoring whether they are given to actual users.

Mr. Pemberton said it will be difficult to monitor the users in the high school lot as well.

5. Topics for next meeting

Ms. Krasnow said topics planned for the next meeting will include an update on expenses, revenues and management of adjacent lots.

6. Review of next meeting date

The next meeting is scheduled for May 19 at 5 pm (*since changed*).

7. Public Comment

David Freudmann, 22 Eastwood Road, expressed concerns about the Town losing money on parking. He thought the lease option was the least worst option.

There was some discussion of understanding the obligations for people who will live at Storrs Center with respect to their parking space(s).

8. Adjourn

The meeting adjourned at 7:20 pm.

Minutes taken by Cynthia van Zelm.

**Town of Mansfield Parking Steering Committee for Storrs Center
Thursday, June 22, 2010
Mansfield Downtown Partnership Office
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

5:00 PM

Minutes

Members Present: Karla Fox (Chair), Martha Funderburk, Manny Haidous, Matthew Hart, Meredith Lindsey, Ralph Pemberton, Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Carrie Krasnow, Macon Toledano, Cynthia van Zelm

1. Call to Order

Chair Karla Fox called the meeting to order at 5:03 pm.

2. Approval of Minutes of April 13, 2010

Martha Funderburk made a motion to approve the minutes of April 13, 2010. Ralph Pemberton seconded the motion. Meredith Lindsey noted that on page 2, her last name had been spelled with an "a" instead of an "e." The motion was approved with the correction.

3. Remarks from the Chair

Ms. Fox said today's presentation will be important as it will be focused on the issue of parking at lots adjacent to Storrs Center. She encouraged discussion from Committee members.

4. Parking Management and Adjacent Parking

Carrie Krasnow referenced the Power Point presentation, copies of which were given to each Committee member. She said one of the key issues is how to protect against "poaching" – using parking for uses other than intended. Ms. Krasnow said there are two major options: 1) free lots with customer parking only signs and other methods of enforcement, or 2) paid parking with some form of validation.

With respect to enforcement, security could monitor lots. Enforcement efforts could also be pooled among property owners.

Ms. Krasnow said some of the pros are no gates or queuing; no equipment maintenance, supplies; less hassle for legitimate customers.

She said some of the cons are the difficulty in telling who a "poacher" is and who a customer is; the cost of enforcement; and may need to fence perimeters at some properties.

Ms. Krasnow said that there are a few versions of paid/validated parking including traditional gated. This involves someone picking up a ticket (getting it validated by a business they patronize if applicable) and paying at the exit. It is a good way to avoid poaching. One of the pros is that this does not involve enforcement. The cons are if Storrs Center get crowded, people will pay anyway to park; some businesses will want to err on the side of the customer so will give away a validated ticket to anyone.

A variation on the traditional gated method is token-operated gated. A patron will get a token from a merchant for free parking. The token is deposited at the gate. There is no cash transaction and less equipment is involved as there are no gates. The cons include similar to validations, tokens can be challenging for businesses as they feel compelled to give them away unless there are limits.

Lon Hultgren asked how to get a token if a store is closed. Ms. Krasnow said that some communities/businesses will put up the gates after a certain time period while others will close the gates so cars may be unable to move until the morning.

Ms. Krasnow said the advantages of the multi-space meter option is there are no gates and no queuing. The refund process can be awkward for store clerks.

Ms. Krasnow said if validation is an option for the land uses surrounding Storrs Center, should it be done everywhere? Are gates feasible for some areas and not for others? Could enforcement be shared among property owners?

Manny Haidous asked how the Town Hall and Community Center lots will be addressed? Cynthia van Zelm said these lots are being considered comprehensively as part of the entire parking management plan.

Ralph Pemberton said that E.O. Smith High School currently issues permits for its staff and students. Enforcement occurs during the day until 2:15 pm. Mr. Pemberton said that during the day there is not a real issue as he does not have enough spots. The High School has 260 spots total with 50 taken by students. Mr. Pemberton said all permitted parkers have a tag hanging on their window and he is the enforcement officer. Mr. Pemberton thought the tendency will be for people who use Storrs Center to want to park at the High School after the current enforcement ends. How do we address people coming to the High School for events such as plays and athletic contests? If gated, how do visiting parents access the lot?

Mike Taylor said he has High School students parking in his lot. He asked how many students want spots at the High School? Mr. Pemberton said that he expected all of the senior class would be interested in a spot.

Ms. Fox noted that the University can provide enough spots but the key is that they are all not close by their desired locations.

Ms. Fox noted that some of the University parking lots will be redesignated. The residential lot behind Shippee dorm will be changed to a commuter lot. Some residential uses will be moved to outer lots. Ms. Fox thought the main pressure on Mr. Haidous and Mr. Taylor's lots are University commuters.

Mr. Haidous suggested approaching the High School students who cannot get spots at the High School to park elsewhere and serve as a revenue producer for Storrs Center.

Mr. Haidous said that enforcement is key but it is also important to be friendly to the customer and with buy-in from the tenants.

Mr. Taylor agreed that enforcement is key. He said he has to tow as that appears to be the only deterrent.

Mr. Taylor asked if he can have the right to ticket? Could commercial property owners be given this enforcement ability from the Partnership/Town?

Following up on this idea, Mr. Hultgren asked whether a district could be put together where enforcement covers the entire district? Mr. Taylor said he is not concerned about the revenue but protecting his spaces from poachers.

Mr. Taylor said currently he spends approximately \$9,000+ on security/enforcement for his lot using his staff. This does not include maintenance of the lot.

Mr. Taylor expressed his interest in there being some guarantee on revenue from the developer for operations cost for the garage. Matt Hart said one critical component of the Town's discussions with the master developer is a revenue guarantee from the developer.

The issue was raised of whether parking could be free for the user with operations and maintenance financed through leases with the tenants and the property owner. Ms. Krasnow said this done all the time at shopping malls and the cost is passed on to the tenant. Macon Toledano said there is an intrinsic higher cost to a mixed-use development where there is often a public contribution to the public infrastructure. Mr. Toledano expressed concern about passing this cost on to tenants particularly those who are relocating to Storrs Center. Mr. Hart acknowledged not overburdening tenants and queried whether operations and maintenance costs could be covered by the residential users.

Ms. Fox said the key issues are who will pay for the operations and maintenance, and how enforcement will be handled. She noted the appeal of a parking district amongst Committee members. The goal is to look at a cost effective plan that will not cost the Town additional money.

Mr. Hart said he expects that the Town will establish parking as an enterprise fund separate from the general fund which will need to cover operations and maintenance.

Ms. Krasnow noted that tickets and fines can cover enforcement.

Mr. Taylor said his concern is whether there will be enough parking, not whether there is enough revenue.

Ms. Fox asked if the Town might contract with a parking entity to manage and enforce parking. Mr. Hart said one idea is to contract with a company for these services, similar to what the University does with Central.

Ms. Fox asked if this is where a parking authority might be used. Ms. Krasnow said an enterprise fund can be used with or without a parking authority.

Ms. Fox asked if Mr. Haidous and Mr. Taylor's lots could be part of a parking district. Ms. Krasnow thought this could be set up with property owners paying into a fund for enforcement services.

Ms. van Zelm asked if a special services district could be established such as what is done in Manchester and other towns. Ms. Krasnow said this could be done; an analysis would need to be done of how this would work and how much revenue would be generated.

Ms. Lindsey said an enterprise fund would need to cover enforcement.

Ms. Funderburk reiterated the need for enforcement.

Ms. Fox said she was interested in the special services district and enterprise fund scenarios and asked for more guidance before moving forward.

Mr. Taylor suggested that contributions to enforcement be made on a pro rata share based on the number of parking spaces, if needed.

Ms. Fox asked about the concept of a time limit on surface lots vs. meters. Mr. Hart asked about how to charge for on-street parking. Ms. Krasnow said land is cheap at malls. In a dense area, meters help with enforcement. With a free system, there would need to be a lot of money spent on enforcement.

Ms. Fox asked Ms. Krasnow to look at the cost of meters vs. no meters on streets and the costs of a special design district.

Ms. Lindsey expressed concern about making parking attractive to the consumer. They may be more used to paying for spots in a garage vs. on-street parking.

Mr. Taylor said it may make sense to have meters in surface lots that are further away but not for meters on streets that are close to Storrs Center.

Mr. Hultgren said he thought most new parking on streets in Connecticut include meters and this is more the trend now.

5. Review of next meeting date

Ms. Fox asked Ms. van Zelm to poll the Committee for a next meeting date.

6. Public Comment

David Freudmann expressed concerns about the Town losing money on parking. He did not think meters on street would work well.

Ric Hossack said free parking is preferable. Betty Wassmundt agreed.

Mr. Fruedmann and Mr. Hossack said the University's captive audience allows parking to work at the University.

7. Adjourn

The meeting adjourned at 6:30 pm.

Minutes taken by Cynthia van Zelm.

**Town of Mansfield Parking Steering Committee for Storrs Center
Tuesday, October 12, 2010
Mansfield Downtown Partnership Office
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

6:00 PM

Minutes

Members Present: Karla Fox (Chair), Martha Funderburk, Matthew Hart, Meredith Lindsey, Ralph Pemberton, Mindy Perkins (on behalf of Paul Aho), Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Carrie Krasnow, Macon Toledano and Howard Kaufman, Cynthia van Zelm

1. Call to Order

Chair Karla Fox called the meeting to order at 6:04 pm.

2. Approval of Minutes of June 22, 2010

Mike Taylor made a motion to approve the minutes of June 22, 2010. Ralph Pemberton seconded the motion. The motion was approved unanimously.

3. Remarks from the Chair

Karla Fox referred to the October 12 memo from Cynthia van Zelm and Carrie Krasnow which outlined issues related to Storrs Center parking. Ms. Fox said the memo follows the order of the agenda.

4. Committee Discussion of Issues for Storrs Center Parking (Parking Financial Structure, Management and Operations, Enforcement, Storrs Center Surrounding Parking)

Ms. Fox outlined the four main issues of Parking Financial Structure, Management and Operations, Enforcement and Storrs Center Surrounding Parking.

Ms. Fox asked what the Committee's role is with respect to surface parking since it will be a privately owned lot. Matt Hart said while it will be private, the goal is to integrate it into the entire parking system so it is managed as one system.

Howard Kaufman said that some financial decisions on parking will be business decisions by the development team.

Ms. Fox said her feeling is the largest concern from townspeople is that the parking break even and not lose money. It will be important to understand all the costs and revenues.

Mr. Kaufman agreed that parking needs to break even. One of the developer's concerns is that they meet the parking needs of the residential and commercial tenants.

Matt Hart noted that the Town and Leyland Alliance are contemplating Leyland managing the Storrs Center parking operations for an initial period of years. Leyland would probably subcontract with a third-party operator (professional parking operator) which the Town would need to approve. The residential developer, EDR, would lease some of the parking spaces for a number of years for its tenants. Mr. Hart said a management agreement would need to be developed by the Town and Leyland.

Mr. Kaufman said the concern was whether there would be any negative drain on the Town. If Leyland manages the parking, it takes the risk off the Town.

Mr. Hart said he is proceeding with discussions with Leyland under the following principle – that parking operations break even. He said the Town is fortunate that there is no debt on the garage with the State's grant. As Mr. Kaufman mentioned, the proposal would be for Leyland to take on management of the parking, and, consequently, any potential risk.

Mike Taylor asked Public Works Director Lon Hultgren if he had any concerns with Leyland potentially managing the parking. Mr. Hultgren said, on behalf of the Town, he would like to review any contract with a third-party operator.

Ms. Fox referred to one of the outstanding issues as described in the memo about on-street parking. Should it be free or paid?

Ralph Pemberton expressed his concern that paid on-street parking would lead people to park in the EO Smith High School lot.

Carrie Krasnow said she recognizes the appeal of free parking, but is concerned that once those spaces fill there will be overspill to surrounding areas anyway. She noted that free parking still requires enforcement. On-street parking is often metered because it is premium parking and charging causes people to move in and out more quickly.

Mr. Taylor asked about whether all on-street parking could be very short-term (15 to 30 minutes). Ms. Krasnow said there are probably too many spaces to allow this to work effectively.

Mr. Kaufman said he recognizes the concerns about metered parking particularly from commercial tenants who may be used to providing free parking to their customers.

Mr. Taylor said currently his only recourse with respect to enforcement is to tow cars. He feels that paid on-street parking will exacerbate issues on his lot. He is less concerned about the garage and surface lot as people will use those parking options for longer stays.

Ms. Fox asked whether enforcement can be done comprehensively across public and private lots.

Mr. Hultgren noted that revenue from meters typically goes to pay for enforcement.

Ms. Fox said that the University has enforcement officers. If Storrs Center can have an enforcement district, perhaps costs could be spread across the property owners. A third-party operator could take on the enforcement of all parking. Ms. Fox said that one idea (as previously discussed) was that private property owners would pay into the enforcement.

Mr. Taylor said that his goals would be that parking would be free on-street, it would be limited to 1 hour, enforcement would cover all lots, and his employees would supplement the enforcement.

Ms. Krasnow said that a Pay on Foot system in the garage and surface lots would eliminate a lot of enforcement costs. This would free up people to do more enforcement on the street.

Ms. Krasnow said she would be concerned about the revenue that would be sacrificed with no meters on approximately 100 on-street spaces.

Mr. Taylor expressed concerns about the additional enforcement costs for the private property owners. Mr. Hultgren said if a district could be formed, with enforcement, the private property owners should get some relief.

Macon Toledano asked about what type of enforcement could be done on a private lot? Ticketing? Chalking tires?

Cynthia van Zelm said that she, Mr. Hart, and Mr. Hultgren will follow-up on what type of enforcement might be possible by a third party and/or municipality on a private lot.

Ms. Krasnow said there are various enforcement options in addition to meters: chalking tires, mounted cameras to record the license of a car and sensors in the pavement that can both monitor how long a car has been parked. There is a higher labor cost with chalking tires vs. meters. Mr. Taylor asked for confirmation on whether ticket revenue can go into enforcement and Ms. Krasnow replied in the affirmative. Ms. Krasnow said that sometimes enforcement can get lax around ticketing because ticketing is so frowned upon by the public.

Mr. Hart asked Ms. Krasnow to provide information on how much estimated revenue would be generated by on-street meters in Storrs Center. Ms. Krasnow will put together an estimate.

Mr. Pemberton asked how enforcement would work at night in the EO Smith lot since enforcement of lots does not typically go into the night. He said that at night, with events at the school, parking can overflow into Mr. Taylors' lot.

Ms. Fox summarized the discussions from the meeting:

A likely outcome is that LeylandAlliance will take on the responsibility/risk for management of the parking system.

The two main issues appear to be whether on-street parking should be free or paid, how should it be enforced; and how enforcement in surrounding lots to Storrs Center may be structured so enforcement is not untenable for property owners.

5. Review of next meeting date

The Committee tentatively set a next meeting date of November 9 at 6 pm. Ms. van Zelm will follow-up with Chair Fox on next steps and meeting dates.

Ms. Fox said she wanted to ensure that all Committee members could make a next meeting to come to some conclusion on recommendations to the Town Council.

6. Public Comment

Steve Squires noted that he did not think the public would be upset if they were ticketed if they went over the allotted time period for parking (in a free on-street parking situation).

David Freudmann said that enforcement is a labor cost. He noted that Willimantic took out meters and the city does a good job of providing free parking. He does not feel that the Storrs Center area has a captive audience for parking as the University does.

Mr. Freudmann noted that some good progress has been made with the proposal of Leyland taking on the management of the parking.

Ms. Fox noted that all the Committee members had received Mr. Freudmann's letter.

7. Adjourn

The meeting adjourned at 7:40 pm.

Minutes taken by Cynthia van Zelm.

**Town of Mansfield Parking Steering Committee for Storrs Center
Tuesday, December 14, 2010
Mansfield Downtown Partnership Office
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

6:00 PM

Minutes

Members Present: Karla Fox (Chair), Martha Funderburk, Manny Haidous, Matthew Hart, Meredith Lindsey, Mindy Perkins (on behalf of Paul Aho), Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman, Macon Toledano, and Cynthia van Zelm

Guest: John Phillips, West Hartford Director of Public Works and former West Hartford Municipal Parking Manager

1. Call to Order

Chair Karla Fox called the meeting to order at 6:05 pm.

2. Approval of Minutes of October 12, 2010

Martha Funderburk made a motion to approve the minutes of October 12, 2010. Michael Taylor seconded the motion. The motion was approved unanimously.

3. Remarks from the Chair

Karla Fox noted that the Committee had a full agenda and was looking forward to hearing from Mr. Phillips about West Hartford's parking experiences.

4. Continued Discussion of Issues for Storrs Center Parking including enforcement and Storrs Center surrounding parking

Manny Haidous asked about the discussion around not charging for on-street parking. Mr. Taylor said his concern was about unpaid parking on streets contiguous to areas where the parking is not charged. His feeling is that the inclination will be to park in free lots surrounding paid parking.

Ms. Fox indicated that this subject was part of an ongoing discussion with the Committee.

Mr. Haidous asked if the parking would be enforced if it is "free." Ms. Fox replied in the affirmative and noted that it would be very important to have strong enforcement.

Ms. Fox said there had been some discussion at the last meeting about forming a consortium of current property owners and the new property owners of Storrs Center to develop a plan for uniform enforcement throughout the entire downtown.

Lon Hultgren said he thought this would be a good way to start and suggested that a cooperative be formed which could meet quarterly to evaluate how it was working. Revenue from tickets could go into an enforcement "pot" and private and public property owners would continue to do their own enforcement on their properties.

Howard Kaufman queried whether tickets could be given out on private property. He expected this would need to be legal question.

In response to a question from Mr. Taylor, Mr. Kaufman said he thought there would be a mix of short and long-term parking on the street. He said shorter term meters, if used, would make sense directly in front of stores. Mr. Taylor expected that people would park in the garage for stays from 2 to 4 hours.

Mr. Haidous asked about pricing in the garage vs. on-street. Mr. Kaufman said that parking professionals advise that the more competitive spots (those on-street) should cost more than in the garage. The Committee has been discussing a model where parking may be free on-street.

4. Discussion with John Phillips, West Hartford Director of Public Works and former West Hartford Municipal Parking Manger

Ms. Fox introduced John Phillips, Town of West Hartford Director of Public Works, and noted that the Committee was looking at how West Hartford has dealt with a mix of public and private parking venues and enforcement.

Mr. Phillips said that West Hartford has regulated parking in West Hartford Center since the mid-1960s. Private lots north of Farmington Avenue had been managed independently. He said the Town put in meters right away in its downtown. He said in the late 1980s/early 1990s, the Town wanted to control some parking as they were finding that on-street spots would fill up quickly.

The Town took over many of the private lots and made them one functioning parking lot. The Town developed contracts with the property owners and reimbursed the value of the land to the property owner. The Town regulates and controls the property by leasing it from the private property owner.

Mr. Phillips said there is a private garage that mirrors the Town's parking rates.

Mr. Phillips said there is a private lot where the Town has the ability to ticket and tow if a violation. This is a free lot. The private property owner must have a letter on file with the Town to allow the Town Police Dept. to enforce this lot.

Mr. Phillips has his own staff and constables that provide enforcement on Town lots, garages, and on-street parking.

Mr. Taylor asked if a private property owner monitors a private lot, will the Town still provide enforcement? Mr. Phillips said that the Town will ticket and tow on the Whole Foods lot adjacent to Blue Back Square.

Howard Kaufman asked if a third-party operator could issue tickets. Lon Hultgren said the key will be to come to an agreement with all the landowners and that consistency will be important.

Mr. Phillips said the Town's parking operation is 100 percent sustainable. They have two full-time police officers, four enforcement officers, a maintenance person, and a parking manager that provide parking services. All employees are paid from the parking revenues. The Town has a total of 2,000 spaces and last year the Town brought in \$3 million in revenue. Mr. Phillips said that of the \$3 million in revenue, \$700,000 is from fines. The \$700,000 goes back into the General Fund.

Mr. Haidous asked how late enforcement is done? Mr. Phillips said it is done until 8 pm on street Monday through Saturday. Sunday is free. Enforcement in the garages is 24 hours a day, every day.

Macon Toledano asked how close other shopping areas are to West Hartford Center and what type of parking do they have for their customers. Mr. Phillips said there are about 5 shopping areas within a few miles of West Hartford Center (including West Farms Mall) where parking is free. He said there is no paid parking outside of West Hartford Center.

Mr. Phillips noted that paid parking only works well if there is an attractive destination.

Mr. Taylor said there are many contiguous lots to the proposed Storrs Center. He said his current leases require that he provide free parking. His concern is that future free on-street parking will exacerbate his current enforcement issue.

Mr. Phillips said that he expects that free on-street parking will be used by employees. Mr. Taylor said employee parking is strictly enforced in his lots with fines if necessary. Fines start at \$25 a day and escalate after that if an employee parks in spots not designated for employees.

Mr. Phillips said that West Hartford has a \$3/day parking program. Employers distribute these passes to employees.

Mr. Kaufman asked if employees have a favorable rate in the garage, would that free up parking on-street?

Mr. Phillips said he feels that without meters, there will need to be constant enforcement efforts.

Mr. Taylor requires the employees' license number and make and model of their cars. Mr. Taylor said he has never had a major problem with employee parking enforcement.

Mr. Phillips said that Blue Back Square in West Hartford has a similar clause regarding registering employee car information but it became unmanageable. He said that is why the Town implemented the \$3/day rate. Part of the problem is that employees can turn over a lot.

Matt Hart asked Mr. Phillips for his advice on how to address the concerns of private property owners. Mr. Phillips said that free parking could be offered but he suggested that a gated system would need to be implemented. The Town of Middletown is using gates with tokens.

Mr. Phillips said he believes in the shared parking system where the garage spaces are "shared" so that as office workers leave a spot, people parking for entertainment take their spots.

Mr. Kaufman asked if West Hartford has done enforcement without meters. Mr. Phillips said that the Town police have done enforcement in the nearby neighborhoods where people will park to use the downtown.

Mr. Phillips said the Town does have meters that are free for a certain period of time or a small amount i.e., 25 cents for 15 minute parking.

Mr. Phillips said the Town's goal is to be 85 percent full for on-street spots so that people can find spots.

Mr. Phillips predicts demand will only increase in Storrs Center over time, and it will be difficult to regulate without charging for parking.

Mr. Taylor asked if there were meters that would take money as small as a penny so people would feel compelled to move because they would not want to keep feeding the meter. Mr. Phillips said he did not know but was inclined to think "yes." There are some meters now that will take pictures of licenses and monitor by a license if someone parks beyond his/her allotted time.

Mr. Phillips and Mr. Hultgren said that sensors can also be done in the pavement. Some of these enforcement measures can start to get expensive. Mr. Haidous asked about video enforcement and Mr. Phillips said it can be very expensive.

Mr. Phillips said that in West Hartford there are customer service ambassadors that help people with parking and with enforcement. Mr. Taylor asked how many people are undertaking enforcement in West Hartford. Mr. Phillips said they have four full-time person parking monitors doing enforcement. The enforcement is done from 6 am to 2 am in various shifts.

Mr. Phillips said the threat of an \$18 ticket for a parking violation will help with enforcement management.

Ms. Fox and the Committee thanked Mr. Phillips for attending and providing information that will be helpful to the Committee. Mr. Phillips offered his assistance in continuing to work with the Committee.

5. Update on Parking Elements of DRAFT Development Agreement between the Town of Mansfield/Storrs Center Alliance and EDR

Mr. Hart went over some of the key elements in the DRAFT Development Agreement. He said that Leyland will manage the parking system, and likely retain a 3rd party operator to do the day to day management. Leyland will be responsible for any deficit with the parking. Mr. Hart said that any net operating income (NOI) will go to Leyland to cover any operating deficit; after any deficit retired, 50 percent will go to the Town and 50 percent to Leyland until the parking reserve is fully funded; and after that 100 percent will go to Leyland for operating the garage.

EDR has agreed to a long-term lease for 425 spaces. Parking will be nested/separated for the residents in the garage. The parking rate will be \$60 a month per space. The rate can increase every three years according to the CPI but will not exceed 10 percent in any three year period. The term of the parking arrangement shall be for 98 years.

Mr. Hart said that with respect to maintenance, the Town will establish a capital reserve. Desman Associates and Walker Parking Consultants have recommended starting with \$50,000 a year.

The parking garage is likely to have a useful life of 50 years. During the first 50 years, the Town will make all necessary capital improvements with the reserve and additional Town funds as needed. The level of obligation will decrease beginning in the 51st year with only liability limited to the amount in the reserve.

Mr. Hart said an additional deck in the garage is being proposed if the current grant funding can cover the costs.

Mr. Haidous asked if after 50 years the Town could sell the garage to Leyland for \$1. Mr. Hart said if the garage's useful life has expired, it can be transferred to the developer for minimal consideration.

Mr. Taylor asked how much each space in the garage costs. Mr. Hultgren said based on an estimated budget of \$9.2 million, the cost per space is \$15,000 to \$16,000.

Mr. Taylor asked if prevailing wage applies. Mr. Hultgren said prevailing wage is required on state and federally funded projects.

Mr. Haidous asked about the Steering Committee's role with respect to the development agreement and the Town Council deliberations. Mr. Hart said the DRAFT agreement was not referred to the Steering Committee and was deliberately silent on details that would come under the purview of the Steering Committee.

6. Continued Discussion of Issues for Storrs Center Parking including enforcement and Storrs Center surrounding parking

Mr. Kaufman said he was interested in the idea of ticketing for trespassing on private lots. It does pave the way for a cooperative agreement with all the property owners.

He noted that the other issues to be determined is meters vs. no meters, and what rates would be for paid parking (in garage, lots, and on-street if metered). What is a realistic meter charge to alleviate enforcement?

Mr. Taylor said if there are meters, there should be a continuum of fees and they should be de minimis. He reiterated his support for mutual enforcement among the current property owners and Leyland's management.

Mr. Taylor asked if there are problem parkers, and their cars need to be towed, and Leyland's management team is non-responsive, can his employees perform the same function at no cost to Leyland? Mr. Hultgren said the system will need group and individual owner enforcement. The whole team will need to agree on standards.

7. Review of next meeting date

Ms. Fox suggested that the Committee continue to review the key issues of enforcement and paid vs. non-paid parking. The Committee will meet on January 11.

Ms. van Zelm suggested that she and Mr. Hultgren put together a one page memo on the remaining key items to discuss for the next meeting.

8. Public Comment

David Freudmann said the parking discussion has come a long way. He asked if a \$50,000 reserve is enough money for maintenance and capital improvements. Mr. Kaufman said that Walker Parking Consultants gave the Town an estimate of costs. This was reviewed by Desman Parking and they concurred with Walker's estimates. He noted that the Town is receiving professional advice on these costs.

Mr. Kaufman said that because of EDRs' commitment to spaces, Walker and EDR can also better estimate revenue from parking.

Mr. Hultgren said that the capital reserve is for major capital improvements. Equipment repairs would come out of the regular parking operations budget.

Mr. Taylor noted that his tenants pay CAM (common area maintenance) which pays for painting lines, snow plowing, etc. Major expenses such as repaving the lot would be at his cost as the property owner.

9. **Adjourn**

The meeting adjourned at 7:45 pm.

Minutes taken by Cynthia van Zelm.

Town of Mansfield Parking Steering Committee for Storrs Center
Tuesday, January 11, 2011
Mansfield Downtown Partnership Office
1244 Storrs Road (behind People's United Bank in Storrs Commons)

5:00 PM

Minutes

Members Present: Karla Fox (Chair), Paul Aho, Martha Funderburk, Manny Haidous, Matthew Hart, Meredith Lindsey, Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman (by telephone), Macon Toledano, and Cynthia van Zelm

1. Call to Order

Chair Karla Fox called the meeting to order at 5:05 pm.

2. Approval of Minutes of December 14, 2010

Martha Funderburk made a motion to approve the minutes of December 14, 2010. Meredith Lindsey seconded the motion. The motion was approved unanimously.

3. Remarks from the Chair

Karla Fox referenced the memo from Cynthia van Zelm and Lon Hultgren outlining key remaining issues for the Parking Steering Committee's consideration, and the referenced working draft of a cooperative agreement for parking enforcement in and around the future Storrs Center.

4. Continued Discussion of Issues for Storrs Center Parking including Enforcement and Storrs Center Surrounding Parking

Lon Hultgren reviewed the main points in the memo. Based on Committee input and discussions with the development team, the recommendation is to start with free, restricted parking in public and private lots in Storrs Center.

Mr. Hultgren said the input from the private property owners on the Committee was that it would be helpful to have supplemental enforcement to the enforcement that the property owners are already undertaking. One suggestion, based on the West Hartford model, would be for these private property owners to have a letter on file with the Town of Mansfield requesting this enforcement when called. The participating property owners would pay for this supplemental enforcement if fines would not cover all of the cost. Mr. Hultgren said a next step would be to obtain some estimated costs for this enforcement from a third party operator.

Mr. Hultgren said that ticketing and towing could be part of the supplemental enforcement system. The property owners would still have the ability to tow as they do now.

He noted that clear signage about parking rules will need to be in place.

Mr. Hultgren said due to the University of Connecticut and EO Smith High School's current enforcement, it may not be practical to include their lots in the enforcement system.

Meredith Lindsey asked why the Post Office and Courtyard Condo lots were not included. Mr. Hultgren said those lots may not be as much of a concern for Phases 1A and 1B since that part of the project is the furthest away from those lots. He thought those lots need to be looked at in a later phase.

Ms. Funderburk said the University will want to stay involved but its system is unique since no one else is allowed to ticket on the University lots except the University. Ms. Fox agreed that it would be difficult to include the University in a cooperative agreement.

Mr. Hultgren asked how the University handles enforcement after hours. Ms. Funderburk said that after 5 pm, lots are open parking. Mr. Hultgren queried as to whether that could be changed for lots near Storrs Center. Ms. Fox said the difficulty is that lots such as the Area 2 lot near the School of Fine Arts needs to be open for public events at the Nafe Katter Theater and the von der Mehden Recital Hall.

Matt Hart said the impact may be less if parking is free on the lots and on-street. There would be less incentive to park off the Storrs Center site. The garage and Dog Lane lot will be more populated by residents.

Mr. Taylor said he was pleased with the working draft of the cooperative agreement. He suggested that the agreement could be an initial step while everyone waits to see how the parking evolved on-street. How will the parking and financial needs for on-street parking evolve? Manny Haidous said a test case will be Storrs Road which will have the first on-street parkers. Mr. Hultgren said that a true test may not come until Phases 1A and 1B are operational.

Mr. Hultgren noted that a "parking tsar" will probably need to be brought on once the parking gets more involved with the multiple phases of the project.

Mr. Haidous asked if there would be any transitional parking lots. Macon Toledano said this may come into play with construction planning. The zoning regulations do allow for temporary lots during construction.

Mr. Toledano said there will be construction staging in the current Bishop lot area that will be leased by Storrs Center Alliance. Ms. Funderburk noted that this area will not be used for staging until the new lots for Bishop Center users is built. Ms.

Fox encouraged the Partnership and LeylandAlliance to update the neighbors. Ms. van Zelm said an initial meeting was held with the adjacent neighbors by the University with respect to the new lot, and future meetings will be held to update the neighbors.

Mr. Toledano said the team's phasing strategy is based on relocation in terms of when businesses are ready to move out of the University- owned commercial building. Once that building comes down the area can be used for temporary parking.

Mr. Haidous asked if the Town would adopt ordinances with respect to clearing out cars on the road if there is inclement weather.

Ms. van Zelm said the issue of the location of employee parking was still to be decided and she asked for feedback from the Committee. Mr. Haidous asked if a retailer wanted to pay for its employee's parking, could they? He expected that the location of employee parking spaces would be dictated on the number of employees.

Mr. Hultgren said his concern is that discounted employee parking should not be in the garage.

Mr. Taylor said employee parking should be designated for a specific area (s).

Mr. Hultgren suggested obtaining feedback from the retail consultant. Mr. Taylor said he assumed the Town's only interest would be that an employee not take valuable customer parking.

The Committee thought that a proposed \$30/month employee parking in the garage was not a good idea.

Howard Kaufman noted that it is difficult to track employees as West Hartford's Director of Public Works John Phillips noted at the last Committee meeting. If the rates are kept low enough at a location that may be further away, it may deter employees from parking at the choice spaces. He agreed with Mr. Hultgren that it would be good to get some feedback from the retail consultant on employee rates. The Town's parking consultant Walker Parking could help with the best location. Mr. Hart said that lots or the garage would be the better location for employee parking than on-street.

The Committee reviewed Appendix A in the draft cooperative agreement. Mr. Hultgren suggested that towing after a car has been parked for two hours in lots may be unrealistic. Mr. Taylor said a two hour limit would open up 90 percent of the spots. He suggested that if the parking is for two hours, there be an hour plus grace period before towing begins. Mr. Haidous said the largest issue is with the University student who parks and leaves for the day. Mr. Hultgren suggested that the new poacher may not be a student.

Mr. Haidous asked about the boundary of enforcement. Mr. Hultgren noted that a map would be developed but the proposed agreement would allow property owners to opt in or out. Mr. Hultgren said it was unclear if the Town and EO Smith would want additional enforcement in its lots. The high school may want additional enforcement at night. Mr. Haidous said he understood the concern of driving revenue away from the garage where parking is free.

Mr. Taylor said if there is a two hour limit of parking in the lots, it would need to be signed to indicate that it is for use of the services in Storrs Center. Mr. Hultgren will revise the language to reflect this suggestion.

Mr. Taylor, Mr. Haidous and Mr. Kaufman agreed that they would want interactive shopping between their lots.

The Committee reviewed draft Appendix B. Ms. Funderburk said that the University fines are \$25 to \$30. She, thus, thought the proposed \$10 fine was too low. Ms. Funderburk will provide the rates to Ms. van Zelm.

Mr. Taylor suggested if a private towing company, the property owner should also be paid a fee by the offender.

Ms. Lindsey asked who would be responsible for issuing citations. Mr. Hultgren said he thinks there is precedent for it being done outside of the police i.e., a third party operator. This is an issue that legal counsel needs to review.

Mr. Taylor reiterated that he would like the ability to ticket on his private lot if it is possible. He said he would be willing to sign a legally binding agreement that would hold the Town harmless if someone is ticketing incorrectly. He suggested that the cost of the ticket would not go to the private property owner but into the enforcement "pot."

Mr. Kaufman said he has no objection to private property owners ticketing if it is possible and Storrs Center Alliance may want that option as well.

Mr. Hart asked about how appeals to fines would be adjudicated? He noted that the Town has volunteer hearing agents.

Mr. Taylor said his concern is whether a third party operator would have the incentive to assist quickly with ticketing on a private lot.

Mr. Hultgren reiterated that a legal opinion is needed as to what is feasible for private property owners. He will revise the draft cooperative agreement with the comments from the Committee.

Mr. Hultgren will review the titles of the signatories to a cooperative agreement with the signatories.

Ms. Fox asked about whether it is appropriate for the University to be a signatory. Mr. Hultgren said the University may not want to be a signatory or would want enough exemptions.

Mr. Hart asked if enabling legislation is needed to allow for municipal powers to be given to people to ticket. Mr. Hultgren said the Town's attorney would need to be consulted.

With respect to draft Article L. Disputes in the draft cooperative agreement, Mr. Taylor thought that 10 days to resolve any dispute was too short. Mr. Hultgren agreed and Mr. Taylor suggested 30 days.

Mr. Hultgren asked for comments on how signatories could pull out of the agreement. Is 6 months notice appropriate? Mr. Hart advised looking at the timeframe in terms of the potential financial reliance on that signatory for the other partners. Mr. Hultgren queried as to whether payment into the enforcement pool could be on a pay as you go basis? Mr. Hart asked about paying on a quarterly basis?

With respect to draft Appendix C, Mr. Hultgren said that Walker Parking can help fill in the number of spaces for each lot which would determine the proportional vote if matters of business in the cooperative cannot be resolved by consensus.

Mr. Kaufman cautioned against the complexity of allowing too many entities to ticket. Mr. Hultgren suggested that supplemental enforcement through towing may not be needed if property owners can ticket. Mr. Kaufman said a third party operator can help with estimates on how much supplemental enforcement would cost.

With respect to next steps, Ms. Fox suggested that the legal feedback be ready by the next meeting. Ms. van Zelm and Mr. Hultgren said they will work with the Town attorney Dennis O'Brien.

Mr. Hart suggested additional review by a third-party operator when they are brought on board. Mr. Kaufman agreed that a third-party operator and Storrs Center Alliance's retail consultant can review the draft cooperative agreement once it is more formalized.

Ms. Fox suggested an update to the University Parking Committee in February.

7. Review of next meeting date

The Committee will meet on March 8.

Mr. Hultgren said he will make changes to the draft cooperative agreement and send it to the Committee before the next meeting.

Ms. van Zelm suggested that she and Mr. Hultgren put together a one page memo on the remaining key items to discuss for the next meeting.

8. Public Comment

There was no public comment.

9. Adjourn

The meeting adjourned at 6:30 pm.

Minutes taken by Cynthia van Zelm.

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

5:30 PM

Minutes

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

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

1. Call to Order

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

2. Approval of Minutes of January 11, 2011

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

3. Remarks from the Chair

There were no remarks from Chair Karla Fox.

4. Continued Discussion of Proposed Cooperative Agreement

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

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

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

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

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

He said Articles B and C had not changed.

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

Mike Taylor said he liked the plan.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mr. Hultgren reviewed the draft ordinance.

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

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

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

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

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

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

5. Update on Design of Parking Garage and Intermodal Center

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Review of next meeting date

The Committee will meet on June 14 at 6 pm.

8. Public Comment

There was no public comment.

9. Adjourn

The meeting adjourned at 6:50 pm.

Minutes taken by Cynthia van Zelm.

**Town of Mansfield Parking Steering Committee for Storrs Center
Tuesday, September 13, 2011
Mansfield Town Hall
Conference Room B**

7:00 PM

Minutes

Members Present: Karla Fox (Chair), Martha Funderburk, Manny Haidous, Matthew Hart, Meredith Lindsey, Ralph Pemberton, Mindy Perkins, Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman (by phone), Macon Toledano, and Cynthia van Zelm

1. Call to Order

Chair Karla Fox called the meeting to order at 7:08 pm.

2. Approval of Minutes of April 27, 2011

Martha Funderburk made a motion to approve the minutes of April 27, 2011. Meredith Lindsey seconded the motion. The motion was approved unanimously.

3. Remarks from the Chair

There were no remarks from Chair Karla Fox.

4. Continued Discussion of Proposed Cooperative Agreement

Lon Hultgren referenced the revised cooperative agreement. He said some of the terms had been changed. He also said the goal is to start implementing the cooperative agreement before the Phase 1A buildings open.

Mr. Hultgren said he reviewed the proposed parking regulations with the Town attorney Dennis O'Brien.

Mr. Hultgren also added proposed fines.

Mr. Hultgren reviewed the main tenets of the cooperative agreement. He said each individual property owner would conduct its own enforcement but could request assistance from Storrs Center related personnel at a cost to the property owner. Collected fines would be used to offset this cost.

Mike Taylor asked who would be the recipient of any tow charges. Mr. Hultgren said that language was revised in the draft so that the entity towing would receive the towing charges. The Mansfield Downtown Partnership would not have a role.

Howard Kaufman asked about the timing in implementing the agreement right away. Mr. Hultgren said an ordinance would need to be prepared. Mr. Hultgren said implementing the agreement early on would allow the team to learn as it goes along and make changes as necessary.

Mr. Hultgren said that UConn would not be asked to enforce any differently than it is doing now. The key is to have special constables enforce on the other properties. Mr. Hultgren said this could be the third party operator which will be hired by Leyland and/or the property owners' employees.

Mr. Kaufman said that that Storrs Center Alliance would not be in a position to assist with enforcement until its third party operator is on board. It could involve a 6 month period where Storrs Center Alliance is not involved in the enforcement.

Mr. Kaufman asked about the voting rights of members of the cooperative. Mr. Hultgren said if an issue is not resolved by consensus, a vote will be a proportional vote with a 2/3rds majority. Mr. Hultgren said his preference is for UConn to be part of the cooperative. Mr. Hultgren said the allocation of spaces needs to be revised to incorporate the size of the garage and the reconfigured Bishop lot. Mr. Toledano said the total spaces in the garage with the additional deck is 660. He said he does not have the final numbers on the Bishop lot. He said a gate will likely be needed for that lot.

Mr. Taylor was less concerned about disputes and said an entity could always withdraw from the cooperative.

Mr. Taylor asked about the definition of special constables and the Town Manager's authority to hire them. Matt Hart said the Town Manager would need to have discretion on appointing non-Town employees as constables. He said parameters may want to be developed regarding the make-up of the constables.

The Committee discussed the process of towing. Ms. Lindsey asked why people are given a warning of a tow. Mr. Taylor said that sometimes he will call in a tow but if the tow truck does not come right away, a tow notice will still deter people from parking in an unauthorized spot.

Mr. Taylor said it would be possible for someone to have to pay for a ticket, the tow fine, and the actual towing.

Manny Haidous said the fee schedule should be on the website.

Mr. Haidous asked about signage on site. Mr. Hultgren said there will be wayfinding signage and there will need to be agreement by each property owner on the minimum amount of signage on each person's property.

Ms. Lindsey asked about employee parking. Mr. Hultgren said it will be up to each property owner to distinguish employee parkers vs. visitors. Mr. Taylor said this can be difficult as typically there is a lot of employee turnover with changing shifts. His practice is to get license plate numbers to track employee parking. He also requires employees to follow the same rules as customers if they are parking in his lot when they are not working on site. The goal is for the merchant to have as many customer parking spaces as possible.

Mr. Toledano said employee parking needs to be evaluated with the overall management of parking. There may be the need for some nested employee parking.

Mr. Hultgren said street parking will be short-term parking.

Mr. Hultgren said under Appendix A, there needs to be language added on the minimum size of signs and legibility.

Ms. Lindsey referenced the definition of "3rd Party Operator" and suggested that the Town of Mansfield be deleted as the development agreement between the Town, EDR and Storrs Center Alliance requires Storrs Center Alliance to contract for the third party operator for Storrs Center parking.

Mr. Taylor said that his title on the first page should be "Managing Member."

Ms. Lindsey referred to Article F and said it needs to include information on the letter of trespass.

She also suggested deleting "Owned Parking Areas" from Articles D and E and also deleting "owned parking premises" from both Articles and replacing them with "parking premises under its control."

Mr. Hart suggested that language be added under Article D regarding the Town Manager's discretion to remove special constables for cause.

With respect to the fee schedule, Mr. Hultgren said that all the fines are the current Mansfield fines except for parking beyond limited time period and towing.

Mr. Taylor asked about habitual abusers. Mr. Hultgren said that fines would escalate. Ms. Lindsey said she has seen a fee for habitual offenders at other colleges. Mr. Hultgren said that in order to change the current fines, the Town's Traffic Authority would need to approve them followed by the Town Council. Mr. Hultgren said the issue of fines for repeat offenders could be reviewed by the Traffic Authority.

Ms. Lindsey suggested raising the fine for parking in a bus stop.

Ms. Lindsey asked if residents could hand their parking cards to friends. Mr. Toledano said this is possible but the system in the garage will be fairly sophisticated.

Mr. Taylor said he thinks that the fines are fairly low in general.

Mr. Toledano suggested adding to Section B a prohibition of parking in reserved spots such as the Daily Campus.

Ms. Lindsey asked if the language in Section E regarding timing on payment of fines could be added to the fee schedule.

5. Update on Design and Construction of Parking Garage and Intermodal Center

Mr. Hultgren said the Town received good bids on the parking garage so it can be built within budget and with the additional floor. The contract will be awarded to Downes Construction. They will start clearing the trees for the foundation in early October. The pre-cast parts are due to arrive in December.

6. Topics for next meetings

Mr. Taylor encouraged implementing the cooperative agreement as soon as possible to see how it works.

Mr. Hultgren said the Traffic Authority would need to review the agreement, make any changes and then come back to the Committee. Once the changes are blessed, the regulation changes would need to go to the Town Council. The Town Council would probably meet one to two times on the regulations. The Town Council would also need to approve the overall cooperative agreement. A goal would be to bring both to the Town Council for October 11 or October 24.

The Committee agreed to meet on October 17 at 5 pm (*since moved to 4 pm*) to review final changes to the cooperative agreement.

Mr. Toledano and Mr. Haidous can talk to Ilias Tomazos who represents the Center for Hellenic Studies Paideia about the proposed cooperative agreement.

Ms. van Zelm said other issues that need to be addressed include the Town/Storrs Center Alliance/EDR management agreement and the operations plan.

7. Public Comment

David Freudmann said the cooperative agreement is a small part of the overall parking management plan. What is the timeframe for the plan?

What are the costs of operations? Mr. Hultgren said that Storrs Center Alliance is committed to operating the parking for seven years per the development agreement. The equipment costs are part of the overall garage costs funded by the state grant. Mr. Freudmann asked about maintenance costs. Mr. Hultgren said Storrs Center Alliance is responsible for maintenance. Mr. Hultgren said the costs will be reviewed after the seven year commitment by Storrs Center Alliance.

8. Adjourn

The meeting adjourned at 9:08 pm.

Minutes taken by Cynthia van Zelm.

**Town of Mansfield Parking Steering Committee for Storrs Center
Special Meeting
Monday, October 17, 2011
Mansfield Town Hall
Conference Room B**

4:00 PM

Minutes

Members Present: Karla Fox (Chair), Martha Funderburk, Manny Haidous, Matthew Hart, Meredith Lindsey, Ralph Pemberton, Mindy Perkins, Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman (by phone), and Cynthia van Zelm

1. Call to Order

Chair Karla Fox called the meeting to order at 4:05 pm.

2. Approval of Minutes of September 13, 2011

Martha Funderburk made a motion to approve the minutes of September 13, 2011. Meredith Lindsey seconded the motion. The motion was approved unanimously.

3. Remarks from the Chair

Chair Karla Fox pointed to the revised changes to the Cooperative Agreement as handouts and asked Lon Hultgren to walk the Committee through the changes.

4. Continued Discussion of Proposed Cooperative Agreement

Mr. Hultgren said the changes that have been included in the latest draft of the Cooperative Agreement reflect changes made by the Committee since the last meeting in September; and some edits suggested by Committee member Meredith Lindsay and Storrs Center Alliance representative Howard Kaufman in the interim.

Mr. Hultgren noted that there were some edits made that were not substantive in nature.

Mr. Hultgren said that on page 1 the length of the agreement was changed from two years to an initial period to be consistent with language that is included later in the Agreement.

Mr. Hultgren also changed language on page one to reflect that the Town could be asked to conduct enforcement along with Storrs Center Alliance. The goal was to show that this is a cooperative arrangement.

On page 3, Mr. Hultgren said when the prior draft was written, it was with the assumption that the Town could hire a 3rd party operator after seven years (Storrs Center Alliance is committed to operating the Storrs Center parking (parking controlled by Storrs Center Alliance) for seven years per the Development Agreement) but since the draft Cooperative Agreement is only for two years, the Town was dropped from a possible source of enforcement on the Storrs Center parking areas.

On page 4, under Article D, the words "under its control" were added to "This agreement is not intended to limit any party's ability to enforce parking on the parking premises **under its control...**"

On page 4, under Article D, Mr. Hultgren also had added Matt Hart's suggested language that would allow him discretion in the appointment of special parking constables. The language now reads, "The Town Manager shall have reasonable discretion to determine whether an individual is suitable for appointment as a special constable and shall have the right to rescind appointments for cause."

On page 4, language was added regarding the ability for property owners to nominate special constables. The language reads as follows: "It is the intent of this section that the parties agree **that each party has the right to nominate and to utilize these special constables, which may include employees of the parties to this agreement as well as the employees of any 3rd Party Operator, for parking enforcement in and immediately adjacent to the Storrs Center Development Area.**"

Mr. Hultgren also added language that in order for a property owner to be able to utilize a special constable for ticketing and towing, the property owner has to authorize a standing letter of trespass.

The Committee spent some time discussing the role of the 3rd party operator with respect to enforcement on other properties since that 3rd party operator has not been hired. Mr. Kaufman said he will be talking to the potential 3rd party operator soon to discuss this role. The Committee understood this dilemma and members reiterated that the cost of the additional enforcement by a 3rd party operator would be paid by fines and/or the property owner requesting assistance.

On page 5, Article F was revised to refine the enforcement role as follows: "The 2011 Agreement between the Town, Storrs Center Alliance LLC and Education Realty Trust, Inc. (the "Development Agreement") calls for Storrs Center Alliance LLC to manage and enforce public parking within the Storrs Center Development Area. Storrs Center Alliance agrees to provide, on request and in conjunction with the Town, through the services of said 3rd Party Operator, and in accordance with the provisions herein, supplemental enforcement on private and institutional parking areas within the Storrs Center Development Area...."

On page 5, in Article G, language was added back in with respect to the collection of fines. The language reads as follows: "Fines collected from parking violations issued by the Town or the 3rd Party Operator for unauthorized parking, parking in excess of specified time limits, towing and trespassing in the public parking areas in and immediately adjacent to the Storrs Center Development Area shall be in accordance with the above referenced Development Agreement."

Mike Taylor and Manny Haidous asked when the 3rd party operator would be hired and if language could be added to the draft Cooperative Agreement to that effect. Mr. Kaufman said Storrs Center Alliance will have a detailed parking management agreement with the Town. The plan is to have a 3rd party operator on board at least 60 to 90 days before the garage opens. Their primary responsibility is to manage the garage. Mr. Kaufman said the Development Agreement with the Town requires Storrs Center Alliance to manage the parking. Because of that requirement, it is not necessary to include language in the draft Cooperative Agreement.

Mr. Haidous asked who sets fees if included for on-street parking. Mr. Hultgren said the Development Agreement requires that the Town agree to any fees that may be proposed by Storrs Center Alliance.

On page 6, under Article J, Mr. Hultgren added that other property owners who want to join the cooperative can do so by signing the agreement with copies forwarded to the standing signatories.

Mr. Hultgren said he will show this language to the Town Attorney as well as the entire agreement again. The Town Attorney did review an earlier draft.

On page 6, Article K, Mr. Hultgren said that Mr. Kaufman had deleted some of the language with respect to disputes as it may have been too procedural for the scope of the agreement.

Mr. Hultgren referred to the list of fines that other surrounding towns, college towns and UConn charge for parking infractions. The Committee thought some of the fines were low at the last meeting. Most of Mansfield's current fines are in the mid-range of those distributed on the matrix.

With respect to proposed Storrs Center Parking Regulations, the Committee recommended raising the fines for parking in violation of a posted sign, and parking beyond specified limits from \$25 to \$30, and raise the fines for parking in a loading zone and parking in a bus stop from \$30 to \$50. Mr. Hultgren will take these suggestions to the Traffic Authority at its meeting next week along with the new fines for parking beyond specified time limits and towing. The Traffic Authority needs to approve these changes.

Language is also included that payment is due within 21 days and if not received, it will double, and if not paid within 30 days, the violation will be referred to Superior Court.

Mr. Haidous asked if signage was budgeted. Mr. Hultgren said it is included in the road budgets.

Ms. Lindsey said she reads the current Mansfield Code to say that parallel parking is not allowed in Mansfield so since there will be parallel parking in Storrs Center, this would need to be changed in the new regulations.

Ms. Lindsey suggested a new section in the regulations that requires that vehicles be removed from municipal parking areas (with the exception of the garage) during winter hours and times when plowing would need to occur.

Mr. Hultgren will send out a new draft to the Committee for its review.

Ms. van Zelm and Mr. Haidous will talk to Ilias Tomazos, with the Center for Hellenic Studies Paideia, about the agreement, at its next stage, as the Center would be a signatory. Mr. Haidous has reviewed the main tenets of the agreement with Mr. Tomazos.

5. Topics for next meetings

Ms. van Zelm had drafted the outline for the parking management plan and will bring the revised plan to the Committee at its next meeting for its review. A large part of the plan will be the cooperative agreement.

6. Review of next meeting date

The Committee will meet on November 10 at 5 pm.

7. Public Comment

There was no public comment.

8. Adjourn

The meeting adjourned at 6:05 pm.

Minutes taken by Cynthia van Zelm.

**Town of Mansfield Parking Steering Committee for Storrs Center
Special Meeting
Thursday, November 10, 2011
Mansfield Community Center**

5:00 PM

Minutes

Members Present: Meredith Lindsey (Vice Chair), Paul Aho, Martha Funderburk, Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman (by phone), and Cynthia van Zelm

1. Call to Order

Vice Chair Meredith Lindsey called the meeting to order at 5:04 pm in Chair Karla Fox's absence.

2. Approval of Minutes of October 17, 2011

Martha Funderburk made a motion to approve the minutes of October 17, 2011. Michael Taylor seconded the motion. The motion was approved unanimously.

3. Remarks from the Chair

There were no remarks from the Vice Chair.

4. Discussion of Parking Management Plan

Ms. Lindsey noted that the Committee was receiving the final draft of the cooperative agreement which is part of the Parking Management Plan. The Committee was reviewing the first draft of the overall Plan.

Lon Hultgren went through the comments on the cooperative agreement from the last Parking Steering Committee meeting.

He noted that Article D had been changed to reflect how special constables are nominated to take on the potential parking enforcement role. Mr. Hultgren also said that Article E had been changed to show the assignment of enforcement to parties.

Mr. Hultgren said that Article F was changed to allow the Town of appoint special constables.

Mr. Hultgren reiterated that a property owner can ticket if someone walks off the property, regardless of any time limited signage.

Mr. Taylor asked when the cooperative agreement can go into effect. Mr. Hultgren said the goal would be start this winter. Ms. van Zelm noted the approval process in terms of the Partnership's Board review and the final approval by the Town Council. Time will need to be built in for these reviews. Mr. Hultgren also noted that the ordinance will require a public hearing and 30 days are required before an ordinance takes effect. Ms. van Zelm will poll the Parking Steering Committee members to see if they can meet on December 14.

Mr. Hultgren noted that the Town attorney has proposed adding language to the existing parking ordinance which is procedural in nature. It will prevent car registration if someone has outstanding parking tickets.

Mr. Hultgren said the Town's Traffic Authority okayed the changes in fines that the Parking Steering Committee recommended.

Mr. Hultgren reiterated the plan for the signatories of the cooperative agreement to meet quarterly to assess how the agreement is working and to solve any problems. In response to a question by Mr. Taylor, Mr. Hultgren said the indemnification clause was removed to reflect that the agreement is based on a cooperative/voluntary process.

Mr. Taylor asked when a third party operator would be on board. Howard Kaufman said the third party operator will likely be on board in the spring. He will share the final cooperative agreement with them so they understand that they could have a role in enforcement on lots other than those controlled by LeylandAlliance.

Mr. Hultgren asked Mr. Kaufman if there had been further discussion on employee parking. Mr. Kaufman said that the details are still being worked out on the location of employee parking and the cost.

Cynthia van Zelm went through the remainder of the draft Parking Management Plan. She noted that, as agreed to by the Committee at one of its early meetings, the Plan only reflects parking related to Phase 1.

With respect to operations, Ms. van Zelm noted that much of the operations are addressed in the development agreement between the Town, LeylandAlliance and EDR – which followed a parallel track as the Committee's work. LeylandAlliance will manage the parking operations for at least seven years. The Plan includes a section which suggests that the third party operator be hired no later than three months before the parking garage is schedule to open.

Ms. van Zelm noted that the parking garage will have a Pay on Foot station which is being designed by Desman Associates – the parking garage designer. Mr. Hultgren confirmed that there will be no cashiers.

Ms. van Zelm said there is "nesting" in the garage where residents will park their cars.

Martha Funderburk suggested eliminating the language on page 6 under parking garage enforcement that indicates that an IOU might be available if a driver does not have cash or a credit card. Ms. van Zelm will make that change.

As recommended by the Committee, Ms. van Zelm said the draft Plan includes a time limit model to enforce parking on the street. Meters are not recommended but could be considered in the future.

Mr. Kaufman asked if on-street parking signage could reflect that parking is only for utilizing Storrs Center. Mr. Hultgren thought this would be difficult on Route 195/Storrs Road as it is public space. It may be more feasible to do for Village Street. Mr. Taylor suggested that the parking on Storrs Road be for short term parkers.

With respect to the Dog Lane lot, Mr. Kaufman said it will likely operate similar to the parking garage with gated spaces.

Ms. van Zelm said she included some information in the Plan about options for customers to pay for parking with smart cards, etc.

Ms. van Zelm reviewed the communications plan for both the Plan and the parking locations, cost, etc. for parkers. The website will be an important vehicle.

Ms. van Zelm said that wayfinding signage is important and more work needs to be done with the development team to plan for signage.

Ms. van Zelm said the Plan calls for quarterly meetings of the Parking Steering Committee in the immediate future with annual reports.

The Plan should be reviewed itself in six months with yearly reviews thereafter.

5. Topics for next meetings

Ms. van Zelm said she will send out the revised draft with the one change recommended by Ms. Funderburk, and a short paragraph on wayfinding signage for the Committee's final review.

6. Review of next meeting date

Ms. van Zelm will poll the Committee about a meeting date on December 14.

7. Public Comment

There was no public comment.

8. Adjourn

Paul Aho made a motion to adjourn the meeting. Ms. Funderburk seconded the motion. The motion was approved unanimously. The meeting adjourned at 6:10 pm.

Minutes taken by Cynthia van Zelm.

**Town of Mansfield Parking Steering Committee for Storrs Center
Special Meeting
Wednesday, December 14, 2011
Mansfield Town Hall
Conference Room B**

5:00 PM

DRAFT Minutes

Members Present: Karla Fox (Chair), Meredith Lindsey (Vice Chair), Paul Aho, Martha Funderburk, Manny Haidous, Matt Hart, Ralph Pemberton, Michael Taylor

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

1. Call to Order

Chair Karla Fox called the meeting to order at 5:04 pm.

2. Approval of Minutes of November 10, 2011

Martha Funderburk made a motion to approve the minutes of November 10, 2011. Ralph Pemberton seconded the motion. Meredith Lindsey noted that her name in the minutes should be spelled Lindsey with an "e", not an "a"; it is not consistent in the minutes. The motion was approved unanimously with the changes.

3. Remarks from the Chair

Karla Fox said that she had received an e-mail from the Assistant Dean at the UConn School of Fine Arts who expressed concern about individuals living in the Oaks on the Square apartments and parking in the lots adjacent to the School of Fine Arts. Howard Kaufman indicated that the apartments are allotted 1.5 spaces per unit.

4. Recommendation of Parking Management Plan to Mansfield Downtown Partnership Board of Directors and Mansfield Town Council

Ms. van Zelm said the only changes from the Parking Steering Committee meeting in November were the deletion of allowing for an IOU if someone does not have cash or a credit card to pay to leave the garage; and a section on wayfinding signage. Ms. van Zelm noted that she is working with developer LeylandAlliance on a comprehensive signage program for the project.

Ms. van Zelm said that the Partnership Board of Directors next meets on January 5 and if the Committee approves the Parking Management Plan for the Board's discussion, it would be placed on the January 5 agenda.

Mr. Hultgren noted that Town attorney Dennis O'Brien is working on an amendment to the parking fines section of the Town Code to allow for Town-wide parking fines to be enforced through the court system. This amendment would be taken to the Town Council at the same time as the Parking Management Plan but falls outside the purview of the Parking Steering Committee.

Mr. Kaufman said he had shared the draft Parking Management Plan with potential operators who are receptive to participating in enforcement as described in the cooperative agreement in the Plan. If there is a request by a property owner to assist with enforcement, they may need a separate agreement with the property owner. He said that once an operator is on board, there could be additional comments on the Plan.

Mr. Kaufman noted that parking consultant Desman Associates has recommended meters for on-street parking but the development team is initially concurring with the Plan recommendation of timed parking due to private property owner and future tenant concerns. Mr. Kaufman mentioned that Clemson University has a "free" on-street parking system with paid parking in its garage. Mr. Kaufman said his understanding is that technology is more advanced now to provide effective enforcement for time limited parking.

Matt Hart asked how changes to the Plan would be addressed? Mr. Hultgren suggested that significant changes come back to the Committee for review.

Michael Taylor made a motion, in conjunction with the Parking Steering Committee's charge, that the Steering Committee recommends the November 11, 2011 draft Parking Management Plan to the Mansfield Downtown Partnership and the Mansfield Town Council for their review and approval. Manny Haidous seconded the motion. The motion was approved unanimously.

Martha Funderburk will take the lead in reviewing the draft Plan with the University's Chief Operating Officer Barry Feldman and the Attorney General's office.

Mr. Taylor asked about the timing on enforcement. Mr. Hultgren said he believes that once the parking regulations are in effect, that enforcement can begin. The adjacent property owners would be empowered to begin enforcement before the cooperative agreement is signed by everyone.

Mr. Hultgren will follow-up with Town attorney Dennis O'Brien to determine if all signatories need to sign the cooperative agreement before it can take effect. Mr. Hart asked if a minimal number of signatories are needed for the cooperative agreement to take effect. Mr. O'Brien will review this issue to see if this is the case and whether language needs to be added to the draft cooperative agreement. Mr. Hart will also ask Mr. O'Brien to ensure that the language in the draft cooperative agreement protecting the Town is also in the draft regulations.

5. Review of next meeting date

Ms. Fox suggested that the Committee reserve January 10 at 5 pm for its next meeting in case the University or others have major changes to the Plan. Ms. Funderburk noted that she will be unavailable on Tuesdays after January 10.

6. Public Comment

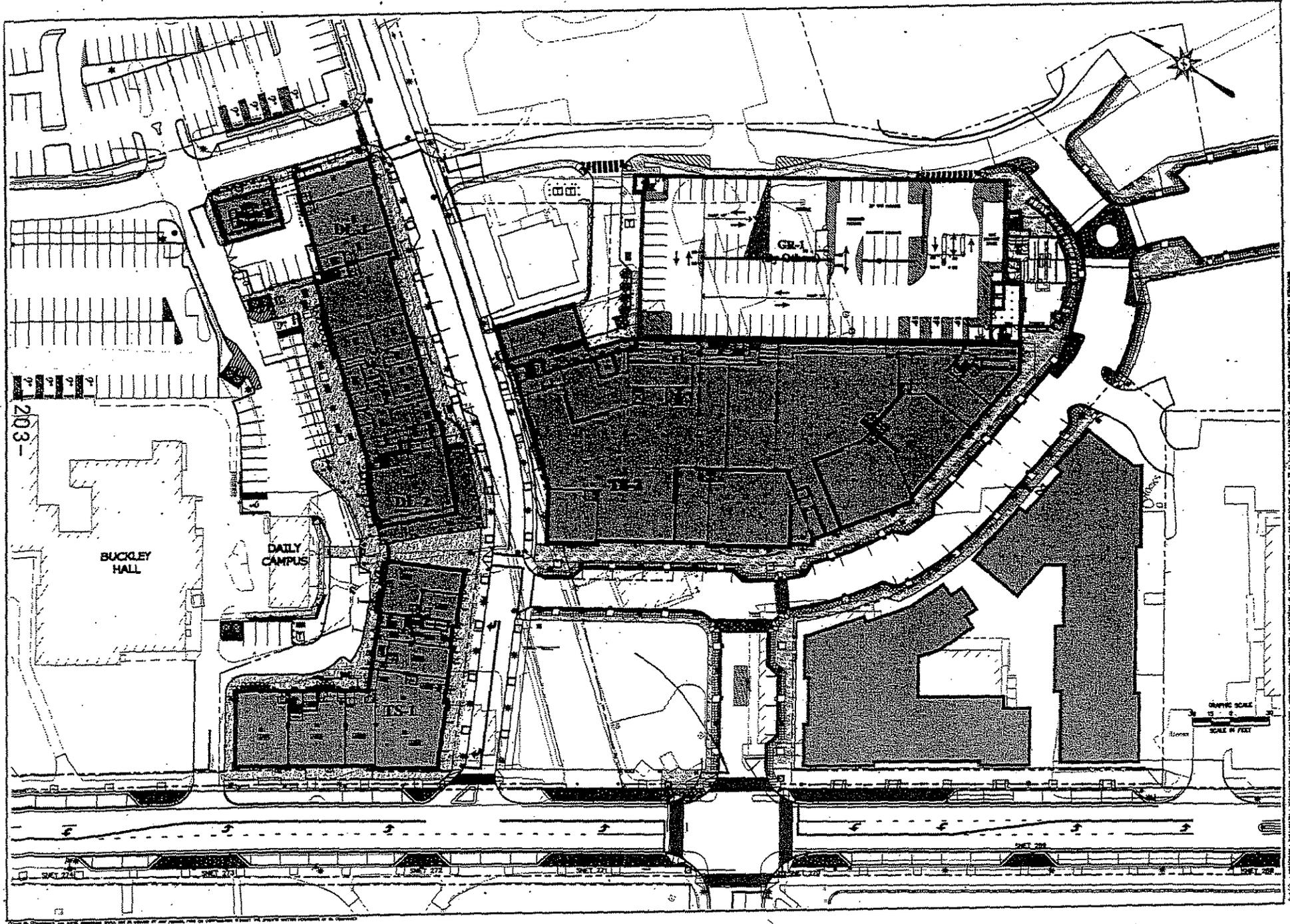
David Freudmann noted that most of the Committee's meetings have been about the cooperative agreement which he believes is just a subset of the Parking Management Plan. He said the Committee's charge is to look at operational costs as part of the Plan. It is important for the Town to know what the operational costs will be especially, if LeylandAlliance is no longer responsible for operations after the initial seven years.

7. Adjourn

The meeting adjourned at 5:55 pm.

Minutes taken by Cynthia van Zelm.

APPENDIX 4



203-

BUCKLEY HALL

DAILY CAMPUS

POST

GR-1



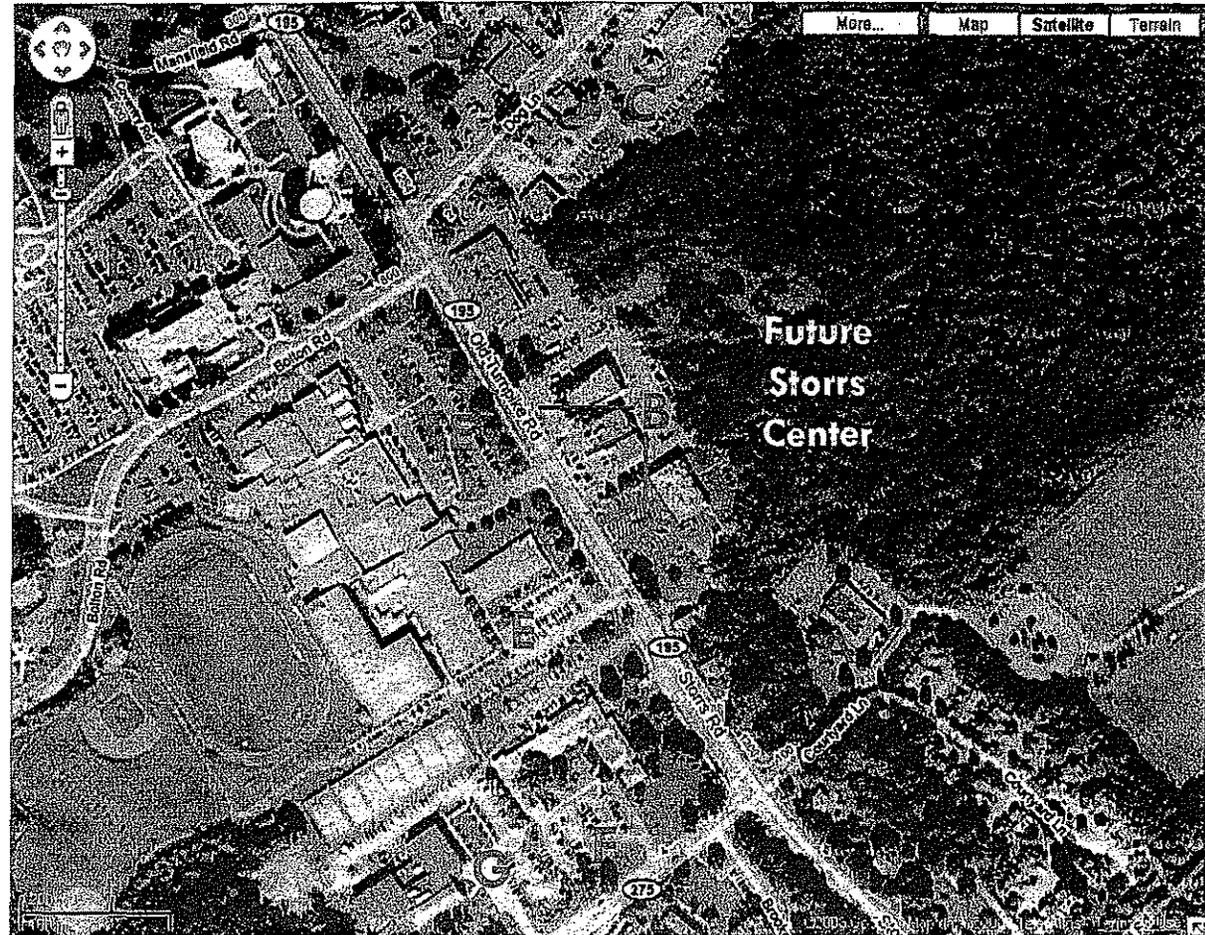
STORRS CENTER
ROUTE 186 (STORRS ROAD) / DOG LANE / POST OFFICE ROAD

MASTER PHASE 1
MP-1A

APPENDIX 5

Parking Options Adjacent to Future Storrs Center:

- A. Post Office (unregulated)
- B. Commercial (free, regulated)
- C. Greek Orthodox Church (open nights & weekends)
- D. UConn (regulated)
- E. High School (open nights & weekends)
- F. Town Hall (free, regulated)
- G. Community Center (free, regulated)



**Aerial image taken prior to Storrs Center construction*

APPENDIX 6

MOTOR VEHICLE TRAFFIC & PARKING REGULATIONS
Chapter A198 Town of Mansfield Code
First Draft – February 7, 2012

Chapter A198. TRAFFIC REGULATIONS is/are hereby amended as follows:

The Title of the Chapter is repealed and replaced as follows: **MOTOR VEHICLE TRAFFIC & PARKING REGULATIONS.**

Section A198-1A(2) is repealed and replaced, as follows: **Title 14, Sections 14-145, 14-150 and 14-297 through 14-314, inclusive.**

Section A198-1C(3) is repealed and replaced, as follows: **Chapter 182, Motor Vehicle Traffic & Parking.**

NEW Section A-198-5A is added, as follows:

Section A-198-5a. Storrs Center Parking Regulations

A. In addition to the restrictions listed in Section A-198-5 above, no vehicle shall be permitted to remain parked on any public roadway in the Storrs Center Development Area, which consists of the area in northern Mansfield bounded by and including the Post Office Road (extension of South Eagleville Road) and South Eagleville Road to the south, the Town Office building, Region 19 (E.O. Smith High School), and the University of Connecticut's Fine Arts Complex to the west, Dog Lane and the University's Bishop Center to the north, the Center for Hellenic Studies Paideia, the new Village Street (paralleling Storrs Road) and the Storrs Post Office to the east, in the following manner:

- (1) In violation of any sign posted by the Traffic Authority of the Town of Mansfield, or the Traffic Commission of the State of Connecticut or the Mansfield Downtown Partnership which limits or regulates the parking of vehicles within the Storrs Center Development Area.
- (2) In violation of any sign regulating parking posted by a member of the Storrs Center Parking Cooperative within the above described Storrs Center Development Area.

B. Vehicles in violation of any parking regulation herein may be subject to fines and towing. Owner/operators of violating vehicles will be responsible for paying both the fine for towing and the actual costs of towing. Except in instances where a vehicle is a hazard to pedestrians or vehicular traffic or impedes the delivery of emergency services, tow warning notices shall be placed on vehicles prior to towing. Vehicles may be towed for parking in violation of the parking infractions listed in Attachment 1, trespass on private property, parking while not being present on the premises or for exceeding the parking limits in designated parking spaces by 50 percent of the allowable time limit for said space in accordance with Sections 14-307 and 14-145 of the Connecticut General Statutes.

C. The Town of Mansfield, the Mansfield Downtown Partnership, the Storrs Center Alliance and their designated agents are hereby authorized to tow vehicles for parking violations in the above described Storrs Center Development area. Vehicles towed from private property shall be in accordance with Sections 14-307 and 14-145 of the CGS and at the request of the property owner who shall have both a standing letter of trespass and an indemnification on file with the Town and the Mansfield Downtown Partnership.

D. In accordance with section 7-192 of the Connecticut State Statutes, the Mansfield Town Manager may upon request appoint special constables to enforce parking in the Storrs Center Development Area. The Town Manager shall have reasonable discretion to determine whether an individual is suitable for appointment as a special constable and shall have the authority to rescind appointments for cause. Said constables shall be trained in parking enforcement by the Town and/or Mansfield Downtown Partnership prior to engaging in any enforcement activities. The services of any such special constable will be paid for by the requesting party, not by the Town of Mansfield.

E. Penalties for Violations shall be in accordance with the Town's current Parking Violation Fine Schedule as listed in A-198 Attachment 1. Any person who violates any provision of these regulations shall be subject to the fines set forth herein.

F. Any fine may be appealed as provided in Chapter 182, Article II of the Code of the Town of Mansfield, the "Hearing Procedure for Parking Violations Ordinance," and in Section A198-10 of these regulations, below.

G. Towing of vehicles from public parking areas shall be in accordance with Section 14-307 of the CGS. Towing appeals shall be made on DMV form A-25 "Request for Hearing Contested Tow" filed with the 's Office of the Mansfield Resident State Troopers. Towing of vehicles from private parking areas shall be in accordance with Section 14-145 of the CGS.

H. The cost of towing incurred by the towing party shall be paid prior to the release of the vehicle.

Section A198 Attachment 1

**Town of Mansfield
Parking Violation Fine Schedule**

(Amended effective 7-1-1994; 9-28-2009; ____-2012, effective _____)

<u>Infraction</u>	<u>Fine</u>
Parking on a sidewalk	\$25
Parking on a lawn, island or unpaved area	\$25
Parking in violation of a posted sign	\$30
Parking beyond specified time limits (except in the parking garage)	\$30
Towing	\$25 plus the cost of towing
Parking with a lost, forged or spurious permit/decal	\$30
Parking on the wrong side of the street	\$30
Parking more than 12 inches from the curb	\$30
Parking within 25 feet of an intersection	\$30
Parking within 25 feet of a stop sign	\$30
Parking obstructing a driveway/bikeway	\$30
Parking with no Town permit/decal	\$30
Double parking	\$30
Parking in a crosswalk/bikeway	\$30
Parking in a designated "no parking" area	\$30
Parking in a loading zone	\$50
Parking in a restricted or reserved space	\$30
Parking in a bus stop	\$50
Parking causing a traffic hazard	\$50
Parking in violation of snow ordinance	\$50

Parking in a fire lane	\$50
Parking within 10 feet of a hydrant	\$50
Parking in a handicapped space or zone	\$150

Section A-198-7 is repealed and replaced as follows:

A-198-7 Parking and Snow Removal.

No vehicle shall be parked on any public highway under the jurisdiction of the Town of Mansfield or in any area designated as a municipal parking area, with the exception of the Storrs Center Parking Garage, between the hours of 12:00 midnight and 6:00 a.m. from November 1 through April 15 in any year.

Section A-198-9B is repealed and replaced as follows:

B. Any person who violates any provision of these regulations shall be subject to a fine as established by the Traffic Authority in the Parking Violation Fine Schedule set forth in these Regulations. Any fine may be appealed as provided for in Chapter 182, Article II of the Code of the Town of Mansfield, the "Hearing Procedure for Parking Violations Ordinance."

Section A-198-10 is repealed and replaced as follows:

Section A-198-10. Appeals.

Any fine may be appealed as provided for in Chapter 182, Article II of the Code of the Town of Mansfield, the "Hearing Procedure for Parking Violations Ordinance," and in Section A198-10 of these regulations, below. Appeals for parking violations shall be made to the Office of the Mansfield Resident State Troopers by making a request for hearing as permitted by Section 182-13 of said Ordinance. If said appeal is upheld by the Hearing Officer, no payment shall be necessary; if said appeal is denied, payment of the required fine shall be made to the Collector of Revenue. The decision of the Hearing Officer may be appealed to the Superior Court per Section 182-16 of the "Hearing Procedure for Parking Violations" Ordinance.

Schedule A198 Attachment I

The title of the **Parking and Violation Fee Schedule** is repealed, and replaced as follows:
Parking Violation Fine Schedule.

The following language at the very end of said **Parking Violation Fine Schedule** is repealed and deleted:

Payment is due within 21 days. After 21 days the payment doubles, and, if not paid within 30 days, the violation may be referred to Superior Court G.A. 19.

PAGE
BREAK



Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant to Town Manager; Dennis O'Brien, Town Attorney; Cynthia van Zelm, Mansfield Downtown Partnership Executive Director
Date: February 14, 2012
Re: Proposed Revisions to Traffic and Parking Ordinance and Regulations

Subject Matter/Background

Some time ago the State of Connecticut adopted legislation enabling towns to enact citations hearing ordinances permitting towns to enforce payment of fines assessed for violations of local ordinances in the Superior Court. Alleged violators are given an opportunity to appeal to a local hearing officer, and also to the Superior Court. If a fine is upheld by the hearing officer, the Town may file a case in the Superior Court and obtain a judgment that may be enforced by lien or wage execution if need be.

In 1999, per Connecticut General Statutes sections 8-12a and 7-152c, the Town Council enacted the Zoning Violations Ordinance, Chapter 189 of the Code of the Town of Mansfield. Our Town Attorney believes that this ordinance has effectively deterred would be violators of our Zoning Regulations and resulted in the filing of just one C.G.S. Section 8-12 injunctive action by the Town in the past eleven years. Other smaller area towns without a similar local ordinance have had to resort to the much more expensive and time consuming 8-12 litigation process.

Later, in 2003, per C.G.S. section 7-152c, our Council enacted our "Hearing Procedure for Citations Ordinance," Chapter 129 of the Town of Mansfield Code. This provision has enabled us to enforce fines assessed for most of our several ordinances providing for such sanctions in the Superior Court. This process has been pursued relatively infrequently in the past, but thanks mostly to the enactment by the Town Council last August of our "Ordinance to Prevent Neighborhood Nuisances," Chapter 135 of the Town of Mansfield Code, the application of Chapter 129 has greatly increased and has generated thousands of dollars in collected fines. At this time, thanks to assertive enforcement of the new Nuisance Ordinance by the Mansfield Resident State Troopers, approximately thirty cases are now being processed in the citations ordinance system.

The upshot is that we know now more than ever before how effective such citations ordinances may be to deter illegal behavior and to generate fine revenue to help pay for enforcement of ordinances enacted by the Town Council. For this reason and with the addition of the Storrs Center facility and parking in the near future, the Town Attorney has recommended that we consider and adopt, per C.G.S. section 7-152C , proposed Chapter 182, Article II of the Code, namely, the "Hearing Procedure for Parking Violations Ordinance," attached hereto within the "Motor Vehicle Traffic & Parking Ordinance."

Regulations

For extensive background information, please refer to the Agenda Item Summary for the Storrs Center Management Plan, which is being submitted for consideration under a separate agenda item. Suffice it to say that to effectively implement the Storrs Center Management Plan it is necessary to amend the Town of Mansfield Traffic Regulations, Chapter A198 of the Code, to add a new section A-198-5A: "Storrs Center Parking Regulations." Other minor amendments are proposed to Chapter A-198-5a, including a change to the more apt title of "Motor Vehicle Traffic and Parking Regulations."

There are other minor proposed changes to these Regulations, for the most part to make them consistent with the proposed new "Hearing Procedure for Parking Violations Ordinance." In this regard, see especially proposed Sections A-198-9B and A-198-10.

Financial Impact

Fines collected through implementation of the regulations will defray enforcement costs.

Legal Review

The Town Attorney has drafted the proposed ordinance and regulations in consultation with key staff, with additional input from the Storrs Center Parking Steering Committee.

Recommendation

Staff recommends that the Town Council refer the proposed ordinance and regulations to an Ordinance Development and Review Subcommittee, established on an *ad hoc* basis and comprised of members of the Council. Alternatively, the Council could schedule a public hearing at this point in the process to solicit public input regarding the proposed ordinance and regulations.

Attachments

- 1) Proposed "Motor Vehicle Traffic & Parking Ordinance"
- 2) Proposed "Motor Vehicle Traffic & Parking Regulations"

Town of Mansfield, CT
Motor Vehicle Traffic & Parking Ordinance
Second Draft – February 7, 2012

Chapter 182, "Vehicles and Traffic," is repealed and the following "**Motor Vehicle Traffic and Parking Ordinance**," is substituted in its place as the NEW Chapter 182.

Chapter 182, Article I

Section 182-1. Title.

This Article shall be known and may be cited as the "**Motor Vehicle Traffic and Parking Ordinance**."

Section 182-2. Legislative Authority.

This Article is enacted pursuant to the provisions and authority of Sections 7-148, 14-150, 14-307 and 14-312 of the Connecticut General Statutes.

Section 182-3. Parking Restrictions; Abandoned Vehicles.

A. No motor vehicle shall be parked on any public highway under the jurisdiction of the Town of Mansfield, or in any area designated as a municipal parking area, between the hours of midnight and 6:00 a.m., from November 1 through April 15 in any year.

B. Any motor vehicle parked in violation of the provisions of Section A, above, or in violation of any rule, regulation, order or other ordinance of the Town of Mansfield relative to or in connection with parking on public highways shall be deemed to be "apparently abandoned" as such term is used in Section 14-150 of the Connecticut General Statutes, as amended, and such vehicle may then be taken into custody, towed or otherwise removed, stored, and thereafter sold in accordance with the provisions of said Section 14-150.

C. The last owner of record of a motor vehicle found apparently abandoned, as shown by the files of the Department of Motor Vehicles, shall be deemed prima facie to have been the owner of such motor Vehicle at the time such vehicle was apparently abandoned, and the person who apparently abandoned the same or caused or procured its apparent abandonment.

Section 182-4. Fines for Offenses.

Any person who violates any provision of Section 182-3 of this Article shall be fined in accordance with the schedule of fines set forth in the Motor Vehicle Traffic & Parking Regulations authorized by Section 182-6 of this Ordinance. Said fines are payable to the Collector of Revenue of the Town of Mansfield. Fines may be contested in compliance

with the provisions of Article II of this Chapter, the **"Hearing Procedure for Parking Violations Ordinance"**, below.

Section 182-5. Right of Towed Vehicle Owner to a Hearing.

As required by Connecticut General Statutes section 14-150, any owner of a motor vehicle towed or otherwise removed under the authority of Section 182-3 of this Article may request a hearing before a Motor Vehicle Towing Hearing Officer by filing a "Request for Hearing to Contest Vehicle Towing" form or a reasonable facsimile with the Office of the Resident State Troopers at the Mansfield Town Hall no later than ten days after the mailing date of the written notice to the owner that the motor vehicle has been towed.

Section 182-6. Traffic Regulations.

As authorized by Connecticut General Statutes Sections 14-307 and 14-312, the Traffic Authority of the Town of Mansfield is empowered by this Ordinance to make Motor Vehicle Traffic and Parking Regulations to supplement and enforce the parking restrictions and remedies permitted by this Article and Chapter 249 of the General Statutes pertaining to traffic control and highway safety, including parking policies and restrictions. Any such regulations shall be subject to the approval of the Town Council of the Town of Mansfield. Such authority shall include, but not be limited to the power of the Traffic Authority to establish and amend a schedule of fines for violations of this Article and said Traffic Regulations promulgated hereunder, including the fines authorized by Section 182-4 of this Article.

Chapter 182, Article II

Section 182-7. Title.

This Article shall be known and may be cited as the **"Hearing Procedure for Parking Violations Ordinance."**

Section 182-8. Legislative Authority.

This Article is enacted pursuant to Sections 7-148, 7-152b, and 14-305 to 308, inclusive, of the Connecticut General Statutes.

Section 182-9. Intent.

This Article is designed to establish a hearing procedure for the appeal and enforcement of fines, penalties, costs and fees for violations of local parking ordinances, regulations duly promulgated hereunder and State of Connecticut parking laws enforceable by municipal authorities.

Section 182-10. Appointment of Hearing Officers

The Town Manager shall appoint one or more persons who are electors of the Town to serve as parking violation hearing officers to conduct hearings regarding the violation of parking ordinances and laws. No police officer or person who issues parking tickets or works in the police department may serve as a parking violation hearing officer.

Section 182-11. Notice of Violation

At any time within two years from the expiration of the final period for the uncontested payment of fines, penalties, costs or fees for any alleged violation under any motor vehicle parking ordinance or regulation adopted pursuant to Connecticut General Statutes section 7-148 or sections 14-305 to 14-308, inclusive, except for Article II of Chapter 152 of this Code of the Town of Mansfield, "The Ordinance Regulating Residential Rental Parking," the Town may send notice to the motor vehicle operator, if known, or the registered owner of the motor vehicle by first class mail at their address according to the registration records of the Connecticut Department of Motor Vehicles. Such notice shall inform the operator or owner:

- A. Of the allegations against the cited person and the amount of the fines, penalties, costs or fees due;
- B. That the cited person may contest liability before a parking violations hearing officer by delivering in person or by mail written notice of demand for a hearing to the Office of the Mansfield Resident State Troopers at the address specified in the notice within ten days of the date thereof;
- C. That if a hearing is not so demanded, an assessment and judgment shall be entered against the cited person; and
- D. That such judgment may issue without further notice.

Section 182-12. Proof of Liability.

Whenever a violation of such an ordinance or regulation occurs, proof of the registration number of the motor vehicle involved shall be prima facie evidence in all proceedings provided for in this article that the owner of such vehicle was the operator thereof; provided that the liability of a lessee per General Statutes section 14-107 shall apply.

Section 182-13. Admission of Liability.

If a person who is sent notice pursuant to section 182-11 wishes to admit liability for an alleged violation. the cited person may, without requesting a hearing, pay the full amount of the fines, penalties, costs or fees in person or by mail to the Collector of Revenue at

the address specified in the notice. Any cited person who does not deliver or mail written notice of demand for a hearing within ten days of the first notice provided for in section 182-11, above, shall be deemed to have admitted liability, and the Office of the Mansfield Resident State Troopers shall certify such person's failure to respond to the hearing officer. The hearing officer shall thereupon enter and assess the fines, penalties, costs or fees provided for by any applicable law or ordinance and shall follow the procedures set forth in section 182-14, below.

Section 182-14. Hearing Procedure.

A. Any cited person who requests a hearing shall be given written notice of the date, time and place of the hearing. Such hearing shall be held not less than fifteen days nor more than thirty days from the date of the mailing of such notice, provided the hearing officer shall grant upon good cause shown, any reasonable request by any interested party for postponement or continuance. An original or certified copy of the initial notice of violation issued by a police officer or other issuing officer shall be filed and retained by the Town, be deemed to be a business record within the scope of General Statutes section 52-180, and be evidence of the facts set forth therein. The presence of the police officer or issuing officer shall be required at the hearing if the cited person so requests. A person wishing to contest their liability shall appear at the hearing and present evidence in their own behalf. A designated town official, other than the hearing officer, may present evidence on behalf of the Town.

B. If the cited person fails to appear, the hearing officer may enter an assessment by default against the cited person by default upon a finding of proper notice and liability under the applicable statutes or ordinances. The hearing officer may accept from the cited person copies of police reports, Department of Motor Vehicles documents and other official documents by mail and may determine thereby that the appearance of such person is unnecessary. The hearing officer shall conduct the hearing in the order and form and with such methods of proof as the hearing officer deems fair and appropriate. The rules regarding the admissibility of evidence shall not be strictly applied, but all testimony shall be given under oath or affirmation. The hearing officer shall announce a decision at the end of the hearing. If the hearing officer determines that the cited person is not liable, the matter shall be dismissed and the decision of the hearing officer entered in writing accordingly. If the hearing officer determines that the cited person is liable for the violation, said officer shall forthwith enter and assess the fines, penalties, costs or fees against such person as provided by the applicable law or ordinances of the Town.

182-15. Notice of Assessment and Judgment.

If such assessment is not paid on the date of its entry, the hearing officer shall send by first class mail a notice of the assessment to the person found liable and shall file, not less than thirty days or more than twelve months after such mailing, a certified copy of the notice of assessment with the clerk of the appropriate court, which is now the Superior Court for the Tolland Judicial District, together with the appropriate entry fee, which is now eight dollars. The certified copy of the notice of assessment shall constitute a record

of assessment. Within such twelve month period, assessments against the same person may be accrued and filed as one record of assessment. The clerk shall enter judgment in the amount of said record of assessment and court costs against the cited person, in favor of the Town. Notwithstanding any other provision of the Connecticut General Statutes, the hearing officer's assessment, when so entered as a judgment, shall have the effect of a civil money judgment and a levy of execution on such judgment may issue without further notice to such person.

182-16. Appeal.

A cited person against whom an assessment has been entered pursuant to this article is entitled to judicial review by way of appeal. An appeal shall be instituted within thirty days of the mailing of notice of such assessment by filing a petition to open assessment, together with an entry fee in an equal amount to the entry fee for a small claims case pursuant to General Statutes section 52-259, at the appropriate court, which is now the Superior Court for the Tolland Judicial District, which shall entitle such cited person to a hearing in accordance with the rules of the judges of the Superior Court.

MOTOR VEHICLE TRAFFIC & PARKING REGULATIONS

Chapter A198 Town of Mansfield Code

First Draft – February 7, 2012

Chapter A198. TRAFFIC REGULATIONS is/are hereby amended as follows:

The Title of the Chapter is repealed and replaced as follows: **MOTOR VEHICLE TRAFFIC & PARKING REGULATIONS.**

Section A198-1A(2) is repealed and replaced, as follows: **Title 14, Sections 14-145, 14-150 and 14-297 through 14-314, inclusive.**

Section A198-1C(3) is repealed and replaced, as follows: **Chapter 182, Motor Vehicle Traffic & Parking.**

NEW Section A-198-5A is added, as follows:

Section A-198-5a. Storrs Center Parking Regulations

A. In addition to the restrictions listed in Section A-198-5 above, no vehicle shall be permitted to remain parked on any public roadway in the Storrs Center Development Area, which consists of the area in northern Mansfield bounded by and including the Post Office Road (extension of South Eagleville Road) and South Eagleville Road to the south, the Town Office building, Region 19 (E.O. Smith High School), and the University of Connecticut's Fine Arts Complex to the west, Dog Lane and the University's Bishop Center to the north, the Center for Hellenic Studies Paideia, the new Village Street (paralleling Storrs Road) and the Storrs Post Office to the east, in the following manner:

- (1) In violation of any sign posted by the Traffic Authority of the Town of Mansfield, or the Traffic Commission of the State of Connecticut or the Mansfield Downtown Partnership which limits or regulates the parking of vehicles within the Storrs Center Development Area.
- (2) In violation of any sign regulating parking posted by a member of the Storrs Center Parking Cooperative within the above described Storrs Center Development Area.

B. Vehicles in violation of any parking regulation herein may be subject to fines and towing. Owner/operators of violating vehicles will be responsible for paying both the fine for towing and the actual costs of towing. Except in instances where a vehicle is a hazard to pedestrians or vehicular traffic or impedes the delivery of emergency services, tow warning notices shall be placed on vehicles prior to towing. Vehicles may be towed for parking in violation of the parking infractions listed in Attachment 1, trespass on private property, parking while not being present on the premises or for exceeding the parking limits in designated parking spaces by 50 percent of the allowable time limit for said space in accordance with Sections 14-307 and 14-145 of the Connecticut General Statutes.

C. The Town of Mansfield, the Mansfield Downtown Partnership, the Storrs Center Alliance and their designated agents are hereby authorized to tow vehicles for parking violations in the above described Storrs Center Development area. Vehicles towed from private property shall be in accordance with Sections 14-307 and 14-145 of the CGS and at the request of the property owner who shall have both a standing letter of trespass and an indemnification on file with the Town and the Mansfield Downtown Partnership.

D. In accordance with section 7-192 of the Connecticut State Statutes, the Mansfield Town Manager may upon request appoint special constables to enforce parking in the Storrs Center Development Area. The Town Manager shall have reasonable discretion to determine whether an individual is suitable for appointment as a special constable and shall have the authority to rescind appointments for cause. Said constables shall be trained in parking enforcement by the Town and/or Mansfield Downtown Partnership prior to engaging in any enforcement activities. The services of any such special constable will be paid for by the requesting party, not by the Town of Mansfield.

E. Penalties for Violations shall be in accordance with the Town’s current Parking Violation Fine Schedule as listed in A-198 Attachment 1. Any person who violates any provision of these regulations shall be subject to the fines set forth herein.

F. Any fine may be appealed as provided in Chapter 182, Article II of the Code of the Town of Mansfield, the “Hearing Procedure for Parking Violations Ordinance,” and in Section A198-10 of these regulations, below.

G. Towing of vehicles from public parking areas shall be in accordance with Section 14-307 of the CGS. Towing appeals shall be made on DMV form A-25 “Request for Hearing Contested Tow” filed with the’s Office of the Mansfield Resident State Troopers. Towing of vehicles from private parking areas shall be in accordance with Section 14-145 of the CGS.

H. The cost of towing incurred by the towing party shall be paid prior to the release of the vehicle.

Section A198 Attachment 1

**Town of Mansfield
Parking Violation Fine Schedule**

(Amended effective 7-1-1994; 9-28-2009; ____-2012, effective _____)

<u>Infraction</u>	<u>Fine</u>
Parking on a sidewalk	\$25
Parking on a lawn, island or unpaved area	\$25
Parking in violation of a posted sign	\$30
Parking beyond specified time limits (except in the parking garage)	\$30
Towing	\$25 plus the cost of towing
Parking with a lost, forged or spurious permit/decal	\$30
Parking on the wrong side of the street	\$30
Parking more than 12 inches from the curb	\$30
Parking within 25 feet of an intersection	\$30
Parking within 25 feet of a stop sign	\$30
Parking obstructing a driveway/bikeway	\$30
Parking with no Town permit/decal	\$30
Double parking	\$30
Parking in a crosswalk/bikeway	\$30
Parking in a designated “no parking” area	\$30
Parking in a loading zone	\$50
Parking in a restricted or reserved space	\$30
Parking in a bus stop	\$50
Parking causing a traffic hazard	\$50
Parking in violation of snow ordinance	\$50

Parking in a fire lane	\$50
Parking within 10 feet of a hydrant	\$50
Parking in a handicapped space or zone	\$150

Section A-198-7 is repealed and replaced as follows:

A-198-7 Parking and Snow Removal.

No vehicle shall be parked on any public highway under the jurisdiction of the Town of Mansfield or in any area designated as a municipal parking area, with the exception of the Storrs Center Parking Garage, between the hours of 12:00 midnight and 6:00 a.m. from November 1 through April 15 in any year.

Section A-198-9B is repealed and replaced as follows:

B. Any person who violates any provision of these regulations shall be subject to a fine as established by the Traffic Authority in the Parking Violation Fine Schedule set forth in these Regulations. Any fine may be appealed as provided for in Chapter 182, Article II of the Code of the Town of Mansfield, the "Hearing Procedure for Parking Violations Ordinance."

Section A-198-10 is repealed and replaced as follows:

Section A-198-10. Appeals.

Any fine may be appealed as provided for in Chapter 182, Article II of the Code of the Town of Mansfield, the "Hearing Procedure for Parking Violations Ordinance," and in Section A198-10 of these regulations, below. Appeals for parking violations shall be made to the Office of the Mansfield Resident State Troopers by making a request for hearing as permitted by Section 182-13 of said Ordinance. If said appeal is upheld by the Hearing Officer, no payment shall be necessary; if said appeal is denied, payment of the required fine shall be made to the Collector of Revenue. The decision of the Hearing Officer may be appealed to the Superior Court per Section 182-16 of the "Hearing Procedure for Parking Violations" Ordinance.

Schedule A198 Attachment I

The title of the **Parking and Violation Fee Schedule** is repealed, and replaced as follows:
Parking Violation Fine Schedule.

The following language at the very end of said **Parking Violation Fine Schedule** is repealed and deleted:

Payment is due within 21 days. After 21 days the payment doubles, and, if not paid within 30 days, the violation may be referred to Superior Court G.A. 19.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Linda Painter, Director of Planning and Development; Lon Hultgren, Director of Public Works
Date: February 14, 2012
Re: Transportation Enhancement Program Application

Subject Matter/Background

The Connecticut Department of Transportation (CTDOT) recently solicited applications for the 2011 Transportation Enhancement. The Windham Regional Council of Governments (WINCOG) has been allocated \$800,000 for a four-year period starting in federal fiscal year 2013. As such, WINCOG is required to officially sponsor and prioritize any projects proposed for funding. One of project types eligible for funding through the Transportation Enhancement Program is provision of facilities for pedestrians and bicycles, provided the facilities include amenities such as street furniture, lighting, garbage receptacles or landscaping.

Based on the eligibility criteria described above, staff prepared an application to fund construction of the South Eagleville Walkway between Separatist Road and Maple Road, and lighting of the walkway between Separatist Road and Storrs Road. The total estimated cost of this expanded project was \$585,000, of which \$150,000 would be provided by the Town to meet local match requirements.

Due to a February 1, 2012 deadline for submission to WINCOG, staff is requesting retroactive approval of the application and approval of a resolution in support of the application. At its meeting on February 3, 2012, WINCOG voted to transmit the proposed project as the third priority for funding in the region.

Financial Impact

The walkway construction portion of the project is currently in the Town's Capital Improvement Program (CIP) for \$400,000. If this grant is awarded, the Town's contribution would be reduced to \$150,000 and Mansfield would receive the added benefit of having lighting for the entire length of the walkway along South Eagleville Road.

Legal Review

No legal review is required at this time. The advice of the Town Attorney will be secured if needed with regard to any grant assistance agreement.

Recommendation

Council is respectfully requested to enact the following resolution in support of the grant application:

Move, effective February 14, 2012, to support the Transportation Enhancement Program Application for the South Eagleville Walkway and Lighting Project as described in the application dated February 1, 2011 and executed by Matthew W. Hart, Town Manager.

Attachments

- 1) Application for Funding: South Eagleville Walkway and Lighting Project

PROGRAM APPLICATION

Project Title

Provide the title of project. (60 Characters or Less)
 South Eagleville Road Walkway and Lighting Improvements

Regional Planning Organization (RPO)

The application should be submitted to the RPO office having boundaries encompassing the majority of the project location. A map of the RPO boundaries is provided under separate cover as an appendix to the program guidelines. For projects that span multiple regional planning organization boundaries, please list in order beginning with the RPO with the greatest geographic coverage or the RPO with which project coordination has been initiated. A dropdown list of RPOs is provided.

Windham Region Council of Governments

Project Advocate

The Project Advocate is the entity that supported the project and, as its proponent, initiated efforts to obtain sponsorship for the federal program funds. The Project Advocate may be a governmental or non-governmental organization. Examples include municipalities, counties, State agencies, tribal nations, military agencies, universities, private businesses, individuals, non-profit organizations, neighborhood revitalization or other interest groups.

Town of Mansfield, Connecticut

Legal Name of Organization/Individual

Project Sponsor and Commitment Statement

The Project Sponsor is the applicant and will be the entity that enters into agreement with the State of Connecticut Department of Transportation for program administration and funding. The Project Sponsor MUST be a governmental agency (federal, State, or municipal), transit district, regional planning organization (RPO), tribal nation or other entity established through State Statutes. The Project Advocate may be the same as the Project Sponsor if it meets the requirements indicated herein. Please indicate the formal legal names of the organization and duly authorized representative.

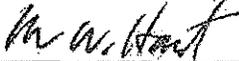
IF TRANSPORTATION ENHANCEMENT PROGRAM FUNDS ARE AUTHORIZED: The Project Sponsor will be responsible for commitment of funds to match federal program dollars and finance any ineligible project costs. The Project Sponsor will also be responsible for commitment to operate, maintain and insure the transportation enhancement. Upon project completion, the responsibility of liability and maintenance to ensure a safe, secure facility and components remains with the Project Sponsor, regardless of location within State or federal rights-of-way. Formal letters of commitment or resolutions from the appropriate fiscal entity, (i.e. Town Council, Board of Finance), will be required. Additionally, the Project Sponsor will be responsible for meeting public involvement requirements.

Town of Mansfield, Connecticut

Legal Name of Organization

Matthew W. Hart

Legal Name of Duly Authorized Representative



02/01/2012

Signature of Duly Authorized Representative

Date (MM/DD/YYYY)

By signing my name on the signature line above, I am certifying that I am the duly authorized representative of the sponsoring agency and that I am aware of the application and proposed project on behalf of the organization as well as my responsibility as the Project Sponsor if Transportation Enhancement Program funds are authorized. My signature further indicates that, to the best of my knowledge, the statements made on this application form and any attachments are true and complete and are made in good faith. I understand that if I knowingly make any misstatement of fact, this application is subject to disqualification and dismissal and to such other penalties as may be prescribed by law. All statements made on this application are subject to verification as a condition of funding authorization.

Project Contact (Representative from Project Sponsor) and Commitment Statement

The Project Contact must be a representative of the Project Sponsor's agency. The Project Contact will act as the project manager. The Project Contact will be the primary person to which correspondence, inquiries and project coordination will be directed regarding the application and subsequent project if funds are awarded.

Email Address	hultgrenlr@mansfieldct.org	Title	Director of Public Works
Telephone No.	+1 (860) 429-3332	Street Address	4 South Eagleville Road
Facsimile No.	+1 (860) 429-6863	Division/Office	Town Hall
Name Prefix	Mr.	CT Municipality	Mansfield, Connecticut
First Name	Lon	Zip Code	06268-2599
Last Name	Hultgren		



02/01/2012

Signature of Project Contact

Date (MM/DD/YYYY)

By signing my name on the signature line above, I am certifying that I am aware of the application and proposed project on behalf of the organization as well as my role as the Project Contact. My signature further indicates that, to the best of my knowledge, the statements made on this application form and any attachments are true and complete and are made in good faith. I understand that if I knowingly make any misstatement of fact, this application is subject to disqualification and dismissal and to such other penalties as may be prescribed by law. All statements made on this application are subject to verification as a condition of funding authorization.

CT Transportation Enhancement Program 2011 - October 2011

Enhancement Categories (EC)		Indicate ALL Categories Addressed	Indicate the PRIMARY (only one) Category
Full descriptions of each enhancement category are provided in the guide - review the descriptions carefully prior to completing this section. A project may address multiple categories. However, only one category can be assigned as the "primary" category being addressed by the candidate project.			
EC1	Provision of facilities for pedestrian and bicycles	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>
EC2	Provision of safety and education activities for pedestrian and bicyclists	<input type="checkbox"/>	<input type="radio"/>
EC3	Acquisition of scenic easements and scenic or historic sites	<input type="checkbox"/>	<input type="radio"/>
EC4	Scenic or historic highway programs, including provisions of tourist and welcome center	<input type="checkbox"/>	<input type="radio"/>
EC5	Landscaping and other scenic beautification	<input type="checkbox"/>	<input type="radio"/>
EC6	Historic preservation	<input type="checkbox"/>	<input type="radio"/>
EC7	Rehabilitation and operation of historic transportation buildings, structures or facilities	<input type="checkbox"/>	<input type="radio"/>
EC8	Conversion of abandoned railway corridors to trails	<input type="checkbox"/>	<input type="radio"/>
EC9	Control and removal of outdoor advertising	<input type="checkbox"/>	<input type="radio"/>
EC10	Archaeological planning and research	<input type="checkbox"/>	<input type="radio"/>
EC11	Environmental mitigation of highway runoff, reduce vehicle-caused wild-life mortality, maintain habitat connectivity	<input type="checkbox"/>	<input type="radio"/>
EC12	Establishment of transportation museums	<input type="checkbox"/>	<input type="radio"/>
For projects submitted under EC1 or EC8, check all boxes that apply. Pedestrian access includes walking, running, cross-country skiing, snow shoeing. Bicycling includes non-motorized road and off-road (mountain) bicycles. Please answer what functionality is <u>anticipated</u> to be provided based on the best available information at the time of application.		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ADA Compliant Pedestrian Access Bicyclist Access Equestrian Access
For projects submitted under EC1 or EC8, check all boxes that apply. Please answer what surface type is <u>anticipated</u> to be provided based on the best available information at the time of application.		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Natural/Loose Gravel Paved Side by Side (Natural/Paved)
OPTIONAL: For projects submitted under EC1 or EC8, documentation demonstrating that the Connecticut Horse Council has been <u>notified</u> of the project proposal is encouraged.		<input type="checkbox"/>	Letter of Notice to CT Horse Council Attached
IF TRANSPORTATION ENHANCEMENT PROGRAM FUNDS ARE AUTHORIZED: For projects submitted under EC1 or EC8, documentation demonstrating that the transit district and the Connecticut Bicycle and Pedestrian Advisory Board have been <u>notified</u> of the project proposal will be necessary.		<input type="checkbox"/> <input type="checkbox"/>	Letter of Notice to Transit District Attached Letter of Notice to CT Bicycle and Pedestrian Advisory Board Attached
IF TRANSPORTATION ENHANCEMENT PROGRAM FUNDS ARE AUTHORIZED: For projects submitted under any of the historic categories (EC3, EC6 or EC7), documentation from the Connecticut Historic Preservation Office, confirming that the historic site/structure is <u>listed</u> on the National Register of Historic Places will be necessary.		<input type="checkbox"/> <input type="checkbox"/>	Letter from CT State Historic Preservation Office Attached

Project Location

Briefly describe the project location. (250 Characters or Less)
 Project extends from the southeast corner of the intersection of SR275 (S. Eagleville Rd) with Separatist Road to the southwest corner of the intersection of SR275 and SR195 (Storrs Road) in the Town of Mansfield.

Indicate the start (and end, if linear) of the project limits. Also provide the corresponding longitude/latitude coordinates in decimal degrees, if available.

START SEC SR275 (S. Eagleville Rd)/Separatist Road	Start Pt Longitude 72.15	Start Pt Latitude 41.47
END SWC SR275/SR195 (Storrs Road)	End Pt Longitude 72.14	End Pt Latitude 41.48

Identify the municipality(ies) having boundaries encompassing the project location.

Primary CT Municipality Mansfield	Other Municipality (ies)
-----------------------------------	--------------------------

REQUIRED: Depict the location of the project on a town road map. Town road maps are available online under Publications from www.ct.gov/dot . Provide a hard copy.	<input checked="" type="checkbox"/>	Attached
REQUIRED: Depict the location of the project on a United States Geological Survey (USGS) map. Maps are available free from the USGS Store online at store.usgs.gov . Provide a hard copy.	<input checked="" type="checkbox"/>	Attached
OPTIONAL: As appropriate and necessary for the scale of the project proposed, provide a map, conceptual layout or other visual resource to depict the location of the project. Provide a hard copy.	<input checked="" type="checkbox"/>	Attached
OPTIONAL: Provide RPO with a digital file, preferably SHAPE, of the project location for use with GIS software. This may simply be a digital version of one of the items above. Provide a digital copy (indicate the file type in the space provided).	<input type="checkbox"/>	Attached

Indicate File Type

CT Transportation Enhancement Program 2011 - October 2011

Project Description

Briefly describe the project. (250 Characters or Less)

The project includes two components to improve the pedestrian network along SR275: construction of an off-road pedestrian walkway between Separatist Road and Maple Road and installation of walkway lighting between Separatist Road and SR195.

Purpose and Need

Briefly explain the purpose and need for the project, including anticipated significance and impacts of this project. Provide any additional information that may assist with determining the eligibility of and ranking of this project. This is an opportunity to discuss why the project should be selected for enhancement funding. (250 Characters or Less)

The project will eliminate a gap in the existing pedestrian network (see attached map), providing a safe connection and improving the pedestrian experience for students, seniors and residents along a key connection to Mansfield's downtown.

Project Linkage and Relationship to the Existing Surface Transportation System

Indicate whether the candidate project will improve the efficiency of the transportation system Yes No N/A Unsure

Indicate whether the candidate project will promote alternative modal choices for non-recreational uses. Yes No N/A Unsure

Indicate whether the candidate project relates to the existing surface transportation system by function or impact - refer to program guidelines for definitions of these terms. Provide a brief explanation/justification of selection (150 Characters or Less): Function Impact Function and Impact

Functional improvement: elimination of gap in off-road pedestrian network (62%CN); Impact: addition of lighting to key downtown connection (38%CN)

Statewide Significance

Briefly describe if this candidate project directly relates to a project of statewide significance being funded or planned for State Allocation funds from the Transportation Enhancement Program. (150 Characters or Less)

This project does not directly relate to a project of statewide significance being funded from the State TEA Allocation.

Community Character and Regional Significance

Briefly describe how this candidate project directly relates to the region and community, including anticipated benefits and fit with the character of the area served. (250 Characters or Less)

The project would eliminate an existing gap between the walkway on Separatist Road and the walkway along SR275 that starts at Maple Road. This connection to Mansfield's downtown is heavily used by students and senior citizens.

Briefly describe the relationship and fit of this candidate project to other projects planned or underway as well as how this project is consistent with the municipal plan(s) of development in the area served. (250 Characters or Less)

This project is a priority in the Town's POCD as it will complete the pedestrian connection to SR195, where streetscape construction is about to commence, as well as Storrs Center, a new transportation center, Town Hall and Community Center.

As available, summarize the level of public support or opposition that has been voiced to date, if any, either via a public forum, written correspondence or other form of communication, including media coverage. Do not attach correspondence, blog reports, published media coverage or other related materials. (250 Characters or Less)

The walkway portion of the project was the subject of a November 2011 bond referendum and was supported by 54% of the participating voters. Letters to the editor have indicated both support and opposition. The town has also received support letters.

Permitting

Environmental impact should be minimized to the greatest extent possible; however, transportation enhancement projects sometimes involve permitting. Please indicate if any permits have been secured or applications filed for the proposed activities as of the date of this application. It is not required that permitting be completed for the application.

Local Inland Wetland	Process Not Initiated	Date: (MM/DD/YYYY)
Mansfield Traffic Authority	Secured w/Regulatory Agency	Date: (MM/DD/YYYY)
DOT Encroachment Permits	Process Not Initiated	Date: (MM/DD/YYYY)
		Date: (MM/DD/YYYY)
		Date: (MM/DD/YYYY)

CT Transportation Enhancement Program 2011 - October 2011

Financing, Project Cost Estimation and Phase Identification

Indicate the first Federal Fiscal Year (FFY) in which the funds are estimated to be required - the FFY begins October 1 of each year. Identify the full cost of all project phases for which federal participation is requested. Of this total, which can be no less than \$300,000, a maximum of 80 percent can be funded by the Federal Highway Administration through the Transportation Enhancement Program and a minimum of 20 percent must be secured by the Project Sponsor. Each Town whose project is short-listed will be asked to verify their estimate and commit to the match prior to final selection. Additionally, the Project Sponsor will be responsible for 100 percent of costs associated with program ineligible (non-participating) project components.

	Preliminary Engineering (PE)				Rights-of-Way (RW)				Construction (CN)				All Phases	
	FFY	U.S. Dollars			FFY	U.S. Dollars			FFY	U.S. Dollars			U.S. Dollars	
Estimated Project Cost and Timing	2	0	1	3	50,000				2	0	1	4	533,750	583,750
Requested TE Program Funds and Timing									2	0	1	4	433,750	433,750

TOTAL TRANSPORTATION ENHANCEMENT PROGRAM FUNDS BEING REQUESTED may not be greater than 80 percent of Total Estimated Project Costs

The minimum 20 percent match typically must come from non-federal sources as there are restrictions on the application of federal monies to the match share of Transportation Enhancement Program funds. However, some federal sources can be used as match. Indicate if any federal funds are being proposed as match or as a source of funds for ineligible project costs, including the source program, the federal fiscal year (FFY) in which the funds are estimated to be available, the amount to be applied, and the phase to which funds are anticipated to be applied.

	FFY	U.S. Dollars	Phase(s)
Recreational Trails Program (RTP)			

List all nonfederal sources anticipated to be utilized towards the match share of Transportation Enhancement Program funds and other ineligible project costs. Indicate the source, the federal fiscal year (FFY) in which the funds are estimated to be available, the amount, and the phase to which funds are anticipated to be applied. Also indicate any funding amounts for which sources remain unidentified at this time in the line provided.

	FFY	U.S. Dollars	Phase(s)			
Town of Mansfield-Capital Improvement Program	2	0	1	3	50,000	PE
Town of Mansfield-Capital Improvement Program	2	0	1	4	100,000	CN
Source(s) yet to be identified						

The Department typically allows donations of land to be used to lower the Right-of-Way phase costs of the project; therefore, reducing the local match as well. Indicate the estimated value and the first Federal Fiscal Year (FFY) in which the funds are estimated to be available.

	FFY	U.S. Dollars	Phase(s)
Right-of-way donations anticipated			RW

Briefly describe the source (i.e. town engineer, consultant, RPO staff) of the project cost estimates provided above. (250 Characters or Less)
 The cost estimates were developed by the Town's Engineering Staff based on preliminary designs developed as part of the CIP process.

Briefly describe any donation credits that are under consideration to be proposed as match. (250 Characters or Less)
 In addition to the \$150,000 cash match, we expect to provide in-kind services to support the project at an estimated value of ±20% total project cost.

Briefly describe any innovative financing or funding partnerships that are under consideration to be proposed as match or to subsidize program ineligible project costs. (250 Characters or Less)

CT Transportation Enhancement Program 2011 - October 2011

Project Readiness

Briefly describe the anticipated readiness of the project. Indicate whether the candidate project can reasonably be anticipated to advance with full funding for the proposed phases if Transportation Enhancement Program funds are authorized. (250 Characters or Less)

Based on preliminary work completed, the project can commence as soon as funds are obligated and is expected to be completed within 18-24 months depending on time needed to obtain state permits. No ROW acquisition is needed.

Attachments and Additional Information / Materials

PLEASE LIMIT COMMENTS AND ATTACHED PAGES TO THOSE CRITICAL FOR REVIEW OF THE APPLICATION AND PROPER UNDERSTANDING OF THE PROJECT PROPOSAL - MORE IS NOT ALWAYS BETTER.

These three fields are optional and may be used to provide any additional comments pertinent to the presentation of the candidate project for consideration of funding under the Transportation Enhancement Program. (250 Characters or Less)

Comment 1 The proposed project is part of the Town's adopted Capital Improvement Program (CIP). If fully funded, the town match will be available without need for approval through a bond referendum.

Comment 2 This project has been identified as a priority by the Mansfield Transportation Advisory Committee and is listed in the Town's Plan of Conservation and Development. It is also in the recently prepared Downtown Public Spaces/Green Infrastructure Plan.

Comment 3 It will provide a direct link between a senior living community and a heavily used walkway on Separatist Road to downtown. This project will leverage state/federal investments in downtown and SR195, including a previous TE award for SR195.

Please indicate any additional materials being submitted with the application package or provided to the RPO for consideration. If additional pages were used to answer questions on this application, please indicate the section and number of pages. Applicants are encouraged, however, to limit responses to the space provided in the Program Application.

The information below will be utilized during the review by staff at the RPO and at the Department to ensure that each reviewer has a full application package. A listing with a brief description of each item should be provided noting the number of pages for each attachment and the pertinent application section, as applicable.

Number of Pages	Pertinent Section	Brief Description
4	Project Location	Project Location Maps as Required (Town Road Map and USGS Map); Zoom-In for Each
1	Purpose and Need	Aerial Photography/Context Map showing proximity to other projects
1	Purpose and Need	Detail Plan of Storrs Center/SR195 Improvements

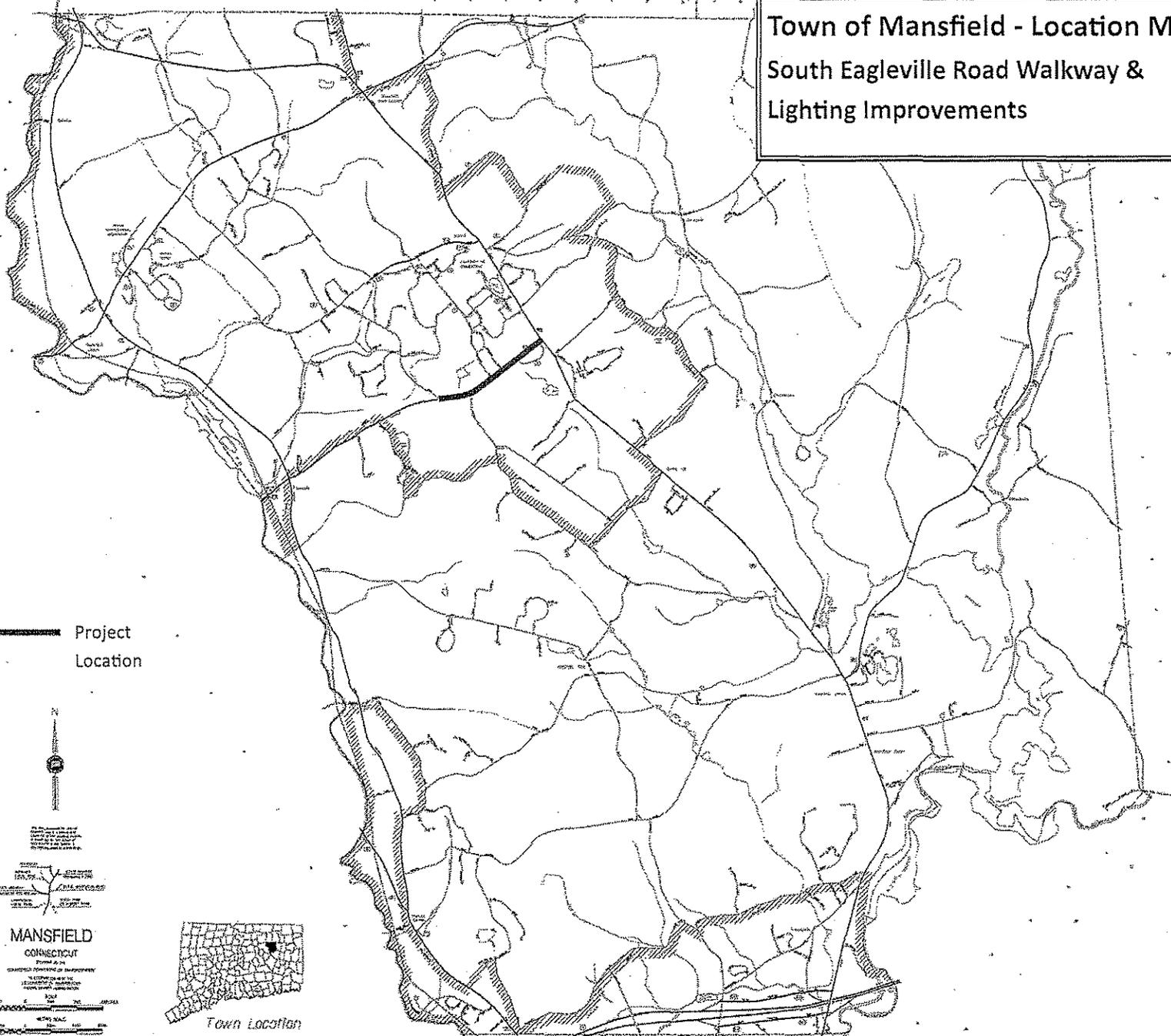
Reminders

- The program guide for the Transportation Enhancement Program provides valuable insight for completion of this application - review the guidance first
- Application must be signed by the Duly Authorized Representative of the Sponsoring Agency in the space provided. **All applications must be manually signed.**
- Application must be signed by the Project Contact of the Sponsoring Agency in the space provided. **All applications must be manually signed.**
- A town road map must be attached with the project location/limits depicted clearly
- A USGS map must be attached with the project location/limits depicted clearly
- The application must be dated, completed in full and submitted to the appropriate Regional Planning Organization.

SPECIAL NOTE:

- Two hard copies of a manually signed application must be submitted for purposes of file record.
- A digital file of the completed form application must also be submitted and this file must be in the original file format and layout provided - this means that the form fields with the applicant's responses must remain fully functional for purposes of data extrapolation.

Town of Mansfield - Location Map
South Eagleville Road Walkway &
Lighting Improvements



Project
Location

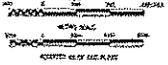


MANSFIELD
CONNECTICUT

Formed in 1784
INCORPORATED TOWNSHIP OF MANSFIELD
IN 1800 BY AN ACT OF THE
GENERAL ASSEMBLY

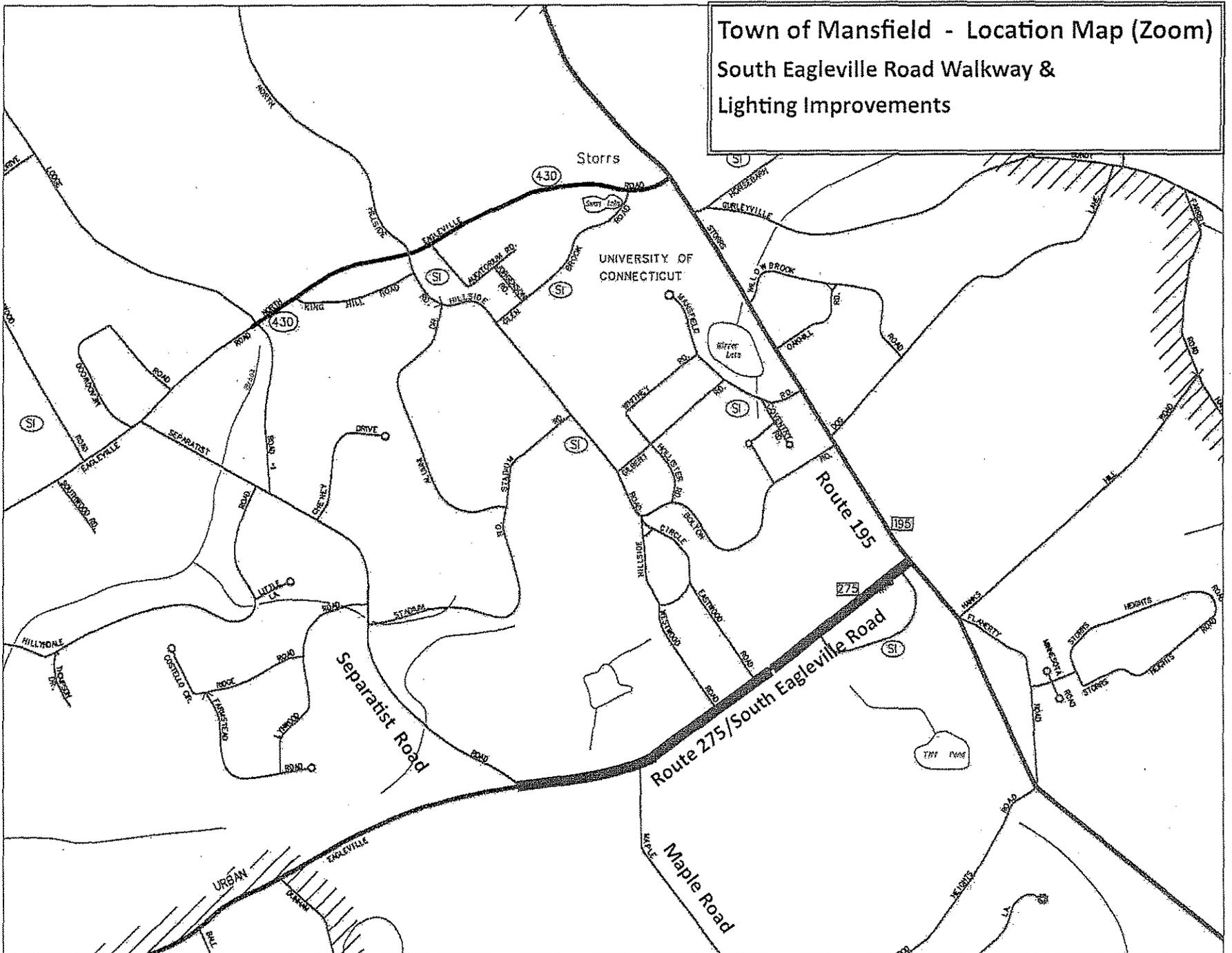


Town Location

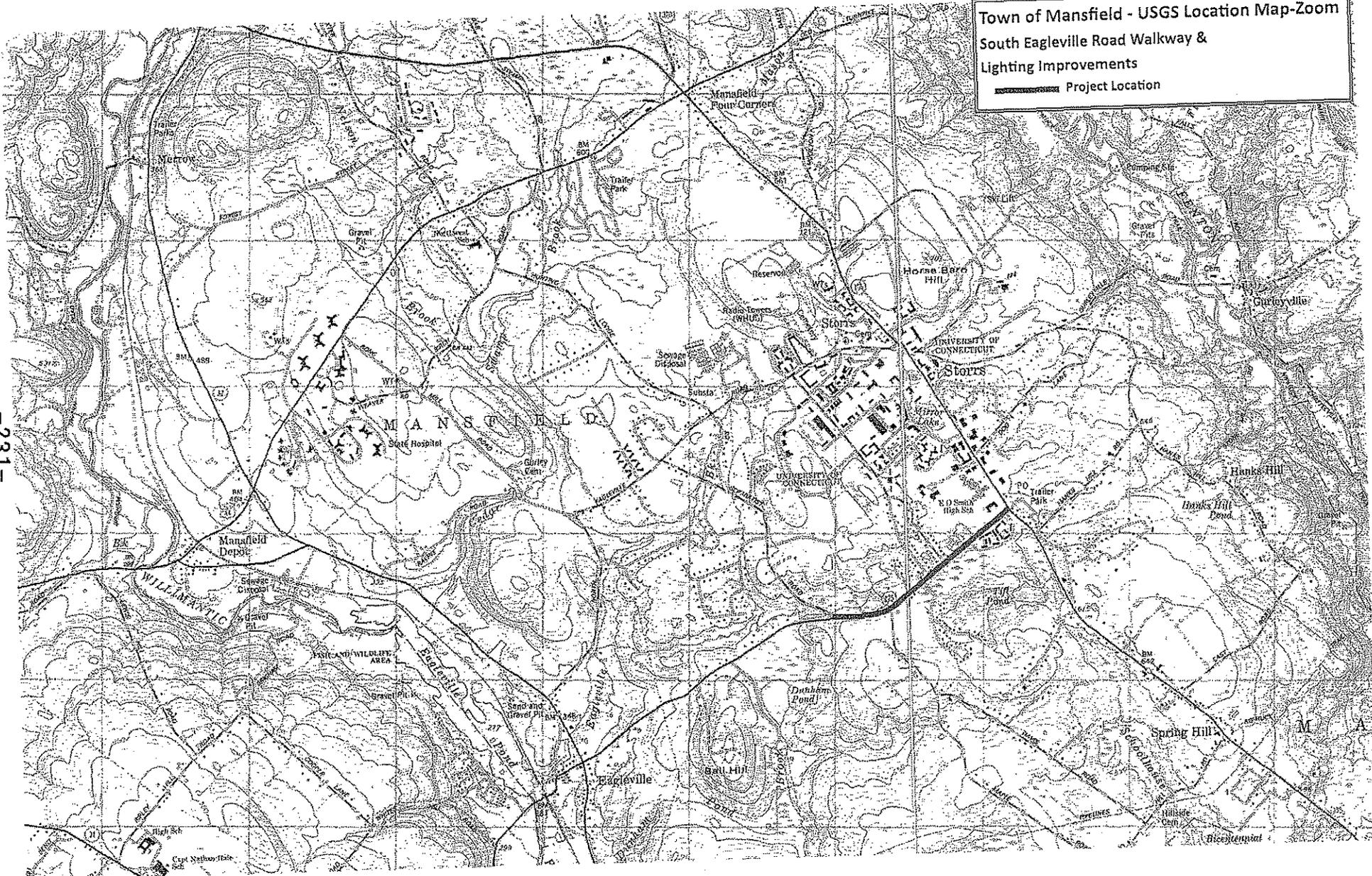


SCALED AS SHOWN

Town of Mansfield - Location Map (Zoom)
South Eagleville Road Walkway &
Lighting Improvements



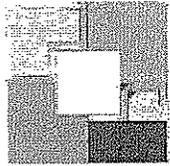
Town of Mansfield - USGS Location Map-Zoom
South Eagleville Road Walkway &
Lighting Improvements
Project Location





South Eagleville Walkway & Lighting Improvements

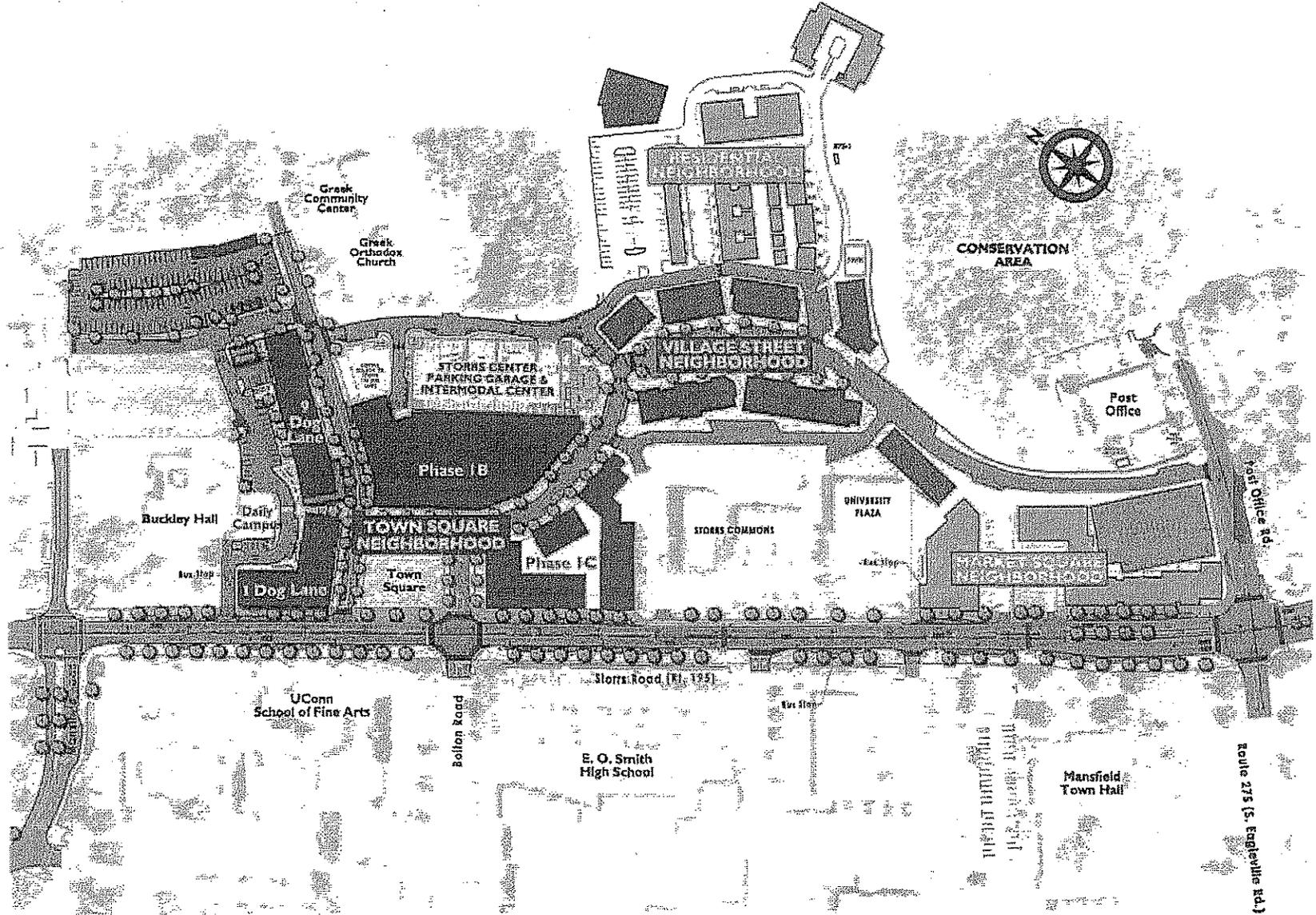
- Existing Off-Street Sidewalks
- Proposed Sidewalk w/ Lighting
- Proposed Lighting of Existing Sidewalk



CENTER

ne

- 233 -



February 2012

www.storrscenter.com

(Timeline on reverse)

PAGE
BREAK



**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: February 14, 2012
Re: Fiscal Year 2012/2013 Budget Review Meeting Schedule

Subject Matter/Background

For your reference, I have attached a copy of the Fiscal Year 2012/13 Budget Review Calendar. For each budget workshop, I recommend that we provide time for the Council to debrief the previous session, to discuss any documents distributed by staff and to review and deliberate on the specific budget elements noted in the calendar.

Please review the proposed calendar and let me know by consensus if this meets the Council's approval.

Attachments

- 1) FY 2012/13 Budget Review Calendar

**BUDGET REVIEW CALENDAR
FOR BUDGET YEAR 2012-13**

<u>DATE</u>	<u>TIME</u>	<u>ITEM</u>
Mar. 26	Mon 7:30 PM	Budget Presented to Town Council (part of regular Council meeting) Council Chambers - Beck Building - Introduction to the Budget & Review of Process
Mar. 27	Tue 6:30 PM	Council Budget Workshop - Council Chambers - Beck Building - Major Cost Drivers - Policy changes & initiatives (Issue Papers) - Discussion questions
Mar. 29	Thu 6:30 PM	Council Budget Workshop Council Chambers - Beck Building - General Fund Revenue Review - Programmatic Review (review narratives) = General Government/Town Wide (Including Contrib. To Area Agencies) = Public Safety = Community Services = Community Development = Public Works
Apr. 5	Thu 7:00 PM	Public Information Session #1 on Mgr's proposed budget - Council Chambers - Beck Building
Apr. 9	Mon 6:30 PM	Council Budget Workshop - Q & A Session (in advance of regular Council meeting) Council Chambers - Beck Building - Operating Transfers to Other Funds = Parks & Recreation Fund = Debt Service Fund = Downtown Partnership - Internal Service Funds - Health Ins., Worker's Compensation & Management Services = Health Insurance Fund = Worker's Compensation Fund = Management Services Fund - Other Agencies/Funds = Day Care Fund = Eastern Highlands Health District = Cemetery Fund/Long Term Investment Pool
Apr. 9	Mon 7:30 PM	Public Hearing on Budget (part of regular Council meeting) Council Chambers - Audrey P. Beck Municipal Building
Apr. 10	Tue 6:30 PM	Council Budget Workshop - Council Chambers - Beck Building - Capital Improvement Program - Capital Nonrecurring Fund - Solid Waste Fund and Town Aid Road Fund - Sewer Funds
Apr. 11	Wed 6:30 PM	Council Budget Workshop Board of Education discussion with Board Council Chambers - Audrey P. Beck Municipal Building
Apr. 16- 20		School Break
Apr. 23	Mon 6:30 PM	Adoption of Budget and Recommended Appropriations (in advance of regular Council meeting) Council Chambers - Audrey P. Beck Municipal Building
Apr. 25	Wed 6:30 PM	Adoption of Budget and Recommended (if necessary) Appropriations Location TBD
Apr. 30	Mon 7:00 PM	Public Information Session #2 Council Chambers - Beck Building
May 1	Tue 6AM - 8PM	Region #19 Budget Referendum Held in the towns of Ashford, Mansfield and Willington
May 8	Tue 7:00 PM	Annual Town Meeting Mansfield Middle School Auditorium

Animal Control Activity Report

REPORT PERIOD	2011/		2012										This FY to	Last FY to
PERFORMANCE DATA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	date	date
Complaints investigated:														
phone calls	190	196	176	176	175	159	148						1220	1053
road calls	22	19	14	18	13	21	17						124	98
dog calls	93	92	92	75	68	76	70						566	410
cat calls	61	58	60	63	75	56	49						422	466
wildlife calls	15	8	5	7	7	6	8						56	32
Notices to license issued	2	0	1	3	6	9	8						29	31
Warnings to license issued	20	73	20	62	4	127	0						306	173
General warnings issued	4	3	4	2	0	3	3						19	26
Infractions issued	1	0	0	0	0	0	0						1	3
Notices to neuter issued	0	0	1	0	0	1	0						2	4
Dog bite quarantines	1	0	0	0	0	1	1						3	4
Dog strict confinement	0	0	0	0	0	0	0						0	0
Cat bite quarantines	0	0	2	0	0	0	0						2	2
Cat strict confinement	0	0	0	0	0	0	0						0	0
Dogs on hand at start of month	4	7	4	2	2	6	8						33	20
Cats on hand at start of month	12	6	10	15	20	13	3						79	118
Impoundments	23	20	27	36	18	9	13						146	155
Dispositions:														
Owner redeemed	10	4	1	6	1	2	2						26	39
Sold as pets-dogs	5	6	6	2	1	6	3						29	17
Sold as pets-cats	9	5	9	16	13	8	8						68	91
Sold as pets-other	0	0	1	0	0	0	0						1	1
Total destroyed	2	2	5	7	6	1	2						25	17
Road kills taken for incineration	0	0	2	0	1	1	0						4	5
Euthanized as sick/unplaceable	2	2	3	7	5	0	2						21	12
Total dispositions	26	19	24	31	21	17	15						153	165
Dogs on hand at end of month	7	4	2	2	6	8	7						36	18
Cats on hand at end of month	6	10	15	20	13	3	2						69	110
Total fees collected	\$995	\$ 506	\$ 590	\$ 733	\$ 520	\$ 533	\$ 320						\$4,197	\$ 5,143

MANSFIELD AGRICULTURE COMMITTEE
APPROVED Minutes of August 2, 2011 meeting
Audrey P. Beck Municipal Building, Conference Room B, 7:30 p.m.

1. Acting Chairmand Charlie Galgowski called the meeting to order at 7:35.

PRESENT: Charlie Galgowski, Vicky Wetherell, Meredith Poehlitz, Wes Bell, Jean Bell (guest)

2. Minutes of the July 5, 2011, meeting were approved.

Old Business

3. *Farmland Usage Agreement* - Review tabled until next meeting.

New Business

4. *PZC referral – Wedding Venue at Bassetts Bridge Farm* The committee considered a presentation by the Bells about this proposed additional activity at their farm. Comments will be forwarded to PZC.

5. *Farmland Preservation* –The committee determined the method and materials needed for review of farmland preservation opportunities. This review will begin at the next meeting.

7. *AFT draft of guidelines for municipal livestock regulations* - Tabled until future meeting.

8. *Presentation on Municipal Agricultural Incentives* - The committee referred this item to the subcommittee, which will prepare a draft outline for the next meeting.

8. The meeting adjourned at 8:30. The next meeting is on September 6.

Items for future agendas

Farm usage agreement draft

Town Council presentation

Farmland preservation

AFT draft

MANSFIELD AGRICULTURE COMMITTEE
APPROVED Minutes of October 4, 2011 meeting
Audrey P. Beck Municipal Building, Conference Room B, 7:30 p.m.

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

PRESENT: Al Cyr, Charlie Galgowski, Vicky Wetherell, Meredith Poehlitz, Wes Bell, Jennifer Kaufman (staff)

2. Minutes of the August 2, 2011, meeting were approved (no quorum at the September meeting).

Old Business

3. *Agricultural Leasing Policy, Revised Lease and Revised Reporting Form* - The committee made a final review of these items and voted to send the updated version to the Town Council for consideration.

New Business

4. *Presentation on Municipal Agricultural Incentives* – The committee discussed the items and format for this presentation. Jennifer will draft a summary for the committee’s review at the next meeting.

5. *AGvocate Phase 4* – Jennifer informed the committee about the focus of the next grant application, which will be a pilot program to look for opportunities to promote the leasing of farmland to farmers.

6. *Farmland Preservation* –The committee began discussing options and will review farmland maps at the next meeting.

7. The meeting adjourned at 9:00. The next meeting is on October 4.

Items for future agendas

Town Council presentation

Farmland preservation

MANSFIELD AGRICULTURE COMMITTEE
APPROVED Minutes of December 6, 2011 meeting
Audrey P. Beck Municipal Building, Conference Room B, 7:30 p.m.

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

PRESENT: Al Cyr, Charlie Galgowski, Vicky Wetherell, Meredith Poehlitz, Kathleen Paterson, Ed Wazer, Jennifer Kaufman (staff)

2. Minutes of the November 1, 2011 meeting were approved.

Old Business

3. *Draft Farmland Lease Memo* - Jennifer forwarded the committee's draft to the Farmland ConneCTions Service (project of the UConn Extension's Sustainable Food Systems program) for their review. The committee will consider the review comments before submitting it to the Town Council for review.

4. *Presentation on Municipal Agricultural Incentives* - The committee still needs data from Town staff before submitting the memo to the Town Council, possibly for their January 9 meeting. The committee will review the data at their January 3 meeting if it is available.

5. *Planning for Farmland Preservation* - The committee voted to go into executive session at 8:40 and to come out of executive session at 9:30. The committee's recommendations will be forwarded to the Open Space Preservation Committee.

6. *Announcements* - Committee members shared information about upcoming events. Jennifer reported on the AGvocate workshop on November 30.

7. The meeting adjourned at 9:35. The next meeting is on January 3.

Items for future agendas

Town Council memos

Farmland preservation

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Thursday, December 1, 2011
University of Connecticut Lodewick Visitors Center
115 North Eagleville Road**

4:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Barry Feldman, Matthew Hart, Dennis Heffley, David Lindsay, Philip Lodewick, Frank McNabb, Toni Moran, Richard Orr, Betsy Paterson, Chris Paulhus, Alex Roe, Steve Rogers, Kristin Schwab, Bill Simpson, Ted Yungclas and Antoinette Webster

Staff: Cynthia van Zelm, Lee Cole-Chu

1. Call to Order

Board President Philip Lodewick called the meeting to order at 4:07 pm.

2. Opportunity for Public Comment

Mr. Lodewick clarified that the meeting was a regular monthly Board meeting, not a public hearing, as reported in some media.

Howard Kaufman with Storrs Center master developer LeylandAlliance and Chuck Vaciliou with general contractor Erland Construction updated the Board on the accident that had occurred at the work site.

Mr. Kaufman said there was a serious work accident and that their primary concern was for the workers. The cause of the accident is unknown but OSHA representatives were at the site the day of the accident and will issue a report. He said that the workers were working on the outside of the 2nd story of the TS-1 building.

Mr. Kaufman said that Empire Construction which is a subcontractor to one of Erland's subcontractors had received a stop work order from the CT Department of Labor (DOL) with respect to no worker's compensation certificate on file at the CT DOL. Mr. Kaufman said that Erland did have

the certificate which was dated November 3, 2011 but perhaps the CT DOL did not have it on file.

Mr. Vaciliou said his thoughts are with the workers who were injured. He said that as soon as the accident occurred, emergency personnel were called as well as OSHA to start an investigation.

Mr. Vaciliou said as soon as they receive more information on the cause of the accident, they will share it with the Partnership.

Charles LeConche introduced himself as the business manager for the CT District Laborers' Council. He said that the other people that were in the room with him were from Mansfield. He expressed concern for the many workers who are out of work. Mr. LeConche expressed concern about what he perceived as a lack of oversight at the Storrs Center site.

James Duffy, with the Labor Management Foundation for Fair Contracting in Connecticut, said that the Storrs Center project should have responsible contractor levels and he voiced support for state responsible contractor legislation. He expressed concern with out of state workers at the site and the quality of some of the material on the site.

Ted Grabowski said he was from Ashford. He said that while the Storrs Center project has brought a lot of money into Mansfield, there needs to be accountability for hiring workers from Mansfield and the surrounding towns.

3. Approval of Minutes of November 3, 2011

Betsy Paterson made a motion to approve the minutes of November 3, 2011. Chris Paulhus seconded the motion. The motion was approved unanimously.

Ms. Paterson made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not required by statute and given in confidence by the Storrs Center Master Developer's representatives. Antoinette Webster seconded the motion. The motion was approved.

4. Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5)

Present: Mr. Bacon, Mr. Birkenruth, Mr. Feldman, Mr. Hart, Mr. Heffley, Mr. Lindsay, Mr. Lodewick, Mr. McNabb, Ms. Moran, Mr. Orr, Ms. Paterson, Mr. Paulhus, Ms. Roe, Mr. Rogers, Ms. Schwab, Mr. Simpson, Mr. Yungclas, Ms. Webster

Also Present: Ms. van Zelm, Mr. Cole-Chu, Mr. Kaufman and Mr. Macon Toledano from LeylandAlliance

5. Director's Report

Mr. Kaufman and Mr. Toledano left the meeting.

Cynthia van Zelm asked that Board members provide their cell phones to Ms. van Zelm in case a meeting needs to be cancelled and land lines and/or computers are down.

Ms. van Zelm commended Partnership Special Projects Coordinator Kathleen Paterson for her work on the Local First Mansfield shopping campaign. Ms. K. Paterson worked closely with the Town Manager's office and the Town's office of Planning and Development.

Ms. van Zelm said the January 5 Board meeting is proposed to include a review of the draft public spaces for downtown and the Storrs Center parking management plan.

6. Executive Director Job Description and Classification

Matt Hart said the Executive Director's job scope has changed, including an increase in responsibility. The Finance and Administration Committee determined that changes in compensation would be deserved.

Mr. Hart said the Committee utilized the Town's classification system and compared the Executive Director position to other benchmarked positions. One comparable position was the Town's Director of Planning and Development.

Mr. Hart said the Committee has recommended a range for the Executive Director position. The Town has in place a step system whereby there are 9 to 12 steps for a position. The Committee is recommending a range instead of a step system so there is more flexibility at annual reviews.

Mr. Hart moved retroactive to July 1, 2011, to: 1) approve the job description for the Executive Director position; 2) set the pay range for the

position at \$74,011.77 – 103,536.09/yr, and; 3) increase the Executive Director's salary by 10% retroactive to July 1, 2011, as presented and recommended by the Finance and Administration Committee. David Lindsay seconded the motion. The motion was approved unanimously.

7. Partnership Future Planning

Toni Moran reported that she had meet with Mr. Hart, Ms. van Zelm and CT Main Street Center Associate Director Kim Parsons-Whitaker about Partnership future planning. She noted that CT Main Street had worked with the Partnership many years ago to help the Partnership with its mission and vision statements.

Since then, the proposed Storrs Center is now a reality. What is the role of the Partnership and the Board of Directors (including its partner LeylandAlliance) going forward?

The group thought it would be important to provide background to the Board on what downtown/Main Street organizations and economic development agencies do, before delving into the Partnership's role. A list of potential presenters from such communities as West Hartford, New Haven, and Waterbury was discussed, who would be part of the education process.

The second proposed step would be to move to a SWOT (strengths, weaknesses, opportunities, threats) analysis of the Partnership's role in downtown management (particularly as it continues its planning/project management role).

Ms. van Zelm asked Board members to reserve their calendars for a meeting on January 24 or January 25 at 4 pm.

8. Review and Approval of 2012 Meeting Dates

Ms. Paterson made a motion to approve the Mansfield Downtown Partnership Meeting Dates for 2012. Mr. Paulhus seconded the motion. The motion was approved unanimously.

9. Report from Committees

Advertising and Promotion

Chair Kristin Schwab said the Committee discussed a volunteer outreach program which will be presented to the Board in the near future. She said the goal was to assist Partnership staff with the various outreach efforts they undertake (meetings, presentations, staffing events, etc.). Committee member Janet Jones will take the lead from the Committee.

Ms. Schwab said that Winter Fun Day will be February 4 from 11 am to 2 pm in front of the Mansfield Community Center.

Ms. Schwab said the Committee will also revisit its charge and seeks to recruit more members, including a student.

Business Development and Retention

Chair Steve Rogers said the Committee had met on Monday and Mr. Kaufman participated by phone with an update on commercial leasing and relocation efforts.

Bill Simpson asked about the Board's role in commercial leasing as discussed at previous Board meetings. Mr. Lodewick said the key is to have good synergy between the uses. Mr. Hart said it is important to evaluate the programming for the future phases of Storrs Center to make sure they are compatible with the Partnership's vision.

Festival on the Green

Ms. Paterson said the Committee will begin meeting again in January.

Membership Development

Chair Frank McNabb reported that membership renewal letters had gone out and approximately 100 renewals had been received.

He said that he staffed a table at the Vienna Symphony at Jorgensen and he had a large crowd visit the table. There were many questions about future condos in Storrs Center.

Planning and Design

Chair Steve Bacon said the Committee had completed the majority of its review of the Phase 1A and 1B building components against the Storrs Center Sustainability Guidelines checklist. With the exception of the roof color, the LeylandAlliance/EDR/Erland team exceeded the requirements of

the Guidelines. In his opinion, the buildings will be very "green" in terms of their efficiency.

10. Other

The Board expressed its concern for the workers who were injured at the work site. They discussed the comments made during public comment and agreed that the proposed Storrs Center public update on January 11 should address many of the issues raised during the public comment period. Ms. Schwab said that it will be important to evaluate the Partnership's role with respect to labor issues as part of the Partnership's strategic planning process, especially since there are several years of construction.

11. Adjourn

Mr. Paulhus made a motion to adjourn. Mr. Lindsay seconded the motion. The motion was approved and the meeting adjourned at 6:20 pm.

Minutes taken by Cynthia van Zelm

ARTS ADVISORY COMMITTEE
 Meeting of Tuesday, 03 May 2011
 Mansfield Community Center (MCC) Conference Room

MINUTES

1. The meeting was called to order at 7:04p by Kim Bova. *Members present:* Kim Bova, Tom Bruhn, Scott Lehmann. *Members absent:* Blanche Serban. *Others present:* Jay O'Keefe (staff).
2. The minutes of the 05 April 2011 meeting were approved as written.
3. **Membership.** Kelly Kochis & Jay Ames have resigned, so the Committee has at least two openings (three if Kay Niemasik turns out not to be interested). Tom will see if Ted Youngquist at the School of Fine Arts might be persuaded to join; Kim will ask a friend she thinks would be a good addition to the Committee.
4. **Festival on the Green.** The Festival will be held in front of E. O. Smith on 9/25. This is the same weekend as the School of Fine Arts' 50th anniversary celebration and Cornucopia, and these concurrent events should help draw more people. There will again be an art show, a popular Festival institution, judging by comments from the public on past Festivals.
5. **MCC exhibits.**
 - a. No new applications have been received.
 - b. Application material is now featured more prominently on the Parks and Recreation's redesigned web page.
 - c. **Martin Calverly** received many favorable comments on his photography exhibit.
 - d. Tom will remind **Suzy Staubach**, who said she'd like to exhibit ceramics, that she needs to submit an application.
 - e. Is **Reneé Raucci** still interested in exhibiting her work from 6/1 to 8/15? Kim will e-mail Blanche about contacting her. In response to Kim's inquiry, **Murray Wachman** said he wasn't sure he had any suitable oils, other than the ones of he proposed to exhibit (which, the Committee thought, would show better if there were more variety). Kim will get back to him.
 - f. Scott will ask **Jay Ames** to submit an application for the exhibit of Storrs Puppet Theatre material he has proposed for 6/1 to 8/15. Scott will also call **Helen Dewey** to remind her about her upcoming exhibit.
 - g. Tom suggested inviting people to show art from their collections, in addition to art that they create, if we have difficulty lining up exhibits by artists. Last year's show of puppets from the Ballard Institute's collection is an example. The Committee thought this sort of art exhibit might be OK, though the relatively low level of security at the MCC would probably discourage people from loaning valuable works.

Exhibit Period	Entry cases		Sitting room		Hallway	
	Double-sided	Shelves	Upper (5)	Lower (3)	Long (5)	Short (2)
15 Apr – 31 May	<i>Mansfield School Art</i>					
01 Jun – 15 Aug	<i>Storrs Puppet Theatre items?</i>		<i>Reneé Raucci? (watercolors)</i>		<i>Helen Dewey (watercolors)</i>	
15 Aug – 15 Oct	<i>Festival advertising Art show winners</i>					

6. Adjourned at 7:36p. Next meeting: 7:00p, Tuesday, 07 June 2011.

Scott Lehmann, Secretary, 06 May 2011; approved 07 June 2011.

Mansfield Board of Education Meeting
June 9, 2011
Minutes

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

Absent: Min Lin

The meeting was called to order at 7:33pm by Mr. LaPlaca.

HEARING FOR VISITORS: Students from the Southeast School Mileage Club and KIDSMARATHON discussed their accomplishments with sponsoring teachers, Betsy Parker and Diane Hutton, introducing the program and parent/staff volunteers.

SPECIAL PRESENTATIONS: Mr. LaPlaca presented the CABA Leadership Award for distinguished leadership in school activities and daily life to Middle School students Lisa Wilson and Liam Kissane. Mr. Cryan, Principal of Mansfield Middle School, described specific attributes of each student, as well as their contributions to Mansfield Middle School.

COMMUNICATIONS: Letter from Connecticut Association of Boards of Education (CABA) announcing a freeze of member district dues for the 2011-2012 school year. The Board received a thank you note from the family of Timothy Quinn for the memorial donation in his honor.

ADDITIONS TO THE PRESENT AGENDA: None

COMMITTEE REPORTS: Dorothy Goodwin Bequest Committee: Mrs. Kelly reported the committee will continue the process of students applying for funding for proposals, but add an 8th grade field trip to the Legislative Office Building next year. Teacher of Year Committee: Mrs. Kelly reported that Lisa Corriveau, Music Teacher, at Goodwin School has been selected the 2012 Mansfield Teacher of the Year. She will be honored at a Board Meeting in the fall.

REPORT OF THE SUPERINTENDENT:

- Algebra Textbook Adoption: Mark Jones, Convener Mathematics Curriculum Council, discussed the proposed adoption and purchase of *Algebra Connections*, published by College Preparatory Mathematics for algebra mathematics classes. MOTION by Ms. Patwa, seconded by Mr. Walikonis, to adopt and purchase the *Algebra Connections* textbook. VOTE: Unanimous in favor.
- Field Trip – MMS: MOTION by Ms. Matthews, seconded by Mr. Walikonis, to approve the German Exchange Field Trip to Cape Cod September 30 – October 1, 2011. VOTE: Unanimous in favor with Mrs. Kelly abstaining.
- Books on Bus: Linda Robinson, Library Media Coordinator, discussed the plans for the third year of the Books on Bus summer program
- Library Media Services Update: Mrs. Robinson discussed the many programs of the Library Services program, ie. Books and Breakfast, Library Skills Curriculum, Follett Destiny Card Catalog, Summer Reading Program. She also discussed the upcoming Birthday Book Buddies program.
- UCONN Neag School Collaborative Partnership Agreement: MOTION by Ms. Patwa, seconded by Mrs. Paulhus to authorize the Superintendent to sign the agreement with the Neag School. VOTE Unanimous in favor.
- Class Size/Enrollment: The principals reported no significant changes in enrollment this month.

FOUR SCHOOLS BUILDING PROJECT: Mr. LaPlaca reported the Town Council plans to hold workshops this summer.

NEW BUSINESS: None

CONSENT AGENDA: MOTION by Mrs. Kelly, seconded by Mrs. Paulhus that the following items for the Board of Education meeting of June 9, 2011 be approved or received for the record. VOTE: Unanimous in favor with Ms. Patwa abstaining.

That the Mansfield Public Schools Board of Education approves the minutes of the May 12, 2011 Board meeting.

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: Mrs. Kelly would like a discussion to include cost of substitute teachers in the cost of a field trip.

MOTION by Mrs. Paulhus, seconded by Ms. Matthews to move into Executive Session to discuss the Superintendent's evaluation and non-union wages and salaries. VOTE: Unanimous in favor. The Board moved into Executive Session with Mr. Baruzzi in attendance at 9:30pm. Mr. Baruzzi left the Executive Session at 10:05 pm.

The Board returned to regular session at 11:32pm.

MOTION by Mr. Walikonis, seconded by Ms. Patwa to increase the salaries of Deputy Director Maintenance & Custodial, Director of Food Services, Administrative Assistant to the Superintendent, and Personnel Assistants by 1.7% GWI plus step for those it applies, to change the percentage of insurance premium paid for Deputy Director Maintenance & Custodial and Director of Food Services to 14%, for Administrative Assistant to the Superintendent to 14.5%.

VOTE: In favor – Mr. Walikonis, Ms. Patwa, Ms. Matthews, Ms. Silver-Bernstein, Mrs. Paulhus, Mr. LaPlaca
Opposed – Mr. Neumann, Mrs. Kelly
Motion passed

MOTION by Ms. Silver-Bernstein, seconded by Ms. Matthews to offer the Superintendent a new 3 year contract, beginning July 1, 2011 with slight language modifications as previously discussed, increase his percentage of insurance premiums paid to 17.5% and increase his salary by 1.9%

Mrs. Paulhus offered an amendment to split the motion and consider the wage increase of the superintendent separately from the other contract changes. Seconded by Ms. Patwa

VOTE: In favor - Mrs. Paulhus, Mrs. Kelly, and Ms. Silver-Bernstein
Opposed - Mr. Walikonis, Ms. Matthews, Ms. Patwa, Mr. Neumann, and Mr. LaPlaca
The amendment failed

VOTE on the previous motion by Ms. Silver-Bernstein on the superintendent's contract.

In favor – Mr. Walikonis, Ms. Matthews, Ms. Silver-Bernstein, Ms. Patwa, Mr. Neumann, Mr. LaPlaca,
Opposed – Mrs. Kelly
Abstentions – Mrs. Paulhus
Motion passed

MOTION by Ms. Matthews, seconded by Mr. Neumann to increase the percentage of insurance premium paid of the IT Director to 17.5%.

VOTE: Unanimous in favor

MOTION by Mrs. Paulhus, seconded by Ms. Patwa to give the IT Director a step increase and 0% GWI

VOTE: In favor – Ms. Paulhus, Ms. Patwa, Ms. Matthews
Opposed – Mr. Neumann, Mr. Walikonis, Ms. Silver-Bernstein, Mrs. Kelly, Mr. LaPlaca
Motion failed

MOTION by Mr. Neumann, seconded by Mrs. Paulhus to give IT Director .89% GWI and no step increase

VOTE: In favor – Mr. Neumann

Opposed – Mr. Walikonis, Ms. Patwa, Ms. Matthews, Ms. Silver-Bernstein, Mrs. Paulhus, Mrs. Kelly, Mr. LaPlaca

Motion failed

MOTION by Mr. Walikonis, seconded by Ms. Silver-Bernstein, to give IT Director .85% GWI plus Step

VOTE: In favor – Mr. Walikonis, Mr. LaPlaca

Opposed – Ms. Patwa, Ms. Matthews, Ms. Silver-Bernstein, Mrs. Paulhus, Mrs. Kelly, Mr. Neumann

Motion failed

MOTION by Ms. Matthews, seconded by Mr. Neumann, to give IT Director 1.7% plus no step

VOTE: In favor – Ms. Matthews, Mr. Neumann

Opposed – Ms. Patwa, Ms. Silver-Bernstein, Mr. Walikonis, Mrs. Paulhus, Mrs. Kelly, Mr. LaPlaca

Motion failed

MOTION by Mr. LaPlaca, seconded by Ms. Silver-Bernstein to give IT Director .84% GWI plus step

VOTE: In favor – Mr. Walikonis and Mr. LaPlaca

Opposed – Ms. Patwa, Ms. Matthews, Ms. Silver-Bernstein, Mrs. Paulhus, Mrs. Kelly, Mr. Neumann

Motion failed

MOTION by Mr. Neumann - .50% GWI for IT Director plus step movement on Jan 1, 2012

Motion died for lack of a second.

MOTION by Ms. Patwa, seconded by Mr. Walikonis to give IT Director .5% GWI plus step movement

VOTE: In favor – Mr. Walikonis, Ms. Patwa, Ms. Matthews, Ms. Silver-Bernstein, Mrs. Paulhus, Mr. LaPlaca

Opposed – Mr. Neumann, Mrs. Kelly

Motion passed.

MOTION by Mrs. Paulhus, seconded by Ms. Matthews, to adjourn at 12:05am. VOTE: Unanimous in favor.

Respectfully submitted,

Celeste N. Griffin, Board Clerk

MINUTES

Mansfield Advisory Committee on the Needs of Persons with Disabilities

Regular Meeting - Tuesday May 24, 2011
2:30 PM - Conference Room B - Audrey P. Beck Building

I. Recording Attendance

Present: G. Bent, J. Blanshard, F. Goetz, J. Tanner, K. Grunwald (staff), KA Easley (staff)

Regrets: W. Gibbs, J. Sidney, B. Klimkiewicz

II. The meeting was called to order by F. Goetz at 2:30 p.m.

III. Minutes for April 26, 2011 were accepted with one correction; under New Business, item c "affect" should read "effect". (Moved: J. Blanshard Seconded: J. Tanner)

IV. New Business

a. Storrs Drug Presentation: Nafuel Tajudeen was invited to attend the meeting, but had not responded to the invitation. K. Grunwald will follow up with N. Tajudeen to see if he or Lisa Holle can come to the next meeting.

b. ADA Resources:

K. Grunwald attended a workshop on ADA requirements for municipalities. He has given website information to the town web master for posting.

c. Grievance Policy:

Maria Capriola, Assistant to the Town Manager, joined the meeting. She presented suggestions to the

grievance policy as recommended by Community Consulting, which recently reviewed the policy.

Changes include:

Section II, paragraph 1. - the addition of alternative means for filing a grievance (personal or taped interviews) and the addition of phone number to the personal information requested of the person filing the complaint.

Section III, paragraphs 1. and 2. - the addition of other accessible formats (Braille, large print, audiotape) for copies of the Town Manager's decision on a request for reconsideration of the decision.

Section V – the provision that the Town keep records for a minimum of two years from the date of resolution.

Motion to accept the recommendations (Moved: F. Goetz Seconded: J. Blanshard) Passed unanimously.

d. Community Center: Senior/Disability

F. Goetz received a citizen request that time at the Community Center pool be set aside for the exclusive pool use by seniors and persons with disabilities. A suggested cost for the service could be \$35 – \$50.00 per year. J. Blanshard suggested information is needed on the length of time, specific hours and number of lanes in the pool that would be involved. K. Easley asked if the extent of the need is known; do we know that seniors need/want this service? She suggested the focus be on those with disabilities. K. Grunwald suggested the process used by the group with developmental disabilities could be a model in pursuing this. He will contact Curt Vincente and Jay O'Keefe and invite them to our next meeting. F. Goetz will invite the person making the request.

e. Meeting time

K. Grunwald will send out an electronic poll on meeting times that best meet the needs of the group.

f. Other

J. Tanner noted the lack of accessibility at Mansfield Supply. She asked if we could suggest they install a ramp. KA Easley suggested we determine if the business is included in ADA requirements. K. Grunwald noted any building constructed prior to 1950 is grandfathered in.

J. Tanner will draft a letter to Mansfield Supply, noting that many residents would like to shop with them but the building is inaccessible to them.

IV. Old Business

a. Election of Vice Chair

Tabled until next meeting

b. Review of Communications from the Committee

The following letters were reviewed and approved for sending

- Director of Planning re: Parking Garage/Intermodal Transportation Center
- Letter to Governor Malloy re: OPA

Even though the Plan B budget seems to be off the table now, we will still send the letter.

- Letter to the Mansfield Housing Authority

Kevin noted a review of Housing Authority Policy reveals that the policy is different than we understood. After discussion J. Tanner suggested we note that the presence of the chain limits access to the units in the rear of the development and the chain a safety hazard as it makes accessibility difficult for emergency personnel. Discussion followed about the charge for the removal of the chain. KA Easley remembers a previous investigation concerning this issue. She will

contact the person involved to see if they have disposition results.

The following letter was held:

- Letter to Mansfield Downtown Partnership re: Storrs Drugs

We have had no response from N. Tajudeen to the letter, though he did receive a copy. After discussion the group agreed to hold the letter until we hear from N. Tajudeen that he wants us to take this action on his behalf.

c. G. Bent raised the issue of changes to state employee benefits for prescription drugs which will have a negative impact on independent pharmacists. Letter writing to legislators encouraged.

d. Accessibility issues previously identified.

K. Grunwald noted the passage of the town budget and the inclusion of funding for the sidewalk from Glen Ridge to connect with the current sidewalk on South Eagleville Road. He also reported that he has been in conversation with Lon Hultgren regarding the lack of curb cuts at the crosswalks on South Eagleville Road.

V. Adjournment: at 3:25 p.m. (Moved: J. Blanshard, Seconded: J. Tanner)

Next meeting June 28, 2011.

MINUTES

Mansfield Advisory Committee

on the Needs of Persons with Disabilities

Regular Meeting - Tuesday October 25, 2011

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

- I. Recording Attendance: Chair F. Goetz called the meeting to order at 2:35 PM.
Present: K. Grunwald (staff), J. Blanshard, C. Colon-Semenza, F. Goetz (Chair), J. Sidney, J. Tanner, K.A. Easley (staff)
Regrets: W. Gibbs, G. Bent,
- II. Approval of Minutes: the Minutes for May 24, 2011 were approved unanimously as written.
- III. New Business (other added by majority vote)
 - a. New meeting time: results of member poll: Agreed that the Committee will continue to meet at this time.
 - b. Goals and Accomplishments: Discussion re: new goals. J. Blanshard would like to see the Committee advocate for improved accessibility to the Post Office. C. Colon-

Semenza questioned whether or not there are grant funds available to do this. It was agreed that the Committee will add this as a goal. J. Blanshard also suggested improving public transportation; explore coordinating with UConn transportation services. K. Grunwald suggested sponsoring a forum on public transportation services for seniors and people with disabilities. C. Colon-Semenza suggested having more centralized resources for parents of children with disabilities; meet with the regional PTA for these parents (contact Melissa Shippee). Create a resource guide or find a centralized location to provide information. K. Grunwald will contact Melissa Shippee and Rachel Leclerc about this project.

Plans for 2010-2011

- Continue to provide advocacy and oversight regarding the needs of residents with disabilities, focusing on access to buildings and services, transportation and overall quality of life.
- Advocate for the development of the Storrs Downtown area as a fully accessible area.
- Develop and distribute a brochure for the Committee to increase community awareness regarding role and accomplishments.

- c. "Other": K.A. Easley brought up a situation about a parent with an 18 y.o. son with a disability (Angelman's Syndrome) who requested having signs put up in the cross-walk across 195 from E.O. Smith. Parent states that the school is unwilling to allow him to do this, even though he is with a paraprofessional. The signs would need to be put up by the State DOT. Kathy Ann asked her to document her concerns, including concerns about use of the pool at the Community Center.

IV. Old Business

- a. Selection of Vice-Chair: J. Tanner agreed to serve and was approved unanimously.
- b. Review of ADA grievance: K. Grunwald reminded members that we were going to meet with the complainant. K. Grunwald will do a "doodle poll" for a Mon., Wed., or Fri. meeting.
- c. Accessibility issues previously identified:
 - Reviewed copy of the letter that as sent to Mansfield Supply. K. Grunwald will follow-up with the store.
 - J. Sidney reported that the handicapped sign in the upper parking lot at the Community Center still does not have the "\$150 fine "sign.

V. Adjournment: Future Agenda Items: new members, appointments for renewals, resources for parents of children with disabilities. Next meeting November 22, 2011.

Respectfully submitted,
Kevin Grunwald

MINUTES

Mansfield Advisory Committee on the Needs of Persons with Disabilities

Regular Meeting - Tuesday December 27, 2011

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

There was no formal meeting due to the lack of a quorum of members in attendance.

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE**

**Tuesday, January 17, 2012
Audrey Beck Municipal Building, Conference Room C
Minutes**

Members Present: Deputy Mayor Toni Moran (Chair), Denise Keane, Paul Shapiro

Staff Present: Matt Hart, Town Manager, Maria Capriola, Assistant to Town Manager,
Dennis O'Brien, Town Attorney

The meeting was called to order at 6:00p.m.

1. APPROVAL OF MINUTES

The meeting minutes of 12/5/11 were moved as presented by Shapiro and seconded by Keane. The minutes were unanimously approved as presented.

2. PUBLIC COMMENT

Ric Hossack, Middle Turnpike Road. Spoke to the placement of public comment on the agenda and his disagreement with the sources cited for developing the Ethics Code (in the minutes of the 12/5 Personnel Committee meeting).

David Freudman, Eastwood Road. Spoke to his opinion on the difference between an actual conflict of interest and the appearance of a conflict; also stated that the state employee reference in the Ethics Code is not necessary.

Betty Wasmundt, Old Turnpike Road. Advocated for the inclusion of "personal gain" in the Ethics Code.

3. COMMITTEE WORKPLAN/ORIENTATION

The Committee workplan and reference materials were distributed and reviewed. No action was taken.

4. TOWN MANAGER PERFORMANCE REVIEW PROCESS

The Committee reviewed and discussed the draft performance review outline prepared by Moran. Shapiro made the motion, seconded by Keane to request staff to prepare a draft format using the outline prepared by Moran and a four point rating scale; staff may make grammatical, typographical, and technical corrections as needed. After discussion on a four point rating scale of exceeds expectations, meets expectations, partially meets expectations, and does not meet expectations, Shapiro called the question. The motion passed unanimously. Capriola will prepare a draft format, Moran the definitions for the rating scale, and Hart will report back on the feasibility of using components of his ICMA 360 degree credentialed manager review.

5. ETHICS CODE

The Committee continued its review and discussion of the Ethics Code.

- Financial disclosure form. The Committee discussed the merits of including financial disclosure requirements in the Code. By consensus, financial disclosure requirements were not added to the Code.

- Personal benefit. The Committee discussed the merits of adding "personal benefit" to the Code. By consensus, "personal benefit" was not added to the Code.
- Conflict of interest (25-7C(4)). Committee members felt that 25-7C(4) was not needed because 25-7C(3) adequately addresses the issue. Shapiro made the motion, seconded by Keane to remove 25-7C(4). The motion passed unanimously.
- Severability (25-11). Keane made the motion, seconded by Shapiro to reference state and federal law in the severability clause and to remove reference to the Personnel Rules and collective bargaining agreements. The motion passed unanimously.
- Regionalization of Board. No action taken.
- Timeliness issues (for Board). Committee members discussed legal remedies, including mandamus. By consensus, additional timelines/requirements were not added to the Code.
- Code violation penalties (25-8G(1)). By consensus, the Committee agreed to add, "for such actions as they may deem appropriate" to the end of 25-8G(1).
- Use of Town Equipment (25-7G). Keane made the motion, seconded by Shapiro, to insert the word "written" in front of "official town policy." The motion failed with Keane voting in favor and Moran and Shapiro voting against.

Shapiro made the motion, seconded by Moran to send the draft as revised to Council. Shapiro withdrew the motion. By consensus the Committee agreed to have a special meeting on January 24th at 6pm to review the Ethics Code as revised. Tentatively, the Committee plans to have Council set a public hearing on the Code at the 1/30 Council meeting, hold a public hearing on 2/13, and vote on an amended Code on 2/27.

6. PERSONNEL RULES

Shapiro made the motion, seconded by Moran, to remove section 1:3 and Exhibit A from the draft version of the Personnel Rules and to submit the Rules to Council as revised. The motion passed unanimously and the Rules will be presented to the Council at their January 23rd meeting.

7. COMMUNICATIONS

No action was taken on any of the communications.

8. EXECUTIVE SESSION – Personnel in accordance with CGS §1-200(6)(a), Town Manager Performance Review

Keane made the motion, seconded by Shapiro to enter into executive session. The motion passed unanimously. Committee members (Keane, Moran, Shapiro) entered into executive session at 8:12p.m.

The meeting adjourned at 9:00 p.m. The next meeting is scheduled for Tuesday, January 24, 2012.

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

RECREATION ADVISORY COMMITTEE
MEETING MINUTES – August 17, 2011 (approved 10/26/11)

ATTENDING: Terry Cook, Sheldon Dyer, Michael Gerald, Frank Musiek, Howard Raphaelson, Anne Rash
STAFF: Jay O'Keefe, Curt Vincente
GUESTS: None

- A. Call to Order – Chairman S. Dyer called the meeting to order at 7:45pm.
- B. Approval of Minutes – H. Raphaelson moved and M. Gerald seconded that the minutes from the April 27, 2011 meeting be approved and the motion passed unanimously.
- C. Co-Sponsorship Update – J. O'Keefe gave a brief update in the status of the three co-sponsored groups. They will receive a communication this fall to submit their application for renewal.
- D. Old Business – C. Vincente gave a brief update on membership, facility usage and discussed current marketing campaigns. A discussion on potential resident rate reductions for Community Center memberships or freezing the rates for a fourth year was held. After a lengthy discussion, RAC members noted the pros and cons of each scenario. C. Vincente noted that a focus group will be convened early this fall to get some feedback from former members. The feedback from the committee and the focus group will drive the final fee recommendations that staff will present to the Town Council this fall. It was noted that the membership revenue for fiscal year 2010-11 was down from previous years due to the lingering poor economic conditions. Staff provided brief updates on Southeast Park, Skate Park and Lions Memorial Park.
- D. Correspondence – Items 1 and 2 were acknowledged.
- F. New Business – The spring quarterly report was included in the packet and acknowledged. C. Vincente noted the referral from PZC on the North Frontage Road Development. No action was taken. C. Vincente also noted the \$35,000 USTA Grant that the Parks and Recreation received to support the high school tennis court project. J. O'Keefe gave a brief report on summer programs and he highlighted the outstanding job that the camp staff does and the positive feedback that has been received from participants and parents. He also noted few other successful summer programs including the survival camp and the Mansfield Mustangs.

Having no other business, the meeting was adjourned at 9:03pm.

Mansfield Board of Education Meeting
December 8, 2011
Minutes

Attendees: Mark LaPlaca, Chair, Shamim Patwa, Vice-Chair, Martha Kelly, Secretary, April Holinko, Holly Matthews, Katherine Paulhus, Jay Rueckl, Carrie Silver-Bernstein, Randy Walikonis, Superintendent Fred Baruzzi, Board Clerk, Celeste Griffin

The meeting was called to order at 7:32pm by Mr. LaPlaca.

SPECIAL PRESENTATION: Roseann McManus, Goodwin School Psychologist, and two students discussed her use of peer tutors in groups and classes. Madelyn Williams, third grade teacher, discussed her article with Tutita Casa, *Connecting Class Talk with Individual Student Writing*, published in NCTM Magazine, *Teaching Children Mathematics*.

ELECTION OF OFFICERS: MOTION by Ms. Matthews, seconded by Mr. Rueckl, to nominate Mr. LaPlaca as Board Chair. VOTE: Unanimous in favor. Mr. LaPlaca appointed Ms. Patwa as Vice-Chair. MOTION by Ms. Patwa, seconded by Mrs. Paulhus, to nominate Mrs. Kelly as Secretary. VOTE: Unanimous in favor.

HEARING FOR VISITORS: None

COMMUNICATIONS: None

ADDITIONS TO THE PRESENT AGENDA: None

COMMITTEE REPORTS: Goodwin Bequest Committee: Mrs. Kelly reported the Goodwin Bequest Committee met on November 28, 2011 and the minutes are included in the packet. The next meeting is April 23, 2012.

Ms. Patwa offered accolades for the Middle School presentation of "Honk", with Mrs. Paulhus agreeing.

REPORT OF THE SUPERINTENDENT:

- School Water Update: Allen Corson, Deputy Director of Facilities, reported on water tests required by the State Department of Public Health and issues in the school buildings from 2000-present.
- Special Education Burden of Proof: MOTION by Ms. Patwa, seconded by Mr. Walikonis, to adopt the resolution to request that the State Board of Education take immediate action to repeal or revise the regulation concerning burden of proof in special education due process hearings to place the burden of proof on the moving party. Discussion followed. VOTE: All in favor with the exception of Mrs. Paulhus who opposed.
- Town Council School Building Project Workshop Review: Cherie Trahan, Director of Finance, reviewed the workshop held by the Town Council and next steps in the School Building Project. The Council's next workshop is Monday, January 23, 2012 at 5:30pm.
- Enhancing Student Achievement: Four new projects were reviewed and will be implemented at the schools in support of this activity.
- Class Size/Enrollment: The administrators reported no significant changes this month.

NEW BUSINESS: None

CONSENT AGENDA: MOTION by Mr. Walikonis, seconded Ms. Patwa that the following items for the Board of Education meeting of November 17, 2011 be approved or received for the record: VOTE: Unanimous in favor with Mrs. Holinko and Ms. Silver-Bernstein abstaining.

That the Mansfield Public Schools Board of Education approves the minutes of the November 17, 2011 Board meeting.

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: Ms. Patwa would like to discuss implementing required student volunteer activity at the Middle School. Mrs. Kelly inquired if the proposed school transformation would change the floor plans of a school building.

MOTION by Ms. Matthews, seconded by Ms. Silver-Bernstein to adjourn at 9:31pm. VOTE: Unanimous in favor

Respectfully submitted,

Celeste Griffin, Board Clerk

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
December 15, 2011
1:00 p.m.

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

The meeting was called to order at 1:02 p.m. by the Chairperson.

MINUTES

The Chairperson declared the minutes of the November 17, 2011 Regular Meeting and the notes of the Executive Session accepted without objection as corrected.

Approval of Executive Session Notes

A motion was made by Ms Ward and seconded by Mr. Eddy to approve the Executive Session Notes from the November 17, 2011 Regular Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

A motion was made by Ms Ward and seconded by Mr. Eddy to approve the October Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy reported that the Committee doesn't meet until next week.

General Reports

Mr. Eddy reported that he attended the Freedom of Information meeting and found it informative. In addition, he provided Ms Fields with the comments from the Wrights Village survey for any Board members who wish to review it.

AD HOC COMMITTEE REPORTS

Capital Projects Committee

The committee has not met. Ms Fields updated the Board on the advances of the committee project currently in progress.

Building 5 Steps and Covered Entry Project

The project started on November 29, 2011. It is expected to be completed around the middle of January. Some rot was discovered at the corner of the building near Unit 5E and 5F. Bill Briggs will provide an estimate for the additional work. The project is moving forward on schedule.

Affordable Housing Committee

The committee has not met.

Policy Review Committee

The committee has not met.

Privileged Communications (Executive Session)

Ms Fields raised an issue which dealt with privileged communications. The Chairman responded that the issue should be considered in executive session.

A motion was made by Mr. Simonsen and seconded by Ms Ward to invite Ms Fields to the Executive Session and to go into Executive Session at 1:36 p.m. Motion approved unanimously.

The Board came out of Executive Session at 1:50 p.m.

Motion to Hire Appraiser

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the cost of \$2,600 to hire of an appraiser to complete an appraisal for the Housing Authority. Motion approved unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

2012 Board Meeting Schedule

The Board meeting for 2012 will continue to take place on the third Thursday of each month at 8:30 a.m. as provided by the Bylaws. Those dates will be as follows:

January 19, 2012

February 16, 2012

March 15, 2012

April 19, 2012

May 17, 2012

June 21, 2012

July 19, 2012

August 16, 2012

September 20, 2012

October 18, 2012

November 15, 2012

December 20, 2012

HUD Notice – PIH-2011- 48 (HA)

This notice requires annual reporting to HUD of the salaries and benefits of the five highest compensated employees who receive reportable compensation and benefits from the organization and any related organization for the most recent completed calendar year. The Section 8 program is the only program that receives HUD funds. Ms Fields reported this information in October as was requested. The notice was handed out to all Board members as it also requires Board members to conduct comparability analysis in determining PHA executive director compensation.

NEXT MEETING DATE

No change

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 2:13 p.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson



MANSFIELD ADVOCATES FOR CHILDREN
Wednesday, JANUARY 4, 2012

Minutes

Members Present: K. Grunwald (staff), K. Krider (staff), J. Woodmansee (staff), G. Bent, J. Stoughton, F. Baruzzi (in at 6:40pm), M. LaPlaca (in at 6:40pm) R. LeClerc, J. Goldman, J. Higham, V. Fry, E. Soffer Roberts, S. Anderson, P. Braithwaite, MJ Newman, A. Bloom, L. Dahn, C. Guerreri, E. Tullman and Y. Kim

Regrets: L. Young, S. Daley, Marianne Barton

ITEM	<i>DISCUSSION</i>	<i>OUTCOME</i>
Call to Order	J. Stoughton called the meeting to order at 6:37pm	
Consent Agenda	Approval of Minutes from the December 7, 2011 meeting.	<i><u>Motion:</u> J. Higham moves to approve the 10/5/11 regular meeting minutes as written. V. Fry seconds and the motion passes unanimously.</i>
Updates	<p>K. Grunwald reported that a meeting with CCEA is scheduled for later this month.</p> <p>S. Anderson reported on her presentation to the Town Council. K. Grunwald noted that the Town Council will ultimately approve the use of the land for the playground. Potential sites were briefly discussed.</p>	
Mansfield's Plan for Young Children	<p>Teams were asked that use time in their Team meetings to compare the original indicators listed in the Mansfield's Plan for Young Children dated June, 2009 with the Interim Report dated December 2011 and report the status of each indicator.</p> <p>The Health Team reported that they met with Janice Mills from food services at the Mansfield Middle School regarding school nutrition. It was noted that a new indicator would need to be created around school nutrition. In addition, the team discussed children's asthma and data sources for this potential new indicator.</p> <p>The Successful Learners Team reported that they are struggling with their original indicators. Members briefly discussed data sources and in particular the preschool screening.</p> <p>The Community Connectedness Team reported that they are unable to create indicators without seeing the data.</p>	

	<p>K. Grunwald reported that the \$12,500 from the SDE has been received and that we will be applying to GMF for a Bridge Grant to cover March 31st through June 30th. He also noted that there are funds available in the budget to do things which support the plan. There was a brief discussion regarding using funds to update bus routes.</p> <p>Members discussed the idea of having a retreat regarding the needed updates of the plan. Members discussed what this retreat could accomplish, who should be in attendance and, when it should happen.</p>	
Adjournment	<p>The meeting adjourned at 7:40pm.</p> <p>Next MAC Meeting, Wednesday, February 1, 2012, 5:00pm – 6:30pm for Team Meetings and 6:30pm – 7:30pm for full meeting.</p> <p>Next Executive Council meeting on Wednesday, February 8, 2012, 1:15pm – 2:45pm at Town Hall in Conference Room B</p> <p>Agenda topics: Please send to Kathleen at kriderk@mansfieldct.org</p> <p>Respectfully submitted, Jillene B. Woodmansee Assistant to the Early Childhood Services Coordinator</p>	

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



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

Mansfield YSB Advisory Board
Minutes

Tuesday, January 11, 2011
12:00 noon @ Mansfield Town Hall
Conf. Rm. B

Board Members

Present:

Ethel Mantzaris, Chair
Frank Perrotti, Co-Chair
Patricia Michalak, YSB Coordinator
Kathleen McNamara, YSB Senior Social Worker
Kevin Grunwald, Director of Human Services
Chuck Leavens, EOS Counselor
Eileen Griffin, Social Worker, LCSW

I. Call to Order

- Meeting called to order at 12:00 PM by Chair, Ethel Mantzaris

II. Approval of minutes: December 14, 2010

- Meeting minutes from December 14, 2010 were accepted and approved

III. Reports

Director's Report – Kevin Grunwald

- Town Council approved re-establishing the human services advisory committee during its Dec. 29th meeting, a move recommended by the council's committee on committees.

Coordinator's Report – Patricia Michalak

Children's Grief Group:

We are working on formulating the new participant group for the 5 week Grief Matters program starting March 5th. We have 9 volunteers to assist with this group.

Girl's Group: The girl's group has developed into a multi layered mentoring program including middle school, high school and college girls. The girls solicited donations from their family members who work both at the Mansfield Board of Education and Uconn's registrar's office. The BOE office contributed money to support our summer campership program for the girls

and Uconn donated beautiful baskets including movie tickets to the Mansfield Theater for two along with snacks to enjoy at the movies. The girl's gave a lot of thought to a gift which would give the girls a social experience to enjoy with another family member.

Holiday Cards: This year we sent holiday cards from YSB to people who supported us throughout the year. We are appreciative for the number of volunteers who donate their time to make YSB a success.

Boy's Counsel: Is an open group that is continuing to develop focusing on socialization and leadership skills for middle school boys.

Psychological Services: Monthly Case Management meeting with Dr. Barton has helped facilitate clinical treatment of our shared families. They are starting a men's group and we will be helping them connect with many of our single dads.

Stuff a Cruiser: Participated with Tolland YSB to help organize the toys collected by state troopers and we distributed toys to our Grandparents Raising Grandchildren's group.

Legislative Breakfast: Met at Vernon YSB this year and we had very good attendance which allowed us to talk about the work of the YSBs and ask for their continued support and spare us when looking at budget cuts.

PAWS: We are planning for the March leadership Conference. We will be bringing middle school students from both our boys and girl's groups to Manchester Community College in March.

New Year's Resolutions: The Cope kids discussed New Year's Resolutions and we talked about what a resolution meant. Themes included, being a better friend, being nicer to people, listening to my parents.

IV. Old Business

-Summer Wilderness Challenge Program:

Mansfield Board of Education will contribute \$2,500 each year and Region 19 will not be contributing any funds to this program. K. Grunwald will work to fund raise for the additional money necessary to run this program.

-Universal Intake Form: K. did not have the Universal Intake Form ready for review and said he will have it for next month's meeting.

-Budget: K. Grunwald presented the proposed budget which he has submitted to the Town Manager. Members asked questions and reviewed the budget; more discussion will follow next month.

V. New Business

- Human Services Food Pantry: Frank Perrotti offered to assist with management of the food pantry. He may enlist the help of students through our Youth Work Employment Program to help rotate the food and maintain the supply of nonperishable foods. The food is generously donated by people in our community to help those less fortunate.

VI. Other

VII. Adjournment

Meeting adjourned at 12:45 PM

Minutes submitted by Patricia Michalak



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

Mansfield YSB Advisory Board
Minutes

Tuesday, February 8, 2011
12:00 noon @ Mansfield Town Hall
Youth Services Office

Board Members

Present:

Ethel Mantzaris, Chair
Patricia Michalak, YSB Coordinator
Kathleen McNamara, YSB Senior Social Worker
Kevin Grunwald, Director of Human Services
Eileen Griffin, Social Worker, LCSW
Jerry Marchon, Police Officer
Chuck Leavens, E.O.S. Counselor
Jeff Smith, Resident
Teri Hebert, Educational Consultant
Sevan Angacian, Ph.D. Student

Guests

Matthew Lawrence, Social Work Student

I. Call to Order

- Meeting called to order at 12:00 PM by Chair, Ethel Mantzaris
- Signed a get-well card for Frank Perrotti

II. Approval of minutes: January 11, 2011

- Meeting minutes from January 11, 2011 were accepted and approved

III. Reports

Director's Report – Kevin Grunwald

Budget:

- The budget is with the Town Manager at the moment:
- Budget cuts may be in store due to deficits

- We will have a better idea after February 16th regarding what the budget will look like

Coordinator's Report – Patricia Michalak

Volunteers:

- We have over 75 active volunteers at this time participating in a wide variety of our programs.
- We are now in the process of collecting volunteer hours.

Budget Coach:

- Sherry Goldman contacted us regarding a Budget Coaching grant that is being funneled through United Services and WAIM.
- We determined that Mansfield residents can participate in this program since Mansfield contributes to WAIM.

People's Bank:

- People's Bank generously provided UConn hockey game tickets to YSB to offer to residents.

Men's Group:

- We are collaborating with Psychological Services at UConn to offer a men's support group for single fathers raising children.

Multifamily Group:

- We are exploring the possibility of partnering with Storrs Drug in our work with the multi-family group.
- Lisa Holle Assistant Clinical Professor in Pharmacy at UConn and also a resident and parent in our community will also be involved in exploratory discussions.

DISC training:

- Town staff participated in a DISC training, which focuses on the importance of how human factors impact our leadership style.
- We are hoping to use this program as a training and leadership tool in our department.

Girl Scouts:

- Community Development Coordinator for Girl Scouts of Connecticut contacted us to discuss possible collaboration with groups for girls.
- Kathy McNamara met with her and will be meeting again to discuss more possibilities in detail; they discussed scholarships for girls to go to sleep-away camp

Youth Work Employment:

- We are using the funds to facilitate at-risk middle school students to engage them in positive development programs and to also engage high school students to mentor and facilitate activities with younger students.

Adventure learning:

- Matt our Social Work intern assisted in the 6-week program with 6th graders at MMS with Dudley Hamlin from Holiday Hill.

Joy:

- An opportunity for cultural opportunities and access to the university. Twenty-five family members were given tickets to attend If You Give A Cat A Cupcake. Joy helps open the door to other YSB services.

Snow Removal:

- We have had multiple calls for snow removal. Kathy McNamara has reached out to E.O. Smith's Chuck Leavens and UConn's Community Outreach to help facilitate this project.
- Eileen brought up the idea of using some students from UConn and her church

IV. Old Business

- Universal Intake form to use for all Human Services programs has been drafted by Kevin and Pat:
 - o Release of information form will be on the back of the intake form
 - o Initial intake will be filled out by whomever gets the initial contact/referral
 - o Pat and Kevin will report back to the Board next month with progress/feedback
 - o Kathy asked how and who will get information – these questions will be answered by piloting it and revising the form and overall process as necessary
 - o Jeff asked about using a database to input the information from the intake form
 - o Kathy brought up need for training those who are taking the initial information for the intake form
 - Kevin suggested we discuss further a decision making process for data-collecting and getting the information to the appropriate services – need for a protocol
 - Should we have an on-call person (clinician) each day of the week?
 - Teri suggested means of getting the information from person taking in the intake information to the clinician using a database
- YSB Budget:
 - o Edited to reflect the programs we are actually doing at YSB
 - o Jeff advised about the difficulty of finding information in the budget for years past if when line items are changed. Jeff suggested putting more information in the budget narratives.
 - Pat and Jeff will talk more about this
- Human Services Food Pantry:
 - o Kevin stated there is not much old food in pantry so no real need for rotating the old food to the front, like Frank Perrotti suggested he would do.
- Human Services Advisory Board:
 - o Ethel received a letter but has not heard anything since

- Kevin stated that the Committee on Committees is in charge of starting this committee.

V. New Business

- Job Bank:
 - Who will run this job bank? Is it too much for YSB to take on?
 - Ethel suggests it come from Human Services
 - Chuck talked about liability concerns
 - Kevin mentioned he met about a Seniors job bank – Town attorney did not support the idea because of potential problems with liability

- Sidewalks of Town Hall and snow – how are residents getting into the building safely?

- Teri talked about the Safe Choices program –
 - It will be held at Eastern this year
 - Jeff suggested need for more male students in the program

VI. Adjournment

Meeting adjourned at 1:14 PM
Minutes submitted by Sevan Angacian



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

Mansfield YSB Advisory Board
Minutes

Tuesday, March 8, 2011
12:00 noon @ Mansfield Town Hall
Youth Services Office

Board Members

Present:

Ethel Mantzaris, Chair
Patricia Michalak, YSB Coordinator
Kathleen McNamara, YSB Senior Social Worker
Kevin Grunwald, Director of Human Services
Eileen Griffin, Social Worker, LCSW
Candace Morrell, Vice Principal of MMS
Sevan Angacian, Ph.D. Student

Guests

Matthew Lawrence, Social Work Student

I. Call to Order

- Meeting called to order at 12:02 PM by Chair, Ethel Mantzaris

II. Approval of minutes: February 8, 2011

- Meeting minutes from February 8, 2011 were accepted and approved

III. Reports

Director's Report – Kevin Grunwald

- Human Services is forming a Management Team, as recommended by Matt Hart, the town manager. The team consists of Kevin, Pat and Cindy Dainton. This is in line with initiatives for a universal intake form and the department working together.
- Kevin went to a meeting in Windham regarding a juvenile review board. Kevin is trying to get more information about the statistics regarding the number of arrests. Discussions are taking place about the potential for a regional juvenile review board, but this is still in the discussion phase. More information is needed to explore this issue, such as how

many individuals this would address and the need for this. There is the issue about where the arrest took place versus where the individual is from and how the stats are recorded. Kevin will look for these numbers regarding Mansfield juveniles and report at the next meeting.

Coordinator's Report – Patricia Michalak

Grief Group: We had 21 participants and 11 volunteers at Grief Matters on Sunday. There were again families with 3 generations present, appreciating the opportunity to gather and honor their loved one while the children were also receiving the message that grieving does matter. The Mansfield Patch published an article about the group on Saturday. We are thinking about ideas for fundraising for the dinner portion of the group.

Board of Education Presentation: We presented on services we offer the community and that we are here for all children and families of Mansfield to the board with Sevan and a family member from Grief Matters. It was well received and we were asked about ways in which more people could become aware of our services. We are working with IT on our Web page and linking it to the BOE and the schools.

WAIM: Kathy and Pat met with the WAIM coordinator to discuss ways to better serve families that we are both working with. Discussion of leaving a box for clothing donations in YSB and coordinating the pick-up from WAIM.

Boy's Council: There is great demand for this group. Every week new members are being added. We now have 9 5th and 6th grade boys in the group. Matt will be assisting the boys with signing up for the teen center so that they will be able to use it through high school, helping to facilitate their independence. The Community Center wants to charge YSB for using the gymnasium.

Girl's Group: We have a solid, core group of both participants and mentors. Girls will be attending the PAWS leadership conference this month at Manchester Community College.

4 H Camperships: We are in touch with the 4 H camp registrars office and we are attempting to get 16 slots for week long over night camp. Kathy has been in contact with the staff there and said that parents need to write a narrative about their kids. Kathy has some college students who will help the parents with the writing and application if needed.

Uconn Baseball Team: We are coordinating a varsity baseball game watch in April for the COPE program participants. The game will be dedicated to our families and children will have the opportunity to go out onto the field, take photos with the players. Preliminary calls were made and people seem very interested.

Leap: Kathy and Sevan met with Eileen Melody, the new MMS guidance counselor. We are very excited about her willingness and enthusiasm to put programming together for upcoming 5th

graders. She will be attending COPE at each of the elementary schools in the coming weeks to get to know the students and understand our programs.

IV. Old Business

a. Universal Intake Form:

- Kevin handed out a draft to the Board
- Eileen mentioned the confidentiality piece – a scanner will now help with this process as it will be digital
- A finished project will be ready by next month

b. YSB Budget:

- Nothing new to report

c. Human Services Food Pantry – Update from Frank Perrotti:

- Frank is not present to discuss further

d. Human Services Advisory Board:

- Kevin will check with Mary to find out about progress on this

e. Challenge Money:

- Money is still needed for Challenge program

V. New Business

a. NECASA funding request:

- Kevin said we have given them about \$800 for several years (out of the town's general fund)
- The town council is the group that makes the ultimate decision about the amount for this year – Ethel moves that we give them \$800 again.

VI. Other

- Kevin brought up the Community Conversation taking place on Saturday, March 26, 2011
- Invitations were passed out and an information sheet distributed amongst Board members.

VII. Adjournment

Meeting adjourned at 12:39 PM
Minutes submitted by Sevan Angacian



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

Mansfield YSB Advisory Board
Minutes

Tuesday, April 12, 2011
12:00 noon @ Mansfield Town Hall
Youth Services Office

Board Members

Present:

Ethel Mantzaris, Chair
Patricia Michalak, YSB Coordinator
Kathleen McNamara, YSB Senior Social Worker
Kevin Grunwald, Director of Human Services
Frank Perrotti, Resident
Jerry Marchon, Police Officer
Chuck Leavens, MMS Guidance Counselor
Teri Hebert, Educational Consultant
Jeff Smith, Resident
Sevan Angacian, Ph.D. Student

I. Call to Order

- Meeting called to order at 12:00 PM by Chair, Ethel Mantzaris

II. Approval of minutes: March 8, 2011

- Meeting minutes from March 8, 2011 were accepted and approved

III. Reports

Director's Report – Kevin Grunwald

- Human Services department is sponsoring an Easter program for families mainly with the Storrs Congregational Church
 - o Food baskets are being provided to about 45 families over Easter
 - o Possible contributions from Big Y
 - o Ethel asked how we determine who gets this service:
 - Kevin says staff coordinate and come up with names

- Grant from an early child initiative: Community Conversations event
 - o Event took place on March 26th
 - o Follow up conversation will take place on Saturday, April 30th

- Town Budget meetings are taking place
 - o May 10th is the town meeting so council will likely adopt the budget before that date

Coordinator's Report – Patricia Michalak

Grief Group: Completed our 5 sessions Grief Matters program. Two new families joined our group bringing our number up to 29 participants plus seven professional volunteers and 4 student volunteers. We are very pleased with the model we have created, this was our 5th year and we are now working on an evaluation/feedback questionnaire to further evaluate the program. We will share with you the results.

Presentations at UConn's Annual Human Services Career Night and at Eastern University's Introduction to Social Work Class: Both schools had invited us to speak with their students. We were pleased to see that we are developing recognition with both of these universities as great learning opportunities for their students. We were able to recruit a number of students to work with us next academic year and this summer.

Boy's Council and Girl's Groups: Solid group of participants. These continue to be great afterschool multi-layered mentoring groups we plan to continue. Mansfield Patch wrote an excellent article about the program. Our trip to the Paws conference was cancelled, as the town van was not operating properly. Students stayed in school and the mentors used the time to program plan future events. I did attend the High School Paws event the day before to assist, EOS was present and it was again an excellent conference for students to learn about leaderships and positive development on issues relevant to their stage in life.

4 H Camperships: We have received a few applications from families and we are waiting to hear back from 4 H on the status of these applications.

UConn Baseball Team Game: We are postponing this event until next spring. We realize that this event requires more lead-time to coordinate.

Leap: Guidance counselors from MMS attended for the first time the Cope groups in each of the elementary schools. This was a great initiative by Kathy and Sevan. Notes were also sent home to all parents to keep them involved and informed of Cope's curriculum and progress.

Kathy's Annual Review: Kathy's anniversary month and she received an excellent evaluation. She accomplished all her stated goals from her last annual review and she has been instrumental in expanding our clinical and youth development/leadership programs. Most importantly Kathy

can be counted on to initiate original ideas for work solutions and problem solving with clients and program initiatives.

Region Youth Service Bureau Meeting: Group met to discuss common issues and possibility of sharing a position for a regional Juvenile Review Board. A representative from the Regional List Committee, Richard Szegda, met with Town managers in the area and presented how effective youth programs make good fiscal sense and the financial impact of juvenile delinquency. He spoke of the effectiveness of Youth Service Bureaus and identified the best approach in dealing with juvenile delinquency is through Community-based programs. Juvenile Review Boards are proven cost-effective alternative to imprisonment and/or court involvement.

- Discussion ensued about what resources would be needed from schools and how many juveniles would likely be served through this Juvenile Review Board

Woman's and Men's Groups: Woman's Group is meeting in the evening at town hall and is growing and new members are being added. Men's group will be meeting at Psychological services and has not yet started as they did not have enough interested members.

JOY: We continue to reach out to new families to introduce them to cultural experiences. This month they attended Ferdinand and the Bull.

Parent's Group – Special presentation this month on budget coaching, members appreciated it and asked for follow up services.

Multi-Family Group: Guest Lisa Holly, pharmacy at UConn, came to observe our program. She was impressed with our level of commitment and the services we are offering families in Mansfield. She is interested in working with us. We will be meeting in May to discuss possibilities.

Grandparent's Group: Guest speaker, Marion Donato, from Senior Resources: Area Agency on Aging presented to the Grandparent's Group this month regarding resources.

Challenge List: The middle school and YSB are working jointly to finalize the Challenge list and hope to be able to have some of these students participate in the Jump program with Ken Caputo.

IV. Old Business

a. Universal Intake Form:

- Final version of the intake form was passed out
- Kevin stated that he will put together a spreadsheet for intakes identifying where referrals are coming from and other trends/patterns

b. Human Services Food Pantry – Update from Frank Perrotti:

- Frank went in and checked out the pantry and they had rotated it

- Frank said that his offered help was not necessarily required at that time

c. Human Services Advisory Board:

- The group is having its first meeting next week, on Wednesday, April 20th
- Ethel and Frank are both on the committee. Ethel represents YSB and Frank is an at-large member
 - o In answer to Ethel's question about who would attend, Kevin answered he would like to have the committee meet all of the staff members

d. Challenge Money:

- Letters went out last week to former Challenge participants asking for funds
- Passport services revenue can go towards Challenge
- Challenge will take place this coming year

e. Juvenile Review Board update (Kevin) number of youth arrested:

- No update on numbers reported
 - o Kevin states that the Review Board is particularly effective despite numbers and regardless, there is probably a critical mass to do this
- Pat, Kathy, and Ethel made the point that finding the numbers are important and it is likely possible to obtain these numbers through town resources
 - o Jerry clarified how the town can obtain these numbers about number of juveniles by putting in particular parameters into the data system
 - o Ethel suggested we could get these numbers from the Juvenile Court system
 - Frank suggests Pat goes in person to ask
- Frank asked about Mansfield YSB capacity to manage this new project without new staff members

f. Camperships:

- See above notes from Pat's Coordinator's report

V. Other

- Jerry asked about the Community Center and charges that were mentioned in last month's Advisory Board meeting minutes
 - o Pat had met with Curt about this and having our students use the center with a group rate
 - o Jeff recommends using a budget line for this membership through the Council
 - YSB should talk to the town manager about this at this point in time (as it is probably too late to put in the budget for this year); could we arrange a fixed fee one time to pay the Community Center for student use?
 - o Kevin will talk to Curt from the Community Center and Matt, the Town Manager

- Scheduling of YSB room for Mansfield Police to use in preparation for Spring Weekend at UConn
 - o Can we talk to Matt about this? Kevin said he will talk to Matt about this
 - o YSB has programming in the office but the Police asked to use the space without warning or understanding of the YSB programs that need to take place here

VI. Adjournment

Meeting adjourned at 1:00 PM
Minutes submitted by Sevan Angacian



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

Mansfield YSB Advisory Board
Agenda

Tuesday, May 10, 2011
12:00 noon @ Mansfield Town Hall
Conf. Rm. B

Board Members

Present:

Ethel Mantzaris, Chair
Patricia Michalak, YSB Coordinator
Kathleen McNamara, YSB Senior Social Worker
Eileen Griffin, Social Worker, LCSW
Chuck Leavens, EOS Guidance
Frank Perrotti, Resident
Jerry Marchon, Retired Police Officer
Jay O'Keefe, Parks & Recreation
Jeff Smith, Resident
Teri Hebert, Educational Consultant
Sevan Angacian, Ph.D. Student

I. Call to Order

- Meeting called to order at 12:04 PM by Chair, Ethel Mantzaris

II. Approval of minutes: April 12, 2011

- Meeting minutes from April 12, 2011 were accepted and approved *with one edit:*

- Jerry would like it to reflect that he is a retired police officer

III. Reports

Director's Report – Kevin Grunwald

- Kevin was absent and Ethel reviewed his report

- More information and detail seems to be needed with juvenile arrests and Challenge money specifically
 - Kathy was able to make a call and get information about numbers of juvenile arrests and provided this to the Advisory Board
 - Ethel would like the details about who Challenge letters were sent to so we can potentially follow up with them
 - Frank will contact Kevin about the details of Challenge finances
 - Since we have \$1200 short, does this mean program runs with less funds or that it will run with full funding? Chuck would like clarification from Kevin
 - Frank would like more information about the \$50,000 renewal grant
- Reported that this money goes towards Sandy Baxter's work.
- Ethel asked what happens with adults in town who need these therapeutic groups
 - Frank and Ethel will bring this up at Adult Human Services Board
- Universal Intake Form – Pat reports that the universal intake form is being used (filled out and scanned into the computer).
 - Pat will check on what the responsibility of the school when children are home-schooled
 - Jeff asks - Who has the obligation here?
 - What is Human Services responsibility here?
 - There should be a procedure/protocol here for intake forms and home-schooling and how to proceed after a referral
 - Referral should be made directly to YSB and contact information provided to YSB for follow-up with the family with children

Coordinator's Report – Patricia Michalak

This was a very busy month as our programs concluded and evaluations and recognitions took place for four of our major programs. Setting up for next year has also been a key part of this month's work at YSB.

Cope: 60 students benefitted from COPE as it ended this month. We successfully transitioned to a new model for our program this year. We worked on values which focused on respect. Next year we'll look to use responsibility as our theme. We have seen the growth of COPE and the growth of the COPE volunteers. We have volunteers lined up for next year as well. At the end of the program year, our students received COPE t-shirts and certificates of excellence. School staff attended which helped to continue our ongoing relationship with the schools. We thank the school staff and principals for their support for another great year.

Leap: 18 fourth graders graduated COPE this month and gave speeches which highlighted their strengths, what they like about the COPE program, as well as what they look forward to at the Middle School. The two guidance counselors from MMS visited the COPE programs as a new initiative. They were there to help increase our 4th graders' confidence in their upcoming transition and show the continuity between YSB and MMS. Leap is a program which helps facilitate a successful transition for students to the MMS.

Girls Group: The Girls Group is a successful new program which was supported by volunteers from EOS and Uconn. We had an end of the year celebration at the Dairy Bar where the girls received t-shirts and certificates of excellence. Each of the girls had a chance to speak about what they learned from each other and the value of the Girls Group. The girls learned the value of friendship and resiliency. The success of the Girls Group stems greatly from the mentorship by the older girls. This program will continue next year and girls who are going off to EOS will return as mentors to help facilitate the group.

Boys Group: The boys program continues to meet weekly through the end of June. The boys have learned conflict resolution and the value of friendship. This is staffed by an MSW student from Uconn, an undergraduate student from Eastern, and a student from EOS.

Big Friends: Big Friends was a great success, as always. There were about 25 Big friends matched with 25 Little friends. The end of the year celebration was held for the Littles at the Dairy Bar. Following this, there were awards of appreciation for the Big friends at Town Hall that night. Big friends were given certificates and t-shirts for all their work this year. This was an opportunity for us to process and evaluate the success of the program, as well.

Volunteer Program: Planning and outreach began this month to secure students for next year's programs. We are reaching out to not just Uconn but also EOS students as well. Trainings have been in progress and we are developing our programs further. Volunteers from Uconn this year included students from the Uconn baseball team, Social work students, pre-med students, Neag School of Education students, School of Business students, and others from a diverse population of programs.

Multi-Family Group: The multi-family group serves to manage many of the clinical aspects of this program through collaboration with a psychiatrist, the schools, Psych services, and parents. The group meets regularly to provide clinical and psychiatric assistance to community families and children. Significant outreach to families is done to help with crisis management as well. This group facilitates transition of our long-term involved clinical cases through the school system. The group is a psycho-educational support group where parents can seek support from each other, from YSB staff, and from the psychiatrist. Since the conception of this group, we have been fortunate to see a decline in any forms of crisis-driven situations. This is an open group and we continue to get new referrals. The group meets in the evening and a light dinner is provided by the Mansfield Board of Education in support of our effort with these families.

IV. Old Business

- Community Center: Update from Kevin re: talks with Matt and Curt
 - o Kevin and Curt have not met yet but Kevin reported via his written update that he will do that by next meeting and report back then

V. New Business

Goals for YSB:

Goals from FY 2010-2011

- o Advocate for an expanded budget for programming for youth and families.
- o Reestablish police representation, as Jerry Marchon has retired from the police department. Jerry will continue to service on the board as a community member.
- o Provide oversight to ensure that comprehensive services are provided to YSB clients through the human service department
- o Support the mission of a Regional YSB with Willington, Ashford, and Coventry.
- o Explore the use of the MMS ropes course to help YSB clients develop increased confidence, cooperation, teamwork, and physical strength.

- Goals for FY 2011-2012:

- Frank will follow up with Matt regarding assigning a police officer to the board
- YSB wants to be able to accurately reflect the work they are doing in terms of numbers of children and family participating in their programs.

- Currently using *My Senior Center* software program
- Prefer to use another program called *Kid Tracks* as used by other towns YSB's – a goal for next year
- Discussed purpose of tracking numbers and data to have a consistent statistical process
- Jeff suggested writing a program in Access (potentially through IT could assist)
 - The YSB Board can write a letter to Kevin (copied to Matt) about this need.

- Jeff asked if there has been seen a difference in the type of children we are seeing in schools. Chuck addressed that needs and issues are still there but fewer crises occur with better responses by staff and community;
- Pat noted that family structures and types of connections are different from in the past; more children living in single parent homes or with extended families. Also noting families moving in and out of town more frequently.
- Credited the Community Center as a huge plus to Mansfield's students

VI. Adjournment

Meeting adjourned at 1:06 PM
Minutes submitted by Sevan Angacian



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

Mansfield YSB Advisory Board
Minutes

Tuesday, March 8, 2011
12:00 noon @ Mansfield Town Hall
Youth Services Office

Board Members

Present:

Ethel Mantzaris, Chair
Patricia Michalak, YSB Coordinator
Kathleen McNamara, YSB Senior Social Worker
Kevin Grunwald, Director of Human Services
Eileen Griffin, Social Worker, LCSW
Candace Morrell, Vice Principal of MMS
Sevan Angacian, Ph.D. Student

Guests

Matthew Lawrence, Social Work Student

I. Call to Order

- Meeting called to order at 12:02 PM by Chair, Ethel Mantzaris

II. Approval of minutes: February 8, 2011

- Meeting minutes from February 8, 2011 were accepted and approved

III. Reports

Director's Report – Kevin Grunwald

- Human Services is forming a Management Team, as recommended by Matt Hart, the town manager. The team consists of Kevin, Pat and Cindy Dainton. This is in line with initiatives for a universal intake form and the department working together.
- Kevin went to a meeting in Windham regarding a juvenile review board. Kevin is trying to get more information about the statistics regarding the number of arrests. Discussions are taking place about the potential for a regional juvenile review board, but this is still in the discussion phase. More information is needed to explore this issue, such as how

many individuals this would address and the need for this. There is the issue about where the arrest took place versus where the individual is from and how the stats are recorded. Kevin will look for these numbers regarding Mansfield juveniles and report at the next meeting.

Coordinator's Report – Patricia Michalak

Grief Group: We had 21 participants and 11 volunteers at Grief Matters on Sunday. There were again families with 3 generations present, appreciating the opportunity to gather and honor their loved one while the children were also receiving the message that grieving does matter. The Mansfield Patch published an article about the group on Saturday. We are thinking about ideas for fundraising for the dinner portion of the group.

Board of Education Presentation: We presented on services we offer the community and that we are here for all children and families of Mansfield to the board with Sevan and a family member from Grief Matters. It was well received and we were asked about ways in which more people could become aware of our services. We are working with IT on our Web page and linking it to the BOE and the schools.

WAIM: Kathy and Pat met with the WAIM coordinator to discuss ways to better serve families that we are both working with. Discussion of leaving a box for clothing donations in YSB and coordinating the pick-up from WAIM.

Boy's Council: There is great demand for this group. Every week new members are being added. We now have 9 5th and 6th grade boys in the group. Matt will be assisting the boys with signing up for the teen center so that they will be able to use it through high school, helping to facilitate their independence. The Community Center wants to charge YSB for using the gymnasium.

Girl's Group: We have a solid, core group of both participants and mentors. Girls will be attending the PAWS leadership conference this month at Manchester Community College.

4 H Camperships: We are in touch with the 4 H camp registrars office and we are attempting to get 16 slots for week long over night camp. Kathy has been in contact with the staff there and said that parents need to write a narrative about their kids. Kathy has some college students who will help the parents with the writing and application if needed.

Uconn Baseball Team: We are coordinating a varsity baseball game watch in April for the COPE program participants. The game will be dedicated to our families and children will have the opportunity to go out onto the field, take photos with the players. Preliminary calls were made and people seem very interested.

Leap: Kathy and Sevan met with Eileen Melody, the new MMS guidance counselor. We are very excited about her willingness and enthusiasm to put programming together for upcoming 5th

graders. She will be attending COPE at each of the elementary schools in the coming weeks to get to know the students and understand our programs.

IV. Old Business

- a. Universal Intake Form:
 - Kevin handed out a draft to the Board
 - Eileen mentioned the confidentiality piece – a scanner will now help with this process as it will be digital
 - A finished project will be ready by next month
 -
- b. YSB Budget:
 - Nothing new to report
 -
- c. Human Services Food Pantry – Update from Frank Perrotti:
 - Frank is not present to discuss further
 -
- d. Human Services Advisory Board:
 - Kevin will check with Mary to find out about progress on this
- e. Challenge Money:
 - Money is still needed for Challenge program

V. New Business

- a. NECASA funding request:
 - Kevin said we have given them about \$800 for several years (out of the town's general fund)
 - The town council is the group that makes the ultimate decision about the amount for this year – Ethel moves that we give them \$800 again.

VI. Other

- Kevin brought up the Community Conversation taking place on Saturday, March 26, 2011
- Invitations were passed out and an information sheet distributed amongst Board members.

VII. Adjournment

Meeting adjourned at 12:39 PM
Minutes submitted by Sevan Angacian



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

YSB Advisory Minutes
Tuesday, December 13, 2011
12:00 noon @ Mansfield Town Hall
Conf. Rm. B

Board Members

Present:

Ethel Mantzaris, Chair
Patricia Michalak, YSB Coordinator
Kathleen McNamara, YSB Social Worker
Kevin Grunwald, Human Service Director
Chuck Leavens, EOS Counselor
Frank Perrotti, Resident
Kelsey Campbell, Social Work student
Candace Morell, Assistant Principal of Mansfield Middle School
Eileen Griffin, Resident
Jerry Marchon, Retired Police Officer
Teri Hebert, Educational Consultant
Daniel A. Mainiero, State Trooper

I. Call to Order

- Meeting called to order at 12:00 PM by Chair, Ethel Mantzaris

II. Approval of minutes

- Meeting minutes from October 11, 2011 were accepted.

III. Introduction of Kathleen Krider, Early Childhood Services Coordinator.

IV. Reports

- Director's Report - Kevin Grunwald
 - o Kathleen Krider has begun worker full-time as an *Early Childhood Services Coordinator*.
 - o The sub-committee for Mansfield Advocates for Children is in the process of planning a playground to be built for Mansfield families behind the Mansfield Community Center.

- 56 Mansfield families received holiday meals this Thanksgiving. Approximately 70 families will be receiving gifts or meals for the winter holiday. Human Services are appreciative for the many donations and sponsors.
- Coordinator's Report - Patricia Michalak
- YSB is primarily a clinical program serving the mental health needs of children and families. Each month we provide you with a highlight of our activities, such as Big Friends, Joy, and Cope. These activities are programs that support our clinical work. Today, I would like to tell you about a couple of our core programs, which meet regularly through out the year.
 - Multifamily Group: Multifamily Group is a core program which meets twice a month with our consulting psychiatrist Dr. Haney. About 30 parents and children are involved. Most of our referrals come from the schools. Our recent initiative is to do consulting for the schools with children who are struggling at home and in school. This is a two-fold program. One is the treatment of children psychiatrically. The other is the psycho educational component teaching parents and children about emotional and psychological needs and how these needs can be met. Families are often involved with us for long period of time. We have had the ability to stabilize individuals and decrease the amount of crises and hospitalizations. The Multifamily Group also includes one pre-medical student and a pharmacy student. Our graduate social work student is meeting collaboratively with families and Dr. Haney. This group is supported by our other positive youth development programs.
 - Psychological Services: Psychological Services is an outpatient psychological counseling center at UConn. This is our fifth year working collaboratively with this agency. They have continued to provide free outpatient psychological testing and counseling to families referred from YSB. We work collaboratively to maintain connections with the community and schools.
 - Girls & Boys Group: These groups have been put in place to create a safe environment for at-risk middle school students to meet weekly after school to receive support and encouragement and learn coping skills. Members are always excited to come to group meetings and have enjoyed the opportunity in building relationships with E.O. Smith, UConn, and Eastern students.
 - Youth Work Employment: Our youth work employment students at the middle school have started receiving their pay and are very excited about the opportunity to serve as mentors. Since being employed, these students have showed a tremendous amount of maturity, responsibility, and dedication to group meetings.

- Emergency Shelter Management: YSB provided support at the shelter during Storm Alfred. We will be following up with some of the families with identified concerns.

V. Old Business

- Police Representation on YSB Advisory Board- Trooper Andrea Cloutier has been transferred. We welcomed Trooper Mainiero to the committee.
- Grief Matters Referrals- The Grief Matters potluck met Sunday, December 4th. The potluck was organized to reunite past members and welcome future members to the group. Thirty people were in attendance. The five week program will begin in February and are open to accepting new families who have sustained a loss of an immediate family member.
- Northeast CT Juvenile Review Board Update: A Juvenile Review Board serving Northeastern Connecticut will be operating through the United Services. They will begin the process of recruiting board members, training and outreach immediately so that when funding for a case manager position becomes available, they can then begin to take referrals and JRB cases.

VI. New Business

- None

VII. Other

- None

VIII. Adjournment

- Next meeting will take place on Tuesday, January, 10, 2011
- Meeting adjourned at 12:37 PM
- Minutes submitted by Kelsey Campbell

Invitation to Mansfield's Agriculture Community

We want to hear from you!

Please Join Us On

Wednesday, February 29, 7:00 p.m.

(optional tours of EO Smith's Agricultural Education Center at 6:30 p.m.)

EO Smith High School Regional Agricultural Education Center

Please enter on the northwest side of EO Smith High School

across from UConn's Fine Arts Building

You are invited to share thoughts and suggestions on ways Mansfield can assist in supporting local farms in the community.

Agenda

- Introductions – Agriculture Committee, past committee projects
- Snapshot of Agriculture in Mansfield
- Results of the 2011 Survey and your comments
- Upcoming projects and grants
- Questions and discussion
- Refreshments

**Sponsored by the Town of Mansfield and the Agriculture Committee*

The Mansfield Agriculture Committee, established in 1995, advises the Town Council on issues related to agricultural viability in Mansfield. The Committee meets on the first Tuesday of each month at 7:30 p.m. in Conference Room B in the Mansfield Town Hall.

To find out more about Mansfield's Agriculture Input Session on Wednesday, February 29, or to get involved with Mansfield's Agriculture Committee, please contact Jennifer Kaufman at 860-429-3015 x204 or KaufmanJS@MansfieldCT.org.

The Mansfield Agriculture Committee--Wesley Bell, Gardens at Bassetts Bridge Farm • Al Cyr (Chair), Breezy Acres Percherons- Chair • Chrissie Dittrich, Connecticut Country Store (Alt.) • Larry Lombard, Pleasant Valley Harvest (Alt.) • Kathleen Paterson, Storrs Farmers Market • Charles Galgowski, Round the Bend Farm/USDA NRCS • Meredith Poehlitz, M.S., R.D., Master Gardener (Alt.) • Carolyn Stearns, Mountain Dairy • Edward Wazer, Shundahai Farm • Vicky Wetherell (Open Space Preservation Committee Liaison and Secretary)-Alt. • Staff Liaison: Jennifer Kaufman, Parks Coordinator

PAGE
BREAK

LEGAL NOTICE
EASTERN HIGHLANDS HEALTH DISTRICT
AUDIT REPORT

Notice is hereby given that the Annual Financial Report of the Eastern Highlands Health District for the year ending June 30, 2011, which was prepared under the Board of Directors and audited by Blum Shapiro & Company, 29 South Main Street West Hartford, CT, is on file and open for public inspection in the Offices of the Town Clerk in Andover, Ashford, Bolton, Chaplin, Columbia, Coventry, Mansfield, Scotland, Tolland and Willington.

Dated at Mansfield, Connecticut this 30th day of January 2012.

Mary Stanton
Town Clerk, Mansfield

PAGE
BREAK

LEGAL NOTICE
TOWN OF MANSFIELD

In accordance with Section 7-349 of the Connecticut General Statutes, notice is hereby given that the Comprehensive Annual Financial Report for the Town of Mansfield and the Comprehensive Annual Financial Report for Regional School District 19 for the Fiscal Year July 1, 2010 to June 30, 2011, which were prepared under the Director of Finance and audited by Blum, Shapiro & Company P.C., 29 South Main Street, West Hartford, CT, are on file and open for public inspection in the Office of the Town Clerk, 4 South Eagleville Road, Mansfield, Connecticut.

Dated at Mansfield, Connecticut, this 30th day of January 2012.

Mary Stanton
Town Clerk, Mansfield

PAGE
BREAK



**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

January 23, 2012

Transmitted via Email

Ms. Amy Jackson-Grove
Division Administrator-FHWA
628-2 Hebron Avenue, Suite 303
Glastonbury, CT 06033
Email: Amy.Jackson-Grove@dot.gov

Mr. Richard A. Miller
Director of Environmental Policy
University of Connecticut
31 LeDoyt Road U-3055
Storrs, CT 06269-3055
Email: rich.miller@uconn.edu

Re: Final Environmental Impact Study (FEIS) for North Hillside Road

Dear Ms. Jackson-Grove and Mr. Miller:

Thank you for providing the opportunity to comment on the Final Environmental Impact Study for North Hillside Road. As was noted in the Town's comments on the 2008 Draft EIS (DEIS), the Town Council and Planning and Zoning Commission agreed with the conclusion of the DEIS that the North Hillside Road Extension project and associated development of UConn's North Campus could be implemented without significant environmental impact. The only request made as part of our DEIS comments was that Mansfield residents and representatives be given adequate notice and opportunity to review and comment on construction plans prior to their approval and implementation.

The FEIS maintains the preferred roadway alignment identified in the DEIS and incorporates several new mitigation measures to further reduce the environmental impact of the project, including:

- o Significant measures to protect wetlands along the roadway alignment through the construction of two bridges where previously culverts had been proposed.

- Further reduction in wetland impacts through changes to the preferred North Campus Development by replacing development Parcel A with a ±76 acre conservation easement and reallocating development previously proposed for Parcel A to Parcel B.
- Incorporation of additional measures to further mitigate impacts on wetlands and water quality, including:
 - Use of Low Impact Development (LID) techniques as part of the overall stormwater management plan for the roadway construction and the development of the North Campus
 - Measures to reduce impacts of deicing and anti-icing activities
 - Measures to mitigate impacts of lighting on night skies and nocturnal habitats
 - Implementation of a monitoring program to control invasive species
 - Timing of construction to maximum extent possible to minimize impacts on impacts to amphibian habitats.
- Acknowledgement of impacts on Greenhouse Gas Emissions (GHG) and measures to mitigate those impacts.
- Acknowledgement of the potential secondary and cumulative impacts that may occur to various environmental resources in Mansfield and the region through the development of housing and other services to support the anticipated growth in employment resulting from the development of North Campus.

Based on the above summary, staff has found the FEIS to be consistent with the comments provided by the Town Council and Planning and Zoning Commission in 2008. Additionally, we provide the following comments for your consideration:

- While the response to our 2008 comments included in Appendix N indicated that opportunities for review and comment on construction plans would be provided during subsequent stages of the design and permitting process, we would like to take this opportunity to reiterate that request for the record.
- To ensure that the change from culverts to bridges as referenced above meets the desired goals of reducing wetland impacts and protecting wildlife habitat connectivity, specific measures should be put in place during construction such as restricted laydown areas and location of 'no equipment' areas, etc. to minimize impacts on those areas during construction.
- While no significant changes were made to the assessment of traffic impacts and mitigation measures, it is important to note that the intersection of South Eagleville Road and Separatist Road/Sycamore Drive has been of ongoing concern to the Town due to the number of accidents at the intersection and resident complaints. The FEIS recognizes that the Separatist Road approach will operate at a LOS F during PM Peak hours under both the 2010 and 2030 No Build Conditions. As such, we respectfully request that signalization of this intersection be made a priority and installed prior to full build-out of the North Campus area.
- As with any document of this magnitude and duration, there are projects referenced whose status has changed since the drafting of the document, including:
 - Water Reclamation Facility. This project is referred to in various places as being under consideration or design. These references should be updated to reflect current construction status and anticipated completion date. (Pages ES-12, 95)

- Storrs Center. References should be updated to reflect that the project is under construction.
- University Water Supply Plan. References should reflect completion date of May 2011 instead of 'anticipated completion date.' (Page 98)
- It appears that the reference at the bottom of page 30 to 'Alternative 2B' should be revised to 'Alternative 2C' to correctly reflect the new number for the plan being described in the following parcel descriptions.

In closing, we look forward to your continued cooperation regarding the review and implementation of construction plans for the North Hillside Road extension and the associated development of UConn's north campus. If you have any questions regarding the comments included in this letter, please contact Linda Painter, Director of Planning and Development.

Sincerely,



Matthew W. Hart
Town Manager

Enclosure: February 10, 2009 Letter from Town Council and PZC

C: Town Council
Planning and Zoning Commission
Conservation Commission
Linda Painter, Director of Planning and Development
Lon Hultgren, Director of Public Works

PAGE
BREAK

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

January 31, 2012

Mr. Anthony Mele
Transmission Project Manager
Northeast Utilities
107 Selden Street
Berlin, CT 06037

Subject: Interstate Reliability Project

Dear Mr. Mele:

Thank you for providing us with the opportunity to review the Municipal Consultation Filing (MCF) for the proposed Interstate Reliability Project. The information provided both at the community open house and at meetings of the Planning and Zoning Commission and Town Council was of great assistance to both Town staff and officials in our review of the proposed project. While the Town recognizes that Northeast Utilities has already submitted its formal application to the Connecticut Siting Council, we wanted to take this opportunity to formally present our position on the proposed project. We respectfully request that the comments and recommendations in this letter be carefully considered as you continue through the siting process.

After reviewing the changes to the proposed project that were submitted as part of the recent MCF, the Town Council found that the changes made to the preferred alternative since the original submission in 2008 do not effectively address concerns regarding impacts to natural resources and communities as a whole. Therefore, we remain opposed to the proposed route through eastern Connecticut. Specifically, the Council finds:

- There is inadequate consideration given to reasonable alternatives to the proposed project, particularly alternate routes such as a highway centric route, that have a less invasive impact on this and other Eastern Connecticut communities;
- There is inadequate consideration given to mitigating the impact of the preferred alternative, such as minimizing the clear cutting of trees and buffering the visual impact of the project;
- There is a high likelihood of detrimental land use impacts to properties in Mansfield and other eastern Connecticut towns through which the project is planned. In particular, the proposed project would detrimentally impact property values for abutting private schools, childcare centers and residences as a result of the visual impact and general market reluctance to locate next to power lines;

- The proposed project would reduce the functional value of existing and potential farmland and the recreational value of Mansfield Hollow State Park; and
- The proposed project will have a detrimental impact to the rural character of the area without any compensating benefit from the proposed transmission lines to this area of the state.

However, the Council also recognizes that should the route through eastern Connecticut be approved by the Connecticut Siting Council, it would be beneficial for the Town to be on record as to what alternatives or variations would minimize the negative impacts listed above. Therefore, while we remain opposed to this route, we offer the following recommendations to minimize the impact on the Town if the route is ultimately approved by the Siting Council:

- **Recommend that the Siting Council require the use of the Mansfield underground variation and a modified Mount Hope underground variation**
The MCF included two underground variations for Mansfield, one which extended from a point southwest of the Woodmont Drive cul-de-sac to a point west of Conantville Brook ('Mansfield Variation') and another which extended from a point north of the Sawmill Brook Lane cul-de-sac to a point northwest of the Hawthorne Lane cul-de-sac ('Mount Hope Variation').

After reviewing the two variations, we believe that it would be in the best interest of the Town to have the Mansfield Underground variation implemented as proposed in the MCF, and to have the Mount Hope Variation implemented with the following modifications:

- Relocate the western terminus of the Mount Hope variation to a point west of Sawmill Brook Lane to minimize the impacts of the transmission line on that residential neighborhood; and
- Relocate the eastern terminus to west of Route 195/Storrs Road to minimize impacts on farmland located east of Route 195.

As part of the implementation of any underground variation, we respectfully request that the transition stations be designed using the smallest footprint possible to reduce the amount of clearing needed for the stations. Additionally, these stations should be screened from surrounding properties by mature vegetation.

The benefits offered by placing the proposed transmission line underground include:

- Elimination of electrical magnetic field concerns for surrounding residential areas;
- Significant reduction in the amount of vegetation that must be cleared; and
- Elimination of the visual impacts of the second overhead transmission line.

Use of these variations is consistent with Section 16-50(p)(i) of the Connecticut General Statutes addresses undergrounding of new 345 kilovolt facilities:

For a facility described in subdivision (1) of subsection (a) of section 16-50i, with a capacity of three hundred forty-five kilovolts or greater, there shall be a presumption that a proposal to place the overhead portions, if any, of such facility adjacent to residential areas, private or public schools, licensed child day care facilities, licensed youth camps or public playgrounds is inconsistent with the purposes of this chapter. An applicant may rebut this presumption by demonstrating to the council that it will be technologically infeasible to bury the facility. In determining such infeasibility, the council shall consider the effect of burying the facility on the reliability of the electric transmission system of the state and whether the cost of any

contemplated technology or design configuration may result in an unreasonable economic burden on the ratepayers of the state.

▪ **Recommend that the Siting Council require the use of EMF Best Management Practices Poles between Route 195 and Mansfield Hollow**

As noted above, the Town has recommended that the eastern terminus of the Mount Hope underground variation be moved to the west side of Route 195 to minimize impacts on the active farmland located east of 195. However, as the area between Route 195 and Mansfield Hollow also contains the Mount Hope Montessori School, Green Dragon Daycare as well as numerous homes, additional mitigation of EMF impacts is needed to protect the residents and children attending school in the area. Therefore, the Town recommends that the EMF Best Management Practices (BMP) Poles be implemented between the eastern terminus of the modified Mount Hope underground variation described above and Mansfield Hollow.

The benefits offered by using EMF best management practices poles as described above include:

- Reduction of electrical magnetic field concerns for surrounding residential areas, the Mount Hope Montessori School and the Green Dragon Day Care Center; and
- Significant reduction in the amount of vegetation that must be cleared.

▪ **Recommend that the Siting Council require the use of the Hawthorne Lane Alternative**

As proposed, implementation of the preferred alternative in the vicinity of the Hawthorne Park subdivision would result in the loss of the visual buffer currently screening the existing transmission line from the homes located to the north of the cul-de-sac. The affected homeowners have been working with Northeast Utilities for several years on an alternative that would shift both the existing and proposed lines to the south, allowing the existing mature trees and vegetated buffer to remain. The Hawthorne Lane Alternative includes the relocation of the existing transmission line to the south, away from homes developed as part of the Hawthorne Park subdivision. As the preferred alternative would significantly degrade the properties located on the north side of the Hawthorne Lane cul-de-sac, the Town recommends that the Hawthorne Lane alternative be implemented in conjunction with the use of EMF BMP poles recommended above. To facilitate this alternative, the Town is in the process of amending an existing conservation easement to remove the area that would be crossed by the transmission lines.

▪ **Recommend that the Siting Council require the use of Design Option 2 for Mansfield Hollow**

Due to the limited right-of-way through Mansfield Hollow (150 feet as compared to 300 feet elsewhere), Northeast Utilities included two design options in the MCF to reduce right-of-way acquisition and clearing through the Hollow. Use of Design Option 2 would eliminate the need for any additional right-of-way and restrict clearing required for the new transmission line to the existing right-of-way. As this option is the least invasive, the Town recommends its use to protect the natural resources of the Hollow and minimize both the visual and physical impacts on the surrounding parkland.

▪ **Recommend Protection of Active Farmland**

As shown on the attached aerial photograph, the transmission route runs through active farmland. To minimize impacts on working farms, the Town recommends that the Siting Council require strict adherence to various mitigation measures by Northeast Utilities to minimize impacts on working farms. Such measures include but are not limited to: limiting

construction to non-crop/harvest seasons, ensuring that any soils disturbed or compacted through the process are restored to pre-construction conditions, ensuring that erosion and sedimentation controls are installed and monitored during construction, and financially compensating farmers for impacts to crop production caused by project construction and maintenance activities.

Please contact either myself or Linda M. Painter, Director of Planning and Development, if you have any questions regarding the comments and recommendations contained in this letter.

Sincerely,

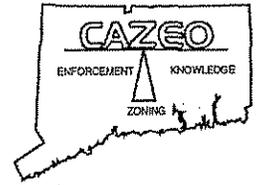


Matthew W. Hart
Town Manager

Cc: Linda Roberts, Executive Director, Connecticut Siting Council
State Senator Donald Williams
State Representative Gregory Haddad
United States Representative Joseph Courtney
Mark Paquette, Executive Director, Windham Region Council of Governments
Town Council
Planning and Zoning Commission
Conservation Commission
Agriculture Committee



Town of Mansfield



CURT B. HIRSCH
ZONING AGENT
HIRSCHCB@MANSFIELDCT.ORG

AUDREY P. BECK BUILDING
4 SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3341

To: Matthew Hart, Town Manager
From: Curt Hirsch, Zoning Agent
Date: January 26, 2012

Item #15

Re: 1/10/12 Monthly Report of Zoning Enforcement Activity

In response to the question asked at a recent Town Council meeting regarding my referenced activity report, I offer the following observations. You were generally correct Matt in your response to Councilor Lindsey. The reduced level of building activity together with Ordinances that have been set into place have resulted in a lesser need for inspections and specific types of enforcement activity.

1) Why are there fewer site inspections than last year? During the last couple of years I have greatly reduced the number of inspections I conduct to check the progress of work authorized through Zoning Permits. Unless the activity involves a significant site impact with respect to land disturbance, where there may be erosion concerns, or construction very near a required setback line, I have virtually ceased inspections until the time that the permit applicant requests a final inspection of the completed project. I take seriously the challenge placed upon Town employees to reduce operating costs, including the use of Town vehicles. When I do get a request for an inspection on a building activity, I will wait until I have several inspections lined up before I leave the office in a Town vehicle. Also, due to many years of zoning enforcement with respect to student occupancy issues in our neighborhoods and the establishment of a rental housing inspection program administered through the Office of Building & Housing Inspection, there are fewer 'active' problems with these types of issues, which means fewer inspections.

2) Why are there fewer enforcement letters than last year? I maintain a log of the enforcement letters that I send. Unfortunately in this instance, I no longer have that record any earlier than January 2011. The fall season has historically seen a very heavy concentration of enforcement against student rental housing issues. UConn students return to campus and there is a very sudden change in the summers' quiet condition. As stated above, the many years of zoning enforcement together with recent Ordinances that address 'quality of life' issues, are having their desired affect on reducing these recurring issues. Property owners and student residents are getting the message and there is less reason for written contact. I can report that during of November of 2010 I issued 17 Citations, an unusually high number. They were issued however to the same four persons, multiple times during the month for the same violations, as permitted under the Zoning Citations Ordinance. The court has authorized the Town to place liens against these property owners to collect the fines, which amount to over \$3000.

I hope this response helps provide the desired clarification. Please let me know if further information is needed.

**PAGE
BREAK**

TOWN OF MANSFIELD
MEMORANDUM
February 2, 2012

Item #16

TO: Matthew W. Hart, Town Manager
FROM: Lon R. Hultgren, Director of Public Works
Virginia Walton, Recycling/Refuse Coordinator *V. Walton*
RE: Resolution Supporting Extended Producer Responsibility for Mattresses

A task force of Connecticut municipalities, mattress manufacturers and retailers has been developing legislation to require mattress manufacturers to take responsibility for residential mattress disposal. "Extended producer responsibility" (EPR) language has been drafted for the Environment Committee to introduce during the 2012 legislative session. Extended producer responsibility laws shift the way we handle the products we use. EPR challenges the perspective that waste is inevitable and the responsibility of a municipality to manage, to waste is a function of product design and therefore should be the responsibility of the producer to manage. Proponents of EPR suggest that such legislation facilitates the manufacture of less toxic products that are more readily reusable or easier to dismantle for recycling. Like the electronics extended producer responsibility legislation that went into effect last February 2011 and the paint extended producer responsibility legislation that will go into effect in spring 2013, EPR laws reduce the financial burden of hard to handle waste products on municipalities and place it with manufacturers. To date, the electronics law has saved the Town of Mansfield over \$11,000.

Included is a draft resolution that supports extended producer responsibility for mattresses which the Mansfield Solid Waste Advisory Committee recommends that the Town adopts. Council's action is respectfully requested to demonstrate its support to the State legislature.

over.



Town of Mansfield
TOWN COUNCIL

Resolution Supporting Extended Producer Responsibility for Mattresses

Approved -----

WHEREAS, providing for the disposal of mattresses is a cost to our municipality; and

WHEREAS, long distance hauling to an Ohio bulky waste landfill by the Town's disposal contractor causes greenhouse gas emissions; and

WHEREAS, mattresses are high volume, cumbersome to handle, expensive to transport, difficult to compact and prone to "float" in landfills; and

WHEREAS, resources are wasted by burying mattresses when the materials could be recovered for new feedstock; and

WHEREAS, extended producer responsibility (EPR) places the financial responsibility on manufacturers for the management of their product at the end of its useful life; and

WHEREAS, EPR legislation for electronic waste has saved our municipality thousands of dollars annually to recycle unwanted electronics; and

WHEREAS, beginning in 2013 EPR legislation for paint will save our municipality hazardous waste disposal costs and provide residents with a convenient, local location to drop off leftover paint; and

WHEREAS, EPR legislation has created economic opportunity and private sector jobs in Connecticut.

NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Town Council, on behalf of the community, supports the passage of EPR legislation for mattresses that will require manufacturers to finance the disposal and recycling of mattresses.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this __ day of __ in the year __.

Elizabeth C. Paterson
Mayor, Town of Mansfield

FREEDOM OF INFORMATION COMMISSION
OF THE STATE OF CONNECTICUT

In The Matter of a Complaint by

NOTICE OF FINAL DECISION

Michael Sikoski,

Complainant

against

Docket #FIC 2011-178

Saul Nesselroth, as Chairman,
Board of Ethics, Town of Mansfield;
and Board of Ethics, Town of Mansfield,

Respondents

January 13, 2012

TO: Michael Sikoski; Attorney Dennis O'Brien, for the respondents.

This will serve as notice of the Final Decision of the Freedom of Information Commission in the above matter as provided by §4-183(c), G.S. The Commission adopted the Final Decision in the above-captioned case at its regular meeting of January 11, 2012.

By Order of the Freedom of
Information Commission



Cynthia A. Cannata
Acting Clerk of the Commission

FIC/2011-178/NFD/cac/1/11/2012

FREEDOM OF INFORMATION COMMISSION
OF THE STATE OF CONNECTICUT

In The Matter of a Complaint by

FINAL DECISION

Michael Sikoski,

Complainant

against

Docket #FIC 2011-178

Saul Nesselroth, as Chairman,
Board of Ethics, Town of Mansfield;
and Board of Ethics, Town of Mansfield,

Respondents

January 11, 2012

The above-captioned matter was heard as a contested case on August 16, 2011, at which time the complainant and the respondents appeared, stipulated to certain facts and presented testimony, exhibits and argument on the complaint.

After consideration of the entire record, the following facts are found and conclusions of law are reached:

1. The respondents are public agencies within the meaning of §1-200(1), G.S.
2. By email dated April 5, 2011 and filed April 6, 2011, the complainant appealed to the Commission, alleging that the respondents violated the Freedom of Information ("FOI") Act in the following way: prior to formally calling the March 7, 2011 special meeting of the Mansfield Board of Ethics to order, Vice Chairman Nesselroth began a discussion with the board members who were present concerning an email that the board had received concerning "parliamentary procedures." The complainant contends that this matter was not an issue on the special meeting's agenda. In connection with this alleged violation, the complainant is seeking the imposition of civil penalties.
3. Prior to the contested case hearing, by letter dated August 4, 2011 and filed August 5, 2011, the respondents filed a motion pursuant to §1-206(b)(2), G.S., seeking "relief from the Commission regarding frivolous and repeated FOI appeal complaints being filed by Mr. Michael Sikoski." Specifically, the respondents requested that, in lieu of a contested case hearing, the Commission schedule a hearing pursuant to §1-206(b)(2), G.S., to determine whether the complainant has taken this appeal "frivolously, without reasonable grounds and solely for the purpose of harassing the agency from which the appeal has been

taken.” In the moving papers, the respondents explained that Mr. Sikoski’s complaints against the respondent board and the Town of Mansfield generally began after he was removed as the chairman of the Board of Ethics. The respondents further explained that “Board of Ethics members and staff continue to believe that these complaints are at least in part retaliation for his replacement as chairperson.”

4. The respondents requested that, if after conducting a §1-206(b)(2), G.S., hearing, the Commission found that the complainant violated the provisions of §1-206(b)(2), G.S., it grant the respondents injunctive relief against the complainant, pursuant to §1-241, G.S. The complainant did not respond to the respondents’ motion.

5. The hearing officer granted the respondents’ request for a §1-206(b)(2), G.S., hearing. The hearing officer noted that, upon completion of the §1-206(b)(2), G.S. hearing, a determination would be made as to whether it was necessary to proceed to a contested case hearing on the merits of the complaint.

6. At the completion of the §1-206(b)(2), G.S., hearing, the hearing officer determined that a full contested case hearing should be conducted.

7. Section 1-206(b)(2), G.S., provides in relevant part:

. . . If the commission finds that a person has taken an appeal under this subsection frivolously, without reasonable grounds and solely for the purpose of harassing the agency from which the appeal has been taken, after such person has been given an opportunity to be heard at a hearing conducted in accordance with sections 4-176e to 4-184, inclusive, the commission may, in its discretion, impose against that person a civil penalty of not less than twenty dollars nor more than one thousand dollars. The commission shall notify a person of a penalty levied against him pursuant to this subsection by written notice sent by certified or registered mail. If a person fails to pay the penalty within thirty days of receiving such notice, the superior court for the judicial district of Hartford shall, on application of the commission, issue an order requiring the person to pay the penalty imposed. . . .

8. In support of their position that the complainant had taken this appeal “frivolously, without reasonable grounds and solely for the purpose of harassing” the respondent board, the respondents raised Sikoski v. Board of Ethics, Town of Mansfield, et al, Docket #FIC 2009-656 (June 9, 2010). In connection with this case, the respondents contended that the complainant had alleged “that the Board had a quorum and was conducting business after its meeting of October 29, 2009 had adjourned.” The respondents further note that “this complaint was later rejected for lack of merit by the FOIC.” The fact

is, however, that the Commission did not dismiss this complaint in its entirety, but instead found that the respondents violated the FOI Act in connection with a special meeting. See Docket #FIC 2009-656 (finding a violation of §1-225(d), G.S., because respondents conducted business other than that which was noticed on the special meeting's agenda).

9. The respondents also raised for the Commission's consideration two other cases involving this complainant. In Sikoski v. Board of Ethics, Town of Mansfield, Docket #FIC 2010-365 (Apr. 27, 2011), the complainant alleged that the respondent board had violated the open meetings provision of the FOI Act when three members of the board met in the hallway with the deputy mayor and had a discussion. This complaint was dismissed, as the Commission found that the discussion concerned the scheduling of an additional meeting, which did not involve a substantive discussion of town business. It is worth noting that, prior to the filing of the complaint in Docket #FIC 2010-365, the chairwoman pro tem addressed the complainant's concerns with regard to this discussion on the record at a board meeting, indicating that the discussion solely concerned the scheduling of an additional meeting. Finally, in Sikowski v. Town Clerk, Town of Mansfield, Docket #FIC 2010-242 (Mar. 9, 2011), the complainant alleged that the respondent clerk violated the FOI Act when she failed to provide copies of certain individuals' federal tax forms to him. The complainant failed to appear for the contested case hearing, while the respondent did appear to defend herself. The Commission found that the Town Clerk had not violated the FOI Act, as the requested tax forms were exempt from disclosure.

10. Finally, in their moving papers, the respondents mention two other cases not involving the complainant. See Wassmundt v. Board of Ethics, Town of Mansfield, Docket #FIC 2009-627 (June 9, 2010) (finding a violation of §1-225(d), G.S., because the respondent's agenda was insufficient to apprise the public of the matters to be considered at a special meeting); Wassmundt v. Board of Ethics, Town of Mansfield, Docket #FIC 2009-690 (June 9, 2010) (complaint dismissed). However, these cases, involving a different complainant, are not helpful in determining whether this complainant has filed the instant complaint solely for improper reasons.

11. While previous FOI appeals involving Mr. Sikoski are not irrelevant to an analysis under §1-206(b)(2), G.S., the main focus of this statutory provision is on the motivation of the complainant with regard to the appeal currently pending before the Commission. See §1-206(b)(2), G.S. (stating, in relevant part, "[i]f the commission finds that a person has taken an appeal under this subsection frivolously, without reasonable grounds and solely for the purpose of harassing the agency from which the appeal has been taken. . . .") (Emphasis supplied). It would be an adventure in speculation to try at this late date to discern why the complainant filed an appeal with the Commission last year or beyond. Moreover, more than merely showing what the complainant's primary motivation was at the time he filed an appeal, the respondent bears the burden of showing that harassment was the only motivation that the complainant had when he filed his appeal. See id. (mandating proof that an appeal was filed "solely for the purpose of harassing the agency"). The Commission notes that, while the respondents contended at the §1-206(b)(2), G.S., hearing that it was an error to state in their moving papers that they "believe that these complaints are *at least in part* retaliation," for the complainant's replacement as chairperson,

this statement seems to be a fair statement. Such statement, however, does not get the Commission to the legal threshold it must find in order to find a violation of §1-206(b)(2), G.S.

12. With this stringent standard in mind, the Commission finds that the respondents have failed to prove that the complainant filed the instant appeal in violation of §1-206(b)(2), G.S.

13. Section 1-225(a), G.S., provides in relevant part: "The meetings of all public agencies. . . shall be open to the public."

14. Section 1-200(2), G.S., provides in relevant part:

"Meeting" means any hearing or other proceeding of a public agency, any convening or assembly of a quorum of a multimember public agency, and any communication by or to a quorum of a multimember public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction or advisory power. "Meeting" does not include: Any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. A quorum of the members of a public agency who are present at any event which has been noticed and conducted as a meeting of another public agency under the provisions of the Freedom of Information Act shall not be deemed to be holding a meeting of the public agency of which they are members as a result of their presence at such event.

15. Section 1-225(d), G.S., provides in relevant part:

Notice of each special meeting of every public agency ... shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by such public agency.

16. It is found that, prior to the March 7, 2011 special meeting referenced in paragraph 2, above, Ms. Wassmundt, a member of the public, sent Vice Chairman Nesselroth and the other Board of Ethics members an email with an attachment in the form of a brochure, which explained parliamentary procedures.

17. It is further found that, once he received the email and printed out the attachment, Vice Chairman Nesselroth had copyright concerns about using or transmitting the brochure without permission of the publisher.

18. It is further found that the March 7, 2011 special meeting was scheduled to commence at 6:00 PM. It is found that Vice Chairman Nesselroth was present at 6 PM, as was Elizabeth Wassmundt. It is found that, prior to calling the meeting to order, Vice Chairman Nesselroth addressed Ms. Wassmundt, expressing his copyright concerns. Specifically, it is found that Vice Chairman Nesselroth asked Ms. Wassmundt if she had received permission from the publisher to transmit the brochure to him and to the other members of the respondent board.

19. It is found that the March 7, 2011 special meeting was formally called to order at 6:10 PM.

20. The complainant submitted a post-hearing exhibit consisting of a tape recording of the pre-meeting communication. It is found that the entire exchange between Ms. Wassmundt and Vice Chairman Nesselroth occurred in less than eighty seconds. While the complainant attempted at the contested case hearing to bring in additional allegations concerning other pre-meeting communications that occurred on March 7, 2011, these allegations were not raised in the instant complaint. Therefore, the Commission will not address these allegations in this report.

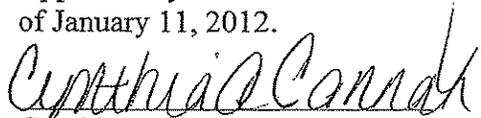
21. It is found that the limited exchange between Vice Chairman Nesselroth and Ms. Wassmundt was not a hearing or other proceeding of the respondents. It is also found that this exchange was not a convening or assembly of a quorum of the respondents, nor was the exchange a communication by or to a quorum to discuss or act upon a matter over which the respondents have supervision, control, jurisdiction or advisory power.

22. Based on the foregoing, it is concluded that the respondents did not violate the open meeting provisions of §1-225(a), G.S.

The following order by the Commission is hereby recommended on the basis of the record concerning the above-captioned complaint:

1. The complaint is dismissed.

Approved by Order of the Freedom of Information Commission at its regular meeting
of January 11, 2012.

A handwritten signature in cursive script that reads "Cynthia A. Cannata". The signature is written in dark ink and is positioned above the printed name.

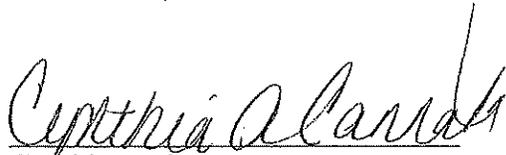
Cynthia A. Cannata
Acting Clerk of the Commission

PURSUANT TO SECTION 4-180(c), G.S., THE FOLLOWING ARE THE NAMES OF EACH PARTY AND THE MOST RECENT MAILING ADDRESS, PROVIDED TO THE FREEDOM OF INFORMATION COMMISSION, OF THE PARTIES OR THEIR AUTHORIZED REPRESENTATIVE.

THE PARTIES TO THIS CONTESTED CASE ARE:

Michael Sikoski
135 Wildwood Road
Storrs, CT 06268

Saul Nesselroth, as Chairman, Board of Ethics, Town of Mansfield; and
Board of Ethics, Town of Mansfield
c/o Dennis O'Brien, Esq.
120 Bolivia Street
Willimantic, CT 06226



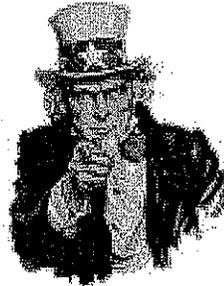
Cynthia A. Cannata
Acting Clerk of the Commission



February 2012

TO: CCM-Member Mayors, First Selectmen, Town/City Managers and Members of CCM's Issue Area Policy Committees

FROM: Jim Finley, Executive Director & CEO
Ron Thomas, Director of Public Policy & Advocacy



CCM WANTS YOU *To Testify*

You have developed the **CCM 2012 STATE LEGISLATIVE AGENDA** for the Governor and General Assembly to use as a blueprint for improving Hometown Connecticut.

Your efforts are still needed! State legislators need to hear directly from you. **CCM: The Voice of Local Government -- will not be as strong without your personal testimony.**

CCM staff will:

- *Inform* you of when public hearings are scheduled.
- *Draft* testimony for you to personalize, and provide key talking points on specific legislation.
- *Submit* your written testimony to the proper committees on your behalf.
- *Sign you up* to speak for public hearings.

ACTION!

1. *Complete* the information below.
2. *Review* the attached legislative initiatives **AND check the boxes next to the issues you are interested in, and willing to testify on** – either in writing or in person.
3. *Return* this document to: publicpolicy@ccm-ct.org or fax: (203) 498-5825.

NAME/TITLE: _____

MUNICIPALITY: _____

PHONE: (_____) _____ E-MAIL: _____

 **RETURN TO:** publicpolicy@ccm-ct.org or fax: (203) 498-5825



Don't Be Shy – TESTIFY!

CCM 2012 STATE LEGISLATIVE AGENDA

Strong Local Economies = A Strong Connecticut: Working Together for Job Creation and Educational Equity and Achievement

As the State attempts to rebound from the worst economic crisis in recent memory, Connecticut must retool to compete successfully in a national and international arena. We must have a coordinated economic development strategy that fully considers a vital but often overlooked partner in creating and maintaining jobs – Connecticut's towns and cities.

The first order of business is for the General Assembly to make sacrosanct Governor Malloy's pledge to "honor the State's commitments and promises made to towns regardless of how dire our fiscal circumstances may be". This singular commitment must guide the Legislature's actions.

While other factors have import, quality of life issues are the most important factors businesses weigh in determining whether to relocate to or remain in a state. Factors such as quality schools, educated workforce, safe neighborhoods, reasonable property taxes, safe and reliable roads and bridges top the list of employers' "must haves".

The State must address lingering issues that hinder Connecticut's ability to be the leader in jobs creation and sustainable communities.

Despite this time of fiscal constraint, the State must seize the moment and lay the foundation of future funding streams – particularly to pay for education finance reform and municipal aid, and enact red tape elimination and mandates reform to make towns and cities the solid ground on which the Land of Steady Habits becomes the Land of Steady Employment and High Quality of Life.

To this end, the State can assist towns and cities by:

- ❖ Enacting and Funding Education Finance Reform
- ❖ Stimulating Local Economies and Streamlining Government Operations
- ❖ Relieving Spending Pressures on Hometown Connecticut
- ❖ Promoting Intermunicipal Cooperation and Regionalism
- ❖ Providing Targeted Investments to Our Poorest Cities and Towns



Don't Be Shy – TESTIFY!

Enacting and Funding Education Finance Reform

The quality of Connecticut's educated workforce is one of the key assets in attracting and retaining businesses. **A first-rate education system – and education finance system – are vital to ensure Connecticut's prosperity and quality of life.** Ensuring the provision of an equitable and suitable public education is the constitutional responsibility of the State. Every municipality in Connecticut spends more on Pre K-12 public education than it receives from the State. Local property taxes cannot continue to shoulder the lion's share of Pre K-12 public education costs.

For Connecticut to compete economically with its neighbors and the world, the State must increase and sustain its financial commitment for Pre K-12 public education. Key components of education finance reform include:

- **Correct state underfunding of regular education programs:**
 - **Increase the ECS foundation level** to reflect the real cost of adequately educating students tied to a statutorily identified cost index.
 - **Increase the State Guaranteed Wealth Level (SGWL).**
 - **Use more current and accurate data to measure town wealth and poverty.** It is important to make better use of income data collected annually by the CT Department of Revenue Services instead of relying on old U.S. Census data.
 - **Ensure the ECS formula equalizes for the disparities in municipal overburden** (i.e., non-education service demand, socioeconomic characteristics, effective tax rate, and grand list strength).
 - **Use audited free and reduced-price meal eligibility** instead of Title I as a more accurate poverty measure.
 - **Reform the Minimum Budget Requirement (MBR)** to allow municipalities and property taxpayers to find reasonable savings and efficiencies in board of education budgets. For too long, mandates like the MBR have forced municipalities and property taxpayers to pay the price of state underfunding of Pre K-12 public education.
 - **Phase in full funding of the new grant over a reasonable period of time.** The current ECS grant is underfunded by almost \$800 million.

- **Correct state underfunding of special education programs:**
 - **Pay 100 percent of special-education marginal costs.**
 - **In lieu of paying all marginal costs, decrease the Excess Cost reimbursement threshold to at most 2.0 times the district's average per pupil expenditure or \$25,000, whichever is less.**



THE VOICE OF LOCAL GOVERNMENT™

Don't Be Shy – TESTIFY!

- **Correct state underfunding of school districts with specific student-performance challenges:**
 - Establish **substantive early childhood education investments** to help close the **achievement gap**.
 - Increase funding for **categorical grants**.
 - Expand **school district and school eligibility for categorical programs** to ensure that all performance gaps are addressed.
- **Meet the statewide need for school construction and renovation:**
 - **Maintain the State's funding commitment** to ensure that aging schools are renovated and replaced to meet enrollment needs and higher technology and quality standards.

Stimulating Local Economies and Streamlining Government Operations

- **Establish expedited regulatory review and approval processes** within the departments of Energy and Environmental Protection (DEEP), Transportation (DOT) and Economic and Community Development (DECD) so that needed capital and other job-creating investments are not delayed by bureaucratic red tape. *Applications would be deemed approved if not acted on within 90 days.*
- **Assign a "municipal ombudsman"** in each state agency that interacts regularly and directly with local governments to improve coordination for economic development, planning, transportation, etc..
- Allow municipalities to utilize licensed professional engineers to certify that work on **economic development projects** is being done in conformance with state permit requirements, to reduce permit-approval backlogs in state agencies.
- Create a **state bonding pool for small municipal borrowings** to avoid the cost of issuance for projects under \$1 million. Could be modeled after the state local bridge program with a ten-year promissory note.
- **Maintain current levels of funding for the STEAP and Urban Act grants**, and ensure the **timely disbursement of state funds by streamlining the necessary paperwork for such funding**. The paperwork could mimic that for LoCIP funding.

Relieving Spending Pressures on Hometown Connecticut

- Clarify **municipal authority to assess**, for the purposes of local property taxes, **partially constructed structures** by amending CGS 12-64 to include "improvements that are partially completed or under construction".



Don't Be Shy – TESTIFY!

- Establish a long-term, stable solution to maintain state reimbursements for the Manufacturing Machinery & Equipment (MM&E) PILOT.
- Enact a Constitutional amendment or statutory prohibition to prohibit the passage of unfunded or underfunded state mandates without a 2/3 vote of both chambers of the General Assembly.
- Allow municipalities to defer revaluations to (a) provide savings from the cost of conducting them, and (b) provide a measure of relief to hard-pressed residential property taxpayers.
- Require the Mortgage Electronic Registration Systems (MERS) to file mortgage assignments with municipal clerks to (1) enable homeowners facing foreclosure to know who owns their homes and (2) prevent MERS from avoiding recording fees that costs municipalities and the State tens of millions of dollars each year.
- Modify state-mandated compulsory binding arbitration laws under the Municipal Employee Relations Act (MERA) and the Teacher Negotiation Act (TNA) to make the process fairer for towns and cities and their property taxpayers.
- Amend the State's prevailing wage rate mandate: (a) adjust the thresholds for renovation construction projects from \$100,000 to \$400,000; (b) adjust the thresholds for new construction projects from \$400,000 to \$1 million; and (c) index both thresholds for inflation thereafter.
- Allow municipalities and regions to levy (1) a "land value" tax, and (2) a \$10 surcharge on registered motor vehicles for local infrastructure needs.

Promoting Intermunicipal Cooperation and Regionalism

- Increase state financial and other incentives for cost-effective intermunicipal and regional cooperation. Empower Councils of Government (COGs) to:
 - deliver services on a regional basis;
 - negotiate multi-municipal master contracts with municipal employee and teacher unions; and
 - make land use decisions on regionally-significant projects.
- Encourage regional cooperation and local efficiencies by significantly increasing funding for the Regional Performance Incentive Grant. FY12 revenue is estimated to be about \$7.2 million statewide, which will fund only a small percentage of proposals.



THE VOICE OF LOCAL GOVERNMENT™

Don't Be Shy – TESTIFY!

Providing Targeted Investments to Our Poorest Cities and Towns

Connecticut's cities and poorer towns are home to persons hardest hit by the Great Recession. These places face many challenges: extremely high unemployment, crime, shrinking grand lists, poverty and educational disparities. Despite state budget woes, we cannot allow our central cities and poorer towns to founder. Strong cities and towns will yield huge benefits to Connecticut for years to come.

Our poorest municipalities, particularly our urban centers, need additional targeted short- and long-term state investments, including:

- Special bonding or financing** for projects that create permanent jobs for residents;
- Substantive **early childhood education investments to help close the achievement gap;**
- Business incubators to encourage the establishment and retention of small and moderate-size companies,** especially those owned by residents;
- State **financial and technical assistance to combat recidivism;** and
- State **funding to hire and retain police officers.**

**** See next pages for additional legislative proposals ****



Don't Be Shy – TESTIFY!

ADDITIONAL 2012 STATE LEGISLATIVE PROPOSALS

(Listed by likely General Assembly committee of cognizance)

EDUCATION

- Comprehensively review and address the factors involved in education finance**, to adequately and appropriately meet the educational needs of Connecticut's children, without over-burdening local property taxpayers. The review would include, but not be limited to, the following: (a) Education Cost Sharing Formula, (b) Minimum Budget Requirement, (c) Special Education Mandates and Funding, (d) School Construction and Renovation, and (e) Incentives to Find Greater Cost Efficiencies.

ENVIRONMENT

- Expand the use of **Clean Water Fund grants and loans** to include meeting **nutrient reduction** requirements above and beyond nitrogen.
- Continue state support for **remediating and redeveloping public and private brownfields** to spur local economic development.

PLANNING & DEVELOPMENT

- Clarify municipal authority to assess, for the purposes of local property taxes, partially constructed structures by amending **CGS 12-64** to include **"improvements that are partially completed or under construction"**.
- Modify the requirements for posting legal notices in newspapers to allow municipalities the **ability to publish notice of the availability of a particular document on their website**, instead of having to publish the entire document.
- Amend state statutes to treat "blight liens" in the same manner as "tax liens"**. This would result in the **"blight liens" having "first priority" when it comes to the distribution of monies** and the paying off of the lien holders on a piece of property when it is transferred.
- Amend CGS 8-12a to **eliminate the provisions allowing treble damages against a zoning enforcement officer** who issues a citation if the court finds that such citation was issued frivolously or without probable cause.



THE VOICE OF LOCAL GOVERNMENT™

Don't Be Shy – TESTIFY!

LABOR & PUBLIC EMPLOYEES

- Amend CGS 31-53(g) to:
 - (a) **Exempt municipal school construction projects from the State's mandated prevailing wage rate law.** This modest adjustment could offset reductions in state aid for school construction projects and therefore, enable such projects to continue, and
 - (b) **Adjust the thresholds for (i) renovation construction projects, from \$100,000 to \$400,000; and (ii) new construction projects, from \$400,000 to \$1 million.** Both thresholds would be indexed for inflation thereafter. State prevailing wage rate law has not been amended since 1991.
- Modify state-mandated compulsory binding arbitration laws to:**
 - (a) **Amend Section 7-473c within the Municipal Employee Relations Act (MERA) – to impose deadlines for interest arbitration which would require that the negotiation process and binding arbitration be completed no later than one year from the date binding arbitration is imposed by the State.**
 - (b) **Amend Conn. Gen. Stat. § 31-98(a) to require that a grievance arbitration award be issued not more than 60 days following the date post-hearing briefs are filed** therefore, establish mandatory time limits to issue grievance arbitration awards in cases before the State Board of Mediation and Arbitration.
- Exempt municipal seasonal and temporary employees (including poll workers) – either employed by the town or board of education – from eligibility for unemployment compensation.**

GOVERNMENT ADMINISTRATION & ELECTIONS

- Provide relief to local governments from the requirement to redact** certain personal information for certain individuals from public documents requested via the Freedom of Information Act (FOIA).
- Amend CGS 7-148v to **increase the threshold for requiring competitive bidding, from \$7,500 to \$15,000.**



THE VOICE OF LOCAL GOVERNMENT™

Don't Be Shy – TESTIFY!

PUBLIC HEALTH & HUMAN SERVICES

- Establish a **Council within the Department of Public Health** (similar to the Council within the Department of Emergency Management and Homeland Security, created by CGS 28-1b) to ensure **local government public health representation** at the state level.

Such a Council could make recommendations about state policy on such things as:

- a. Application and distribution of federal or state funds for public health;
- b. Planning implementation and coordination of state-wide public health systems;
- c. Assessing the state's overall public health preparedness, policies and communications;
- d. Strategies to improve public health policies and promote healthy lifestyles; and
- e. Strengthening planning, cooperation and communication among federal, state and local governments.

PUBLIC SAFETY & SECURITY

- **Increase the Emergency 9-1-1 (E-911) surcharge, from the current cap of .50 cents to a maximum of .75 cents** as established by the Public Utilities Regulatory Agency (PURA), to support the maintenance, development, and administration of the E-911 system, as well as to provide incentives to regionalize and consolidate local resources.
- **Clarify Section 51-56a(c) to ensure that funds** collected under this statute, and allocated to the Police Officer Standards & Training (POST) council, **are specifically earmarked for costs associated with the tuition and training of municipal police officers.**
- Support the Connecticut Police Chiefs Association's proposed agenda to:
 - (a) *Eliminate the duplication of state-mandated training requirements and maximize limited local fund by:*
 - i. Amending state statutes [CGS 28-25b and CGS 28-30] to relieve POST-certified police officers who are already trained to a minimum Medical Response Technician (MRT) from the mandated training requirements of a "telecommunicator". The requirement that all POST-certified police officers must also attain and maintain "telecommunicator" status is redundant and costly; and
 - ii. Exempting any PSAP which contracts with an entity, defined in CGS 28-25b(g), to provide "medical interrogation, dispatch prioritization, and pre-arrival instructions" [per CGS 28-25b(g)(2)] from the statutory training and program requirements. It is duplicative and cost-ineffective to provide local dispatchers with EMD training if their PSAPs already contract out EMD service.

-over-



THE VOICE OF LOCAL GOVERNMENT™

Don't Be Shy – TESTIFY!

-
- (b) *Repeal the state mandated threshold [54-36a(b)(1)] that requires local police officials seize and store (as evidence) stolen property valued over \$250. Repealing this mandate would relieve local departments of significant administrative burdens (i.e., logging, storage, and inventory of such items) – as well as permit rightful owners access to their property.*
- (c) *Amend CGS section 14-18(a) to reinstitute the display of the expiration dates of motor vehicles' registrations on the middle of rear license plates. The absence of this practice is an impediment to police detection of unregistered vehicles, as well as crimes incidentally discovered due to an "expired registration stop." Reinstating the display of registration stickers could also boost local tax collection and revenue.*

FINANCE, REVENUE & BONDING

- Diversify the municipal revenue base** by (a) broadening newly established local-state revenue sharing partnerships; and (b) allowing municipalities and regions to levy certain optional taxes.

TRANSPORTATION

- Allow municipalities the option to utilize photographic traffic enforcement technology.** To accomplish this, amend state statutes to include various traffic infractions to the list of registered owner - presumed operator violations, and provide that revenues collected from such enforcement be allocated directly to municipalities. Current law in Connecticut does not enable law enforcement officials to effectively use such technology to apprehend traffic violators and ultimately make roadways safer.

HUMAN SERVICES

- Develop a streamlined electronic process for municipal officials, nonprofits and families to obtain information on state social service programs** (i.e., TANF, SNAP, HUSKY, SAGA, Fuel/Energy Assistance, Section 8), including a statewide database to determine eligibility status, apply for programs, and check the status of applications online.



RETURN TO: publicpolicy@ccm-ct.org or fax: (203) 498-5825.



February 8, 2012

2012-13 Governor's Proposed Education Reforms

Removing Red Tape

Focusing Certification on the Quality of Teachers

- Simplifying the certification process.
- Consolidating the number of available certificates prior to the "professional" level certificate, from three to one "initial" level certificate.
- Maintaining the "professional" certificate on the basis of strong performance as supported by high quality professional development, not seat-time-based Continuing Education Units.
- Establishing a new "master" educator certificate for our most accomplished teachers attained on the basis of exemplary performance.
- Increasing districts' discretion to hire teachers from other states by removing barriers to reciprocity.

Easing Data Reporting Requirements

- SDE will consolidate the forms it issues to request data from districts. The department will, in the next year, identify and eliminate approximately one-third of the 35 forms used to collect data required by state law this year.
- SDE will also convene periodic meetings with a focus group of superintendents and district business administrators to foster ongoing dialogue about attaining more streamlined data practices.

Task Force on Education Regulations and Mandates

The Governor will convene a seven-member Red Tape Review and Removal Taskforce to examine additional and comprehensive solutions to unnecessarily burdensome state regulations and mandates. The taskforce will review and meet over the next year, soliciting input from all stakeholders, specifically boards of education, superintendents, school leaders, teachers and parents as appropriate. The taskforce will develop recommendations and report to the Governor and the Commissioner of Education by December 15, 2012 ahead of the 2013 legislative session.

Improvements to Early Childhood Education

- Increase Opportunity – \$4 million in new funding to provide early childhood opportunities for 500 preschool children.
- Improve Quality – \$3 million dedicated to improving quality by increasing opportunities and providing incentives for professional development and partnering with high schools and colleges to provide college level early childhood credits.
- Inform Parents – \$5 million in bond funding to create the statewide Tiered Quality Rating and Improvement System (TQRIS) that will allow parents to access information on early childhood education programs and provide a quality enhancement opportunity for providers by establishing a standard of excellence. The lack of an implemented TQRIS was cited as a weakness in Connecticut's "Race to the Top" application.

Connecticut Technical High School System (CTHSS)

- Allocating \$500,000 in additional funding to increase the training resources and supplies for students.
- Continuing state operations of the CTHSS.
- Requiring the state Department of Education to develop CTHSS's strategic plan in conjunction with the Departments of Labor, Economic and Community Development, Higher Education, and specific business and industry consortiums.
- Establishing a separate CTHSS board to set standards to which the superintendent of the CTHSS would be accountable.
- Benchmarking standards against international leaders.

School Choice

Increase Commitment to Connecticut's Public Schools of Choice

- Invest \$5.5 million in new funding to create capacity for opening new schools, including local charter schools, CommPACT schools, community schools, and five new state charter schools.
- Increase the state contribution for charter schools from \$9,400 to \$11,000 per pupil, with an additional \$1,000 per pupil from the local districts.
- Transfer charter funding to Education Cost Sharing section of education statutes (without affecting ECS funding for districts).
- Add \$5 million in per-pupil spending to create increased equity for magnet schools funding across the state.
- Provide \$750,000 in grants to agricultural science schools that demonstrate strong plans to recruit students from low-performing school districts.
- Provide \$500,000 for improved training resources and supplies for students in Connecticut's vocational-technical schools.

Compel Specific Requirements When Creating New Charter Schools

- Adopt legislation requiring any new charter schools to be created only in high-need districts.
- Require the State Board of Education to give new charter school application preferences to schools that do the following.
 - Propose educational programs designed specifically to serve priority student populations, including students with histories of low academic performance, students with histories of behavioral/social problems, special education students, and others.
 - Demonstrate strong strategies to attract, enroll, and retain priority student populations.
 - Propose an education program designed to serve English language learner students; or propose a location in a neighborhood with a high percentage of English language learner students, while demonstrating capacity to provide high-quality educational services to this population.
 - Specialize in turnarounds of low-achieving schools.

Focus Recruiting on Priority Student Populations

- Require all applicants for the establishment of new charters to submit a recruitment and retention plan detailing plans to recruit, enroll, and retain priority student populations.
- Enable charter schools to propose modifications to their lottery procedures to give preference to priority student populations.
- Hold charter schools accountable for the success of their documented recruitment and retention practices for priority student populations when the State Board of Education considers schools for charter renewal.

Strengthens Provisions for the Creation of local Charter Schools

- Create new incentives for the creation of local charter schools with high-quality strategies for serving various priority populations or that propose to turn around existing schools that have exhibited low academic performance.
 - State funding of \$3,000 per pupil and a \$500,000 start-up grant.
 - Defined scope of collective bargaining with school staff to provide added flexibility for implementing turnaround strategies and serving priority students.

Improve Low-Achieving Schools

The centerpiece of the Governor's proposals is the Commissioner's Network, a system of supports and interventions designed to improve chronically low-performing schools. The Commissioner's Network, supported by \$24.8 million in new funding, is led by the State Department of Education's newly created Turnaround Team, which will transform up to 25 schools over the next two years.

Network schools will either be administered by a partnership between the home district and the state, or the state will serve as a temporary trustee and directly administer turnaround efforts. These schools may be operated by universities, Regional Educational Service Centers, non-profits, charter management organizations, CommPACT, or other providers who have proven school design and track records.

The Network schools will provide extra compensation for educators, opportunities for career advancement linked to the teacher evaluations, extended learning time for students, and a community school approach that strengthens wrap-around services.

Enhance the Education Profession

Recruit the Best

The Governor's education package includes \$1 million in new financial incentives to recruit top college students. Candidates must possess strong GPAs, high marks on certification exams, and a commitment to working in high-needs schools. Accomplished seniors graduating from teacher preparation programs will be eligible for \$5,000 tuition reimbursement grants. Graduates who accept positions in a Priority School District or at a Commissioner's Network School will be eligible for \$10,000 in loan forgiveness.

Raise the Bar

Currently, state regulations only require prospective teachers to have a B- average before they enroll in educator preparation programs. This standard is simply too low. The Governor's initiative will strengthen entrance requirements to these programs, including increasing the minimum GPA to a B+. Other entrance requirements will be developed by an Advisory Council to the state Board of Education (see Accreditation section below).

Develop New Talent

Across our region and country, numerous non-profit organizations have emerged to play a critical role in talent development. Such groups, including New Leaders for New Schools, Teach Plus, Leading Educators, and the National Academy for Advanced Teacher Education, work closely with states and districts to attract and develop teachers and school leaders. The Governor's package includes \$2 million to bring such talent pipeline organizations to Connecticut.

Launch the Connecticut School Leadership Academy

To develop the next generation of school and district leaders, the Governor will establish the Connecticut School Leadership Academy. With \$1 million in seed funding, this initiative will partner with school districts to develop customized training programs that graduate leaders – including principal and superintendent candidates – fully-prepared to tackle the many challenges that face our schools.

Establish Outcome Indicator-linked Accreditation

For too long, our institutions of higher education have been judged by class size, course design, and teaching ratios, among other measures, rather than what really matters—the quality of their graduates. The Governor's education package includes establishing the Education Preparation Advisory Council under the State Board of Education and the Board of Regents. The Education Preparation Advisory Council will examine accreditation regulations and hold teacher preparation programs accountable for several new measures of the quality of their programs—such as preparation program graduates' performance in the classroom as determined by indicators such as teacher evaluations and student achievement data; program graduates' retention, turnover, and dismissal rates in their schools; new

graduates' preparation for work in high-need districts; the effectiveness of the preparation program's recruitment efforts among top tier university students; and structured feedback from school districts on the readiness and effectiveness of preparation program graduates.

Make Professional Development Meaningful

The Governor's package includes \$5 million to support meaningful professional development opportunities that are aligned to the State's proposed teacher and administrator evaluation system. Another \$2.5 million will fund the build out, start up, and pilot of the evaluation and support system itself – for a total of \$7.5 million. In addition, districts will be required to provide effective professional development that is focused on educator's strengths and needs and delivered by coaches, mentors, and peers in teams and small groups. By making professional development more meaningful, we will eliminate the current, outdated system of Continuing Education Units (CEU's), which, at present, amount to little more than seat-time and don't give teachers the individualized help they need to raise student achievement. Instead, under the new system, districts will have greater flexibility to design and deliver customized professional development based upon evaluation data and focusing on the needs of each teacher.

Establish New Career Opportunities

Teachers have long-lamented that the only path for career advancement is out of teaching and into school administration. As a result, we lose our most accomplished educators from the classroom. To fix this problem and to create new career opportunities, the Governor proposes the creation of a "master" educator certificate, achieved on the basis of exemplary practice. These master teachers will be eligible for new responsibilities and additional pay. The State Education Department will work with educator preparation leaders at our state's public and private universities to ensure that graduate credit and degree offerings are in line with Connecticut's revamped certification system.

PAGE
BREAK



Save the Date!

You are Needed!!

March 21, 2012

Item #20

Please join us for CCM's Annual Day on the Hill – an opportunity to speak with legislative leaders, get updates on the state budget, and discuss legislative issues of concern to towns and cities with your state legislators. Please plan on attending this event to be sure the municipal voice is heard loud and clear.

The preliminary schedule for the day includes:

- ▶ **CCM Meeting With Legislative Leaders & Policy Briefing** 2:30 p.m. to 3:30 p.m. Old Judiciary Room
State Capitol
- ▶ **One-on-One Meetings With State Legislators** 3:30 p.m. to 4:30 p.m. Capitol Complex
- ▶ **Legislative Reception** 4:30 p.m. to 6:30 p.m. Old Judiciary Room
State Capitol

(Contact your state legislators in advance to tell them you will be in Hartford for this event. Arrange a time to meet one-on-one.)

###

Please let Carolyn Ryan of CCM know your attendance plans at cryan@ccm-ct.org or (203) 498-3012.

MORE DETAILS TO FOLLOW



**State Underfunding
of Education**

WWW.DOITHEMATH.ORG



Higher Property Taxes

Connecticut Conference of Municipalities

PAGE
BREAK



900 Chapel St, 9th Floor, New Haven, CT 06510 • P. 203-498-3000 • F. 203-562-6314 • www.ccm-ct.org

February 8, 2012

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

FY2013 Governor's Proposed Midterm Budget Impact on: Mansfield

On February 8, 2012, the Governor proposed midterm budget adjustments for FY2013. Below is CCM's preliminary analysis of the impacts of this plan on Mansfield for certain key grant programs.*

Grant:	Current Year	Original	Proposed	Original FY2013 v. FY2012		Proposed FY2013 v. FY2012	
	FY2012	FY2013	FY2013	(\$)	(%)	(\$)	(%)
	(\$)	(\$)	(\$)	(\$)	(%)	(\$)	(%)
Education							
Adult Education	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
ECS Grant	\$10,070,677	\$10,070,677	\$10,156,014	\$ 0	0.0%	\$85,337	0.8%
Non-Public School Transportation	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
Public School Transportation	\$116,879	\$125,794	\$104,543	\$8,915	7.6%	\$-12,336	-10.6%
Subtotal: Education	\$10,187,556	\$10,196,471	\$10,260,557	\$8,915	0.1%	\$73,001	0.7%
Non-Education							
LoCIP	\$183,703	\$183,979	\$183,703	\$ 276	0.2%	\$ 0	0.0%
Pequot-Mohegan Grant	\$211,700	\$195,033	\$212,005	\$-16,668	-7.9%	\$ 305	0.1%
PILOT: Colleges & Hospitals	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
PILOT: State-Owned Property	\$7,058,654	\$7,056,128	\$7,047,421	\$-2,527	0.0%	\$-11,233	-0.2%
Town Aid Road	\$208,125	\$206,217	\$208,125	\$-1,909	-0.9%	\$ 0	0.0%
Subtotal: Non-Ed	\$7,662,183	\$7,641,356	\$7,651,255	\$-20,827	-0.3%	\$-10,928	-0.1%
Total	\$17,849,739	\$17,837,827	\$17,911,812	\$-11,912	-0.1%	\$62,073	0.3%

*Some grants are not listed because town-by-town amounts are not available. Many of these grants will be featured in CCM's upcoming budget analysis.

Below please find a summary of the estimated statewide changes to major municipal grants.

Grant:	Current Year FY2012	Original FY2013	Proposed FY2013	Original FY2013 v. FY2012	Proposed FY2013 v. FY2012
Adult Education	\$21.0 million	\$21.0 million	\$21.0 million	No change	No change
Education Cost Sharing	\$1.89 billion	\$1.89 billion	\$2.02 billion	No change	\$128.5 million
Excess Cost – Student Based	\$139.8 million	\$139.8 million	\$139.8 million	No change	No change
LoCIP	\$30 million	\$30 million	\$30 million	No change	No change
Magnet Schools	\$215.9 million	\$235.4 million	\$242.7 million	\$19.5 million	\$26.8 million
Municipal Revenue Sharing Acct.	\$93.3 million	\$99.0 million	\$99.0 million	\$5.7 million	\$5.7 million
Non-Public School Transportation	\$3.6 million	\$3.6 million	\$3.6 million	No change	No change
Priority School Districts	\$116.6 million	\$116.1 million	\$120.1 million	-\$500,000	\$4 million
Pequot-Mohegan Grant	\$61.8 million	\$61.8 million	\$61.8 million	No change	No change
PILOT: Colleges & Hospitals	\$115.4 million	\$115.4 million	\$115.4 million	No change	No change
PILOT: State-Owned Property	\$73.5 million	\$73.5 million	\$73.5 million	No change	No change
Public School Transportation	\$25.8 million	\$24.9 million	\$24.9 million	-\$900,000	-\$900,000
Town Aid Road	\$30 million	\$30 million	\$30 million	No change	No change

Note: The Municipal Revenue Sharing Account contains funds that pay the Manufacturing Transition Grant and the Property Tax Relief Grant. Town-by-town estimates for those two payments are not available. It is anticipated, however, that each municipality will receive the same amount from the Manufacturing Transition Grant in FY2013 as it received in FY2012.

The ECS total for FY2013 includes funding for charter schools. The amount paid to municipalities is \$1.93 billion of that total.

###

If you have any questions, please call George Rafael or Jim Finley of CCM at (203) 498-3000.



Governor's Mandates Relief Proposals

2/8/12

Local Assessment of Partially Completed Structures:

Identical to CCM 's proposal – **would clarify the municipal authority to assess, for the purposes of local property taxes, partially constructed structures** by amending CGS 12-64 to include “improvements that are partially completed or under construction”.

Background: *Kasica v. Town of Columbia*, a Superior Court decision dated October 6, 2011, decreed that municipalities are not permitted to assess partially constructed structures until completion and the issuance of a certificate of occupancy. During the 2011 Legislative Session, CCM lobbied to defeat Senate Bill 505, “*An Act Concerning the Assessment of New Construction*”. The bill would have prohibited towns and cities from collecting property taxes on partially-completed construction sites. CCM opposed it as an unfunded state mandate, and successfully killed the bill in the Planning and Development Committee. According to results of a survey conducted by the Connecticut Association of Assessing Officers (CAAO), not enacting this proposal could cost municipalities approximately \$30 million statewide in lost property tax revenue.

Minimum Budget Requirements (MBR):

A. *Non-conditional funding districts:*

- 2012-13 MBR equals 2011-12 budgeted appropriation, *except for* (a) up to one-half percent reduction for an increase in resident students when comparing October 2011 and October 2009, (b) up to a one percent reduction for demonstrating new savings through increased inter-district efficiencies or through regional collaboration, or (c) a reduction determined by the Commissioner for documentable savings for closing of one or more schools.
- Any increases in ECS aid may be added to the board of education at the discretion of the municipality.

B. *Conditional funding districts:*

- 2012-13 MBR equals 2011-12 budgeted appropriation *plus* any additional local funds necessary to ensure that the local share of public school expenditures is at least 20%.
- Any increases in the ECS aid will be conditional, subject to the Department of Education approval for the purpose of improving district-wide academic improvement and reduction of any achievement gaps.

Phase-out of Health Insurance Premium Tax:

Identical to a CCM proposed amendment (2010 S.B. 16) – **would phase out the health-insurance premium tax on municipalities** by (a) cutting the tax rate by 50% beginning 2014, (b) by another 25% for 2015, and (c) eliminating the premium tax on municipalities altogether for 2016.

- over -

CCM has long advocated for protecting municipalities from the premium tax as a tangible step that the State can take to help cut costs for property taxpayers. The premium tax *costs municipalities up to \$9 million* each year. The tax is 1.75% on fully insured municipal premiums. Municipalities that are self-insured do not pay the premium tax. But some municipalities, particularly small towns, cannot reasonably consider self-insurance as an option, because just one catastrophic illness could have a severe negative impact on a local budget.

✿ **Unemployment Exemption:**

Similar to CCM's proposal – **would establish a minimum threshold of at least 600 work-hours of service for part-time, temporary, or seasonal municipal employees' eligibility for unemployment benefits.**

This threshold would protect existing, limited funds and protect against abuse of benefits – while also offering towns and cities some financial and administrative relief.

✿ **FOI Redaction:**

Similar to CCM's proposal – **would limit the scope of the requirement** in a way that would protect both the public's right-to-know and the privacy of public employees.

A key CCM legislative proposal this year – local leaders made clear their request to seek relief from the requirement to redact certain personal information for certain individuals from public documents requested via the Freedom of Information Act.

✿ **Storage of Evicted Tenants' Possessions:**

A variation of previous CCM proposals – **would allow municipalities to assess landlords for the cost of storing evicted tenants' possessions**, and would then, stipulate towns and cities store such items for an additional 15 days.

Although some relief was provided to towns and cities by eliminating the portion of this mandate that required municipalities transport such items – the existing mandate to store items continues to drain local finances and resources. While municipalities are allowed to try to recoup some of the costs by auctioning off the items, municipalities must incur costs associated with conducting an auction (including publicizing the auction, etc.). And, usually the possessions are not sellable – ultimately, the revenue generation does not meet full reimbursement. Therefore, requiring municipalities to collect receipts from landlords and calculate the amount of reimbursement might be an added administrative burden.

###

For more information contact Bob Labanara at CCM at (203) 498-3000 or via e-mail at rlabanara@ccm-ct.org.



WINDHAM INVITATIONAL
SPECIAL OLYMPICS
SWIM MEET

P.O. Box 5
South Windham, CT 06266
January 23, 2012

ORGANIZING
COMMITTEE

Elizabeth Patterson
Mayor of Mansfield
4 South Eagleville Road
Mansfield, CT 06250

Eileen Brown

Rocco Cancellaro

Jim Ciaglo

Marg Ciaglo

Mary DeMarco

Jeannette Duff

Georgina Hendrick

Greg Kane

Elli LeClaire

Adrienne Levine

Linda Lewis

Janet McKusick

Jim Mulcahy

Tammy Ortiz

Joan Watson Palmer

Tom Piotrowski

Ann Marie Poudrier

Phillip Poudrier

Lisa Rasicot

Gary Rauchle

Rich Ruef

Karen Schenck

Kristin Schroeder

Cevin Slyman

Jean Vertefeuille

Jeri White

Charles Wynn

Dear Mayor Patterson:

You are cordially invited to attend the 33rd Annual Windham Special Olympics Invitational Swim Meet Opening Ceremonies on Saturday March 10, 2012. The Swim Meet will take place at the Windham High School Gymnasium in Willimantic Connecticut.

If you are planning to attend, please register at the VIP table by 8:45am in the Windham High School Gymnasium hallway. The Opening Ceremonies will begin at 9:15am.

Please call me at **860 456-2003** by February 20, 2012 so that your name can be placed in our printed program. You may also email me at mademarco715@yahoo.com.

Thank you!

Sincerely,

Mary A. De Marco
Organizing Committee

Created by The Joseph P. Kennedy, Jr. Foundation

Authorized and Accredited by Special Olympics International for the Benefit of Individuals with Intellectual Disabilities

PAGE
BREAK