



TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
Monday, May 13, 2013  
COUNCIL CHAMBERS  
AUDREY P. BECK MUNICIPAL BUILDING  
7:30 p.m.

AGENDA

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CALL TO ORDER

ROLL CALL

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**FUTURE AGENDAS**

**EXECUTIVE SESSION**

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

**ADJOURNMENT**

SPECIAL MEETING – MANSFIELD TOWN COUNCIL  
April 24, 2013

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: Freudmann, Keane; Kochenburger (7:00 p.m.), Moran, Paterson, Paulhus, Ryan, Schaefer, Shapiro

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

II. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, implored the Council not to increase the Town's bonding obligations.

Betty Wassmundt, Old Turnpike Road, expressed concerns with the Charter and asked the Council to act responsibly towards the taxpayers. (Statement attached)

III. STAFF REPORTS

Mr. Hart and Ms. Trahan reviewed the distributed handouts including:

- Responses to Council/Citizen Budget Questions
- Revised FY2014 Appropriations Committee Proposed Budget Impact on Mansfield
- Changes to the Manager's Proposed Budget based on CCM's information
- Estimated Tax Warrant and Levy scenarios

Ms. Trahan will research to see if the mill rate can be lowered after the Town Council votes on it; the current percentage of the tax burden borne by the homeowner; and the last day the Tax Collector can issue tax bills.

Superintendent Fred Baruzzi read a statement from Board of Education Chair Mark LaPlaca: (Statement attached). Mr. Baruzzi stated the Board will determine how to implement the additional cuts to the proposed budget.

IV. ADOPTION OF BUDGET AND RECOMMENDED APPROPRIATIONS

Mr. Ryan moved and Ms. Moran seconded to approve the following resolution:

RESOLVED: That the General Fund Budget for the Town of Mansfield, appended totaling \$36,047,780 is hereby adopted as the proposed operating budget for the Town of Mansfield for the fiscal year July 1, 2013 to June 30, 2014.

Ms. Moran moved and Mr. Schaefer seconded to amend the motion by reducing the proposed budget by \$311,590 thereby eliminating new or restored initiatives and making additional adjustments to the Capital and Contingency Funds.

The motion to amend passed unanimously.

Ms. Keane moved and Mr. Freudmann seconded to amend the motion to increase Cash to Capital by \$100,000 to be used towards the \$400,000 maintenance and IT school project.

The motion to amend passed unanimously.

Ms. Keane moved and Mr. Freudmann seconded to amend the motion to reduce the proposed Board of Education budget by \$352,860.

April 24, 2013

The motion to amend passed unanimously.

Mr. Freudmann moved and Ms. Keane seconded to decrease the General Fund contribution to Capital by \$40,000 with the intent of reducing proposed security improvements from \$65,000 to \$25,000.

The motion to amend failed with Freudmann, Keane, Kochenburger and Paulhus in favor and Moran, Paterson, Ryan, Schaefer and Shapiro opposed.

The amended motion now reads:

RESOLVED: That the General Fund Budget for the Town of Mansfield, appended totaling \$35,483,330 is hereby adopted as the proposed operating budget for the Town of Mansfield for the fiscal year July 1, 2013 to June 30, 2014.

The amended motion passed unanimously.

Mr. Ryan moved and Mr. Schaefer seconded to approve the following resolution:

RESOLVED: That the Capital Fund Budget for the Town of Mansfield, appended totaling \$2,400,290 is hereby adopted as the capital improvements to be undertaken during fiscal year 2013/14 or later years.

Ms. Keane moved and Mr. Schaefer seconded to amend the motion by decreasing the Capital Fund Budget by \$115,000.

The motion to amend passed unanimously.

The amended motion now reads:

RESOLVED: That the Capital Fund Budget for the Town of Mansfield, appended totaling \$2,285,290 is hereby adopted as the capital improvements to be undertaken during fiscal year 2013/14 or later years.

The amended motion passed unanimously.

Mr. Ryan moved and Mr. Paulhus seconded to approve the following resolutions:

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2013 to June 30, 2014 in the amount of \$1,309,860 be adopted.

Ms. Keane moved and Mr. Paulhus seconded to amend the motion to decrease the proposed Capital and Non-Recurring Reserve Fund Budget by \$115,000.

The motion to approve the amendment passed unanimously.

The amended motion now reads:

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2013 to June 30, 2014 in the amount of \$1,194,860 be adopted.

The amended motion passed unanimously.

Mr. Ryan moved and Mr. Schaefer seconded to approve the following resolutions:

It is further resolved, that the following Appropriations Act be recommended for adoption at the annual Town Meeting for budget consideration:

RESOLVED: That the proposed General Fund Budget for the Town of Mansfield for fiscal year July 1, 2013 to June 30, 2014 in the amount of \$35,483,330 which proposed budget was adopted by the Council on April 24, 2013, be adopted and that the sums estimated and set forth in said budget be appropriated for the purpose indicated.

April 24, 2013

RESOLVED: That in accordance with Connecticut General Statutes Section 10-51, the proportionate share for the Town of Mansfield of the annual budget for Regional School District No. 19 shall be added to the General Fund Budget appropriation for the Town of Mansfield for fiscal year July 1, 2013 to June 30, 2014 and said sums shall be paid by the Town to the Regional School District as they become available.

RESOLVED: That the proposed Capital Projects Budget for fiscal year July 1, 2013 to June 30, 2014 in the amount of \$2,285,290 be adopted provided that the portion proposed to be funded by bonds or notes shall, at the appropriate times, be introduced for action by the Town Council subject to a vote by referendum as required by Section 407 of the Town Charter.

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2013 to June 30, 2014 in the amount of \$1,194,860 be adopted.

The motion passed unanimously.

V. NEXT STEPS

The Town Manager reviewed the plan for disseminating the budget information to residents.

VI. ADJOURNMENT

Mr. Paulhus moved and Mr. Shapiro seconded to adjourn the meeting at 8:15 p.m.  
Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

April 24, 2013

April 24, 2013

To: Town Council

From: Betty Wassmundt

I'm concerned about this part of the Charter which allows you to spend, at your will and without public input, other monies you may receive from the state subsequent to having adopted a budget. You should not do this; it's disrespectful of the public. It makes a mockery of the Town Meeting and it's just plain dishonest.

I regret that Mansfield won't receive all the PILOT money you've been getting. Quite likely you won't be getting so much money in the future either; this town needs to adapt right now. It's time to budget for needs instead of wants and perqs.

I ask you to act responsibly towards the taxpayers. Pass a budget based on the state information you have and, live with it. If additional money comes in from the state, give this money back to the taxpayer as a mill rate decrease. If additional money is taken away by the state, tell town management to cut expenses to make up for the shortfall. The taxpayer should no longer be town management's cash cow.

Members of the Town Council,

In the event that I am unable to be present during the meeting when you are discussing the Board of Education budget, I wanted to make a few points and have left this statement with Superintendent of Schools Baruzzi. I have another meeting that I must attend in Hartford and, having just been asked to attend here yesterday, I cannot reschedule.

Just as when the Governor's proposed budget came out, we should keep in mind that the proposed budget from the Appropriations Committee is also only a proposal. While it is certainly concerning that they are proposing a serious cut to the Pilot and Pequot Funds, the budget process is far from over. The concern several months ago was the elimination of the Pequot Grant, Pilot funds being combined with the Education Cost Sharing grant, and the elimination of the car property tax. Those concerns now seem to be gone. The process will take several more months and the final numbers will no doubt be different. As in years past, should there be reason to, budgets can be adjusted downward later in the year. The Board has always worked with the Town whenever that has become necessary.

The Board's budget for 13-14 is a level service budget. There are no new initiatives or increased staffing proposed. In fact, there is a reduction in staffing of a total of 6.5 positions – 3 certified teaching positions, 3 Instructional Assistants and .5 of a secretarial position. The small increase in overall costs, largely as a result of small contractual salary increases comes after 4 consecutive years of zero budget increases. The assumption if the Town Council decides to reduce the Board's overall budget is that there would be a reduction in the current programs or reduction in the already reduced staffing levels, possibly harming the education of our students.

Should the Council choose to reduce the budget, the Board would ask the Superintendent to recommend cuts to consider. Those decisions would be made by the Board in whole, and it would be inappropriate for the Superintendent or myself to discuss which programs or positions might go unfunded with the Council tonight, that is a matter for the Board of Education.

The Superintendent can discuss with you the process the Board undertook several weeks ago where the Board did not renew the contracts of all non-tenured certified staff, and explain how and why that was done.

I would also urge the Council to maintain its commitment to the \$400,000 in funding for infrastructure repairs, security improvements and IT upgrades. After years of delay in the School Building Project decision making process, these are the minimum funds needed to be set aside.

I certainly understand the difficulty municipalities face, particularly Mansfield, having to determine budgets a month or more prior to the state determining municipal aid. In the meanwhile, the Council and Town Manager should work through any means necessary to urge level funding of overall town aid from the state. I am certain members of the Board will join you in that regard. I urge the Council to be thoughtful in any actions taken tonight.

Mark LaPlaca - Chairman, Mansfield Board of Education - April 24, 2013

REGULAR MEETING – MANSFIELD TOWN COUNCIL  
April 22, 2013  
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: Freudmann, Keane, Kochenburger, Moran, Paterson, Paulhus, Ryan, Schaefer, Shapiro

II. APPROVAL OF MINUTES

Mr. Ryan moved and Mr. Freudmann seconded to approve the minutes of the April 8, 2013 meeting as presented. The motion passed with all in favor except Mr. Kochenburger who abstained. Mr. Paulhus moved and Mr. Shapiro seconded to approve the minutes of the April 10, 2013 special meeting as presented. The motion passed with all in favor except Ms. Keane and Mr. Kochenburger who abstained. Mr. Paulhus moved and Ms. Moran seconded to approve the minutes of the March 11, 2013 special meeting as presented. The motion passed with all in favor except Mr. Ryan who abstained.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Betty Wassmundt, Old Turnpike Road, asked if the Director of Building and Housing does inspections and a series of other questions. (Statement attached)

Ric Hossack, Middle Turnpike, objected to the hiring of special legal counsel for water and wastewater issues.

Omar Kouatly, Fern Road, distributed pictures of garbage on the property of the old bus garage on Fern Road and asked the Town to address the eyesore. Mr. Kouatly expressed his appreciation for the Solarize Mansfield project which the Town is participating in. (Statement attached)

Alison Hilding, Southwood Road, asked if any of the Storrs Center apartments have been allocated for affordable housing. Ms. Hilding also asked the Council to consider taking a position on the State's initiative allowing undocumented residents to apply for motor vehicle licenses and to support the efforts to enact immigration reform on the federal level.

Art Smith, Mulberry Road, stated his belief the reason his FOI request was published in the packet is because he copied the entire Council. Mr. Smith also asked if counsel with additional Connecticut experience and consent decree experience would be more beneficial when dealing with water and wastewater issues. (Submitted email attached)

Roger Roberge, Woodland Road, stated he was told the Storrs Center Project would not contain affordable housing.

Toivo Kask, Agronomy Road, questioned why with the budget shortfall there has been no talk of layoffs.

William Jordan, Ashford resident and member of the Regional Council of Carpenters, urged Council members to attend the next meeting of the Ad Hoc Committee for Responsible Contracting to hear from speakers from the skilled trades.

IV. REPORT OF THE TOWN MANAGER

April 22, 2013

In addition to his report, the Town Manager offered the following comments and observations;

- A copy of the term sheet from legal counsel handling the Kirby Mill Hydro Electric project will be provided to Council members.
- Management is still negotiating with the law firm of Pannone, Lopes, Deveraux and West, LLC
- The Director of Building and Housing does do field inspections on a regular basis
- The FOIA request of Mr. Smith was included in the packet as it was a communication sent to all Council members
- Town staff will research the cost to maintain the additional pump station near the post office
- Town staff will look at the garbage at the old bus garage on Fern Road. The Town is waiting to hear from a potentially interested private party
- Storrs Center does not have any affordable housing set asides

Mr. Freudmann asked why the Town has taken over the maintenance of the pump station near the post office. The Town Manager will provide the history.

Ms. Moran moved and Mr. Schaefer seconded to move Item 5, Connecticut Center for Economic Analysis Presentation of Mansfield Advocates for Children Data Concordance Report, as the next item of business following the reports and comments of Council members.

The motion passed unanimously.

#### V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Paterson has attended a number of Solarize Mansfield events and thanked Ginny Walton for her work. The Mayor also attended the Youth Service Award ceremony which honors the young mentors who work with the department to provide opportunities and experiences for the Town's young residents. Mayor Paterson participated in the ribbon cutting for parking garage and noted the positive comments from Commissioner Esty regarding the Town's new charging stations and the Hertz hourly rental program. She also noted the police academy at the Senior Center has been well attended.

Mr. Shapiro noted in response to discussions regarding a recent FOIA request that all request are public information.

Mr. Paulhus reminded those present the Little League opening day is May 4<sup>th</sup>.

#### VI. OLD BUSINESS

##### 1. Storrs Center Update

Town Manager Matt Hart announced Geno's Grille is now open and the leasing of the apartments continues.

Mr. Freudmann asked if the \$60,000 set aside for legal fees is shown in the Storrs Center Reserve Fund of the budget. The Town Manager will provide the location of the item in the budget.

##### 2. Community/Campus Relations

Operational plans are in place for the 4<sup>th</sup> weekend in April. Recent weekends have been fairly quiet.

##### 3. Community Water/Wastewater Issues

UConn consultants are working to complete the EIE for submission to the Board of Trustees after which time a preferred provider will be chosen by UConn and the Town.

April 22, 2013

4. Appointment of Special Legal Counsel for Water and Wastewater Project  
Town Management is working on an agreement with the law firm of Pannone, Lopes, Deveraux and West, LLC within the guidelines provided by the Council. This agreement will be ready for Council review at the next meeting.  
Council members discussed the level of expertise in the subject needed to provide adequate service to the Town as well as the need for political insight.  
The Town Manager will review relevant historic records pertaining to water jurisdiction between the Town and the University.

#### VII. NEW BUSINESS

5. Connecticut Center for Economic Analysis Presentation of Mansfield Advocates for Children Data Concordance Report  
Bill Waite, Connecticut Center for Economic Analysis Manager of Research Projects, and Kathleen Krider, Early Childhood Education Coordinator reviewed the MAC Data Concordance Report. Mr. Waite noted a remarkable consistency among responders who largely indicated public transportation, places to meet people, reliable neighbors and playgrounds are important to them.

6. Department of Transportation Master Municipal Agreement for Construction Projects  
Mr. Shapiro moved and Mr. Schaefer seconded to approve the following resolution:  
RESOLVED, that Matthew W. Hart, Town Manager, be, and hereby is, authorized to sign the agreement entitled: Master Municipal Agreement for Constructions Projects.  
The motion passed unanimously.

7. Proclamation Designating May as Bike Month in Mansfield  
Mr. Schaefer moved and Ms. Moran seconded, effective April 22, 2013, to authorize the Mayor to issue the attached Proclamation Designating May as Bike Month in Mansfield. (Attached).  
Motion passed unanimously.

8. Reappointment of Mansfield Downtown Partnership Board of Directors  
Mr. Ryan moved and Mr. Schaefer seconded, to reappoint Councilor Christopher Paulhus to the Board of Directors of the Mansfield Downtown Partnership, for a term commencing on July 1, 2013 and expiring on June 30, 2016.  
Ms. Keane moved to amend the motion to make it concurrent with Mr. Paulhus term on the Council, until November 11, 2013.  
The amendment passed unanimously. The amended motion passed with all in favor except Mr. Paulhus who abstained.

#### VIII. DEPARTMENTAL AND COMMITTEE REPORTS

No comments offered.

#### IX. REPORTS OF COUNCIL COMMITTEES

Chair of the Committee on Committees Peter Kochenburger offered the following Committee recommendations:

- The appointment of Emile Poirier to the Housing Code Board of Appeals as an alternate for a term ending 4/08/2016
- The reappointments of Philip Barry and William Simpson to the University-Town Relations Committee for terms ending 3/03/2014
- The appointment of Shepherd Stearns to the Agriculture Committee for a term ending 10/12/2014

The motion to approve the recommendations passed unanimously.

#### X. PETITIONS, REQUESTS AND COMMUNICATONS

9. A. Hilding re: Budget

April 22, 2013

10. T. Long re: Support RCO
11. T. Luciano re: Mansfield Minutes
12. T. Luciano re: Regional Water Authority
13. M. Stanton re: A. Smith FOI Request

XI. FUTURE AGENDA

The Town Manager will add the Region 19 snow removal contract to a May agenda.

XII. ADJOURNMENT

Mr. Paulhus moved and Mr. Shapiro seconded to adjourn the meeting at 9:10 p.m.  
The motion passed unanimously.

4/22/2013

To: Town Council

From: Betty Wassmundt

*Question: temporary inspectors  
Does the Building Department Director  
do inspections?*

Re: Item #4 – Special Legal Counsel appointment. No material was presented for the public to review. I urge you not to vote on anything until you **and the public** have the opportunity to review any documents provided this evening.

WE don't need this counsel at this time. We have staff which should be experienced enough to research anything we need to know now about water authorities. Remember, Mansfield doesn't have a water problem; Uconn has the problem. Stop spending money needlessly. Don't do with this water issue what you did with the school building project where you spent a huge amount of money on consultants and determining information you didn't need in order to make a decision.

Re: Item #13 – FOI request. This is the first time I've seen a FOI request published in the council packet. I want to know why and I want to know if this is a new policy to do this.

Next, I want to discuss the comments Lon Hultgren made about the town taking over the sewer pumping station at the Post Office. I didn't hear him say how much this was going to cost us annually. Exactly what is the cost? Is this one more example of the University handing over expenses to this town? The reasons Lon gave for the town now owning this pumping station are ridiculous. Show me the agreement this town has with Uconn. **You** should want to see it. Why is this town now responsible for this pumping station? In 1976 The University agreed to permanently provide water and sewer to the land now known as Courtyard Condos; a copy of that document is attached. The pumping station is a part of the sewer system. Why has this town assumed the responsibility and expense of this pumping station? You owe the people of this town an answer. Who are we subsidizing now? The University? The Downtown Developer?

## AGREEMENT

4843

This agreement made and entered into on this 15<sup>th</sup> day of December, 1976, by and between the State of Connecticut, hereinafter referred to as the State, acting herein by the President of the University of Connecticut, Glenn W. Ferguson, under the authority of Section 10-120 of the General Statutes of Connecticut, and Ellsworth E. Weeks and Helen M. Weeks, both of the Town of Mansfield, County of Tolland and State of Connecticut, and The Weeks Agency, Inc., a Connecticut corporation, hereinafter referred to as the Contractor, acting herein by Ellsworth E. Weeks, its President.

WHEREAS the Contractor has conveyed to the State by warrantee deed of this date a certain parcel of land situated easterly of the easterly side of Connecticut State Highway Route #195 in the said Town of Mansfield, and

WHEREAS said deed reflects the payment of one dollar (\$1.00) and other good and valuable consideration, which other good and valuable consideration is hereinafter set forth, and

WHEREAS it was a condition of the aforementioned conveyance that this agreement be entered into,

NOW, THEREFORE, the State and Ellsworth E. Weeks and Helen M. Weeks and the Contractor do hereby agree as follows:

1. SEWERS: The State will cause to be constructed a sanitary sewer line along a proposed road hereinafter mentioned and will provide for a sewer connection at or near the northeasterly corner of the remaining land of the Contractor to service such remaining land. The proposed sewer connection is shown at the easterly end of such proposed road on a map entitled "ADDED PROPOSED RD & UTILITIES 3/8/76 UCONN, PROPERTY BOUNDARY EAST OF RTE #195, VICINITY OF SOUTH EAGLEVILLE ROAD. DRWN BY DM MARCH 31, 1975," which map is incorporated herein by reference and made a part hereof. The State will also provide for a sewer connection at Manhole No. 2 as shown on said map, which manhole is situated at or near the northwesterly corner of said remaining land of the Contractor. Such sanitary sewer line will be constructed and such sewer connections provided and timed by the State so that there will be no interruption of service, especially in connection with the construction of said proposed road.

See Vol. 269 Page 423

The sanitary sewer system shall be constructed by the State in such a manner that from four (4) feet below the top of the ground of lots known as #9 and #10 on said remaining land of the Contractor there will be a gravity flow to the sewer pumping station shown on said map. The Contractor will construct any sewer lines required on its said remaining land to said sewer connections. It is also agreed that the sewer may be extended, at no cost to the State, to land of Ellsworth E. Weeks and Helen M. Weeks adjoining said remaining land of the Contractor.

2. WATER: The State will provide a University water connection to service/<sup>said</sup> remaining land of the Contractor and the said adjoining land of Ellsworth E. Weeks and Helen M. Weeks. Said connection is to be located not over 45 feet easterly of the point of beginning mentioned in the description of the aforementioned parcel conveyed by the Contractor to the State. The water is to be metered, and the meter is to be provided by the Contractor. Charges for sewer and water are not to exceed rates charged other users by the University of Connecticut.

3. The aforementioned sewer and water rights shall be permanent as opposed to being temporary.

4. It is agreed that the water, as hereinbefore mentioned, to be provided to the Contractor, Ellsworth E. Weeks and Helen M. Weeks shall not, at the option of the State, exceed the total of 20,000 gallons per day, and it is further agreed that the sewer service, as also hereinbefore mentioned, to be provided to the Contractor, Ellsworth E. Weeks and Helen M. Weeks shall be limited, at the option of the State, to the extent that the sewage shall not exceed the total of 20,000 gallons per day.

5. ROAD: The State will cause to be constructed a road, in accordance with State and Town of Mansfield standards, in the location of the proposed road shown on said map, running from Connecticut State Highway Route #195 to the northeasterly corner of said remaining land of the Contractor, and grant to the Contractor, its successors and assigns, and Ellsworth E. Weeks and Helen M. Weeks, their heirs, administrators, executors and assigns, an easement to pass and repass over such road to be constructed.

**Town Council Meeting**

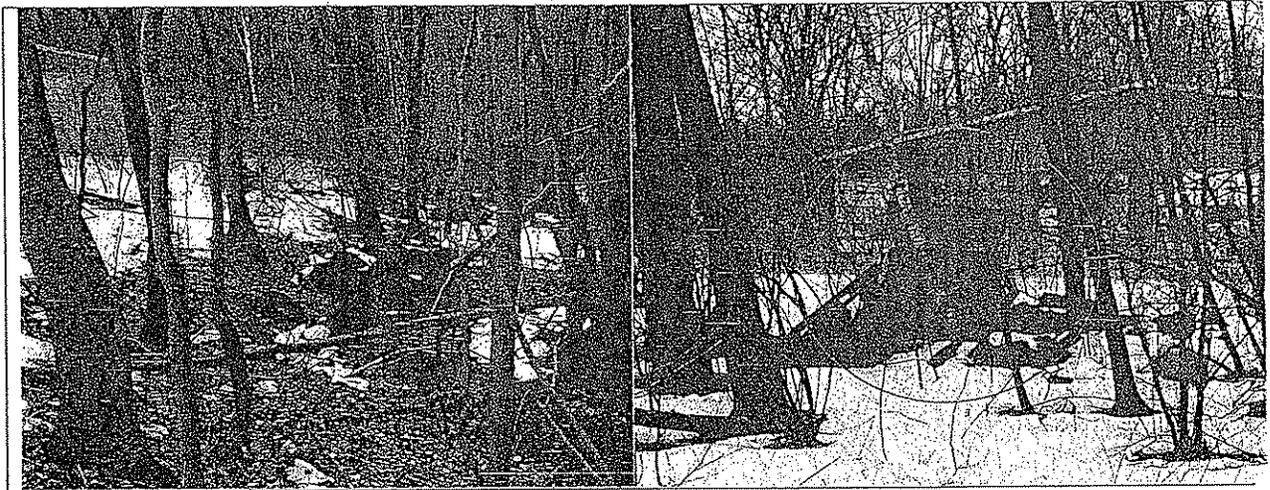
**Public Input 4/22/2013**

**RE: Bus Garage on Fern Road**

The bus garage has been an eyesore and blight on Fern, Scottron and Sheffield Rd neighborhood for years. Our neighborhood continues to request the town take action to eliminate this eyesore.

In addition, my request today is to take steps to **clean up the area in front of the garage**. There is an abandoned pickup truck bed/cap and many old tires laying on the ground. These area attractive nuisances as well as breeding grounds for mosquitos.

To help illustrate the trash and waste sitting on this lot I've included two photos below.

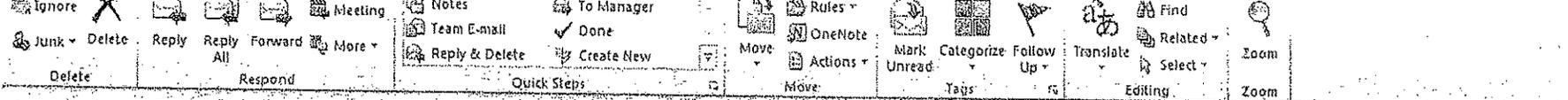


Thank you for taking steps to help make our town more attractive and safe.

Respectfully,

Omar Kouatly

86 Fern Rd, Storrs.



You forwarded this message on 4/12/2013 10:51 AM.

From: Sarah Delia

To: Sent: Fri 2/1/2013 9:31 AM

Cc:

Bcc: 'onbelval@dayplbney.com'; 'fdeln@pullivan.com'; 'dbogan@edwardswildman.com'; 'rbarger@mrkb.com'; 'boucher@haloran-sage.com'

Subject: RFQ for Legal Counsel regarding water issues for the Town of Mansfield

Message: RFQ - Water Supply 1-31-13.pdf (102 KB)

Please see the attached document regarding a Request For Qualifications for legal services relating to the Town of Mansfield water supply.

Letters of interest containing general information on the firm, the firm's brochure, resumes for key personnel and information regarding the consultant's experience conducting similar projects to Mr. Matthew W. Hart, Town Manager, not later than Friday, February 22, 2013.

Thank you for your interest,

Sarah Delia  
 Office Assistant  
 Town Manager's Office  
 4 South Eagleville Road  
 Storrs, CT 06268  
 860-429-3336 x 5

- 14 -

SPECIAL MEETING – MANSFIELD TOWN COUNCIL

April 22, 2013

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: Freudmann, Keane, Kochenburger, Moran, Paterson, Paulhus, Ryan, Schaefer, Shapiro,

Staff Present: Town Manager Matt Hart, Director of Finance Cherie Trahan,

Mayor Paterson provided information regarding new budget numbers from the Legislative Appropriation Committee which indicate a significant decrease in State aid to Mansfield. The Mayor noted that these are preliminary numbers and that the final numbers may not be available until early June.

II. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL

Jill Coughlin from the Connecticut Center for Economic Analysis stated her support for the Mansfield Advocates for Children Data Concordance Report as she will not be able to attend the later meeting of the Council.

Betty Wassmundt, Old Turnpike Road, presented a list of budget concerns she asked the Council to review. (Statement attached)

Ric Hossack, Middle Turnpike, questioned the lack of Council oversight on the budget and urged the playground projects be eliminated from the school maintenance program.

Art Smith, Mulberry Road, asked for an explanation of how the Town uses the Resident State Troopers regarding received complaints.

III. STAFF REPORTS

The Town Manager and Director of Finance reviewed a number of handouts pertaining to the latest state revenue projections including:

- FY2014 Appropriation Committee Proposed Budget Impact on Mansfield
- Estimated Tax Warrant and Levy scenarios given the possible new budget numbers
- Expenditure Budget Summary reflecting the possible new budget numbers

IV. ADOPTION OF BUDGET AND RECOMMENDED APPROPRIATIONS

Ms. Keane read a statement (attached) and offered the following motions:

As a matter of policy, Mansfield will not add positions or expand hours on present positions in FY 2013-2014.

As a matter of policy, Mansfield will not increase the amount of money allocated to the Board of Education in FY2013-2014 from that allocated in 2012-2013.

The motions were seconded by Mr. Freudmann.

April 22, 2013

Council members discussed whether the motion would eliminate overtime, and the role of the part time inspectors for the Storrs Center project. Ms. Keane stated eliminating overtime was not her intention.

Mr. Shapiro raised a point of order stating the proposed motions are not in order. The motions concern a discussion of policy, not the adoption of the budget as indicated on the agenda, and since this is a special meeting new agenda items may not be added.

The Mayor sustained the point of order.

Ms. Keane, in agreement with the ruling, withdrew her motion.

The Town Manager will prepare an estimated summary of the impact of the changes outlined by Ms. Trahan including the changes to programs and the elimination of the additional hours and positions proposed in the Town Manager's Budget. Information regarding the responses from the Boards of Education will be provided as received.

Ms. Trahan has asked the State for clarification regarding the formulae used for the Minimum Budget Requirement and how this calculation would be affected by changes to the Boards' of Education budgets.

The Town Manager will ask the Chair of the Mansfield Board of Education and the Superintendent of Schools to attend the next budget meeting.

V. NEXT STEPS

The Council will meet on Wednesday April 24, 2013 at 6:30 p.m. at which time the adoption of a budget and appropriations will be discussed. By consensus the Council agreed the agenda would mirror tonight's agenda.

VI. ADJOURNMENT

Mr. Paulhus moved and Mr. Shapiro seconded to adjourn the meeting at 7:25 p.m.

Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

April 22, 2013

To: Town Council

From: Betty Wassmundt

RE: Budget

I ask that you consider the tax payers of this town, especially those not on government payrolls. I ask that you especially consider spending for the following:

- 1) An additional state trooper. I know this is what you "want" but there is no demonstrated need at this time.
- 2) Another employee in the Town Manager's office. Windham operates with 4 people and Coventry operates with two. Can't Mansfield operate with three?
- 3) A town published newspaper. There is no demonstrated need for this excepting that members of the Democratic Town Committee want a response to the Mansfield Independent News. We, the people, need to get timely information, at council sessions, from the Town Manager in his report. That is what is important. We don't get information now and I don't believe we'll get it from his newspaper.
- 4) The Board of Education increases. It's past time for accountability as to how our money is spent for education. Mansfield outspends other towns but test scores are not at the top.

You should be representing the people of this town. You should be questioning all expenditures. You should question:

- 1) The Health Insurance Fund – why town management allowed an excessive build up of reserves to occur and the wisdom of now drawing on that money for general expenses.
- 2) Why the fire department costs us as much as it does.
- 3) Why everyone has to pay for the Community Center yet not everyone can use it.
- 4) Why Mansfield spends so much more per student than other towns.
- 5) Why the town is now responsible for a second sewer pumping station at the Post Office.

And on and on and on.....

*I forgot the F-PADS & the monthly cost*

We are all aware of the tough economic times we are experiencing. Federal taxes and state taxes have been increasing, and we are now considering increasing Mansfield's tax structure as well. The cumulative effect of all these increases will be hard on many people, but especially on those living with fixed or reduced income. Please remember that fixed or reduced income includes not just those that are retired, but also many of the 44% of Mansfield's population that has not received the raises and benefits accorded state and municipal employees. As seen in the statistics presented by the Mansfield tomorrow project team, 37%, more than 1/3, of our households have incomes below \$50,000 per year – a level at which tax increases greatly affect one's ability to make ends meet.

Some of the individual comments by our residents at the Mansfield Tomorrow forum were:

- Change the cost of town government
- Maintain a high level of government without driving out the lower income residents
- Our residential taxes may make me have to sell and move because I cannot afford to pay my property taxes on my "forever house"
- Reduce top heavy administration costs to combat spiraling tax burden

We know our tax base is expanding, and we know we will eventually see enough revenue from the Storrs Center project to have a real impact in reducing the tax burden on our residents. BUT, that is not true today.

Therefore, I have two matters of policy that I wish to present as motions and then have us, as a council, without staff input, discuss.

I will present them one at a time.

Motion 1: As a matter of policy, Mansfield will not add positions or expand hours on present positions in FY 2013-2014.

Motion 2: As a matter of policy, Mansfield will not increase the amount of money allocated to the Board of Education in FY 2013-2014 from that allocated in 2012-2013.

SPECIAL MEETING – MANSFIELD TOWN COUNCIL  
April 18, 2013  
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: Freudmann, Keane, Moran, Paterson, Paulhus, Shapiro,

Staff Present: Town Manager Matt Hart, Director of Finance Cherie Trahan, Assistant Town Manager Maria Capriola, Director of Public Works Lon Hultgren, Board of Education Superintendent Fred Baruzzi

By consensus the Council agreed to move the Board of Education as the next item of business.

II. STAFF REPORTS/COMMUNICATION

The Town Manager reviewed a number of handouts including:

- Clarifications in response to citizen and Council member questions, including information on the number of addresses signed up for the QNotify email distribution list, the number of Facebook viewers and the number of "hits" on the MansfieldCT.gov webpage.  
Flag – Staff will further explore the details of the statistics and attempt to determine how many of the users are gathering information about Mansfield as opposed to how many users are a result of school messaging.
- Updated Capital Fund Budget and tax warrant and levy information including proposed funding for the school facility maintenance and technology needs were provided. The formalized vote on this proposed funding scenario will be taken at the April 22, 2013 special meeting.
- Information regarding changes to the preliminary grand list with regards to the Storrs Center project was provided.

III. BOARD OF EDUCATION

Board of Education Members Present: Mark LaPlaca, Shamin Patwa, Katherine Paulhus, Randall Walikonis, Jay Rueckl, April Holinko, Martha Kelly, Susannah Everett

Board Chair Mark LaPlaca stated the proposed 1.7% increase will maintain current instructional programs but does not include any new initiatives.

Those present discussed the guidelines for classroom size, the cost per student, programs offered to students, the role of the Council with regards to Board of Education budget and policy and the cost of maintaining four schools given the declining student enrollment.

IV. CAPITAL IMPROVEMENT PROGRAM

Mr. Hultgren provided a review of the Public Works Department CIP requests and the Town Manager reviewed the Community Development CIP requests.

V. CAPITAL NONRECURRING FUND

April 18, 2013

Ms. Trahan reviewed the sources of funding and the uses of this fund.

VI. SOLID WASTE FUND

Mr. Hultgren explained the three components of the fund and noted the Town is exploring the implementation of an automated system.

VII. TOWN AID ROAD FUND

Mr. Hultgren commented the major change in the budget for this fund reflects the proposed changes in state funding.

VIII. SEWER FUNDS

Mr. Hultgren reviewed the changes to the Sewer Fund.

IX. DISCUSSION OF PROPOSED BUDGET/COUNCIL QUESTIONS

By consensus the Council agreed to begin the Monday April 22, 2013 special meeting at 6:00 p.m., noting it will not be a work session, and added an opportunity for public comment to the agenda.

X. ADJOURNMENT

Mr. Paulhus moved and Mr. Shapiro seconded to adjourn the meeting at 8:25 p.m.  
Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

April 18, 2013

SPECIAL MEETING – MANSFIELD TOWN COUNCIL  
April 15, 2013  
Draft

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 6:30 p.m. in the Program Room of the Mansfield Public Library.

I. ROLL CALL

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

Staff Present: Town Manager Matt Hart, Director of Finance Cherie Trahan, Assistant Town Manager Maria Capriola, Director of Parks and Recreation Curt Vincente, Director of IT Jamie Russell, Director of Facilities Bill Hammon, Mansfield Downtown Partnership Director Cynthia van Zelm, Director of Public Works Lon Hultgren, Fire Chief Dave Dagon, Budget Analyst Alicia Ducharme

By consensus the Council agreed to move the Downtown Partnership as the next item of business.

II. STAFF REPORTS/COMMUNICATION

The Town Manager reviewed a number of handouts including:

- Letters from the Mansfield Senior Center Association, Inc. expressing concerns regarding cuts to their budget and the need for a new Senior Center building
- Information regarding the wheelchair accessible van for the elderly and disabled
- Clarifications in response to citizen questions and requested updates to the budget materials

III. CAPITAL IMPROVEMENT PROGRAMS

Staff discussed the proposed Capital Improvement programs for community services, public safety and facilities management.

IV. DOWNTOWN PARTNERSHIP

Ms. van Zelm was joined by Board members Stephen Bacon and Kristin Schwab and provided an overview of the progress made in the last year and plans going forward.

V. DISCUSSION OF PROPOSED BUDGET/COUNCIL QUESTIONS

Chair of the Finance Committee Bill Ryan moved the recommendation of Scenario 2 for the financing of the \$400,000 in capital for Fiscal Year 2013/14 to be spent on school maintenance and information technology areas.

The motion was seconded by Mr. Schaefer.

Mr. Freudmann, also a member of the Finance Committee, spoke against the bonding recommended for these projects.

The motion passed with all in favor except Ms. Keane, Mr. Freudmann and Mr. Paulhus.

April 15, 2013

Mr. Shapiro asked those present to take a moment to reflect on the victims of the tragedy which occurred this afternoon at the Boston Marathon.

VI. ADJOURNMENT

Mr. Paulhus moved and Mr. Shapiro seconded to adjourn the meeting at 8:40 p.m.

Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

April 15, 2013



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MH*  
**CC:** Maria Capriola, Assistant Town Manager; Lon Hultgren, Director of Public Works; Dennis O'Brien, Town Attorney; Linda Painter, Director of Planning and Development  
**Date:** May 13, 2013  
**Re:** Appointment of Special Legal Counsel for Water and Wastewater Project

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**Subject Matter/Background**

At the meeting on April 8, 2013, the Town Council authorized me to begin negotiations with the firm of Pannone, Lopes, Deveraux & West, LLC (PLDW) to serve as special legal counsel for the Town of Mansfield to assist with water supply issues and related matters. In addition, I was asked to present the Council with a proposed agreement with PLDW that would include an initial scope of services and schedule, a project budget and various protections for the Town.

Attached you will find a proposed agreement that was prepared by the Town Attorney and is acceptable to the firm. The initial scope of services would include a report exploring a variety of governance models to manage water utility operations and representation at meetings with the University of Connecticut and other agencies. From a procurement administration perspective, the agreement includes provisions to ensure proper billing and performance on behalf of the firm, as well as liability protections.

**Financial Impact**

The proposed budget for the firm's initial assignments on this project totals \$50,000, \$25,000 for the report on governance and \$25,000 for representation at various meetings. We would charge this expense against the budget established in the capital fund for the Four Corners water and wastewater project, which currently has a balance of approximately \$85,000 that could be used for this purpose. Depending on the scope and duration of the project, the Town Council may need to allocate additional funds for legal and other professional services.

**Recommendation**

Pursuant to Section 76-4(l)(3) of the Town's Purchasing Ordinance, the Town Council must approve the appointment of special legal counsel. Accordingly, staff recommends that the Council authorize me to engage the firm of PLDW to serve as special legal counsel for the Town of Mansfield to assist with water supply issues and related concerns.

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

*Move, effective May 13, 2013, to authorize the Town Manager to engage the firm of Pannone, Lopes, Deveraux & West, LLC to serve as special legal counsel for the Town of Mansfield to assist with water supply issues and related matters, pursuant to the terms and conditions set forth in the attached Professional Services Agreement between the Town of Mansfield and Pannone, Lopes, Deveraux & West, LLC.*

**Attachments**

- 1) Professional Services Agreement between the Town of Mansfield and Pannone, Lopes, Deveraux and West, LLP
- 2) PLDW – Statement of Qualifications
- 3) Chapter 76, Mansfield Code of Ordinances



**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE TOWN OF MANSFIELD, CONNECTICUT  
AND  
PANNONE LOPES DEVEREAUX & WEST LLC**

This Agreement, effective on the \_\_\_\_\_ day of \_\_\_\_\_, 2013, through the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the TOWN OF MANSFIELD (hereinafter referred to as the "TOWN"), duly authorized pursuant to *Conn. Gen. Stat. § 7-148*, with an office at the Audrey P. Beck Municipal Building, Four South Eagleville Road, Storrs, CT 06268, and PANNONE LOPES DEVEREAUX & WEST LLC (hereafter referred to as the "FIRM"), with a principal place of business at 317 Iron Horse Way, Suite 301, Providence, Rhode Island 02908.

**WITNESSETH:**

WHEREAS, pursuant to *Conn. Gen. Stat. § 7-148*, and Town of Mansfield Charter Section C305C, the Town Council may procure such legal services as it may require; and

WHEREAS, the TOWN requires the professional services of legal counsel to assist in representing its interests with respect to the matters described below; and

WHEREAS, the TOWN has determined that outside counsel with particular expertise is warranted and has authorized the Town Manager to procure and direct the services of such counsel and to execute this Professional Services Agreement with the FIRM; and

In consideration of these promises and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

**SECTION 1: SCOPE OF SERVICES**

1.1. The services to be provided will be those requested by the TOWN relating to the TOWN'S Water Supply. The specific services to be provided for a particular project or matter may be further defined in correspondence between the Town Manager and the FIRM. The FIRM shall only undertake work pursuant to task orders that the Town Manager has approved and which contain approved budgets for their performance.

Strategically, the Town of Mansfield's objectives are to:

- Ensure access to additional water supply to support the Town of Mansfield's current operations and future development, in a planned, sustainable and environmentally responsible manner;
- Participate fully in shaping the current and future strategic direction of regional water supply development; and

- Collaborate with the University of Connecticut, state regulators and other interested parties to craft and execute a pragmatic plan to achieve these objectives.

The general subject matter of the services which the TOWN expects to request from the FIRM may include one or more of the following:

(a) Advising and assisting the Town, in light of regulatory, environmental, financial and operational considerations, in researching and evaluating the efficacy of various options to meet the strategic objectives set forth above, and in executing a comprehensive legal strategy to achieve the objectives;

(b) Drafting, reviewing and editing documents such as agreements, leases, reports, plans, comment letters, responses to public comments and submittals to environmental agencies;

(c) Representation at public hearings, informational meetings or in administrative proceedings, mediations, arbitration hearings and litigation pursuant to claims and allegations stemming from or related to the objectives and services described above;

(d) Review, analysis, investigation and research to carry out the above services; and

(e) Being available upon the reasonable request of the Town of Mansfield for consultation as necessary.

(f) If requested, assistance to the TOWN with a comprehensive review of the applicable statutes, TOWN policies and procedures and the contract forms used by the TOWN to determine whether there are changes to any of them that would facilitate and enhance the effective, efficient and economical delivery of projects;

1.2 In performing the services, the FIRM will perform the following activities as part of, or in support of the services:

(a) Research, investigate, review and analyze all information necessary to carry out all Services;

(b) Negotiate, prepare and revise all agreements and other documents necessary for the performance of the services;

(c) Be available upon the reasonable request of the TOWN to consult with the officers and employees of the TOWN, and with any other group or person designated by the TOWN;

(d) Hire and consult with experts, consultants, mediators and investigators as may be reasonably and necessarily required and as approved by the TOWN subject to the following requirements and limitations:

(1) Terms of subcontracts must be approved in writing and in advance by the TOWN. In requesting approval, FIRM must provide the basis for its recommendation that the subcontractor be retained and justification for the recommended subcontractor's proposed rates and reimbursements.

(2) Subcontracts or agreements must include terms which are substantially similar to the billing terms in the Compensation and Reimbursement Section of this Agreement.

(3) The FIRM's bills for subcontracted work must include full detailed itemizations of all fees and expenses for the subcontracted work, with appropriate supporting documentation.

(e) Provide all necessary paralegal and clerical support; and

(f) Prepare and keep current a synopsis of relevant research, processes and procedures developed during the course of FIRM's performance under this Agreement in a format that is easily accessible to the TOWN as directed by the Town Manager.

1.3 The initial tasks to be completed by the FIRM are set forth in Attachment A hereto. Any additional tasks requested to be performed by the FIRM shall first be approved by the TOWN council.

## SECTION 2: AGREEMENT ADMINISTRATION

2.1 The person in charge of administering this Agreement on behalf of the Town shall be the Town Manager, or his successor in function, whose address and telephone number are as follows:

NAME:	MATTHEW W. HART
TITLE:	TOWN MANAGER
AGENCY:	TOWN OF MANSFIELD
ADDRESS:	Audrey P. Beck Municipal Building Four South Eagleville Road Storrs, CT 06268
TELEPHONE:	(860) 429-3336
E-MAIL:	<a href="mailto:HartMW@MansfieldCT.org">HartMW@MansfieldCT.org</a>

2.2 The person in charge of administering this Agreement on behalf of the FIRM shall be Attorney Teno A. West, whose title, address, office telephone, cell phone, fax number and e-mail are as follows:

NAME	TENO A. WEST
TITLE	ATTORNEY AND PARTNER
FIRM	PANNONE, LOPES, DEVEREAUX & WEST
ADDRESS	317 Iron Horse Way, Suite 301 Providence, Rhode Island 02908
OFFICE TELEPHONE	(914) 898-2497
FAX NUMBER	(401) 824-5123
E-MAIL	<a href="mailto:twest@pldw.com">twest@pldw.com</a>

**SECTION 3:                    COMPENSATION AND REIMBURSEMENT**

3.1     The TOWN agrees to compensate the FIRM for Services in accordance with the following rate schedule for the initial term of this Agreement.

<u>Position</u>	<u>Hourly Rate</u>
Partner	\$295
Senior Counsel	\$250
Associates	\$195

The above hourly rates shall be charged only for actual time spent rendering such Services; the FIRM shall not "round off" time. The time spent rendering Services shall be billed to the tenth part of an hour. The TOWN shall not be charged for any other time expended by the FIRM during travel, overnight stays, or the like associated with the performance of the Services.

3.2     Compensation will be paid only after the submission of itemized documentation, in a form acceptable to the Town Manager. Billings are to be submitted on a monthly basis to Town Manager, Town of Mansfield, Audrey P. Beck Municipal Building, Four South Eagleville Road, Storrs, CT 06268. The billings must contain, at a minimum, a detailed description of the work performed, the date of performance, the actual time spent performing the work, and the name and position of the person(s) rendering the Service. Provided, however, if the TOWN and the FIRM have agreed to a fixed fee or other billing arrangement not based on hourly rates, the TOWN may waive the requirement for hourly detail. When requested, the monthly bill must also be accompanied by a summary memorandum describing how the Service rendered furthered resolution of the matter and the current status of the matter. The Town Manager may, prior to authorizing payment under this Section, require the FIRM to submit such additional accounting and information as the Town Manager deems necessary or appropriate. The FIRM shall not be compensated for any time spent preparing any billing documentation, including but not limited to such documentation and accompanying memoranda required by subsections 3.2, 3.3, 3.5, 3.6, 3.10, and 9.3. Notwithstanding the foregoing, the FIRM is entitled to reasonable compensation for meetings with the Town Manager or other TOWN officials to determine an appropriate budget.

3.3     Prior to performing certain Services, the TOWN may request the FIRM to submit to the Town Manager for approval, a projected plan and budget containing, but not limited to, a brief statement of the case or matter, a description of the nature and scope of the various phases of the Services expected to be performed, an estimate of the cost of the work broken down into the various phases of the Services, and an estimate of the time required to successfully complete the Services. Prior to effecting, undertaking or initiating a material change in the Service, the FIRM shall submit to the Town Manager for approval, a revised projected plan and budget that reflects the changes to the existing projected plan and budget. If the revised projected plan and budget contains a projected cost exceeding the amount contained in the budget, the FIRM shall consult with the Town Manager for the purpose of: (1) revising the scope of services; (2) revising the maximum compensation amount; (3) some combination thereof; or, (4) other action permitted under this Agreement or any agreed-upon amendment. The Town Manager, in his sole discretion, may require revisions, supplements and modifications of the projected plan and budget from time to time. The FIRM will not be compensated for the preparation, amendment,

or modification of said projected plan and budget. Where the Services specified in the original projected plan and budget are not performed or fully completed to the satisfaction of the Town Manager within six months of the projected completion date set forth in the original projected plan and budget, the compensation rates set forth in subsection 3.1 of this Agreement for the remaining Services shall all be reduced prospectively by ten percent of the original rate for each additional six months it takes the FIRM to complete the work to the satisfaction of the Town Manager, unless failure to complete the work within the specified time period was beyond the control of the FIRM as determined by the Town Manager. The Town Manager, in his sole discretion, shall determine when the work has been satisfactorily completed.

3.4 The TOWN agrees to reimburse the FIRM for actual, necessary and reasonable out-of-pocket disbursements and expenses, including filing fees, court costs, long distance telephone calls, document printing, and transcript or deposition costs. The TOWN shall not reimburse the FIRM for any overhead related expenses, including, but not limited to, duplicating, secretarial, computerized research, facsimile, clerical staff, library staff, proofreading staff, meals and transportation costs or expenses unless they are approved in advance and in writing by the Town Manager. The FIRM shall be reimbursed for reasonable expenses for transportation, specifically excluding first class air fare, and reasonable lodging and meals associated with overnight travel as approved in advance and in writing by the Town Manager.

3.5 The FIRM shall not be compensated for time spent on background or elementary legal research or any legal training without the prior written consent of the Town Manager. Charges for any other legal research must be accompanied by a detailed description setting forth the purpose of the research and summarizing its nature. Prior to undertaking research that utilizes WESTLAW or LEXIS or any other similar legal research database or service, the prior written approval of the Town Manager is required if FIRM intends to seek reimbursement of any attendant costs from the TOWN. Any written material produced as a result of such research must be submitted to the Town Manager or his or her designee. The Town Manager shall have the final decision in all disputes between the parties to this Agreement under this subsection.

3.6 The FIRM shall not be compensated for time spent in consultation with any attorney or other employee of the TOWN concerning the administration of this Agreement and/or issues relating to billing. Compensation for time spent by attorneys of the FIRM communicating with other attorneys within the FIRM shall be limited to those instances when collaboration between attorneys is expected to be of benefit to the Town. These charges must be accompanied by a detailed description setting forth the purpose of the communication and summarizing its details. The Town Manager shall make the final determination, in his sole discretion, as to the adequacy of such description.

3.7 Notwithstanding the provisions of Section 3.6, absent the prior written consent of the Town Manager, the FIRM shall not be compensated for the attendance or participation of more than one attorney representing the TOWN in connection with any Action. Where more than one attorney has attended or participated in any Action without the prior written consent of the Town Manager, the FIRM shall be compensated for the time of the most senior attorney in attendance.

3.8 The FIRM shall not be compensated for the performance of paralegal or clerical type duties performed by an attorney. Paralegal duties or clerical duties include, by way of example, routine proofreading of pleadings and other correspondence, preparation of trial or closing binders or notebooks, photocopying and coordinating the schedules of others.

3.9 The Town Manager shall approve for payment all undisputed costs, as soon as the said documentation can properly be processed. All costs and expenses shall be billed and paid at actual cost without markup.

3.10 The FIRM shall maintain accurate records and accounts of all expenditures under this Agreement as well as satisfactory evidence of payment to assure proper accounting. Such records and accounts shall be kept in the manner specified in subsection 8.4, and made available and furnished upon request to the Town Manager until three (3) years after the termination of this Agreement.

3.11 The TOWN shall have the right, without the need of prior notice to the FIRM, to substitute the Town Attorney for the FIRM on any facet or aspect of the Services when the Town Manager, in his sole discretion, finds that such a substitution would best serve the interests of the TOWN.

3.12 Compensation and reimbursement provided under this Section 3 constitutes full and complete payment for all costs and expenses incurred or assumed by the FIRM in performing this Agreement. No other costs, expenses or overhead items shall be reimbursed by the TOWN.

#### **SECTION 4: TERMINATION OF AGREEMENT BY THE TOWN**

4.1 The TOWN, on written notice, may immediately suspend, postpone, abandon, or terminate this Agreement at any time and for any reason, including convenience, and such action shall in no event be deemed to be a breach of contract.

4.2 Upon receipt of written notification from the Town Manager of termination, the FIRM shall immediately cease to perform the Services, subject to the approval of the Court in litigation matters. The FIRM shall assemble all material that has been prepared, developed, furnished, or obtained under the terms of this Agreement, in electronic, magnetic, paper or any other form, that may be in its possession or custody, and shall transmit the same to the Town Manager as soon as possible and, for ongoing matters, no later than the fifteenth day following the receipt of the above written notice of termination, and the sixtieth day for all other matters, together with a description of the cost of the Services performed to said date of termination.

#### **SECTION 5: TERMINATION OF AGREEMENT BY THE FIRM**

5.1 The FIRM, on thirty (30) days prior written notice to the Town Manager, may terminate this Agreement, subject to the approval of the Court in litigation matters.

5.2 If the FIRM terminates this Agreement for any reason other than a breach by the TOWN, the FIRM shall be liable to the TOWN for the fees and expenses incurred by the TOWN in engaging replacement counsel on any pending matter for which FIRM is actively engaged in performing Services and bringing such firm up to speed. For purposes of this paragraph, FIRM will be considered "actively engaged" in all matters of pending litigation, arbitration and/or mediation.

5.3 On the effective date of termination, the FIRM shall immediately cease to perform the Services. The FIRM shall assemble all material that has been prepared, developed, furnished, or obtained under the terms of this Agreement, in electronic, magnetic, paper or any other form, that may be in its possession or custody, and shall deliver the same to the Town Manager on or before the fifteenth day following the transmittal of the written notice of termination for ongoing matters, and the sixtieth day for all other matters, together with a description of the cost of the Services performed to said date of termination.

#### **SECTION 6: SETOFF**

In addition to all other remedies that the TOWN may have, the TOWN, in its sole discretion, may setoff (1) any costs or expenses that the TOWN incurs resulting from the FIRM's unexcused non-performance under the Agreement and under any other agreement or arrangement that the FIRM has with the TOWN and (2) any other amounts that are due or may become due from the TOWN to the FIRM, against amounts otherwise due or that may become due to the FIRM under the Agreement, or under any other agreement or arrangement that the FIRM has with the TOWN. The TOWN's right of setoff shall not be deemed to be the TOWN's exclusive remedy for the FIRM breach of the Agreement, all of which shall survive any setoffs by the TOWN.

#### **SECTION 7: TIME OF PERFORMANCE**

7.1 The FIRM shall perform the Services at such times and in such sequence as may be reasonably directed by the Town Manager.

7.2 This Agreement will run from its effective date for an initial term of three (3) years with an option to extend, by mutual consent, for up to two (2) additional one (1) year periods for a total of five (5) years. Said extension(s) will be effectuated by written amendments to this Agreement, executed by both parties and approved by the Town Manager.

## SECTION 8: REPRESENTATIONS AND WARRANTIES

The FIRM represents and warrants to the TOWN that:

8.1 The FIRM has duly authorized the execution and delivery of this Agreement and the performance of the contemplated Services.

8.2 The FIRM will comply with all applicable State of Connecticut, federal and local laws in satisfying its obligations to the TOWN under and pursuant to this Agreement;

8.3 The execution, delivery and performance of this Agreement by the FIRM will not violate, be in conflict with, result in a breach of or constitute (with or without due notice and/or lapse of time) a default under any of the following, as applicable: (i) any provision of law; (ii) any order of any court or any Department; or (iii) any indenture, agreement, document or other instrument to which it is a party or by which it may be bound;

8.4 The FIRM shall not copy or divulge to any third party any information or any data in any form obtained or produced in connection with the performance of its duties and responsibilities pursuant to this Agreement other than in connection with the performance of those duties and responsibilities. The FIRM shall ensure that all confidential or privileged records are kept in secured areas and shall take reasonable precautions to protect the records in its custody from the dangers of fire, theft, flood, natural disasters and other physical threats, as well as unauthorized access.

8.5 The FIRM shall not represent any other client if such representation would result in a conflict of interest that would violate or potentially violate Rules 1.7-1.9 of the Rules of Professional Conduct, as they may be amended from time to time. The FIRM will perform a detailed conflict of interest check prior to performing any Services and, on or before the effective date of this Agreement, shall have reported the results to the Town Manager. When there is a disagreement between the parties to this Agreement as to whether or not the FIRM has or may in the foreseeable future have a conflict of interest as described above, the Town Attorney's determination shall be final and dispositive of the issue. Where the Town Attorney determines that the FIRM'S representation of any client constitutes a conflict of interest, as described above, the FIRM shall, within five days of the receipt of notice by the Town Manager to the FIRM, withdraw from the representation of the other client, unless such a withdrawal is barred by law or order of a court of competent jurisdiction or all relevant parties waive such conflict.

8.6 Unless the Town Manager designates otherwise in writing, all information or data, in any form, and all papers, recordings, documents and instruments generated or collected by the FIRM, or any subcontractor, in the scope of his work under this Agreement shall be deemed to be the exclusive property of the TOWN and no one else shall have any right, including but not limited to, intellectual property rights, including copyright and trademark rights, in those items.

8.7 The FIRM may not enter into or retain any business relationships or enterprise in which an employee of the TOWN holds an interest, other than a nominal interest in a publicly held corporation, without the prior written consent of the Town Manager.

8.8 The FIRM acknowledges that the TOWN has relied upon all of FIRM's representations in its Proposal in response to the TOWN'S Solicitation for Outside Legal Counsel concerning this matter.

## **SECTION 9: STATUS REPORTS AND RECORDS**

9.1 Upon written or oral request by the Town Manager, the FIRM will promptly report on the status of the Services performed, including, but not limited to, problems, strategy, analysis and the like.

9.2 The above-described reports shall be provided in writing or orally, as directed by the person requiring a work status report.

9.3 The FIRM, upon the request of the Town Manager, shall give to the Town Manager, for the TOWN'S permanent records, all original documentation, or, in the sole discretion of the Town Manager, copies thereof, filed in, or arising out of, the FIRM's performance of the Services. The FIRM shall otherwise maintain all original documentation, or copies thereof in the manner specified in subsection 8.4, for a period of three (3) years after the termination of this Agreement.

## **SECTION 10: INSURANCE**

10.1 The FIRM shall secure and maintain, at no cost or expense to the TOWN, a professional liability insurance policy in a form acceptable to the TOWN, in the minimum amount of Five Million Dollars. This policy shall insure the FIRM against Actions, damages, and costs resulting from negligent acts, errors, and omissions in the work performed by the FIRM on and after the effective date of, and under the terms of, this Agreement. The FIRM may, at its election, obtain a policy containing a maximum \$100,000 deductible clause, but if so, the FIRM shall be liable, as stated above herein, to the extent of the deductible amount.

10.2 No later than the effective date of this Agreement, the FIRM shall furnish to the TOWN on a form or forms acceptable to the Town Manager, a Certificate of Insurance, and amendment(s) thereto, fully executed by an insurance company or companies satisfactory to the TOWN, for the insurance policy or policies required in subsection 10.1, which policy or policies shall be in accordance with the terms of said Certificate of Insurance.

## **SECTION 11: INDEMNIFICATION**

11.1. The FIRM shall indemnify, defend and hold harmless the TOWN, and its successors and assigns, from and against all actions (pending or threatened and whether at law or in equity) in any forum, liabilities, damages, losses, costs and expenses, including but not limited to reasonable attorneys' fees and other professionals' fees, resulting from (1) misconduct or negligent or wrongful acts (whether of commission or omission) of the FIRM or any of its members, directors, officers, shareholders, representatives, agents, servants, employees or other

persons or entities under the supervision or control of the FIRM while rendering professional services to the TOWN under this Agreement, or (ii) any breach or non-performance by the FIRM of any representation, warranty, duty or obligation of the FIRM under this Agreement ((i) and (ii), each and collectively, the "Acts"). The FIRM shall use counsel acceptable to the TOWN in carrying out its obligations under this Section. The FIRM's obligations under this section to indemnify, defend and hold harmless against claims includes claims concerning confidentiality of any part of or all of the proposal or any records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopied compositions, secret processes, patented or unpatented inventions or articles furnished or used in the performance of this Agreement.

11.2 The FIRM shall not use, raise or plead the defense of sovereign or governmental immunity in the adjustment or settlement of any claim against the FIRM arising out of the work performed under this Agreement, or as a defense in any claim, unless specifically authorized to do so in writing by the Town Manager.

#### **SECTION 12: CHANGES TO THIS AGREEMENT**

12.1 The terms of this Agreement may be amended only by mutual consent of the parties, effectuated by an Amendment in writing and executed by the parties to this Agreement and approved by the Town Manager. For purposes of this Section 12, an exchange of emails is not sufficient.

12.2 Any and all amendments, changes, extensions, revisions or discharges of this Agreement, in whole or in part, on one or more occasions, shall not be invalid or unenforceable due to lack of or insufficiency of consideration.

#### **SECTION 13: REQUIRED PERSONNEL/OFFICE**

13.1 On or before the effective date of this Agreement, the FIRM shall have secured, and shall maintain during the term of this Agreement, all at its sole cost and expense: (i) such appropriately skilled and competent personnel and supporting staff in adequate numbers; and, (ii) such equipment as reasonably necessary or appropriate to fully perform the Services to the satisfaction of the TOWN

13.2 The personnel shall not be employees of or have any contractual relationship with the TOWN.

13.3 All the Services shall be performed by the FIRM or under its supervision, and all personnel engaged in the Services shall be fully qualified and shall be authorized or permitted under State or local law to perform the applicable Services.

**SECTION 14:           CONFIDENTIALITY**

All of the reports, information, data, and other papers and materials in whatever form prepared or assembled by the FIRM under this Agreement are confidential and may be privileged. The FIRM shall not make them available to any individual or organization without the prior written approval of the Town Manager. The Town Manager shall process any request for reports, information, data, and other papers and materials prepared by the firm in accordance with the provisions of the Connecticut Freedom of Information Act.

**SECTION 15:           MISCELLANEOUS**

15.1 This Agreement, its terms and conditions and Claims arising therefrom shall be governed by Connecticut law, without regard to choice of law provisions.

15.2 The parties each bind themselves, their partners, successors, assigns, and legal representatives with respect to all covenants of this Agreement.

15.3 This Agreement incorporates all the understandings of the parties and supersedes any and all agreements reached by the parties prior to the execution of this Agreement, whether oral or written, and no alteration, modification or interpretation of this Agreement shall be binding unless in writing and duly executed by the parties.

15.4 This Agreement incorporates by reference "The Statement of Qualifications to Provide Legal Services Relating to the Town's Water Supply System" presented to the TOWN by the FIRM, dated February 22, 2013. As set forth in said Statement of Qualifications, Teno A. West shall act as lead attorney representing the TOWN, and shall be supported by Bruce H. Tobey and others as may be required. Throughout the FIRM's engagement, the FIRM will dedicate a minimum of one attorney licensed to practice law in the State of Connecticut.

15.5 If any provision of this Agreement, or application to any party or circumstances, is held invalid by any court of competent jurisdiction, the balance of the provisions of this Agreement, or their application to any party or circumstances, shall not be affected, but only if the balance of the provisions of this Agreement would then continue to conform to the requirements of applicable laws.

15.6 The waiver of a term or condition by the Town Manager shall not: (i) entitle the FIRM to any future waivers of the same or different terms or conditions; (ii) impose any duties, obligations or responsibilities on the TOWN, not already in the Agreement, as amended, modified or superseded; or (iii) subject the TOWN to any Claims.

15.7 References in the masculine gender shall also be construed to apply to the feminine and neuter genders, as the content requires.

15.8 Nothing in this Agreement shall be construed as a waiver or limitation of immunity of political subdivisions of the State of Connecticut by the TOWN.

15.9 Any notice required or permitted to be given under this Agreement shall be deemed to be given when hand delivered or one (1) business day after pickup by Federal Express, UPS or similar overnight express service, in either case addressed to the parties below:  
If to FIRM:

NAME: TENO A. WEST, ESQUIRE  
FIRM: PANNONE LOPES DEVEREAUX & WEST LLC  
ADDRESS: 317 Iron Horse Way, Suite 301  
Providence, RI 02908  
TELEPHONE: (401) 824-5100  
E-MAIL: twest@pldw.com

If to the TOWN, the Town Manager, as set forth in subsection 2.1, or in each case to such other address as either party may from time to time designate by giving notice in writing to the other party. Telephone and facsimile numbers are for informational purposes only. Effective notice will be deemed given only as provided above.

15.10 Where this agreement provides that a decision, determination or act shall be at the direction of, to the satisfaction of, or by the Town Manager, or contains similar language, such decision, determination, act or discretion, as with all other acts and conduct of both parties in connection with this Agreement, shall be exercised reasonably and in good faith.

15.11 The captions in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit or describe the scope of this Agreement or the scope of content of any of its provisions.

15.12 Time is of the essence in this Agreement.

15.13 If the performance of obligations under this Agreement are rendered impossible or hazardous or is otherwise prevented or impaired due to illness, accident, Act(s) of God, riots, strikes, labor difficulties, epidemics, earthquakes, and/or any other cause or event, similar or dissimilar, beyond the control of the FIRM or the TOWN, then each party's obligations to the other under this Agreement shall be excused and neither party shall have any liability to the other under or in connection with this Agreement.

15.14 This Agreement may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument.

15.15 When this Agreement provides for written approval by the Town Manager, unless otherwise specified, an exchange of emails will satisfy this requirement. Actions required to be taken by the Town Manager may be taken by a designee of the Town Manager.

IN WITNESS WHEREOF, the parties have executed four (4) counterparts of this Agreement as of the day and year first above written.

FIRM: PANNONE LOPES DEVEREAUX & WEST LLC

\_\_\_\_\_  
DATE

By: \_\_\_\_\_  
TENO A. WEST, PARTNER  
Duly Authorized

TOWN OF MANSFIELD

\_\_\_\_\_  
DATE

By: \_\_\_\_\_  
MATTHEW W. HART  
TOWN MANAGER

## ATTACHMENT A

(a) The FIRM shall prepare a report exploring the variety of governance models for the management of water utility operations and explore them with such TOWN officials and employees as directed by the Town Manager. The budget for performance of this task shall not exceed \$25,000. The FIRM shall submit to the Town Manager a draft of the report required under this section not later than FORTY FIVE (45) days following the execution of this agreement. The issuance of a final report shall be dependent upon the prior review and comment of the TOWN.

(b) The FIRM shall represent the TOWN at meetings with the University of Connecticut ("UConn") and other agencies and entities regarding the TOWN's Water Supply, as directed by the Town Manager. The budget for performance of this task shall not exceed \$25,000.

Teno A. West  
914-898-2497  
twest@pldw.com

February 21, 2013

VIA FEDERAL EXPRESS

Mr. Matthew W. Hart  
Town Manager  
Town of Mansfield  
4 South Eagleville Road  
Mansfield, Connecticut 06268-2599

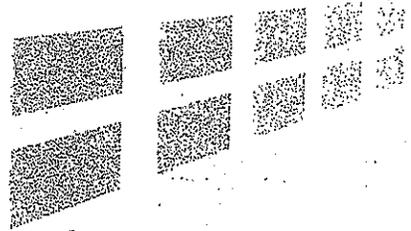
RE: Statement of Qualifications to the Town of Mansfield, Connecticut for Legal Services Relating to the Town's Water Supply

Dear Mr. Hart:

Pannone Lopes Devereaux & West LLC ("PLDW") is pleased to submit this statement of qualifications to the Town of Mansfield, Connecticut (the "Town") Request for Qualifications to provide legal services relating to the Town's water supply. As you will see in our qualifications, PLDW has significant national experience representing local governments and agencies in the development, improvement and management of their water and wastewater systems. This experience, coupled with PLDW's strong local presence, gives us the unique opportunity to provide the Town with high-quality, cost-effective legal representation on this engagement.

Over last 18 years, Mr. West and the firm's attorneys have provided legal services to municipalities and other public entities throughout the United States with respect to various municipal water-related infrastructure projects. For example, Mr. West and members of the Municipal Infrastructure Team represented the City of New London in the procurement of a new operator for the City's entire water and wastewater system at the end of the existing contract with the previous contract operator. The contract included operation and maintenance of city water and wastewater treatment plants, collection systems, distribution systems, and reservoirs, as well as the design/build of system capital improvements.

February 21, 2013



In addition, PLDW has extensive experience representing municipalities and government entities throughout the State of Connecticut on various infrastructure-related matters. We have provided a broad array of services to a long list of Connecticut public entities, which includes:

- City of New Britain
- City of New London
- City of Norwalk
- Town of Greenwich
- Town of Darien
- Town of East Haven
- Town of New Canaan
- Town of Weston
- Town of Westport
- Town of Wilton
- Bristol Resource Recovery Facility Operating Committee

Recently, PLDW has been involved with the development, management and assessment of local and regional water systems throughout the country. For example, PLDW represents the City of Newport in the development and procurement of new water treatment facilities pursuant to a consent order the City of Newport entered into with the Rhode Island Department of Environmental Management. The project included upgrades to one of the City of Newport's existing water treatment plants and also included the construction of a new water treatment plant.

Moreover, PLDW is a member of the Infrastructure Management Group's team of professional advisors and consultants conducting a comprehensive assessment of the water and sewer system for the Tulsa Metropolitan Utility Authority ("TMUA"). The Team's PLDW members reviewed and analyzed the legal structure, lease agreements, and operating and maintenance contracts which define TMUA governance protocols and its relationship with the City of Tulsa as it fulfills its charge to provide water and wastewater services.

Furthermore, PLDW attorneys are currently representing the City of Annapolis, Maryland in its development of a new water treatment plant on a design/build basis. We drafted and negotiated the design/build agreement and are advising the City on all aspects of the project. Once completed, the plant will include state-of-the-art technology, replacing the City's nearly 100-year-old facility. It is anticipated to produce 8 mgd and is expected to be online by or before 2016.

Thank you for extending us the opportunity to submit our qualifications for these legal services. We are excited for the opportunity to represent the Town on this important public project. If you have any questions, please do not hesitate to contact me.

Sincerely,

PANNONE LOPES DEVEREAUX & WEST LLC

Teno A. West  
Partner

{Encls.}



Statement of Qualifications to Provide Legal Services  
Relating to the Town's Water Supply System

Presented to the

**TOWN OF MANSFIELD  
CONNECTICUT**

February 22, 2013

By

PANNONE  
LOPES  
DEVEREAUX &  
WEST<sub>LLC</sub>

*counselors at law*

100 Pearl Street, 14<sup>th</sup> Floor  
Hartford, Connecticut 06103  
Tel: 866.353.3310 Fax: 866.353.5020

317 Iron Horse Way, Suite 301  
Providence, Rhode Island 02908  
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White Plains, New York 10601  
Tel: 914.898.2400 Fax: 914.898.2401

[www.pldw.com](http://www.pldw.com)



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## INTRODUCTION

At Pannone Lopes Devereaux & West LLC ("PLDW"), we understand that undertaking important public projects requires experts and specialists in their respective fields. The Town of Mansfield, Connecticut (the "Town") needs legal counsel who has the experience, expertise and depth necessary to carry out such a project from beginning to end successfully. This is particularly true of projects concerning water supply systems where there are important public interests involved and the need for seamless project delivery is essential.

At PLDW, delivering legal services in a seamless manner through various disciplines is a hallmark of the firm. The principals of PLDW are all former partners of a large international law firm. PLDW attorneys are trained to develop practical and cost-effective strategies for their clients. With an expanding national presence, PLDW is a leader in the legal profession with highly skilled lawyers trained to identify legal issues and find solutions for their clients. As you will find in this statement of qualifications, PLDW has the experience necessary to assist the Town with this important public interest project.

**Project Understanding.** The Town does not currently operate its own water supply system and is served by the University of Connecticut's (the "University") water supply system that serves the water needs of the University and also supplies water services to private properties in the Town. As a result, the water supply plan developed for the Town's water supply system must serve the dual interests of the Town and the University.

Generally, several ownership and operational structures are available to local governments for their water supply system. Whether one option is better than the other depends on the particular circumstances involved, the objectives being sought, and the advantages and disadvantages each alternative presents. The same is true here, where the Town is seeking to ensure access to additional water supply to support current operations and projected future growth and development for the Town, while considering the diminishing role the University is seeking regarding the water supply system.

The Town developed its Water Supply Plan (2002) for the purpose of evaluating drinking water supply needs in the Town, particularly those areas not served by the University. The University's Water Supply Plan (May 2011) identified the need for additional water supply for the Town and the University. The Town and the University co-commissioned a Connecticut environmental impact evaluation ("EIE") assessing alternative methods of meeting additional water supply requirements and the Notice of Scoping was amended on June 5, 2012, to include a possible interconnection to MDC and released for public review and comment. In addition, the Town's 2011 study of water supply options for redevelopment of the Mansfield Four Corners area identified future areas of water need in the Town that were not committed by the University in its 2011 Water Supply Plan. Several alternatives have been identified to address the water supply deficiencies including: (i) interconnecting with an existing reservoir based utility which includes the Connecticut Water Company ("Connecticut Water"), the Windham Water Works ("Windham Water") or the Metropolitan District Commission ("MDC"); (ii) developing new groundwater



supply wells which include three potential sites along the Willimantic River and five potential sites near Mansfield Hollow; and (iii) the relocation of Fenton Well A. The appropriate solution will likely depend on the evaluation of the economics of the water supply alternatives and future management and ownership alternatives.

Various legal structures will also have to be considered as part of the evaluation process, including the possible purchase of additional water supply, continued operation and management of the system by an entity pursuant to an operations agreement similar to the contract the University has had with Connecticut Water since November 2005, the possible lease or sale of the water system to Connecticut Water, Windham Water, or MDC that may be subject to rate regulation by the Public Utilities Regulatory Authority ("PURA"), or the establishment of a Regional Water Authority by the Town and the University to regulate future operations. Various other legal structures and issues will have to be analyzed to assist in evaluating water supply alternatives and future management and ownership alternatives. See Section IV of this statement of qualifications for a more detailed discussion of the alternatives. PLDW has extensive experience with the range of water supply structures that will be considered by the Town.

We will advise the Town on legal issues relative to the development and transition of the Town and University's water supply system. Based on our experience with similar projects, we would work early on with the Town to identify the specific interests and objectives the Town is seeking to achieve in order to assess which ownership and operations structure best suits the Town. We will also work closely with the Town to identify the objectives, interests and best alternative to serve the needs of the University and its students so these issues can also be effectively addressed. During the engagement, PLDW will work closely with the Town and review and comment on all documentation, and will provide legal advice and representation to the Town at any public hearing, meeting or proceeding. PLDW's objective as legal counsel will be to support and consult the Town as it develops a plan that serves the Town's best interests and achieves the Town's objectives in a cost effective manner and within the time frame outlined by the Town.

**Project Experience.** PLDW has the expertise and experience necessary to deliver comprehensive legal services to the Town for the transition and development of the Town's water supply system (the "Project"). Teno A. West, the client contact and team manager on this engagement, is a national expert in the areas of municipal infrastructure, public contracts and procurement law, and has significant experience with public water supply matters. Paul J. Corey was formerly the Executive Director of the Connecticut Department of Public Utility Control ("DPUC") which is now PURA and brings substantial water utility regulatory experience to the Project. Josh J. Meyer has national experience in the area of infrastructure and procurement law and routinely advises clients with respect to special contract and finance matters. Steven A. Torres has significant experience as a municipal construction and public-private partnership project advisor and legal counsel who has managed in excess of \$1 billion in project value in the areas of utilities, water and wastewater, transportation, building construction and renewable energy. Bruce H. Tobey has extensive legal experience advising and representing governments on environmental policy, programs and financial and regulatory matters with a specialty in water and wastewater infrastructure.



Over last 18 years, Mr. West and the firm's attorneys have provided legal services to municipalities and other public entities throughout the United States with respect to various municipal water-related infrastructure projects. For example, Mr. West and members of the Municipal Infrastructure Team represented the City of New London in the procurement of a new operator for the City's entire water and wastewater system at the end of the existing contract with the previous contract operator. The contract included operation and maintenance of city water and wastewater treatment plants, collection systems, distribution systems, and reservoirs, as well as the design/build of system capital improvements.

In addition, PLDW represents the City of Newport in the development and procurement of new water treatment facilities pursuant to a consent order the City of Newport entered into with the Rhode Island Department of Environmental Management. The project included upgrades to one of the City of Newport's existing water treatment plants and also included the construction of a new water treatment plant. The project was procured on a design/build basis. PLDW advised the City of Newport on the legal issues surrounding the design/build procurement and also assisted with the procurement process, including preparing the RFP, interviewing proposers and negotiating and drafting the final design/build contract. PLDW continues to represent the City of Newport with ongoing legal issues related to the project.

Moreover, PLDW is a member of the Infrastructure Management Group's team of professional advisors and consultants conducting a comprehensive assessment of the water and sewer system for the Tulsa (OK) Metropolitan Utility Authority ("TMUA"). The Team's PLDW members reviewed and analyzed the legal structure, lease agreements, and operating and maintenance contracts which define TMUA governance protocols and its relationship with the City of Tulsa as it fulfills its charge to provide water and wastewater services. It also evaluated the service contracts which exist between TMUA and additional communities and identified the impacts of covenants contained within TMUA's bonds, as well as assisted with the development of strategic options such as public-private partnerships.

Furthermore, PLDW attorneys are currently representing the City of Annapolis, Maryland in its development of a new water treatment plant on a design/build basis. We drafted and negotiated the design/build agreement and are advising the City on all aspects of the project. Once completed, the plant will include state-of-the-art technology, replacing the City's nearly 100-year-old facility. It is anticipated to produce 8 mgd and is expected to be online by or before 2016. The project is being primarily funded through the Maryland State Revolving Fund.

PLDW also represents the Tri-Town Board of Water Commissioners in Braintree, Massachusetts in the development of a regional water treatment facility that will serve the Towns of Braintree, Holbrook and Randolph and replace the aging facilities currently operating in the water system. The project is being procured on a design/build basis and will be undertaken pursuant to special legislation PLDW drafted for the project. PLDW's ongoing representation of the Tri-Town Board will include assisting the Tri-Town Board with the procurement process, including



participation in the preparing the RFQ and RFP, interviewing proposers, and negotiating and drafting the final design/build contract.

Lastly, PLDW represents Rockland County Sewer District No. 1 in Rockland County, New York (the "Sewer District") in the development of an advanced wastewater treatment plant on a design/build/operate basis, which is the first municipal wastewater design/build or design/build/operate project in New York. Mr. West was responsible for reviewing New York law to determine whether the wastewater treatment plant could be developed pursuant to a design/build/operate approach under the existing statutory framework, as well as applicable case law. In determining that legislation was necessary to carry out such a project on a design/build/operate basis, Mr. West was the principal author of the enacted legislation. Mr. West also assisted the Sewer District with the drafting of the procurement documents, the evaluation of proposals, and served as lead negotiator and principal drafter of the design/build/operate agreement. While the plant is currently being constructed, PLDW is also representing the Sewer District with the development of multiple pump stations pursuant to a value engineered and constructed approach.

Connecticut Experience. In addition to the relevant water and wastewater experience highlighted above, PLDW has extensive experience representing municipalities and government entities throughout the State of Connecticut. We have provided a broad array of services to a long list of Connecticut public entities, which includes:

- City of New Britain
- City of New London
- City of Norwalk
- Town of Greenwich
- Town of Darien
- Town of East Haven
- Town of New Canaan
- Town of Weston
- Town of Wilton
- Town of Westport
- Bristol Resource Recovery Facility  
Operating Committee

Why PLDW? Our experience representing municipalities and public entities on water and wastewater projects throughout the country, together with our local experience, uniquely qualifies us to serve as legal counsel to the Town for this Project. We are familiar with all aspects of local and state law in Connecticut including state rate regulation, environmental policy, health and safety regulations and water supply plans, as well as the national water supply marketplace. Our attorneys have extensive backgrounds representing local governments and public entities in all legal areas necessary for us to successfully assist the Town with this important project. PLDW attorneys are well recognized in the legal and government community, which can serve as an advantage to the Town.

PLDW is committed to providing pricing arrangements that serve the best interest of our clients. To that end, we work with our clients to develop a fee arrangement that fits the scope, nature and subject matter of a project. We recognize the level of service requirements demanded by governmental clients and have provided such service to our clients with the knowledge and

PANNONE  
LOPES  
DEVEREAUX &  
WEST LLC  
counselors at law



creativity that have become the hallmark of our practice. We are confident our resources will serve the Town well for the duration of the Project.



## MUNICIPAL INFRASTRUCTURE TEAM

Teno A. West, Paul J. Corey, Josh J. Meyer, Steven A. Torres and Bruce H. Tobey have extensive experience in advising and representing governments, including municipalities, counties, public authorities and federal agencies in the development of their water supply systems. They will be supported by Associates with relevant experience to ensure the efficient use of resources. Mr. West will be the principal counsel and the day-to-day client contact for our engagement. The personnel set forth below will be available for all aspects of the engagement.

### TEAM MANAGER

#### TENO A. WEST

*Partner*



Teno A. West is a partner with the firm and leads the firm's Municipal Infrastructure Team. He practices in the areas of solid waste law, public contracts, government law, water law, government procurement, project delivery, infrastructure development, project planning and finance, public finance and intergovernmental relations. His experience has included representing solid waste agencies in structuring public-private partnerships as well as developing regional service solutions.

Mr. West's practice includes representing local, regional and federal governments with alternative project delivery arrangements such as design/build, design/build/operate procurements, and public-private partnerships. His alternative project delivery representation has included solid waste, water, wastewater, storm water, combined sewer overflow, conversion technology, co-composting, material recovery, waste to energy, as well as other similar environmental infrastructure projects. Mr. West has assisted governments with the drafting and enactment of legislation necessary for such alternative delivery methods to be lawfully implemented. He has extensive experience in advising and representing governments including municipalities, counties, public authorities and federal agencies in developing successful public procurement processes and lectures regularly on the subject.

Mr. West served as Town Manager of Hardwick, Vermont and Town Administrator of Carlisle, Massachusetts. He is admitted to practice in New York and New Jersey. He is a member of the American Bar Association, the New York State Bar Association and has recently been named a Super Lawyer®.

Mr. West earned his bachelor's degree *cum laude* in Political Science and American Studies in 1984 from Saint Michael's College and he earned a Master in Public Administration in 1987 from the University of Vermont. He earned his law degree from the New England School of Law *cum laude*, where he was lead articles editor of the New England Law Review.



## OTHER TEAM MEMBERS



**PAUL J. COREY**  
*Of Counsel*

Paul J. Corey practices in the areas of Regulatory Affairs and Utilities. He has over sixteen years of industry experience and a background in sophisticated transactions, and complex regulatory proceedings. Mr. Corey has represented numerous clients on multiple matters including complex rate cases and performance based rate plans, regulatory reviews and compliance filings, mergers and acquisitions, project development, corporate transactions, renewable energy initiatives, asset sales, power purchase agreements, the valuation of stranded costs, and regulatory approvals.

Prior to joining PLDW, Mr. Corey was Counsel on Regulatory Affairs for the prominent law firm of Brown Rudnick LLP, where he represented a diverse clientele in the areas of regulatory, energy and utilities, and government law. Prior to joining Brown Rudnick, Mr. Corey served as the Executive Director of the Connecticut Department of Public Utility Control where he worked closely with Commissioners to develop and implement Department policy. He also conducted a comprehensive review of the regulated water companies, and worked on numerous electric, gas and water rate cases, and other complex regulatory proceedings.

Mr. Corey has represented public utilities on complex regulatory matters at the DPUC including Northeast Utilities on regulatory matters involving Connecticut Light & Power's rate case proceeding, and Energy East, Connecticut Natural Gas and Southern Connecticut Gas on multiple matters involving rate setting, performance based rate plans, and proceedings involving competitive issues facing the industry. Mr. Corey also represented numerous companies on various matters involving the DPUC including JPMorgan IIF Acquisitions LLC providing general advice and counsel regarding state regulatory matters, Connecticut on matters involving interstate renewable energy projects, CPower, Inc. on energy efficiency matters involving the qualification of Class III renewable energy credits at the DPUC, Dynegy on matters involving the negotiation and regulatory approvals of long-term natural gas contracts at the DPUC, and J.P. Morgan Securities Inc. on all matters involving the \$836 million sale of the Seabrook Nuclear Power Plant, including obtaining state regulatory approvals from the DPUC, DTE and NHPUC. Mr. Corey also provides general counsel and advice to various companies regarding state and federal utilities and regulatory matters.

Mr. Corey earned his J.D. from the University of Connecticut School of Law, his MBA in finance from Purdue University, and his B.S. in finance from the University of Connecticut. He is admitted to the Connecticut Bar.



## JOSH J. MEYER

*Partner*

Josh J. Meyer is a Partner with Pannone Lopes Devereaux & West LLC and is a member of the Municipal Infrastructure Team. He has national experience in the area of infrastructure and procurement law and routinely advises clients with respect to special contract and procurement matters. Mr. Meyer has served as lead negotiator and special procurement and contract counsel for municipal clients throughout the United States in connection with the privatization of numerous new and existing public infrastructure assets. He has drafted and negotiated complex performance-based contracts with various national and

international companies relating to the private design, construction and operation of water and wastewater systems, solid waste disposal facilities and energy-related projects. In addition, Mr. Meyer has provided legal, business, risk allocation and finance advice in structuring and developing procurement and contract documents, including operation and maintenance contracts, design/build contracts, design/build/operate contracts, guaranty agreements and requests for proposals. He has advised clients on all aspects of design and construction risk allocation, project financing, land acquisition and development, vendor procurement, contract negotiation, security for performance, environmental regulatory matters and labor issues.

Mr. Meyer was most recently the lead attorney assigned to oversee the development and construction of a minor league ballpark, which included the drafting of all request for proposals, construction agreements and project labor agreements as well as the lease and development agreement with the team, the development of an urban renewal plan, the coordination of public and private construction financing, and the management and resolution of all associated legal issues. Mr. Meyer's practice includes assisting his clients with respect to the financing and refinancing of infrastructure projects, including waste-to-energy facilities, landfill gas-to-energy facilities, industrial facilities, water and wastewater treatment facilities, and residuals management facilities. Mr. Meyer also represents public and quasi-public clients in affordable housing and hotel development projects.

Mr. Meyer earned his J.D. from Brooklyn Law School and his undergraduate degree in political science from Siena College. He is admitted to practice in, and is a member in good standing of the bar of, the State of New York.



## STEVEN A. TORRES

### *Partner*



Steven A. Torres is a Partner with Pannone Lopes Devereaux & West LLC and a member of the firm's Municipal Infrastructure Team. Attorney Torres is a highly skilled and experienced municipal construction and public-private partnership project advisor and legal counsel who has managed in excess of \$1 billion in project value in the areas of utilities, water and wastewater, transportation, building construction and renewable energy. He has vast experience and deep knowledge in matters related to municipal law and regulations including zoning, land use planning, and building and environmental permitting. Attorney Torres has also negotiated and administered millions of dollars in Tax Increment Finance Agreements for cities and towns. In addition, as a former legal counsel for public and private sector unions in New England, Mr. Torres has handled over 300 labor arbitrations and mediations in collective bargaining and employment disputes.

Attorney Torres is nationally recognized in his practice area and a frequent lecturer, guest speaker and teacher/mentor to other practitioners. He is a former member of the Massachusetts Bar Association's Public Law Section Council, and a past member of the Executive Committee of the City Solicitors and Town Counsel Association. He is also an author, editor and lecturer for the Massachusetts Continuing Legal Education (MCLE), and co-edited the Supplement Edition of MCLE's "Massachusetts Municipal Law". Attorney Torres has had several essays published in the areas of labor law, international law, municipal law and constitutional law. He is a sought after speaker on municipal law and alternative delivery construction project development and financing options and was a national panelist for the Design-Build Institute of America, the International Municipal Lawyers Association, the Solid Waste Association of North America, the Massachusetts Municipal Association and the Massachusetts City Solicitors and Town Counsel Association and other regional organizations. In addition, Attorney Torres taught, at the request of the Massachusetts Attorney General and the US EPA, seminars on funding improvements under the US EPA Phase II Stormwater regulations.

Prior to joining Pannone Lopes Devereaux & West LLC, Attorney Torres served for thirteen years as a city attorney for four consecutive mayoral administrations in two cities. He was Corporate Counsel for the City of Fall River, MA and responsible for the leadership of many municipal building projects, including design-build-finance-operate emerging technology energy projects, school building and utility design and construction projects. From 2000 until 2009, he served as City Solicitor for the City of Taunton, MA under three mayoral administrations. During this time, Attorney Torres accomplished one of the first Construction Manager (CM) at risk school building construction projects in Massachusetts and led a team to develop a \$500 million waste-to-fuels project under a design-build-operate (DBO) model using emerging technology.



He earned his J.D. from Suffolk University Law School, cum laude, and received his undergraduate degree in computer science from Daniel Webster College. He served in the U.S. Air Force from 1987-1990 as a nuclear operations officer. He is admitted to practice law in Massachusetts and is a member of the Massachusetts Bar Association.

## BRUCE H. TOBEY

*Partner*



Bruce H. Tobey is a Partner with Pannone Lopes Devereaux & West LLC and a member of the firm's Municipal Infrastructure Team. His practice focuses primarily on representing local and regional governments in the areas of public contracts, water law, solid waste management, environmental law and litigation. Mr. Tobey has extensive legal experience advising and representing governments, including municipalities, counties, public authorities and federal agencies, as well as private companies on environmental policy, programs and financial and regulatory matters with a specialty in water and wastewater infrastructure,

public-private partnerships and other business development opportunities for sustainable communities.

Mr. Tobey has over 20 years of direct water and wastewater utility legal and management experience from his two years serving as General Counsel to the City of Gloucester, nine years as the Mayor of Gloucester, and six years as Associate General Counsel at the Massachusetts Water Resources Authority. In addition, Mr. Tobey has served on numerous Federal Advisory Committees of the United States Environmental Protection Agency, as President of the Massachusetts Municipal Association, and as Chair of the Advisory Council of the National League of Cities.

He was elected Mayor of Gloucester, MA in 1993 and held that position until 2002, when he joined Aquarion Company as Director of Business Development. Prior to joining PLDW, Mr. Tobey was Vice President Business Development for HomeServe USA, leading the company's national campaign to develop public-private partnerships with water and wastewater utilities. Mr. Tobey remains active in local government, serving as a City Councilor for the City of Gloucester, an elected position he has held since 2006.

A 1975 graduate of Wesleyan University, majoring in Russian, Mr. Tobey earned his J.D. from Suffolk University Law School in 1978, where he was a member of Law Review, and his MBA from Suffolk University in 2005. He also served as Lieutenant in the U.S. Coast Guard Judge Advocate General Corps from 1978 to 1982. Mr. Tobey is a past member and chair of the Commonwealth of Massachusetts Local Government Advisory Committee, served on the Commonwealth's Federal Stimulus Task Force, and is currently a member of its Water Infrastructure Finance Commission. He is admitted to practice law in New York and Massachusetts.



## REGULATIONS

### PANNONE LOPES DEVEREAUX & WEST LLC – BACKGROUND

**Overview.** PLDW is a full-service law firm with national expertise in various practice areas and a Municipal Infrastructure Team that specializes in water law, solid waste management, municipal law, construction law, real property law and public finance. Our Municipal Infrastructure Team has extensive experience representing municipalities throughout the United States on water and wastewater infrastructure projects including water and wastewater management, regulatory and administrative matters, land-use issues, procurement, contracting and collections.

PLDW was founded by principals in 2006 who have formerly practiced in an international law firm setting and have more than one hundred twenty years of combined experience. PLDW's partners pride themselves in always being responsive to the client's needs. In fact, the principals at PLDW were all selected by *The Best Lawyers in America* for 2012, and PLDW was named by both *U.S. News & World Report* and *Best Lawyers* as one of the Best Law Firms in the United States for 2011. In addition to delivering quality legal services, PLDW's attorneys are committed to the community which they serve. PLDW's attorneys practice in many areas of law, including:

- Alternative Dispute Resolution
- Corporate and Business Counseling
- Criminal Defense
- Employment Law
- Estate Planning and Administration
- Government and Legislative Strategies
- Health Care
- Litigation
- Municipal Infrastructure
- Non-profit Organizations
- Real Estate and Commercial Lending
- Special Masterships in Prison Monitoring
- Sports Law

PLDW represents local governments, municipalities, and public agencies with respect to a broad range of issues, including day-to-day operations, litigation matters, regulatory and administrative matters, public finance, procurement, public-private partnerships, contracting, government relations, solid waste, water, wastewater, construction, real estate, land use and development. PLDW's team of lawyers includes former mayors, town administrators, town solicitors, lieutenant governors and attorney generals, all of whom have significant experience dealing with public officials and have an intricate knowledge of working on municipal matters. Our collective experience uniquely qualifies us to represent the Town with respect to its various legal and regulatory needs.

PLDW has national expertise in virtually all areas impacting municipalities. Our experience representing water and wastewater utilities and municipalities on similar water and wastewater projects throughout the country uniquely qualifies us to serve as legal counsel to the Town. Our expertise is delivered to the client in an efficient manner by utilizing highly skilled and experienced lawyers and paralegals within an infrastructure that is cost effective. PLDW attorneys are well recognized throughout the United States for their municipal, water and



wastewater expertise, which can serve as an advantage to the Town. We recognize the level of service requirements demanded by municipal clients and have provided such service to our clients with the knowledge and creativity that have become the hallmark of our practice. We are confident our resources will serve the Town well for this engagement.

PLDW has particular expertise representing municipalities, governmental entities, companies and utilities on water and wastewater matters involving structuring and implementing water, sewer and residuals management projects, development and operational issues of water supply and wastewater treatment systems, areas of water use planning and development, long-term contracts, and complex regulatory proceedings throughout New England and across the country. We understand that the water system is an important commitment of the Town that can have significant, long-term implications for its residents and businesses. As a result, the need for seamless project delivery is essential and the Town requires experts and specialists in their respective fields. The Town needs attorneys with the experience, expertise and depth necessary to provide legal advice and counsel on the variety of matters facing the Town. PLDW's team will amply satisfy that need for high-quality legal assistance.

**Municipal Infrastructure Team.** The Municipal Infrastructure Team at PLDW is chaired by Teno A. West and has extensive experience representing local governments in dealing with infrastructure, procurement, and public finance issues. The Municipal Infrastructure Team provides legal services in the following areas: water, wastewater, solid waste, energy, public construction, public-private partnerships, regulatory authority, land use and development, litigation, real estate, public finance, and environmental law.

The Municipal Infrastructure Team's experience includes providing general advice and consultation, administration, drafting of regulations and legislation, dispute resolution, and attending public hearings and meetings for our clients. The Municipal Infrastructure Team's engagements have included the procurement and negotiation of contracts for a wide variety of construction, operation and management services, as well as the drafting and implementation of laws necessary to undertake such procurements. The Municipal Infrastructure Team has extensive experience developing infrastructure projects through alternative project delivery approaches, such as design/build, design/build/operate and other forms of public-private partnerships, and has drafted, negotiated and administered construction contracts, including project labor agreements. Members of the Team also have extensive experience in the area of public finance and have served as bond counsel, disclosure counsel and underwriter's counsel in various water-related financing transactions.



## QUALIFICATIONS AND EXPERIENCE

PLDW – Water Team. PLDW's overall capacity to serve in a legal counsel role to the Town is enhanced by the special experience of its Municipal Infrastructure Team in representing municipalities, utilities, and government agencies on various water and wastewater infrastructure projects throughout the country. The team is comprised of attorneys from a variety of legal disciplines who have focused their practice in the areas of water law and other related disciplines. It includes nationally recognized lawyers in water infrastructure transactions as well as practitioners with experience in the areas of water use planning and development; utility governance; alternative project delivery, such as design/build or design/build/operate; NPDES/SPDES permitting and rulemaking; enforcement; litigation and legislation; acquisitions and contract drafting/negotiation; finance; ratemaking; regulatory; water system development and operations; and storm water management.

The services provided include addressing development and operational issues of water supply and wastewater treatment systems as well as dealing with state legislation pursuant to which water and sewer agencies may organize, finance and construct such systems. We are also experienced in addressing water rights issues and are intimately familiar with the provisions and requirements of the Clean Water Act and are experienced in representing water and wastewater clients in enforcement actions brought by state and federal regulatory authorities, as well as challenges by public interest groups who may oppose a permit application or an operational technique. Should litigation arise, our Municipal Infrastructure Team works with clients to develop litigation strategies and to evaluate potential settlement opportunities.

The Municipal Infrastructure Team is regularly involved in the day-to-day legal issues that arise from the development and operation of regional water supply and wastewater treatment systems, including the development and modification of state legislation pursuant to which water and sewer agencies can organize and successfully finance and construct such systems, obtaining water rights, drafting and assisting in the administration of operation agreements, design/build and design/build/operate agreements, and construction contracts pursuant to which such facilities are constructed and operated. Our experience includes the creation and maintenance of regional water supply and waste water systems, as well as the management, operation and administration of such systems while working with the numerous interested parties involved. In addition, our lawyers have experience negotiating combined sewer overflow long-term control plans, NPDES/SPDES permits, and consent orders with various state and federal environmental agencies. Our lawyers continually work with water and sewer system clients as they face growth and change in their service areas.

The Municipal Infrastructure Team represents local governments and water/wastewater utilities in structuring and implementing water, sewer and residuals management projects through design/build and design/build/operate project delivery approaches. We provide legal assistance, as needed, to determine the legality of such approaches in the applicable jurisdiction as well as the preparation of the necessary procurement documents, such as requests for qualifications and requests for proposals. Utilizing our experience within the water industry, we provide valued



support during the proposal evaluation process, and draft the design/build and design/build/operate agreements, as well as the related transaction documents, to be negotiated with the successful proposer.

We have considerable experience in acquiring necessary interests in land, permits and other approvals for the construction of water and sewer system infrastructure, from pumping stations to distribution and collection systems. This experience ranges from simple easement acquisitions to multiple party real estate transactions to acquire appropriate sites, to obtaining consent to locate facilities in remote areas. The Municipal Infrastructure Team has extensive experience with issues relating to negotiating and drafting acquisition agreements. We additionally counsel our clients on potential surrounding community concerns.

Relying on our extensive experience in public bidding and public works construction law, we provide legal advice on every aspect of construction and expansion of water and sewer systems. Our work includes development of model bidding and contract forms, resolution of bidding disputes, contract administration and bond and insurance issues. We work with clients to draft bid documents that best serve our clients' needs for a particular project. The Municipal Infrastructure Team additionally assists in reviewing the creation and maintenance of corporations, joint ventures and limited liability companies for construction projects and public-private partnerships. We have experience in preparing, analyzing, defending and prosecuting different types of construction claims. We also have experience assisting clients in developing the insurance requirements in their contracts with general contractors, construction managers and design professionals. We counsel clients on payment and performance surety bond issues, such as types of bonds to request and the wording of the bonds.

The Municipal Infrastructure Team possesses substantial experience in all types of water-related debt and equity transactions. The Municipal Infrastructure Team works with lawyers from the firm's corporate and finance practice areas to insure that the transaction structure that is ultimately utilized best meets our client's financial and operational goals. The Municipal Infrastructure Team has also been involved in numerous financings of various water or wastewater facilities or their delivery systems.

Based on this body of knowledge, PLDW's Municipal Infrastructure Team has successfully represented municipalities and government entities in the northeast and throughout the nation on numerous water and wastewater projects, including the engagements set forth below:

- *City of New London, Connecticut* – Mr. West and members of the Municipal Infrastructure Team represented the City of New London in the procurement of a new operator for the City's entire water and wastewater system at the end of the existing contract with the previous contract operator. The contract included operation and maintenance of city water and wastewater treatment plants, collection systems, distribution systems, and reservoirs, as well as the design/build of system capital improvements.



- *City of Newport, Rhode Island* – PLDW represents the City of Newport in the development and procurement of new water treatment facilities pursuant to a consent order the City of Newport entered into with the Rhode Island Department of Environmental Management. The project included upgrades to one of the City of Newport's existing water treatment plants and also included the construction of a new water treatment plant. The project was procured on a design/build basis. PLDW advised the City of Newport on the legal issues surrounding the design/build procurement and also assisted with the procurement process, including preparing the RFP, interviewing proposers and negotiating and drafting the final design/build contract. PLDW continues to represent the City of Newport with ongoing legal issues related to the project.
- *City of Annapolis, Maryland* – PLDW attorneys are representing the City in its development of a new water treatment plant on a design/build basis. We drafted and negotiated the design/build agreement and are advising the City on all aspects of the project. Once completed, the plant will include state-of-the-art technology, replacing the City's nearly 100-year-old facility. It is anticipated to produce 8 mgd and is expected to be online by or before 2016. The project is being primarily funded through the Maryland State Revolving Fund.
- *Rhode Island Water Resources Board, Rhode Island* – PLDW represents the Rhode Island Water Resources Board in the development and construction of ground water wells and a water treatment plant in the Big River Management Area. PLDW is currently advising the Water Resources Board on the advantages of procuring the project using the design/build approach. It is anticipated that the project will be delivered using a design/build approach, in which case PLDW will advise the Water Resources Board on the legal and legislative requirements necessary to proceed under such an alternative delivery approach. We are also assisting the Water Resources Board in the preparation and negotiation of water purchase agreements and the drafting of necessary legislation.
- *Tri-Town Board of Water Commissioners, Massachusetts* – PLDW is currently representing the Tri-Town Board of Water Commissioners in the development of a regional water treatment facility that will serve the Towns of Braintree, Holbrook and Randolph. The project is being procured on a design/build basis and will be undertaken pursuant to special legislation PLDW drafted for the project. PLDW's ongoing representation of the Tri-Town Board will include assisting the Tri-Town Board with the procurement process, including participation in the preparing the RFQ and RFP, interviewing proposers, and negotiating and drafting the final design/build contract.
- *Rockland County Sewer District No. 1, New York* – PLDW represented Sewer District in the development of an advanced wastewater treatment plant on a design/build/operate basis, which was the first municipal wastewater design/build or design/build/operate project in New York. Mr. West was responsible for reviewing New York law to determine whether the wastewater treatment plant could be developed pursuant to a design/build/operate approach under the existing statutory framework, as well as



applicable case law. In determining that legislation was necessary to carry out such a project on a design/build/operate basis, Mr. West was the principal author of the enacted legislation. Mr. West also assisted the Sewer District with the drafting of the procurement documents, the evaluation of proposals, and served as lead negotiator and principal drafter of the design/build/operate agreement. During the period of construction, PLDW also represented the Sewer District with the development of multiple pump stations pursuant to a value engineered and constructed approach. PLDW continues to represent the Sewer District with legal issues arising under the design/build/operate agreement, as well as for the expansion of the Sewer District's sanitary sewer system and other related matters.

- *Town of Poughkeepsie, New York* – PLDW assisted the Town in the development and negotiation of a contract to privatize operations, maintenance and management at the two wastewater treatment facilities owned by the Town and is continuing to serve as special counsel to the Town in connection with ongoing matters.
- *Providence Water Supply Board, Rhode Island* – PLDW serves as executive counsel to the Providence Water Supply Board (“PWSB”). The Team provides extensive legal services to the PWSB including representing PWSB in civil litigation matters, providing employment law related counsel, and giving advice regarding contract law issues. PLDW advises PWSB in connection with its general regulatory and administrative affairs, including human resource functions and broad policy initiatives. In addition, we provide advice in relation to the Rhode Island Department of Environmental Management permitting issues.
- *City of Fall River, Massachusetts* – PLDW is currently advising the City as it seeks qualified vendors to design, build, finance, own, operate, and maintain its municipal wastewater biosolids processing facility. PLDW will advise the City on the legal issues surrounding the procurement and will assist the City with the procurement process, including preparing the RFQ and RFP, interviewing proposers and negotiation and drafting the final contract.
- *City of Taunton, Massachusetts* – Mr. West and members of the Municipal Infrastructure Team represented the City in the privatization of the City of Taunton's wastewater collection system, which included the operation and maintenance of the system as well as design/build of significant improvements, including pump stations and CSO-related capital improvements. He was also involved in the NPDES permit modification negotiation process.
- *City of Lawrence, Massachusetts* – Mr. West and members of the Water Team represented the City of Lawrence with a procurement to privatize the City's water treatment system, including the design/build of a new water treatment plant and the long-term operation of such plant as well as the City's water distribution system. They also



represented the City with the procurement of the private operation of its existing water treatment plant during the construction of the new plant.

The Municipal Infrastructure Team has also been involved in several recent projects where it has demonstrated its expertise in matters relating to water utility governance, particularly in complex multi-community settings:

- *Binghamton-Johnson City Joint Sewage Board, New York* – PLDW, in conjunction with GHD Consulting Engineers, represented the Binghamton-Johnson City Joint Sewage Board (“BJCJSB”) to determine the legal authority and draft and promulgate flow control regulations which would drastically reduce the amount of inflow and infiltration that is processed by a sewage system serving the City of Binghamton as well as several municipalities in the area. PLDW attorneys conducted a thorough and comprehensive analysis of the Intermunicipal Agreements between the City of Binghamton and the Village of Johnson City which created the BJCJSB, the agreements between BJCJSB and its outside users and each of the outside user’s local sewage laws. Additionally, PLDW attorneys analyzed Industrial Wastewater Discharge Permits, the Laws of the Joint Sewage Treatment Plant and the Rules and Regulations of the Joint Sewage Treatment Plant. PLDW attorneys concluded that the BJCJSB did in fact have the authority to unilaterally impose flow management on each user of its system. As a result, BJCJSB has adopted the recommendations and has begun the process of implementing their plans to reduce the presence of inflow and infiltration.
- *Tulsa Metropolitan Utility Authority, Oklahoma* – PLDW is a member of the Infrastructure Management Group’s (“IMG”) team of professional advisors and consultants conducting a comprehensive assessment of the water and sewer system for the Tulsa Metropolitan Utility Authority (“TMUA”). The Team’s PLDW members reviewed and analyzed the legal structure, lease agreements, and operating and maintenance contracts which define TMUA governance protocols and its relationship with the City of Tulsa as it fulfills its charge to provide water and wastewater services. It also evaluated the service contracts which exist between TMUA and additional communities and identified the impacts of covenants contained within TMUA’s bonds, as well as assisted with the development of strategic options such as public-private partnerships.

The Municipal Infrastructure Team has also done substantial work on litigation and construction claims matters in the water utility sector, including:

- *Rockland County Sewer District No. 1, New York* – As part of its on-going representation of the Sewer District, the Municipal Infrastructure Team has successfully defended against an array of both construction claims and state enforcement actions.



- *Water Research Foundation, Denver, Colorado* – The Municipal Infrastructure Team and the Cadmus Group are producing a best practices guide for water utilities for legal protection and management of claims before, during, and after an infrastructure failure event. The scope of the best practices guide will include prevention and cost recovery of water infrastructure damages due to third party construction activities, mitigation strategies for third party claims resulting from water utility construction projects or water main break events, and effective records collection and evidence management practices. The project consists of a comprehensive literature review, utility case studies, and stakeholder interviews. The best management practices guide will help utilities prepare for and successfully manage risk management, legal issues, and damage claims associated with infrastructure failure events.

The Municipal Infrastructure Team and its members have also provided broad services to a long list of water utilities, which additionally includes:

- *Broome County, New York*
- *City of Atwater, California*
- *City of Holyoke, Massachusetts*
- *City of Fillmore, California*
- *Lynn Water and Sewer Commission, Massachusetts*
- *City of Fresno, California*
- *Springfield Water and Sewer Commission, Massachusetts*
- *City of Stockton, California*
- *City of Cranston, Rhode Island*
- *Fulton County, Georgia*
- *City of Philadelphia, Pennsylvania*
- *City of Tacoma, Washington*
- *Puerto Rico Aqueduct and Sewer Authority, Puerto Rico*
- *Florida Keys Aqueduct Authority, Florida*
- *United States Navy*

Real Property Law. Over the past several decades, the expansion of the traditional role of local government in the areas of planning, zoning and land development has created an environment of increasing government regulations in both the private and public sectors. PLDW offers creative solutions within this changing environment and serves a broad range of municipal clients throughout the Northeast, including in Connecticut.

As it relates to the public sector, our lawyers have extensive experience representing local and municipal governments, with a particular emphasis on land use, zoning, environmental and redevelopment matters from planning, regulatory and financing perspectives. We have represented local governments throughout the United States in these matters and other matters that affect the day-to-day affairs of government, such as public contracting, “sunshine” laws and public finance. Several of our lawyers are former town solicitors and city attorneys who provided

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*counselors at law*



in-house legal guidance and advice on land development regulations, zoning ordinances and comprehensive plans, including acting as legal counsel to the Zoning Board of Review, the Planning Commission and Town Board for such municipality. We also serve as special counsel for redevelopment activities for many cities, counties and redevelopment agencies.

Our team has developed and drafted portions of comprehensive plans in municipalities and counties, impact fee ordinances and many other local land development ordinances and regulations, and handled the contracting and financing of major capital improvement plans. PLDW's real estate, governmental and public finance practice areas work together to develop the strategy to finance required capital improvements.

Litigation at the state and federal levels creates an ever-changing body of case law in the fields of land use, land regulation and other related areas. PLDW regularly represents clients in such matters before federal, state and local courts, as well as appellate courts at all levels.



## IV. OBJECTIVES AND STRATEGIES

### PROJECT OBJECTIVES

As legal counsel to the Town, PLDW will provide high-quality, cost-effective legal services for the duration of the engagement. As with this engagement, PLDW generally approaches such engagements on a task-by-task basis, with the overall goal of providing its clients with legal assistance to seamlessly develop and implement their municipal infrastructure needs.

Upon selection, PLDW will initially meet with representatives from the Town to review the goals and expectations for our involvement with the Project. The objective of this meeting will be to provide a smooth transition for PLDW into the Project, and to foster a good working relationship between PLDW and the Town for the duration of PLDW's engagement.

PLDW's goal is to serve as a key outside legal advisor to the Town during the engagement. In this regard, PLDW will advise the Town on legal issues relative to the development and transition of the Town and the University's water supply system. During the engagement, PLDW will work closely with the Town, review and comment on all documentation, and provide legal advice and representation to the Town at any public hearing, meeting or proceeding. PLDW's objective as legal counsel will be to support and consult the Town as it develops a plan that serves the Town's best interests and achieves the Town's objectives within the time frame outlined by the Town.

### PROJECT STRATEGY

In the Request for Qualifications to provide legal services to the Town, three (3) main objectives were outlined for the Project:

- (1) To ensure access to additional water supply to support the Town's current operations and projected future growth and development, in a planned, sustainable and environmentally responsible manner;
- (2) To participate fully in shaping the current and future strategic direction of regional water supply development; and
- (3) To collaborate with the University of Connecticut, state regulators and other interested parties to craft and execute a pragmatic plan to achieve these objectives.

Generally, several ownership and operational structures are available to local governments for their water supply system. Whether one option is better than the other depends on the particular circumstances involved, the objectives being sought and the advantages and disadvantages each alternative presents. The same is true here, where the Town is seeking to ensure access to additional water supply to support current operations and projected future growth and



development for the Town, while considering the diminishing role the University is seeking regarding the water supply system.

The Town does not currently operate its own water supply system and is served by the University's water supply system that serves the water needs of the University and also supplies water services to private properties in the Town. As a result, the water supply plan developed for the Town's water supply system must serve the dual interests of the Town and the University.

Based on our experience with similar projects, we would work early on with the Town to identify the specific interests and objectives the Town is seeking to achieve in order to assess which ownership and operations structure best suits the Town. In addition, PLDW would meet with representatives from the University in order to identify the objectives, interests and best alternative to serve the needs of the University and its students so that PLDW can properly assist the Town in also effectively addressing the University's issues. As with other projects where competing interests are involved, PLDW will make it a priority to ensure that a cohesive working relationship is developed between the Town and the University so that a water supply plan is developed that meets the objectives of the Town.

The Town and the University have done an extensive amount of work identifying solutions to operate the water system and ensure adequate supply. The Town developed its Water Supply Plan (2002) for the purpose of evaluating drinking water supply needs in the Town, particularly those areas not served by the University. The University contracted with Connecticut Water since November 2005 to operate and manage the water system. The University's engineer identified various alternatives available to the University for its water supply system in its Water and Wastewater Master Plan (June 2007). More recently, the University's Water Supply Plan (May 2011) identified the need for additional water supply for the University and the Town. In addition, the Town's 2011 study of water supply options for redevelopment of the Mansfield Four Corners area identified future areas of water need in the Town that were not committed by the University in its 2011 Water Supply Plan. The Town and the University co-commissioned a Connecticut EIE assessing alternative methods of meeting additional water supply requirements and the Notice of Scoping was amended on June 5, 2012, to include a possible interconnection to MDC and released for public review and comment.

A range of alternatives have been identified to address the water supply deficiencies and are currently under consideration including: (i) interconnecting with an existing reservoir based utility including Connecticut Water, Windham Water or MDC; (ii) the development of new groundwater supply wells which including three possible sites along the Willimantic River and five possible sites near Mansfield Hollow; and (iii) the relocation of Fenton Well A. Each alternative provides a different set of challenges legally, financially and operationally. PLDW has the expertise and experience necessary to deliver comprehensive legal services to the Town for the transition and development of the Town's water supply system.

The appropriate solution will likely depend on the evaluation of the economics of the water supply alternatives and future management and ownership alternatives. Various legal structures



will also have to be considered as part of the evaluation process and may vary considerably depending on which solution is implemented. The range of legal structures to be analyzed will likely include the possible purchase of additional water supply and continued operations and management of the system by an entity pursuant to an operations agreement similar to the contract the University has had with Connecticut Water since November 2005. Another legal structure that would likely be analyzed is the possible lease or sale of the water system to Connecticut Water, Windham Water or MDC that may be subject to rate regulation by PURA or a Regional Water Authority established by the Town and the University to regulate future operations. For example, if the Town and the University determines that the best course of action is to lease or sell the system to Connecticut Water, then it may make sense to set up a local Advisory Board with representatives of the Town and the University to provide input on system operations, but to allow PURA to regulate Connecticut Water in a manner similar to its regulated water services in other areas of the state in order to diminish the University's involvement in the water system. Alternatively, if MDC is selected to provide additional water supply to the Town and the University in a manner similar to MDC's interconnection agreement with the Town of Portland then it may make sense to explore the creation of a Regional Water Authority with representatives from the Town and the University to regulate the future rates and operations of the water system. Various other legal structures and issues will have to be analyzed to assist in evaluating water supply alternatives and future management and ownership alternatives as the appropriate solution is identified and implemented. PLDW has extensive experience with the range of alternatives that will be considered by the Town to resolve its water supply issues in a cost effective manner that meets Town's objectives.

To provide the Town with the best plan moving forward, PLDW will work with the Town and its engineers and advisors to assess each of these issues as it relates to the Town's potential ownership and operational structures. Teno A. West, the client contact and team manager on this engagement, is a national expert in the areas of municipal infrastructure, public contracts and procurement law, and has significant experience with public water supply matters. In addition, PLDW will address the regulatory and legislative requirements necessary to implement the water system plan. Paul J. Corey was formerly the Executive Director of the DPUC which is now PURA and brings substantial water utility regulatory experience to the Project. Mr. Corey has worked on numerous water system consolidations and water company mergers and has extensive experience working with the Department of Public Health and Department of Environmental Protection on water supply issues.

Additionally, Josh J. Meyer and Steven A. Torres have national experience in the area of infrastructure and procurement law and routinely advise clients with respect to special contract and finance matters. This Project will involve numerous constituents including the Town, the University, multiple state regulatory agencies, water utilities and public input. The PLDW team is also uniquely qualified to engage the intergovernmental issues which this assignment is likely to involve. The potential crafting of relationships between the Town, the University and, for example, Connecticut Water, Windham Water or the MDC, will require both specialized legal expertise and an understanding of the workings of local, state and regional water utility issues. Bruce H. Tobey has extensive legal experience advising and representing governments on

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*counselors at law*



environmental policy, programs and financial and regulatory matters with a specialty in water and wastewater infrastructure.

Finally, through their past experience as a long-time Mayor/Chief Executive Officer, as a Town Administrator, as senior counsel to one of the nation's largest regional water and wastewater service districts, as Executive Director of the state's water utility rate regulatory authority, and as in-house General Counsel in several municipalities, numerous members of our team have the requisite experience to assist the Town with these complex matters and the public process that will ensue. Their records of success in both crafting and administering new inter-municipal utility relationships and analyzing and sustaining existing regional entities will contribute significantly to the PLDW team's success in representing the Town in this engagement.



## FEES STRUCTURE

PLDW is committed to providing pricing arrangements that serve the best interest of our clients. To that end, we work with our clients to develop a fee arrangement that fits the scope, nature and subject matter of an engagement. We understand the current financial conditions facing local governments and are more than willing to offer fees that recognize these tough circumstances.

PANNONE  
LOPES  
DEVEREAUX &  
WEST LLC

attorneys at law



The following is a list of references for PLDW which may be contacted in connection with your decision to retain us:

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**Joseph Nicholson, Jr., Esq.**  
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**Hon. Joseph C. Sullivan**  
*Mayor, Town of Braintree*  
*Commissioner, Tri-Town Board of Water Commissioners*  
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**John W. Betkoski**  
*Vice Chairman*  
Public Utilities Regulatory Authority  
10 Franklin Square  
New Britain, CT 06051  
(860) 827-2803

Town of Mansfield, CT  
Thursday, April 4, 2013

## Chapter 76. PURCHASING

### § 76-4. Solicitation and award procedures.

A. As provided in the Town Charter, the Director of Finance shall serve as the Purchasing Agent for the Town, and shall be responsible for the procurement of all products and services for the Town. Subject to the limitations set forth in the Charter and in § 76-3B of this chapter, the Purchasing Agent shall have the authority to approve all contract specifications, prescribe the method of source selection to be utilized in the procurement of all products or services, award all contracts for products and services based on a determination of the bidder who offers the best value to the Town, and shall have the authority necessary to enforce the purchasing provisions of the Charter and these rules. In addition, the Purchasing Agent shall have the following specific duties:

- (1) To inspect all supplies, material and equipment ordered by and delivered to the Town to ensure compliance with specifications and conditions affecting the purchase thereof, or delegate the inspection thereof to such Town employees as are authorized to purchase said supplies, materials or equipment in accordance with Subsection B of this section.
- (2) To procure and award contracts for, or supervise the procurement of, all products and services needed by the Town, and to maintain custody and care of all contracts for goods and contractual services to which the Town is a party.
- (3) To transfer between offices or sell, trade, or otherwise dispose of surplus supplies, materials, or equipment belonging to the Town.
- (4) To prepare, issue, revise, and maintain all bid specifications and to establish and maintain programs for specification development, and the inspection, testing, and acceptance of products and services.
- (5) To prepare and adopt operational procedures governing the procurement functions of the Town.
- (6) To have the discretion and authority for cause to disqualify vendors and to declare them to be irresponsible bidders and to remove them from receiving any business from the Town.

- (7) To cancel, in whole or in part, an invitation to bid, a request for proposals, or any other solicitation, or to reject, in whole or in part, any and all bids or proposals when to do so is in the best interests of the Town.
- (8) To require, when necessary, bid deposits, performance bonds, insurance certificates, and labor and material bonds or other similar instruments or security which protect the interests of the Town.
- (9) To procure for the Town all federal and state tax exemptions to which it is entitled.
- (10) To ensure that the Town is exempt from state fair trade laws as provided by the Connecticut General Statutes.
- (11) To join with other units of government and with private sector organizations in cooperative purchasing plans when the best interests of the Town would be served.

B. Delegation to other Town officials. With the written approval of the Town Manager, the Purchasing Agent may delegate any portion of the authority to purchase certain products and services to other Town employees, if such delegation is deemed necessary and appropriate for the effective and efficient operation of Town government and for the procurement of those items. The Purchasing Agent, with the written approval of the Town Manager, may revoke such delegation at any time. The person to whom such authority is delegated shall be responsible for complying with the requirements of the Charter, this chapter and any rules or regulations which may exist relating to the execution of the procurement process.

C. Methods of source selection. In accordance with Article V of the Town Charter, unless otherwise prescribed by law, the Purchasing Agent shall take advantage of all prudent purchasing methods and opportunities available in the marketplace. This includes, but is not limited to, such methods as competitive sealed bids, competitive sealed proposals, competitive negotiation, sole-source procurement, small purchase procedures, credit card procedures, bulk ordering, emergency purchases, multi-step bidding, Internet purchasing, use of cooperative purchasing plans and public auctions. In deciding which method to utilize, the Purchasing Agent may take into consideration the following factors:

- (1) How to obtain the best value for the commodity.
- (2) Whether or not to utilize a fixed-price or fixed-service contract under the circumstances.
- (3) Whether quality, availability, or capability is overriding in relation to price.
- (4) Whether the initial installation needs to be evaluated together with subsequent maintenance and service capabilities and what priority should be given to these requirements.
- (5) What benefits are derived from product or service compatibility and standardization and what priority should be given these requirements.

(6) Whether the marketplace will respond better to a solicitation permitting not only a range of alternative proposals, but evaluation, discussion, and negotiation of them before making the award.

(7) What is practicable and advantageous to the Town.

(8) The availability of vendors.

(9) The efficiency of the process.

(10) The fair and equitable treatment of potential participants.

(11) The degree to which specifications can be made clear and complete.

(12) The timeliness of the process to the needs of the Town.

D. Award of contract. Contracts shall be awarded, by the Purchasing Agent to the vendor who offers the best value to the Town. The Finance Committee shall be advised in the next quarterly financial report, or sooner when appropriate, when the Purchasing Agent awards a contract for goods or services (but not professional services as defined in Subsection I) other than by competitive sealed bid in accordance with Article V, § C506B(1)(c), of the Town Charter. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Purchasing Agent:

(1) The quality, availability, adaptability, and efficiency of use of the products and service to the particular use required.

(2) The degree to which the provided products and services meet the specified needs of the Town, including consideration, when appropriate, of the compatibility with and ease of integration with existing products, services or systems.

(3) The number, scope, and significance of conditions or exceptions attached or contained in the bid and the terms of warranties, guarantees, return policies, and insurance provisions.

(4) Whether the vendor can supply the product or service promptly, or within the specified time, without delay or additional conditions.

(5) The competitiveness and reasonableness of the total cost or price, including consideration of the total life-cycle cost and any operational costs that are incurred if accepted.

(6) A cost analysis or a price analysis including the specific elements of costs, the appropriate verification of cost or pricing data, the necessity of certain costs, the reasonableness of amounts estimated for the necessary costs; the reasonableness of allowances for contingencies, the basis used for allocation of indirect costs, and the appropriateness of allocations of particular indirect costs to the proposed contract.

- (7) A price analysis involving an evaluation of prices for the same or similar products or services. Price analysis criteria include, but are not limited to: price submissions of prospective vendors in the current procurement, prior price quotations and contract prices charged by the vendor, prices published in catalogs or price lists, prices available on the open market, and in-house estimates of cost.
- (8) Whether or not the vendor can supply the product or perform the service at the price offered.
- (9) The ability, capacity, experience, skill, and judgment of the vendor to perform the contract.
- (10) The reputation, character and integrity of the vendor.
- (11) The quality of performance on previous contracts or services to the Town or others.
- (12) The previous and existing compliance by the vendor with laws and ordinances or previous performance relating to the contract or service, or on other contracts with the Town or other entities.
- (13) The sufficiency, stability, and future solvency of the financial resources of the vendor.
- (14) The ability of the vendor to provide future maintenance and service for the use of the products or services subject to the contract.

E. Common specifications and standards.

- (1) In accordance with this chapter, all of the Town's departments, agencies, boards and commissions shall work together with the Purchasing Agent to identify common needs and establish standard specifications for the purchase of goods and contractual services which are commonly used by more than one department, agency, board, or commission.
- (2) The Purchasing Agent shall be responsible for identifying goods and contractual services common to the needs of the Town, School Department and their boards and commissions and for preparing and utilizing standard written specifications submitted for such goods and contractual services. After adoption, each standard specification shall, until revised or rescinded, apply in terms and effect to every purchase and contract for said goods or contractual service. The Town Manager may exempt any using agency of the Town from the use of the goods or contractual services in such standard specification if, in his/her judgment, it is in the best interest of the Town to so do.

F. Sole-source procurement and brand name specification.

- (1) It is the policy of the Town to encourage fair and practicable competition consistent with obtaining the best possible value for the necessary products and services required by the Town. Since the use of sole-source procurement or a brand name

specification is restrictive, it may be used only when the Purchasing Agent makes a written determination that there is only one practical source for the required product or service or that only the identified brand name item or items will satisfy the Town's needs and the Town Manager concurs with such finding. A requirement for a particular brand name does not justify sole-source procurement if there is more than one potential vendor for that product or service.

- (2) Any request by a using agency that procurement be restricted to one potential contractor or be limited to a specific brand name shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.
- (3) A record of all sole-source procurements and brand name specifications shall be maintained. Sole-source records shall list each contractor's name; the amount and type of each contract; a listing of the products or services procured under each contract; and the effective dates of the contract. Brand name records shall list the brand name specification used, the number of suppliers solicited, the identity of these suppliers, the supplier awarded the contract, and the contract price. The Town Council Finance Committee shall be advised, in the next quarterly financial report, or sooner when appropriate, when the Purchasing Agent and the Town Manager have made a determination of brand name or sole-source selection.

G. All purchases made and contracts executed by the Purchasing Agent shall be pursuant to a written or electronic purchase order from the head of the office, department or agency whose appropriation will be charged, and no contract or order shall be issued to any vendor unless and until the Director of Finance certifies that there is to the credit of such office, department or agency a sufficient unencumbered appropriation balance to pay for the supplies, materials, equipment or contractual services for which the contract or order is to be issued. This requirement may be deferred in the event that an emergency situation requires prompt action by the Purchasing Agent. This subsection will not prevent the use of open purchase orders or the use of a purchasing card program designed to consolidate many small transactions onto a single monthly invoice.

H. The responsible head of each department, office, institution, board, commission, agency or instrumentality of the Town shall certify, in writing, to the Purchasing Agent the names of such officers or employees who shall be exclusively authorized to sign purchase orders for such respective department, office, institution, board, commission, agency or instrumentality, and all requests for purchases shall be void unless executed by such certified officers or employees and approved by the Purchasing Agent.

I. Professional services. As the procurement of professional services is generally exempt from the requirements of competitive sealed bidding, all contracts for professional services, including legal services, shall be obtained in accordance with the following guidelines, with the exception of the Town Attorney who shall be chosen in accordance with Article III, § C305, of the Town Charter. The Town Manager shall execute an agreement for professional services with the appointed Town Attorney.

(1) A request for proposal (RFP) or request for qualifications (RFQ) shall be written for all requests for professional services [except as described in Subsection I(3) below] in excess of \$10,000. The RFP or RFQ shall be written in such a manner as to describe the requirement to be met, without having the effect of exclusively requiring a proprietary product or service, or procurement from a sole source, unless approved in accordance with the requirements of this section.

(2) When the scope of work is less precise, the preferred method of obtaining professional services shall be through the use of competitive negotiation. The process used for the solicitation of proposals shall assure that a reasonable and representative number of vendors are given an opportunity to compete. The Town Manager may limit the number of qualified vendors considered and may approve solicitation by invitation or public notice.

 (3) In accordance with Article III, § C305C, of the Town Charter, the Town Manager, with the approval of the Town Council, may obtain special legal services other than the Town Attorney. In obtaining those services, the Town Manager may consider, in addition to hourly rate, the reputation, character and integrity of the firm, the quality of performance on previous contracts and services to the Town, the ability of the firm to provide these services over an extended period, and the ability, capacity, experience, skill and judgment of the attorneys performing the service.

(4) The award of a professional services contract shall be done in a manner designed to obtain the best possible value to the Town and with consideration of the factors listed in Subsection D of this section, titled "Award of contract."

(5) Professional services defined.

(a) Professional services are defined as:

[1] Work requiring knowledge of an advanced type in a field of study and which frequently requires special credentialing, certification or licensure. Such areas include but are not limited to engineers, architects, appraisers, medical service providers, consultants, actuaries, banking services, and legal; or

[2] Work that is original and creative in character in a recognized field or artistic endeavor or requires special abilities and depends primarily on a person's invention, imagination, or creative talent. Such fields or artistic endeavors include but are not limited to the following: health and fitness; cultural arts, crafts, ice skating, and specialty area instructors; and

[3] Work that requires consistent exercise of independent discretion and judgment to perform according to a provider's own methods and without being subject to the control of the Town except as to the result of the work.

- (b) Professional service providers shall not be dependent on the Town as their sole client, and must be clearly considered an independent contractor as opposed to an employee as defined by state and federal laws, regulations, and court decisions.
- (6) On behalf of the Town, the Town Manager shall have the authority and responsibility to execute professional service contracts in excess of \$10,000.
- J. Invoice schedule. All contracts for goods, contractual services and professional services to which the Town is a party shall include a provision requiring the vendor or contractor to invoice the Town in a timely manner, pursuant to a schedule established by the Purchasing Agent.
- K. Custody of contracts. All contracts for goods, contractual services and professional services to which the Town is a party shall be kept in the office of the Purchasing Agent and shall be under the care and custody of the Purchasing Agent unless the Purchasing Agent has delegated the authority to take custody of such a contract to another Town official in accordance with Subsection B of this section. All other contracts to which the Town is a party or to which any officer or board, bureau or commission of the Town, acting in behalf of the Town, is a party shall be kept on file in the Town Clerk's office and shall be under the care and custody of the Town Clerk. When any officer, board, bureau or commission of said Town shall require any original contract in which the Town is interested, as aforesaid, the contract shall not be taken from the Town Clerk's or Purchasing Agent's office until such officer, board, bureau or commission has given a receipt therefor, and a copy of such contract shall be filed with the Town Clerk or Purchasing Agent as soon as the same can be made. The above provisions shall not apply when any such contract is needed for temporary use in the Town building and is returned on the same day that it is taken.



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt H*  
**CC:** Maria Capriola, Assistant Town Manager; Lon Hultgren, Director of Public Works; Linda Painter, Director of Planning and Development  
**Date:** May 13, 2013  
**Re:** Community Water/Wastewater Issues

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**Subject Matter/Background**

Please see the attached correspondence with the Windham Water Commission (WWC) in regards to the water supply project and related environmental impact evaluation. I will review these materials with the Council at Monday's meeting.

**Attachments**

- 1) WWC, April 10, 2013 – Options to Consider
- 2) WWC, April 10, 2013 Meeting Minutes
- 3) WWC Draft Position Paper, Option 2 – Bulk Water Sale Only
- 4) T. Callahan and M. Hart re Bulk Water Sale Option

April 10, 2013 - Options to Consider

Option 1: Constructive Engagement – At a minimum agree to furnish water to Mansfield through a new transmission line. Consider developing new service areas in Mansfield and/or taking over UConn’s distribution system

Option 2: Bulk Water Only – Only agree to furnish “bulk” water to Mansfield through a new transmission line.

Option 3: Abandoned Mansfield - Build a new treatment plant on the east side of the river then sell the WWW treatment plant and water distribution system located in Mansfield to the Town of Mansfield, University of CT and/or a private water company. Make interconnection at the Windham/Mansfields line. Sell “bulk” water on Rt 32.

Option 4: No Water - Decide not to provide any water to UConn or Mansfield.

Option 5: No Action - Decide not to decide.

Option 6:

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Option 7:

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Option 8:

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**Motion 1:** I move that the WWW Superintendent and/or WC Chairman inform the Town Manager, Mayor, Windham Town Council, our State Representatives, the Town of Mansfield, UConn, DPH, and DEEP that the WC/WWW does not consider Options \_\_\_\_\_ viable or acceptable and therefore will not agree to hold any discussions or negotiations regarding these options.

**Motion 2:** I move that the WWW Superintendent and/or WC Chairman inform the Town Manager, Mayor, Windham Town Council, our State Representatives, the Town of Mansfield, UConn, DPH, and DEEP that the WC/WWW considers Options \_\_\_\_\_ viable and therefore will agree to further discussions within the WC and with regional stakeholders regarding the practical, technical, economic merits regarding these options and appropriate forum (s) to development a better understanding of the process to evaluate the Options being considered.

**Motion 3:** I move that the WC authorize the WWW Superintendent and WC Chairman to initiate preliminary discussions with regional stakeholders regarding the practical, technical, economic merits regarding Options \_\_\_\_\_ and appropriate forum (s) to development a better understanding of the process to evaluate the Options being considered.

**Motion 4:** I move that the WC authorize the WWW Superintendent and WC Chairman to request from UConn and Mansfield their immediate feedback regarding each option being considered by the WC/WWW.

**Motion 5:** I move that WC's authorization of the WWW Superintendent and WC Chairman to initiate preliminary discussions is limited to sharing information and fact finding activities and is not an authorization to negotiate on behalf of the WC and/or make binding commitments.

**TOWN OF WINDHAM WATER COMMISSION**  
**Minutes of the Regular Meeting Wednesday April 10th, 2013**  
**Windham Water Works, Conference Room**

Members Present: Chairman J. Michael Callahan, Elizabeth Huebner, Maxine Smith, Dan Roth, Anna Hope & William Sayers

Also Present: Jim Hooper, Superintendent, Paul Deveny Assistant Superintendent

Members Excused: M. Smith left at 7:05PM

**Chairman Callahan called the Meeting to order at 6:36 PM**

**Approval of Previous Minutes:** E. Huebner motioned to approve the Minutes from the March 13, 2013 meeting; Seconded by D. Roth A Hope abstained, unanimously approved.

**Citizens & Delegations:** none

**UConn/ Mansfield Water:** (1) W. Sayers motioned that the WWW Superintendent and/or WWC Chairman inform the Town Manager, Mayor, Windham Town Council, our State Representatives, the Town of Mansfield, UConn, DPH and DEEP that WWC/WWW does not consider Options 1,3,4 & 5 viable or acceptable and therefore will not agree to hold any discussions or negotiations regarding these options, 2<sup>nd</sup> by Dan Roth, unanimously approved.

(2) W. Sayers motioned that the WWW Superintendent and/or WWC Chairman inform the Town Manager, Mayor, Windham Town Council, our State Representatives, the Town of Mansfield, UConn, DPH, and DEEP that the WWC/WWW considers Option 2 viable and therefore will agree to further discussions within the WWC and with regional stakeholders regarding the practical, technical, economic merits regarding these options and appropriate forum(s) to development a better understanding of the process to evaluate the Options being considered, 2<sup>nd</sup> by A. Hope, unanimously approved.

(3) W. Sayers motioned that the WWC authorize the WWW Superintendent and WWC Chairman to request from UConn and Mansfield their immediate feedback regarding each option being considered by the WWC/WWW and keep all interested parties informed of these ongoing discussions, 2<sup>nd</sup> by A. Hope, unanimously approved.

(4) W. Sayers motioned that WWC's authorization of the WWW Superintendent and WWC Chairman to initiate preliminary discussions is limited to sharing information and fact-finding activities and is not an authorization to negotiate on behalf of the WWC and/or make binding commitments, 2<sup>nd</sup> by E. Huebner, unanimously approved.

**(See attachment)**

**Cement Line Riverview Road Update:** J. Hooper addressed the Commission.

**Intake Structure Update:** J. Hooper addressed the Commission.

**2012 (CCR) Consumer Confidence Report:** J. Hooper addressed the Commission.

**Superintendent's Report:** J. Hooper addressed the Commission. See attachments

**Citizens & Delegations:** No Comments

A. Hope motioned to adjourn at 8:30 PM, Seconded by D. Roth, unanimously approved.  
Minutes taken by: E. Huebner  
Submitted by: J. Hooper

## Draft Position Paper

### Option 2 – Bulk Water Sale Only

April 2013

#### Definitions

*Mansfield Service Area* – A specific area designated in Mansfield that the WWW agrees to provide “bulk” water.

#### Assumptions

1. UConn and Mansfield conclude/determine that obtaining water from WWW is the preferred option
2. DPH or DEEP endorse and support the Windham option
3. There is a general consensus in Mansfield, Windham that the approach in this position paper is appropriate.

#### Basic Planning Principles

1. Existing Mansfield and Windham ratepayers will not pay for the installation of the new pipeline(s) that will service the proposed new Mansfield Services Area.
2. Water rates in existing Mansfield and Windham service districts will not change as a result of WWW servicing the Mansfield Services Area
3. The WWW/WWC will establish rates for the proposed Mansfield Services Area to cover the cost of:
  - treating water
  - pumping the water
  - maintaining the transmission waterline(s)
  - maintenance, repair, upgrade and replacement of water transmission waterlines and hydrants located between the Water Treatment Plant and the proposed new Mansfield Services Area
4. The State of Ct, UConn and/or Mansfield will provide funding for the planning, design, permitting, and installation of the new transmission line(s) that will service the proposed new Mansfield Services Area.
5. The cost for the initial infrastructure for proposed services areas will not be paid for by the WWW.

6. The cost for treating, pumping the water, and maintaining the transmission lines for proposed services areas in Mansfield will be paid for by water consumers/ratepayers in the new services area based on metered consumption.

### Issues to Consider

1. In relative terms, the number of new ratepayers and the expected revenue from new ratepayers in Mansfield Service Area is expected to be very low. Therefore, UConn and water users currently connected to the UConn water system water rates can be expected to pay significantly higher rates than existing WWW rate payers.
2. The expected cost for planning, permitting, design, installation and as well as the cost for future treatment, repair, upgrade and replacement are very uncertain and will be difficult to estimate.
3. The future growth of Mansfield, Windham and UConn is uncertain. Therefore, it will be difficult to predict the total water demand. As a result, the future treatment requirements will be difficult to estimate.
4. With this option, WWW does not expect to assume ownership of the existing UConn water distribution infrastructure and well fields.
5. The required oversight of the proposed service areas and existing UConn water distribution system is unknown.
6. Challenges associated with permitting and “buy-in” from the local community stakeholders.
7. If we sell bulk water, we may end up being regulated by PURA

### Proposed Approach

In order to service the growing need for water in the Storrs/UConn areas of Mansfield, Windham Water Works (WWW) proposes to expand its service area by building a transmission line to a “to-be-determined” location in Mansfield and continue operation under its existing legal/management structure as a municipal water company. As a municipal water company, the WWW would continue to be regulated by DPH and DEP but not be subject to PURA regulations.

The Windham Water Commission (WWC) would continue to set policy as well as be responsible for annual budgets, setting rates within the existing and proposed services districts, and determining required capital improvements.

The WWW staff would continue to manage the day-to-day operations and be responsible for the maintenance, repair, upgrade and replacement of the system components in designated WWW Service Districts.

#### A. Windham Water Commission (WWC)

In order to quickly and efficiently extend water service to the proposed Mansfield Service District, the Windham Water Commission (WWC) and Windham Water Works proposes the following:

1. WWW defines & develops formal plans to extend water service to the following *new* services areas in Mansfield:
  - RT 195 corridor Service Area
  - Spring Hill/Maple Road Service Area
  - Storrs Service Area
  - UConn Service Area
  - Mansfield Four Corners Service Area
  - Mansfield Depot Service Area
  - Other areas requested by Mansfield and/or UConn
2. The WWW/WWC maintains diversion permit for existing service districts and proposed service areas
3. The WWW/WWC designs, builds, and operates a new water transmission line (with required pumping and storage) between the existing WWW treatment plant and a water storage/distribution facility located in Storrs. The location of the new water storage/distribution facility located in Storrs would be determined through negotiations.
4. The WWW/WWC upgrades the capacity and technology of the existing treatment plant as necessary to accommodate the existing service districts and proposed new service areas
5. The WWW/WWC works with Southeast Council of Government (SECG) to develop an alternative water supply and interconnection at the south end of our existing service District
6. The WWW/WWC works with, Mansfield, UConn, DPH, DEEP and other Towns on regional water planning issues.

## B. Mansfield Water Authority (MWA)

To facilitate the planning, design, financing, construction of new treatment, pumping, and pipe line infrastructure to the proposed new Mansfield Service Area, the WWW/WWC recommends that the State of CT DEEP, State of CT DPH, UConn, Town of Mansfield, Town of Windham, WWW staff and the WWC work with the State Legislature to pass legislation to form a Mansfield Water Authority (MWA).

1. The MWA would have representatives from UConn and Mansfield.
2. The legal structure, composition and specific duties/responsibilities of the MWA would be determined by UConn and Mansfield.
3. Initially, the primary responsibility of the MWA would be to obtain and administer funds for the planning, design, permitting, and installation of:
  - the required infrastructure related to the proposed new transmission pipeline from the WWW plant to the proposed Mansfield Service Area, as well as
  - the expansion of the WWW water treatment plant.
4. MWA would work with the WWW/WWC to permit, plan and install the new water main.
5. Once the installation of the new transmission pipeline is completed, the MWA would own, manage, and if necessary expand the water system in the Mansfield Service area.
6. The MWA will meter water consumption and bill ratepayer for consumption.
7. The MWA would purchase "bulk" water from the WWW at bulk rates determined by the WWW/WWC.
8. The MWA works with CT Water to develop an interconnection at the north end of the proposed Mansfield Four Corners Service area
9. MWA would work with the WWW/WWC and other area stakeholders on regional planning issues/initiatives
10. Taking into consideration the specific circumstances and needs of the University and Mansfield community, the MWA would:
  - determine if and when the proposed services areas would be expand

- if Mansfield would form a Municipal water department,
- if UConn would be responsible for the new service areas
- take up matters related to water in Mansfield.



# University of Connecticut

**OFFICE OF ASSOCIATE VICE PRESIDENT OF  
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**TOWN OF MANSFIELD  
OFFICE OF THE TOWN MANAGER**

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May 8, 2013

Mr. Michael Callahan, Chair  
Windham Water Commission  
174 Storrs Road  
Mansfield Center, CT 06250

Dear Mr. Callahan:

Thank you for your correspondence of April 16, 2013 conveying the Windham Water Commission's willingness to explore a potential agreement to sell bulk water to the Town of Mansfield and the University of Connecticut. We are grateful for the Commission's willingness to give further consideration to this matter. We have reviewed the materials that you forwarded and offer the following reply.

Windham's, Mansfield's and UConn's common interests in area water supply matters begin with Fenton and Mount Hope rivers and collective watersheds that serve as important sources of water supply and recreation for our respective communities. Those physical bonds have provided the basis for cooperation on many fronts over several decades. Since the late 1940's, Windham Water Works has provided water supply to certain sections of southern Mansfield. Former WWC Commissioner Ed Pelletier represented WWC on the University of Connecticut's Water and Wastewater Policy Advisory Committee since it was established in 2006 and has recently been succeeded by Dan Roth. Mr. Pelletier also represented the WWC on a committee formed by the University to identify potential sites to relocate its main accumulation waste facility. Mansfield has worked with the Commission to limit the use of road sand and salt on town roads and with the regional health district to notify watershed residents of their responsibility to protect the reservoir from fertilizer and herbicide run-off. In addition, UConn has worked with Windham Water Works superintendent Jim Hooper and his team to perform Fenton River watershed inspections to protect water quality in the watershed. Our collaboration represents a solid record of positive achievement based on mutual cooperation and shared interests.

## Background

UConn has continuously operated a water supply system for more than 100 years. Located in Storrs, without the benefit of either a private or municipal water utility, the University's sources of supply evolved from a single groundwater well in the center of the original campus, to a surface water supply shared with the then School for the Epileptics (ultimately to become the Mansfield Training School), to separate groundwater based systems located in stratified drift aquifers located along the Fenton and Willimantic rivers for UConn and MTS respectively. Over time, the two systems were further developed, interconnected and services extended to municipal, commercial and residential users in a limited area of Storrs.

As early as 1994, the Connecticut Department of Public Health began to encourage the University to identify additional sources of supply to meet anticipated future demands. In 2001, as a condition of its approval of a prior Tech Park environmental impact evaluation (EIE), the Connecticut Office of Policy & Management (OPM) directed UConn to study how its Fenton wellfield withdrawals influenced aquatic habitat in the area under the influence of its wellfields during seasonal periods of low streamflow. The three year study was completed in 2006 (shortly following the drying of the Fenton River). UConn adopted its core recommendation – reducing and ultimately eliminating Fenton wellfield withdrawals based on streamflow triggers. The Fenton wellfield registration of 844,000 gallons per day accounts for approximately 30 percent of UConn available supply. The unavailability of supply from the Fenton wellfield during extended periods of low streamflow and seasonal peak demand is an important factor contributing to our need to identify additional sources of supply.

With the encouragement of CTDPH, CTDEEP and the Connecticut Water Planning Council, UConn decided to first focus on water conservation and reuse before seeking additional sources of supply. Since then, UConn has:

- Metered buildings, replaced aging utility infrastructure, continuing constructing efficient new buildings and installed water efficient fixtures (largely with UConn 2000 and 21<sup>st</sup> Century UConn resources). Also, UConn encourages its students, faculty and staff to conserve water. Today, UConn uses on average 225,000 gallons less water daily (15 percent) than it did in 2005 even though enrollment, employment and facilities have increased significantly. Unaccounted for water is approximately 7 percent, about half the water industry benchmark.
- Constructed a \$25 million reclaimed water facility (to be commissioned this spring) capable of further reducing campus potable water demand by an additional 400,000 gallons daily (20 percent) during critical peak demand periods.

While UConn remains vigilant in identifying new water conservation opportunities, prudence dictates that it begin to identify new sources of supply to ensure adequate margins of safety and to anticipate new demands over a 50 year planning horizon, including the state funded UConn Tech Park, and, potentially NextGen Connecticut initiatives as well as private redevelopment and development initiatives in the Storrs area deemed consistent with the Town of Mansfield's conservation and development planning.

A Connecticut Environmental Impact Evaluation is now underway to evaluate potential sources of supply capable of providing up to 1.2 million gallons per day (average demand) to 1.9 million gallons per day (peak demand) over the 50 year planning period. UConn published a draft EIE in December and conducted two public hearings. The public comment period ended in late January. Our analysis of the comments is underway and our response to comments, and our other project development efforts, will benefit from further communication with each of the potential suppliers, including Windham. We will finalize and submit the Record of Decision to OPM for its review and approval. Once OPM approves the Record of Decision, implementation – subject to securing an agreement with the ultimate provider and the requisite permits and approvals – can begin. We anticipate the parties to any water supply and project development agreement will need time to iteratively drill down, dialogue and negotiate.

### **Response**

We regret that some Commission members and staff are concerned that we have not effectively communicated the process for evaluating our options for securing additional water supply. We apologize for any misunderstanding but please note that the water supply EIE is driven by the state's regulatory process and procurement considerations, and the subject of considerable public interest. We trust that you and your colleagues recognize that these factors significantly influence both the substance and pace of deliberations. If helpful, we would be happy to meet with the Commission to review the EIE process in more detail.

The Commission's unanimous rejection of the "No Water" and "Decide-not-to-Decide" options is welcomed. We also believe we understand the Commission's position with respect to the "Abandon Mansfield" option though it would be helpful to confirm its essential elements in further detail. We are grateful that the Commission unanimously expressed its willingness to consider a Bulk Water Sale which is consistent with one essential objective of securing additional water supply for the Storrs area and UConn. Finally, we acknowledge that our respective communities are not at this time properly prepared to engage in substantive discussions of a Constructive Engagement alternative (Option 1). In short, while some may argue that Option 2 goes too far while others may consider it too timid, we believe Option 2 could provide the appropriate basis for further exploration.

You also asked for UConn and Mansfield staff's feedback and reaction to WWC's six Basic Planning Principles. We believe WWC, UConn and Mansfield's representatives would benefit from a thorough discussion of them to ensure a clear mutual understanding of both their content and intent prior to rendering an formal assessment. However, our preliminary reaction to a plain language reading suggests that they are aligned with core planning principles held by UConn and Mansfield so long as:

- Improvements required to improve WWC's physical plant and infrastructure to implement a bulk water sale that meaningfully benefit its existing customers (e.g., improved water quality; greater water quantity availability to meet demand in WWC's existing service areas; etc.) are properly accounted for.

- Improvements that may meaningfully reduce costs or provide future cost avoidance to WWW's existing service districts are not deemed inconsistent with WWC's Basic Planning Principle #2.
- UConn and Mansfield could exercise reasonable rights consistent with our role as a bulk water purchaser in the negotiation of rates for the Mansfield Services Area.
- UConn/Mansfield could enter into a development agreement with WWW to fund WWW costs to plan, design, permit, and install, the transmission line and related improvements or UConn/Mansfield could directly plan, design, permit and install according to WWW's specifications and supervision.

Similarly, UConn and Mansfield have identified the following core principles to center its consideration of its options:

- We are seeking an affordable solution capable of meeting our stated water supply objective – 1.2 to 1.9 million gallons per day over the 50 year planning period – that is environmentally sound and optimizes project and operational costs.
- Since state and local funding sources will finance any proposed interconnection, we are committed to fully exploring several options with multiple suppliers to fulfill our due diligence and fiduciary responsibilities.
- We are seeking a role in policy and governance commensurate with our position as funder, customer, intermediary and/or provider.

### Conclusion

Once again, we are grateful to you, your Commission colleagues and WWW staff for their consideration and their efforts to date. Please note that any commitments ultimately made by the University or the Town of Mansfield will require the approval of our respective boards and legislative bodies. We will schedule a call to discuss this further with you.

Sincerely,



Thomas Q. Callahan  
Associate Vice President



Matthew W. Hart  
Town Manager



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager  
**Date:** May 13, 2013  
**Re:** Community/Campus Relations; UConn Spring Weekend

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**Subject Matter/Background**

I have invited Chief Dagon, Deputy Chief/Emergency Management Director Raiola and SGT Courmoyer to attend Monday's Council meeting to review the public safety operation staff conducted during the recent UConn Spring Weekend events.

In addition, I would like to briefly discuss the *Next Generation Connecticut* initiative and other University developments.

**Attachments**

- 1) D. Dagon re: 2013 UConn Weekend Report
- 2) F. Raiola re: 2013 UConn Weekend Activity Report
- 3) R. Courmoyer re: 2013 UConn Weekend/Spring Violation Report



## Town of Mansfield Fire and Emergency Services

**To:** Matthew W. Hart, Town Manager  
**From:** David J. Dagon, Fire Chief  
**Date:** May 9, 2013  
**Subject:** 2013 UConn Weekend report - updated

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Following is a report on fire department operations related to UConn Weekend.

The department did not establish a command and triage area Carriage House Drive and Hunting Lodge Road. A minimal presence was established at Holinko Estates that consisted of two mutual aid ambulances, Service 407, the HazMat/Mass Casualty Trailer, and Forestry 307. The Town-wide operation also was staffed with fewer personnel than in the past.

### Staffing of Holinko Estates Staging Area

10 personnel on Thursday night; 9 Volunteer & 1 Career.  
9 personnel on Friday night; 8 Volunteer & 1 Career.  
9 personnel on Saturday night; 8 Volunteer & 1 Career.

### Staffing for Town-wide coverage

8 additional personnel on Thursday night; 2 Volunteer & 6 Career.  
5 additional personnel on Friday night; 1 Volunteer & 4 Career.  
5 additional personnel on Saturday night; 1 Volunteer & 4 Career.

### EMS calls for service in the Hunting Lodge Road area

The department did not treat any patients on Thursday or Saturday night.  
The department treated and transported one (1) patient on Friday night.

### Fire calls for service

Mutual aid to Willimantic for a structure fire on Thursday night.  
Dumpster fire at Carriage House Drive on Friday at 00:24 hours.  
Dumpster fire at Celeron Apartments on Saturday at 23:58 hours.

The operation was suspended between 22:30 – 23:00 hours each night and staffing was returned to normal operating levels. The two dumpster fires noted above were received after the operation was suspended.

**Spring Weekend 2013 Expenses**

Firefighter	4/25	4/26	4/27	Rate	Benefit Rate	Wages	Total Benefit	Total
Part-time FF	4	4	3.5	\$20.31	\$0.90	\$233.57	\$10.35	\$243.92
Part-time FF	3.5	4		\$21.37	\$0.95	\$160.28	\$7.13	\$167.40
Full-time FF	-	3.5	4	\$39.33	\$8.00	\$294.98	\$60.00	\$354.98
Part-time FF	3.5	3.5	3.5	\$21.37	\$0.95	\$224.39	\$9.98	\$234.36
Part-time FF	4	4	4	\$20.31	\$0.90	\$243.72	\$10.80	\$254.52
Full-time FF	4	4	4	\$42.74	\$8.30	\$512.82	\$99.60	\$612.42
Part-time FF	4	-	-	\$20.73	\$0.92	\$82.92	\$3.68	\$86.60
Part-time FF	4	5	4	\$21.37	\$0.95	\$277.81	\$12.35	\$290.16
<b>Totals</b>	<b>27</b>	<b>28</b>	<b>23</b>			<b>\$2,030.47</b>	<b>\$213.88</b>	<b>\$2,244.35</b>

(salary expenses include benefits)

Total Expenses	Total Hours Paid
Part-time \$1,276.96	4/25 27
Full-time \$967.40	4/26 28
Supplies \$14.96	4/27 23
<b>\$2,259.31</b>	<b>78</b>

**Additional Expenses:**

4/25/2013 Mansfield Supply - Heater Propane \$14.96

**2013**

Part-time	\$1,276.96
Full-time	\$967.40
Supplies	\$14.96
<b>Total</b>	<b>\$2,259.32</b>

Hours Paid: 78

**Comparison to 2012**

The part-time expenses decreased	37.2%	(prev. \$2,035.47)
The full-time expenses decreased	66.8%	(prev. \$2,914.67)
Total salary expenses decreased	54.4%	(prev. \$4,950.14)
Total expenses (incl. salary) decreased	76.1%	(prev. \$9,460.93)
Total hours paid decreased	63%	(prev. 211)



## Town of Mansfield Office of Fire Marshal and Office of Emergency Management

**To:** Matthew Hart, Town Manager  
**From:** Fran Raiola, Deputy Chief/Fire Marshal and Emergency Management Director  
**Date:** May 9, 2013  
**Re:** 2013 UConn Weekend Activity Report

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The following is a summary of Fire Marshal and Emergency Management activity related to the weekend of April 25 – 28, 2013:

### Fire Marshal:

- Fireworks – ECSU Athletic Complex – Friday April 26<sup>th</sup> - 17:00 hours to 23:30 hours.
  - 2 FM Staff and State FM to oversee Fireworks display.
  - 1 – Firetruck w/ 3 personnel.
- Provided support for Fire and Police for Fire Investigations, Complaints and Fire Code related issues.
- Responded to several open burning complaints in the Hunting Lodge Road and North Eagleville areas.
- Fire Investigation at Celeron Apartments on Saturday 23:58 hours resulted in two arrests.
- Public Assembly Inspections – Pub 32, Ted's, Huskies, Thirsty Dog – on Thursday, Friday and Saturday.

### Emergency Management:

- Assisted with coordination of resources for Public Safety and Property Managers for planning and operations throughout the weekend.
- Assisted with coordination for radio communications.
- Provided emergency contact information for multiple agencies and various property owners/managers for Public Safety Officials.

Activities were monitored throughout the weekend and staffing levels were adjusted down each night due to reduced activity. The following list reflects the actual coverage:

Thursday April 25<sup>th</sup> - 1 person on from 18:00 hours until 23:30 hours.

Friday April 26<sup>th</sup> - 2 personnel on duty from 17:00 hours until 23:30 hours.

Saturday April 27<sup>th</sup> - 2 personnel on duty from 18:00 hours until 21:00 hours and then reduced to 1 person until 23:00 hours.

4/25/13 - 4/27/13

<u>TICKET #</u>	<u>LOCATION</u>	<u>VIOLATION</u>	<u>DATE</u>
2942	Carriage House	ETOH by Minor	4/27/2013
2577	Route 44/Mansfeild Depot	Open Container & ETOH by Minor	4/28/2013
1505	Carriage House Drive	Open Container and ETOH by minor	4/27/2013
2944	Cairrage Drive	ETOH by Minor	4/27/2013
2943		ETOH by Minor	4/27/2013
2289	Rte 275/Separtist Rd.	ETOH by Minor	4/27/2013
1651	Carriage House Road	Open Container	4/27/2013
1650	Carriage House Road	Open Container & ETOH by minor	4/27/2013
1649	Carriage House Road	Open Container	4/27/2013
1648	Carriage House Road	Open Container	4/27/2013
1647	Cairrage House Rd	Open Container & ETOH by minor	4/27/2013
1640	Cairrage House Rd.	Open Container	4/27/2013
1497	Carriage House Drive	Open Container	4/27/2013
1494	Hunting Lodge Road	ETOH by minor	4/27/2013
1495	Hunting Lodge Road	ETOH by minor	4/27/2013
1493	18 Carriage House Drive	Open Container	4/27/2013
1492	18 Carriage House Drive	Open Container	4/27/2013
1462	Carriage House Rd.	Open Container	4/27/2013
1461	Carriage House Rd.	Open Container	4/27/2013
1460	Cairrage House Rd.	Open Container	4/27/2013
1368		Open Container	4/26/2013
1667	Carriage House #20	Open Container	4/26/2013
1666	Carriage House #20	Open Container	4/26/2013
1665	Carriage House #20	Open Container	4/26/2013
1659	Carriage House Blg A	Open Container	4/26/2013
1664	Hunting Lodge Rd at Carriage House	Open Container	4/26/2013
1663	Carriage House	Open Container	4/26/2013

1662	Carriage House	Open Container	4/26/2013
1642	Carriage House	Open Container	4/26/2013
1641	Birch Road	Open Container	4/26/2013
1661	Carriage House	ETOH by Minor	4/27/2013
1660	Carriage House	ETOH by Minor	4/27/2013
1658	Carriage House	Open Container	4/26/2013
1657	Carriage House	Open Container	4/26/2013
	Hunting Lodge Rd at Carriage House	Open Container and ETOH by minor	4/26/2013
1637	Carriage House	Open Container	4/26/2013
1529	Carriage House #20	Open Container	4/26/2013
1520	Carriage House	Open Container & ETOH by minor	4/26/2013
1519	153 Hunting Lodge Rd.	Open Container & ETOH by minor	4/26/2013
1518	153 Hunting Lodge Rd.	Open Container	4/26/2013
1517	153 Hunting Lodge Rd.	Open Container & ETOH by minor	4/26/2013
1502	Hunting Lodge Road	Open ETOH by minor	4/26/2013
1632	Carriage House Drive	Open Container	4/26/2013
1631	Carriage House	Open Container	4/25/2013
1504	Carriage House	Open Container	4/25/2013
1477	Carriage House	Open Container	4/25/2013
1146	Carriage House	Open Container	4/25/2013
1145	Carriage House	Open Container	4/25/2013
1144	8 Woods Road	Open Nuisance	4/25/2013
1503	Carriage House	Open Container	4/25/2013

TOTAL VIOLATIONS 50

March 2013 - May 9, 2013

<u>TICKET #</u>	<u>LOCATION</u>	<u>VIOLATION</u>	<u>DATE</u>
2490	297 N. Eagleville Road	Nuisance	5/4/2013
2487	297 N. Eagleville Road	Nuisance	5/4/2013
2486	297 N. Eagleville Road	Nuisance	5/4/2013
2942	Carriage House	ETOH by Minor	4/27/2013
2577	Route 44/Mansfield Depot	Open Container & ETOH by Minor	4/28/2013
1505	Carriage House Drive	Open Container and ETOH by minor	4/27/2013
2944	Cairrage Drive	ETOH by Minor	4/27/2013
2943		ETOH by Minor	4/27/2013
2289	Rte 275/Septist Rd.	ETOH by Minor	4/27/2013
1651	Carriage House Road	Open Container	4/27/2013
1650	Carriage House Road	Open Container & ETOH by minor	4/27/2013
1649	Carriage House Road	Open Container	4/27/2013
1648	Carriage House Road	Open Container	4/27/2013
1647	Cairrage House Rd	Open Container & ETOH by minor	4/27/2013
1640	Cairrage House Rd.	Open Container	4/27/2013
1497	Carriage House Drive	Open Container	4/27/2013
1494	Hunting Lodge Road	ETOH by minor	4/27/2013
1495	Hunting Lodge Road	ETOH by minor	4/27/2013
1493	18 Carriage House Drive	Open Container	4/27/2013
1492	18 Carriage House Drive	Open Container	4/27/2013
1462	Carriage House Rd.	Open Container	4/27/2013
1461	Carriage House Rd.	Open Container	4/27/2013
1460	Cairrage House Rd.	Open Container	4/27/2013
1368		Open Container	4/26/2013
1667	Carriage House #20	Open Container	4/26/2013
1666	Carriage House #20	Open Container	4/26/2013
1665	Carriage House #20	Open Container	4/26/2013
1659	Carriage House Btg A	Open Container	4/26/2013

1664	Hunting Lodge Rd at Carriage House	Open Container	4/26/2013
1663	Carriage House	Open Container	4/26/2013
1662	Carriage House	Open Container	4/26/2013
1642	Carriage House	Open Container	4/26/2013
1641	Birch Road	Open Container	4/26/2013
1661	Carriage House	ETOH by Minor	4/27/2013
1660	Carriage House	ETOH by Minor	4/27/2013
1658	Carriage House	Open Container	4/26/2013
1657	Carriage House	Open Container	4/26/2013
	Hunting Lodge Rd at Carriage House	Open Container and ETOH by minor	4/26/2013
1637	Carriage House	Open Container	4/26/2013
1529	Carriage House #20	Open Container	4/26/2013
1520	Carriage House	Open Container & ETOH by minor	4/26/2013
1519	153 Hunting Lodge Rd.	Open Container & ETOH by minor	4/26/2013
1518	153 Hunting Lodge Rd.	Open Container	4/26/2013
1517	153 Hunting Lodge Rd.	Open Container & ETOH by minor	4/26/2013
1502	Hunting Lodge Road	ETOH by minor	4/26/2013
1632	Carriage House Drive	Open Container	4/26/2013
1631	Carriage House	Open Container	4/25/2013
1504	Carriage House	Open Container	4/25/2013
1477	Carriage House	Open Container	4/25/2013
1146	Carriage House	Open Container	4/25/2013
1145	Carriage House	Open Container	4/25/2013
1144	8 Woods Road	Nuisance Open	4/25/2013
1503	Carriage House	Container ETOH by	4/25/2013
2156	Meadowwood Road	Minor Open	4/24/2013
1939	Carriage House Rd.	Container ETOH by	4/24/2013
2891	Carriage House Rd.	Minor ETOH by	4/24/2013
2605	Rt 195, Mountain Rd.	Minor Open	4/20/2013
2693	Hunting Lodge Road	Container Open	4/20/2013
1449	N. Eagleville Road	ETOH by	4/20/2013

		minor	
2683	N. Eagville/Hunting Lodge	Open Container	4/20/2013
2894	Hunting Lodge Road	Open Container	4/20/2013
1448	N. Eagleville Rd.	ETOH by minor	4/20/2013
1450	N. Eagleville/Hunting Lod	Open Container and ETOH by minor	4/20/2013
1447	N. Eagleville Rd.	ETOH by minor	4/20/2013
1452	Hunting Lodge Rd.	ETOH by minor	4/19/2013
1453	105 Hunting Lodge	Open Container	4/19/2013
2174	Hunting Lodge	ETOH by minor	4/13/2013
2104	N. Eagleville	ETOH by minor	4/14/2013
1935	Hunting Lodge	Open Container	4/13/2013
1528	Hunting Lodge	ETOH by minor	4/14/2013
1527	Hunting Lodge	Open Container	4/13/2013
1526	Carriage House	Open Container	4/13/2013
2173	Hunting Lodge Road	ETOH by minor	4/13/2013
2175	Hunting Lodge Road	ETOH by minor	4/13/2013
1935	Hunting Lodge/Carriage	Open Container	4/13/2013
1936	Separtist Road	Open Container	4/12/2013
1451	N. Eagleville Road	ETOH by minor	4/14/2013
2551	Hunting Lodge	Open Container	4/13/2013
1937	Dog Lane	Open Container	4/12/2013
2575	Dog Lane	Open Container	4/12/2013
2576	Dog Lane	Open Container	4/12/2013
2044	226 Browns Road	ETOH by minor	4/7/2013
1934	Hunting Lodge Road	ETOH by minor and Open Container	4/7/2013
2920	N. Eagleville Road	ETOH by minor	4/7/2013
2496	Browns Road	Open Container	4/7/2013
2042	Hunting Lodge	ETOH and open container	4/6/2013
2043	Hunting Lodge Road	ETOH by minor	4/6/2013
1147	N. Eagleville Road	ETOH by minor	4/6/2013
2915	Hunting Lodge	ETOH by minor	4/6/2013
2048	Hunting Lodge	Nuisance	4/6/2013

2047	Hunting Lodge	Open Container	4/6/2013
2893	N. Eagleville Road	Open Container and ETOH by minor	4/6/2013
2921	Hunting Lodge Road	Open Container and ETOH by minor	4/6/2013
2682	N. Eagleville Rd/Hunting Lodge	ETOH by minor	4/5/2013
2155	N. Eagleville Rd.	ETOH by minor	4/5/2013
2041	105 Hunting Lodge	ETOH by minor	4/5/2013



**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; Curt Vincente, Director of Parks and Recreation  
**Date:** May 13, 2013  
**Re:** Fee Waiver Program

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**Subject Matter/Background**

In January of 2011, staff presented an update on the Fee Waiver Program, noting the significant increase in fee waiver applications and cost. Since then, the program has continued to increase and in addition, this fiscal year included a new program run by the Parks and Recreation Department that falls under the Fee Waiver Ordinance.

The majority of our fee waivers are for parks and recreation activities and community center memberships. Our practice has been to fund the fee waivers to the extent of the budget, and, in the following year, fund any balance remaining.

- For fiscal year 2009/10 actual fee waivers totaled \$122,018, which was \$35,018 more than the budget of \$87,000.
- For fiscal year 2010/11 actual fee waivers totaled \$123,999, which was \$23,149 more than the budget of \$100,850.
- For fiscal year 2011/12 actual fee waivers totaled \$128,008, which was \$3,008 more than the budget of \$125,000.
- For the current fiscal year we have again budgeted \$125,000. We held this budget line flat in the hope that the Fee Waiver Program would reach its peak, but in the Summer of 2013, the Parks and Recreation Department assumed control of the Before and After School Program at two of the elementary schools. With the addition of this program and modest increases in other activities that fall under the Fee Waiver Ordinance, we now anticipate a significant shortfall of the current year budget by approximately \$30,000.

On May 13, 2013, Curt Vincente and Cherie Trahan will discuss this issue with the Finance Committee. The policy question here is whether the Council would like to continue to fund the fee waivers as defined in the Fee Waiver Ordinance or initiate a review of the ordinance.

### **Financial Impact**

A \$3,008 additional appropriation will be necessary to fund the 2011/12 deficit in the current year. Next fiscal year (FY 2013/14) the anticipated deficit from this current fiscal year will need to be covered, approximately \$30,000 over the proposed budget of \$125,000. We will make every attempt to fund these from savings in other areas. A transfer request seeking your approval will be included as part of the year end transfers for 2012/13.

### **Recommendation**

The Finance Committee will discuss this item on May 13, 2013. The last time the Finance Committee discussed this issue (January 2011), they agreed that the fee waiver program is a very important service provided by the Town and warrants a full Council discussion.

### **Attachments**

- 1) Fee Waiver Program AIS, dated January 10, 2011
- 2) Fee Waiver Ordinance
- 3) Fee Waiver Report FY 2012-13 (as of 4/24/13)
- 4) Fee Waiver Yearly Comparison Chart and Corresponding Graph
- 5) Fee Waiver Report – FY 2012/13



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; Curt Vincente, Director of Parks and Recreation  
Date: January 10, 2011  
Re: Fee Waiver Program

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Subject Matter/Background

The past several years, we have seen a significant increase in the number of fee waiver applications and cost. The majority of our fee waivers are for parks and recreation activities, and community center memberships and activities. Our practice over the last couple of years has been to fund the fee waivers to the extent of the budget, and, in the following year, fund any balance remaining. For fiscal year 2009/10 actual fee waivers totaled \$122,018, which is \$35,018 more than the budget of \$87,000. For the current fiscal year we have budgeted \$100,850. While we increased this budget by 16 percent, we anticipate we will again be short of budget by approximately \$20,000-25,000.

On December 16, 2010, Curt Vincente and Cherie Trahan discussed this issue with the Finance Committee. The policy question here is whether the Council would like to continue to fund the fee waivers as defined in the Fee Waiver Ordinance or initiate a review of the ordinance.

Financial Impact

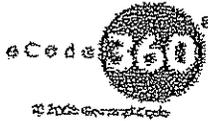
An additional \$35,018 appropriation will be necessary to fund the 2009/10 deficit funding this year. We will make every attempt to fund this from savings in other areas and will include a transfer request seeking your approval, as part of the yearend transfers for 2010/11. The proposed fiscal year budget for 2011/12 should be approximately \$150,000, broken down as \$125,000 for 2011/12 fee waivers and \$25,000 for the deficit funding for 2010/11. This would be a 48.7 percent increase over the current year budget.

Recommendation

The Finance Committee discussed this item on December 16, 2010 and agreed that the fee waiver program is a very important service provided by the Town and warrants a full Council discussion.

Attachments

- 1) Fee Waiver Ordinance
- 2) Fee Waiver Yearly Comparison Chart



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<a href="#">S</a>		

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[ARTICLE III. Fee Waivers](#)

- [§ 122-3. Title.](#)
- [§ 122-4. Intent.](#)
- [§ 122-5. Eligibility criteria.](#)
- [§ 122-6. Requests.](#)
- [§ 122-7. Verification of information.](#)
- [§ 122-8. Review of waivers; changes to information.](#)
- [§ 122-9. Confidential information.](#)
- [§ 122-10. Applicability.](#)

**ARTICLE III. Fee Waivers**

[Adopted 2-10-1997, effective 3-8-1997 Editor's Note: This ordinance also superseded former Article III, Fee Waivers, adopted 1-28-1991, effective 2-26-1991 ]

**§ 122-3. Title.**

This article shall be known and may be cited as the "Town of Mansfield Fee Waivers Ordinance."

**§ 122-4. Intent.**

It is the Town's intention to encourage participation and to provide services to all residents of the Town regardless of their financial status.

**§ 122-5. Eligibility criteria.**

[Amended 10-14-2003, effective 11-10-2003]

A. This subsection shall apply to all of the services subject to this article and set forth in § 122-10, with the exception of the after-school program listed in § 122-10A below. Applicable fees not reimbursed by a third party will be reduced by 90% for residents of the Town of Mansfield who present sufficient evidence that they are enrolled in the Medicaid (Title XIX) program, or that their current adjusted gross family or household income does not exceed 130% of the federally determined level of poverty. Fifty percent of fees will be waived for residents whose current adjusted gross family or household income does not exceed 185% of the federally determined level of poverty. Unreimbursed medical expenses exceeding 3% of adjusted gross income will be deducted in determining gross income for the purpose of this program. The eligibility criteria set forth in this subsection may be changed by resolution of the Town Council.

B. For the ambulance fees listed in § 122-10! below only, applicants who qualify for a fee reduction of 90% per the immediately preceding subsection of this article shall instead receive a fee reduction of 100%. The fee reduction rates set forth in this subsection may be changed by resolution of the Town Council.

**§ 122-6. Requests.**

Requests must be made on a Town of Mansfield application form.

**§ 122-7. Verification of information.**

The information on the application may be verified by Town officials at any time during the year.

**§ 122-8. Review of waivers; changes to information.**

Waivers need to be reinstated on a yearly basis unless circumstances warrant a more frequent review. Any

Town of Mansfield, CT Basic View

changes in family size or household income must be reported.

§ 122-9. Confidential information.

The information provided will be treated confidentially and will be used only for eligibility determinations and verification of data.

§ 122-10. Applicability.

The following services are subject to this article:

- A. Recreation programs (excluding bus trips and more than two summer camp sessions per child).
- B. Planning and zoning fees.
- C. Inland wetland fees.
- D. Zoning Board of Appeals fees.
- E. (Reserved) Editor's Note: Former Subsection E, Subsurface sewage disposal and water supply wells, was repealed 8-8-2005, effective 9-3-2005.
- F. (Reserved) Editor's Note: Former Subsection F, Junk car disposal, was repealed 8-8-2005, effective 9-3-2005.
- G. Solid waste disposal.
- H. Recycling fees.
- I. Ambulance fees.
- J. Community Center memberships and programs.  
[Added 10-14-2003, effective 11-10-2003]
- K. Parks and Recreation after-school program.  
[Added 12-8-2003, effective 1-3-2004]

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<a href="#">I</a>	<a href="#">[Contents]</a>	<a href="#">Index</a>
<a href="#">Search</a>		
<a href="#">X</a>	<a href="#">F.A.Q.</a>	<a href="#">Privacy Policy</a>
<a href="#">Terms of Service</a>		

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TOWN OF MANSFIELD  
PARKS and RECREATION DEPARTMENT  
FEE WAIVER YEARLY COMPARISONS

4/24/2013

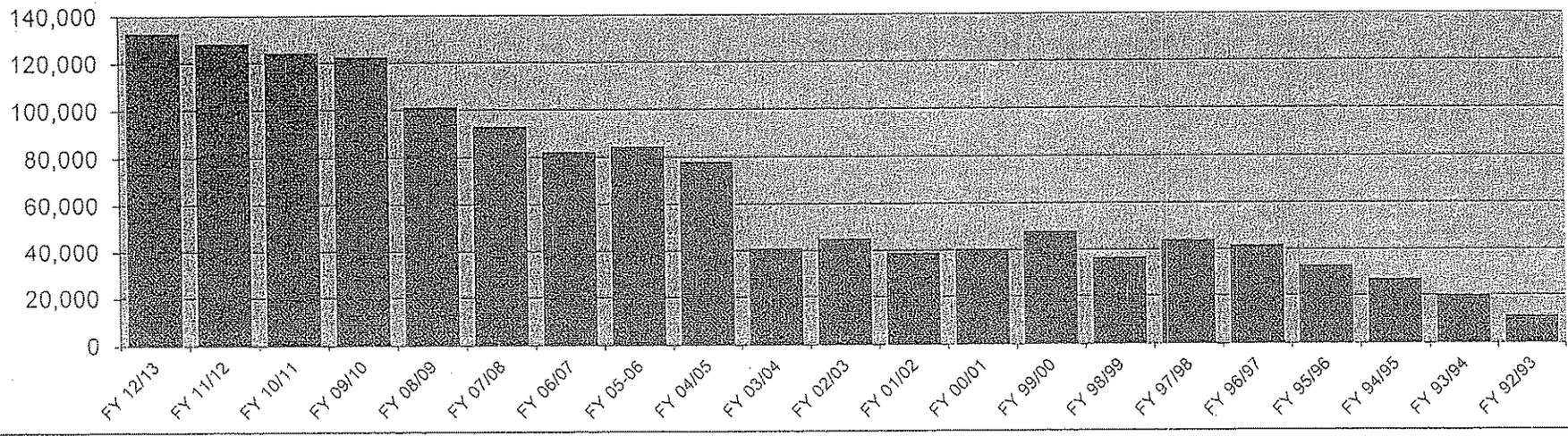
	FY 13/14	FY 12/13	FY 11/12	FY 10/11	FY 09/10	FY 08/09	FY 07/08	FY 06/07	FY 05-06	FY 04/05	FY 03/04	FY 02/03	FY 01/02	FY 00/01	FY 99/00	FY 98/99	FY 97/98	FY 96/97	FY 95/96	FY 94/95	FY 93/94	FY 92/93
<b>SUMMER</b>																						
CC Swim Lessons		2,704.41	3,434.00	2,295.25	2,319.00	3,959.60	3,289.00	6,124.20	4,379.70	655.00												
CC Fitness		1,313.07	984.50	1,281.20	441.40	in swim	in swim	in swim	in swim	in swim												
CC Memberships		11,795.79	12,855.00	13,983.97	11,771.00	9,714.00	9,650.00	7,717.40	4,087.12	1,405.39												
Day Camp		35,220.60	30,904.00	27,127.65	31,891.10	23,208.40	20,140.00	20,437.30	21,877.90	22,127.40	20,829.65	25,355.00	19,617.00	26,097.00	31,003.40	22,663.46	27,124.50	26,300.00	16,972.50	16,716.00	12,247.50	6,940.00
Specialty Camps		9,617.40	4,276.00	6,083.50	2,212.50	in camp	in camp	in camp	in camp	in camp	in camp	in camp	in camp	in camp								
Aquatics												1,368.00	705.00	605.50	959.00	1,038.00	658.00	2,559.00	3,426.00	1,422.00	1,275.00	527.00
Youth Programs		94.50	104.00	120.60	1,066.20	606.60	300.00	85.50	89.30	420.00	2,589.28	585.00	382.50	581.00	1,289.50	872.50	908.00	390.00	740.00	315.00	565.00	105.00
Adult Programs		175.00	40.50	0.00	350.10	542.70	119.00	274.00	85.50	548.80	549.55	1,093.00	300.00	336.50	512.50	539.00	848.00	484.00	530.00	225.00	35.00	120.00
Pond Passes		0.00	0.00	0.00	0.00	0.00	18.00	18.00	0.00	71.00	0.00	90.00	50.00	102.50	187.50	187.50	135.00	205.00	0.00	180.00	165.00	80.00
Special Events		13.50	9.00	0.00	0.00	9.00	0.00	0.00	0.00	0.00	32.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00
	0.00	61,934.27	52,607.00	50,892.17	50,051.30	38,040.30	33,516.00	34,656.40	30,519.52	25,227.59	24,000.48	28,491.00	21,055.50	27,723.50	33,951.90	25,300.46	29,874.50	29,938.00	21,693.50	18,658.00	14,287.50	7,772.00
<b>FALL</b>																						
CC Swim Lessons		2,619.00	2,948.40	2,916.50	2,812.90	3,142.40	2,507.50	4,763.90	6,259.19	5,259.89	1,887.80											
CC Fitness		2,102.84	2,011.45	2,195.71	1,634.40	in swim	in swim	in swim	in swim	in swim	in swim											
CC Memberships		21,909.58	10,375.13	12,844.00	11,774.00	3,112.15	5,950.00	2,900.50	5,810.50	6,585.07	starts in 04/05											
Camps		1,276.00	1,197.00	760.50	528.90	in youth	in youth	in youth	in youth	in youth	in youth	in youth										
BASF		8,168.13																				
Youth Programs		1,730.80	5,166.54	8,716.53	5,711.50	10,678.14	8,269.05	5,666.70	384.20	2,537.40	2,961.50	3,483.50	3,902.50	2,772.00	2,400.50	1,605.50	1,287.00	2,228.00	1,647.50	1,739.00	872.50	386.00
Adult Programs		306.00	178.10	198.90	182.70	424.80	505.50	211.50	36.00	141.00	434.00	1,350.00	1,122.50	587.00	1,048.00	255.50	306.00	918.00	330.00	67.50	35.00	30.00
Aquatics												420.00	432.00	504.00	640.00	593.50	490.00	655.00	540.00	330.00	330.00	176.00
Special Events		310.00	352.50	297.00	81.00	67.50	94.50	108.50	92.20	11.30	25.20	16.00	14.00	0.00	427.00	0.00	68.00	26.00	0.00	0.00	0.00	0.00
	0.00	38,424.35	22,229.12	27,929.14	22,725.40	17,424.89	17,346.55	13,651.10	12,582.09	14,534.66	5,308.50	5,269.50	5,471.00	3,863.00	4,615.50	2,454.50	2,151.00	3,837.00	2,517.50	2,136.50	1,237.50	592.00
<b>WINTER</b>																						
CC Swim Lessons		1,518.58	2,897.00	1,849.50	2,007.50	3,593.75	3,419.51	5,063.00	6,222.73	5,261.39	1,444.60											
CC Fitness		2,144.98	1,687.50	2,044.06	1,540.53	in swim	in swim	in swim	in swim	in swim	in swim											
CC Memberships		16,380.00	16,380.00	11,612.33	11,367.42	11,410.00	11,540.99	9,392.13	13,995.00	12,628.13	starts in 04/05											
Camps		756.00	1,098.00	393.90	3,037.20	in youth	in youth	in youth	in youth	in youth	in youth	in youth										
BASF		7,370.00																				
Youth Programs		1,504.50	4,452.19	6,434.58	4,850.97	9,852.15	8,239.40	5,250.35	2,312.50	3,706.02	3,593.40	7,853.50	4,808.10	3,112.50	2,418.50	3,458.50	4,198.25	2,076.00	3,146.00	2,259.50	1,338.90	650.00
Adult Programs		227.73	323.50	384.50	1,329.20	607.50	392.70	46.20	134.00	90.00	240.30	594.00	55.00	138.00	738.00	611.00	1,328.00	727.00	285.00	0.00	0.00	75.00
Aquatics												408.00	496.00	147.00	625.00	319.00	489.50	630.00	350.00	330.00	270.00	250.00
Special Events		197.50	258.00	239.00	162.50	66.40	56.70	54.40	53.10	116.10	11.50	0.00	8.00	0.00	6.00	0.00	10.00	13.00	0.00	0.00	0.00	0.00
Youth Basketball		1,694.50	1,668.00	1,237.00	1,357.50	in youth	in youth	in youth	in youth	in youth	1,024.00	580.00	305.00	425.00	482.50	587.50	422.50	335.00	150.00	0.00	0.00	175.00
	0.00	31,793.79	28,764.19	24,194.87	25,652.82	25,531.80	23,648.30	19,806.08	22,717.33	21,801.64	6,313.80	9,235.50	6,672.10	3,822.50	4,270.00	4,976.00	6,448.25	3,781.00	3,931.00	2,589.50	1,608.50	1,150.00
<b>SPRING</b>																						
CC Swim Lessons			3,952.10	2,791.44	2,135.00	3,765.27	2,070.74	3,582.60	5,541.90	5,950.32	1,958.00											
CC Fitness			1,340.00	1,980.30	2,102.57	in swim	in swim	in swim	in swim	in swim	in swim											
CC Memberships			9,508.00	7,156.11	11,510.00	6,945.36	9,305.10	4,846.50	8,445.00	5,932.50	starts in 04/05											
Camps			5,457.00	2,619.00	3,568.90	in youth	in youth	in youth	in youth	in youth	in youth											
BASF																						
Youth Programs			3,413.61	5,899.15	3,722.73	8,564.40	6,453.30	5,364.00	3,921.10	3,312.10	2,675.25	1,470.50	5,265.50	3,516.50	3,440.50	2,043.00	3,459.00	1,941.50	3,167.50	1,641.00	1,650.00	1,157.00
Adult Programs			630.30	255.80	436.50	574.20	324.60	92.00	370.90	730.45	169.00	29.00	682.00	916.00	637.00	398.25	738.00	829.00	365.00	410.00	105.00	50.00
Aquatics												0.00	0.00	0.00	0.00	350.00	576.00	480.00	270.00	300.00	360.00	0.00
Special Events			107.10	48.00	112.50	0.00	45.00	5.00	63.30	159.90	65.40	0.00	49.00	13.00	60.00	9.00	20.00	0.00	0.00	0.00	0.00	0.00
Youth Baseball/Soft.			0.00	233.50	in youth	in youth	in youth	in youth	in youth	in youth	175.50	335.00	370.00	200.00	650.00	682.50	580.00	662.50	525.00	655.00	370.00	315.00
	0.00	0.00	24,408.11	20,963.30	23,588.20	19,850.23	18,198.74	13,890.10	18,342.20	16,085.27	5,043.15	1,834.50	6,366.50	4,645.50	4,787.50	3,482.75	5,373.00	3,913.00	4,327.50	3,006.00	2,485.00	1,522.00
<b>TOTAL</b>	0.00	132,152.41	128,008.42	123,998.48	122,017.72	100,847.32	92,709.59	82,003.68	84,161.14	77,649.16	40,665.93	44,830.50	38,565.10	40,054.50	47,524.90	36,213.71	43,846.75	41,469.00	32,469.50	26,590.00	19,618.50	11,036.00

-104-

RAC - April 24, 2013  
Agenda Item #F.4.b.11  
Hand-out

4/24/13

### Mansfield Parks and Recreation Department FEE WAIVER YEARLY COMPARISONS



↓  
NOT INCLUDING SPRING 2013

TOWN OF MANSFIELD  
 PARKS and RECREATION DEPARTMENT  
 FEE WAIVER REPORT - FY 2012/2013

4/24/2013

	<u>ACTUAL</u>	<u>APPROPRIATED</u>
Summer 2012		
Day Camp	36,220.60	37,530.00
Speciality Camps	9,617.40	2,210.00
Youth Programs	94.50	350.00
Adult Programs	175.00	575.00
Pond Passes	0.00	0.00
Special Events	13.50	90.00
CC Swim Lessons	2,704.41	2,500.00
CC Fitness	1,313.07	1,430.00
CC Memberships	11,795.79	11,605.00
	<u>61,934.27</u>	<u>56,290.00</u>
Fall 2012		
Youth Programs	1,730.80	5,000.00
Camps	1,278.00	500.00
Before & After School Friends	8,168.13	0.00
Adult Programs	306.00	575.00
Special Events	310.00	90.00
CC Swim Lessons	2,619.00	2,500.00
CC Fitness	2,102.84	1,430.00
CC Memberships	21,909.58	11,605.00
	<u>38,424.35</u>	<u>21,700.00</u>
Winter 2013		
Youth Programs	1,504.50	5,000.00
Camps	756.00	500.00
Before & After School Friends	7,370.00	0.00
Youth Basketball	1,694.50	1,360.00
Adult Programs	227.73	575.00
Special Events	197.50	90.00
CC Swim Lessons	1,518.58	2,500.00
CC Fitness	2,144.98	1,430.00
CC Memberships	16,380.00	11,605.00
	<u>31,793.79</u>	<u>23,060.00</u>
Spring 2013		
Youth Programs	5,000.00	5,000.00
Adult Programs	575.00	575.00
Camps	500.00	500.00
Before & After School Friends	0.00	0.00
Youth Baseball/Softball	0.00	0.00
Special Events	90.00	90.00
CC Swim Lessons	1,770.00	1,770.00
CC Fitness	1,430.00	1,430.00
CC Memberships	11,605.00	11,605.00
	<u>0.00</u>	<u>20,970.00</u>
TOTAL	<u>132,152.41</u>	<u>122,020.00</u>

RAC - April 24, 2013  
 Agenda Item # F.4.b.1  
 HAND-OUT

Town of Mansfield, CT  
Wednesday, May 8, 2013

## Chapter 122. FEES

### Article III. Fee Waivers

**[Adopted 2-10-1997, effective 3-8-1997** *Editor's Note: This ordinance also superseded former Article III, Fee Waivers, adopted 1-28-1991, effective 2-26-1991* **]**

#### § 122-3. Title.

This article shall be known and may be cited as the "Town of Mansfield Fee Waivers Ordinance."

#### § 122-4. Intent.

It is the Town's intention to encourage participation and to provide services to all residents of the Town regardless of their financial status.

#### § 122-5. Eligibility criteria.

**[Amended 10-14-2003, effective 11-10-2003]**

- A. This subsection shall apply to all of the services subject to this article and set forth in § 122-10, with the exception of the after-school program listed in § 122-10A below. Applicable fees not reimbursed by a third party will be reduced by 90% for residents of the Town of Mansfield who present sufficient evidence that they are enrolled in the Medicaid (Title XIX) program, or that their current adjusted gross family or household income does not exceed 130% of the federally determined level of poverty. Fifty percent of fees will be waived for residents whose current adjusted gross family or household income does not exceed 185% of the federally determined level of poverty. Unreimbursed medical expenses exceeding 3% of adjusted gross income will be deducted in determining gross income for the purpose of this program. The eligibility criteria set forth in this subsection may be changed by resolution of the Town Council.
- B. For the ambulance fees listed in § 122-10I below only, applicants who qualify for a fee reduction of 90% per the immediately preceding subsection of this article shall instead receive a fee reduction of 100%. The fee reduction rates set forth in this subsection may be changed by resolution of the Town Council.

#### § 122-6. Requests.

Requests must be made on a Town of Mansfield application form.

### § 122-7. Verification of information.

The information on the application may be verified by Town officials at any time during the year.

### § 122-8. Review of waivers; changes to information.

Waivers need to be reinstated on a yearly basis unless circumstances warrant a more frequent review. Any changes in family size or household income must be reported.

### § 122-9. Confidential information.

The information provided will be treated confidentially and will be used only for eligibility determinations and verification of data.

### § 122-10. Applicability.

The following services are subject to this article:

- A. Recreation programs (excluding bus trips and more than two summer camp sessions per child).
- B. Planning and zoning fees.
- C. Inland wetland fees.
- D. Zoning Board of Appeals fees.
- E. (Reserved) *Editor's Note: Former Subsection E, Subsurface sewage disposal and water supply wells, was repealed 8-8-2005, effective 9-3-2005.*
- F. (Reserved) *Editor's Note: Former Subsection F, Junk car disposal, was repealed 8-8-2005, effective 9-3-2005.*
- G. Solid waste disposal.
- H. Recycling fees.
- I. Ambulance fees.
- J. Community Center memberships and programs. **[Added 10-14-2003, effective 11-10-2003]**
- K. Parks and Recreation after-school program. **[Added 12-8-2003, effective 1-3-2004]**
- L. Senior Center fees. **[Added 2-28-2011, effective 3-29-2011]**

TOWN OF MANSFIELD  
PARKS and RECREATION DEPARTMENT  
FEE WAIVER REPORT - FY 2012/2013

		<u>ACTUAL</u>	<u>APPROPRIATED</u>
Summer 2012	Day Camp	36,220.60	37,530.00
	Speciality Camps	9,617.40	2,210.00
	Youth Programs	94.50	350.00
	Adult Programs	175.00	575.00
	Pond Passes	0.00	0.00
	Special Events	13.50	90.00
	CC Swim Lessons	2,704.41	2,500.00
	CC Fitness	1,313.07	1,430.00
	CC Memberships	<u>11,795.79</u>	<u>11,605.00</u>
		61,934.27	56,290.00
Fall 2012	Youth Programs	1,730.80	5,000.00
	Camps	1,278.00	500.00
	Before & After School Friends	8,168.13	0.00
	Adult Programs	306.00	575.00
	Special Events	310.00	90.00
	CC Swim Lessons	2,619.00	2,500.00
	CC Fitness	2,102.84	1,430.00
	CC Memberships	<u>21,909.58</u>	<u>11,605.00</u>
			38,424.35
Winter 2013	Youth Programs	1,504.50	5,000.00
	Camps	756.00	500.00
	Before & After School Friends	7,370.00	0.00
	Youth Basketball	1,694.50	1,360.00
	Adult Programs	227.73	575.00
	Special Events	197.50	90.00
	CC Swim Lessons	1,518.58	2,500.00
	CC Fitness	2,144.98	1,430.00
	CC Memberships	<u>16,380.00</u>	<u>11,605.00</u>
		31,793.79	23,060.00
Spring 2013	Youth Programs		5,000.00
	Adult Programs		575.00
	Camps		500.00
	Before & After School Friends		0.00
	Youth Baseball/Softball		0.00
	Special Events		90.00
	CC Swim Lessons		1,770.00
	CC Fitness		1,430.00
	CC Memberships		<u>11,605.00</u>
		0.00	20,970.00
TOTAL		<u><u>132,152.41</u></u>	<u><u>122,020.00</u></u>

TOWN OF MANSFIELD  
PARKS and RECREATION DEPARTMENT  
FEE WAIVER YEARLY COMPARISONS

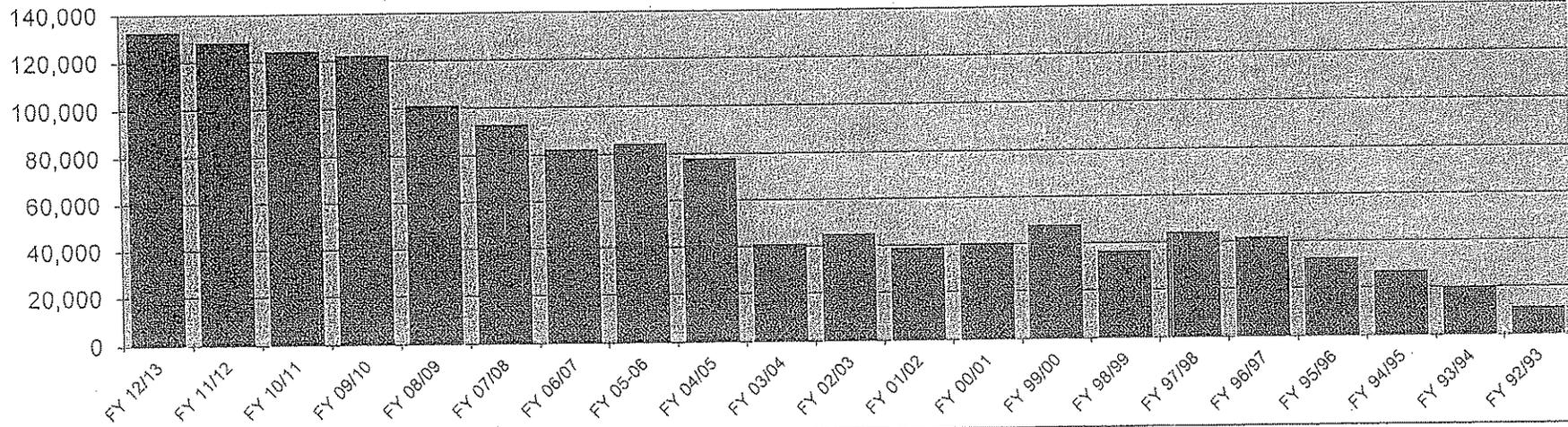
4/24/2013

	FY 13/14	FY 12/13	FY 11/12	FY 10/11	FY 09/10	FY 08/09	FY 07/08	FY 06/07	FY 05-06	FY 04/05	FY 03/04	FY 02/03	FY 01/02	FY 00/01	FY 99/00	FY 98/99	FY 97/98	FY 96/97	FY 95/96	FY 94/95	FY 93/94	FY 92/93
<b>SUMMER</b>																						
CC Swim Lessons		2,704.41	3,434.00	2,295.25	2,319.00	3,959.60	3,289.00	6,124.20	4,379.70	655.00												
CC Fitness		1,313.07	984.50	1,281.20	441.40	in swim	in swim	in swim	in swim	in swim												
CC Memberships		11,795.79	12,855.00	13,983.97	11,771.00	9,714.00	9,650.00	7,717.40	4,087.12	1,405.39												
Day Camp		36,220.60	30,904.00	27,127.65	31,891.10	23,208.40	20,140.00	20,437.30	21,877.90	22,127.40	20,829.65	25,355.00	19,617.00	26,097.00	31,003.40	22,663.46	27,124.50	26,300.00	16,972.50	16,716.00	12,247.50	6,940.00
Specialty Camps		9,617.40	4,276.00	6,083.50	2,212.50	in camp	in camp	in camp	in camp	in camp	in camp	in camp										
Aquatics																						
Youth Programs		94.50	104.00	120.60	1,065.20	606.60	300.00	85.50	89.30	420.00	2,589.28	585.00	382.50	581.00	1,289.50	872.50	909.00	390.00	740.00	315.00	565.00	105.00
Adult Programs		175.00	40.50	0.00	350.10	542.70	119.00	274.00	85.50	548.80	549.55	1,093.00	300.00	336.50	512.50	539.00	848.00	484.00	530.00	225.00	35.00	120.00
Pond Passes		0.00	0.00	0.00	0.00	0.00	18.00	18.00	0.00	71.00	0.00	90.00	50.00	102.50	187.50	135.00	205.00	0.00	180.00	165.00	80.00	
Special Events		13.50	9.00	0.00	0.00	9.00	0.00	0.00	0.00	0.00	32.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	
	0.00	61,934.27	52,807.00	50,892.17	50,051.30	38,046.30	33,516.00	34,656.40	30,519.52	25,227.59	24,000.48	28,491.00	21,055.50	27,723.50	33,951.90	25,300.46	29,874.50	29,938.00	21,693.50	18,868.00	14,287.50	7,772.00
<b>FALL</b>																						
CC Swim Lessons		2,819.00	2,948.40	2,916.50	2,812.90	3,142.40	2,507.50	4,763.90	6,259.19	5,259.89	1,887.80											
CC Fitness		2,102.84	2,011.45	2,195.71	1,634.40	in swim	in swim	in swim	in swim	in swim												
CC Memberships		21,909.58	10,375.13	12,844.00	11,774.00	3,112.15	5,950.00	2,900.50	5,810.50	6,585.07	starts in 04/05											
Camps		1,276.00	1,197.00	760.50	528.90	in youth	in youth	in youth	in youth	in youth	in youth											
BASF		8,168.13																				
Youth Programs		1,730.80	5,166.54	8,716.53	5,711.50	10,678.14	8,289.05	5,666.70	384.20	2,537.40	2,961.50	3,483.50	3,902.50	2,772.00	2,400.50	1,605.50	1,287.00	2,228.00	1,647.50	1,739.00	872.50	386.00
Adult Programs		306.00	178.10	198.90	182.70	424.80	505.50	211.50	36.00	141.00	434.00	1,350.00	1,122.50	587.00	1,048.00	255.50	306.00	918.00	330.00	67.50	35.00	30.00
Aquatics																						
Special Events		310.00	352.50	297.00	81.00	67.50	94.50	108.50	92.20	11.30	25.20	16.00	14.00	0.00	427.00	0.00	68.00	26.00	0.00	0.00	0.00	0.00
	0.00	38,424.35	22,229.12	27,929.14	22,725.40	17,424.99	17,346.55	13,651.10	12,582.09	14,534.66	5,308.50	5,269.50	5,471.00	3,863.00	4,515.50	2,454.50	2,151.00	3,837.00	2,517.50	2,136.50	1,237.50	592.00
<b>WINTER</b>																						
CC Swim Lessons		1,518.58	2,897.00	1,849.50	2,007.50	3,593.75	3,418.51	5,063.00	6,222.73	5,261.39	1,444.60											
CC Fitness		2,144.98	1,687.50	2,044.06	1,540.53	in swim	in swim	in swim	in swim	in swim												
CC Memberships		16,380.00	16,380.00	11,612.33	11,367.42	11,410.00	11,540.99	9,392.13	13,995.00	12,628.13	starts in 04/05											
Camps		756.00	1,098.00	393.90	3,037.20	in youth	in youth	in youth	in youth	in youth	in youth											
BASF		7,370.00																				
Youth Programs		1,504.50	4,452.19	6,434.58	4,850.97	9,852.15	8,239.40	5,250.35	2,312.50	3,708.02	3,593.40	7,653.50	4,808.10	3,112.50	2,418.50	3,458.50	4,198.25	2,076.00	3,146.00	2,259.50	1,338.50	650.00
Adult Programs		227.73	323.50	384.50	1,329.20	607.50	392.70	46.20	134.00	90.00	240.30	594.00	55.00	138.00	738.00	611.00	1,328.00	727.00	285.00	0.00	0.00	75.00
Aquatics																						
Special Events		197.50	258.00	239.00	162.50	68.40	58.70	54.40	53.10	116.10	11.50	0.00	496.00	147.00	625.00	319.00	489.50	630.00	350.00	330.00	270.00	250.00
Youth Basketball		1,694.50	1,668.00	1,237.00	1,357.50	in youth	in youth	in youth	in youth	in youth	1,024.00	580.00	305.00	8.00	0.00	0.00	10.00	13.00	0.00	0.00	0.00	0.00
	0.00	31,793.79	28,764.19	24,194.87	25,952.82	25,531.80	23,648.30	19,806.08	22,717.33	21,801.64	6,313.80	9,235.50	5,672.10	3,822.50	4,270.00	4,976.00	6,448.25	3,781.00	3,931.00	2,589.59	1,808.50	1,150.00
<b>SPRING</b>																						
CC Swim Lessons			3,952.10	2,791.44	2,135.00	3,766.27	2,070.74	3,582.60	5,541.90	5,950.32	1,958.00											
CC Fitness			1,340.00	1,980.30	2,102.57	in swim	in swim	in swim	in swim	in swim												
CC Memberships			9,508.00	7,156.11	11,510.00	6,945.36	9,305.10	4,846.50	8,445.00	5,932.50	starts in 04/05											
Camps			5,457.00	2,619.00	3,588.90	in youth	in youth	in youth	in youth	in youth	in youth											
BASF																						
Youth Programs			3,413.61	5,899.15	3,722.73	8,564.40	6,453.30	5,264.00	3,921.10	3,312.10	2,675.25	1,470.50	5,265.50	3,516.50	3,440.50	2,043.00	3,459.00	1,941.50	3,167.50	1,641.00	1,650.00	1,157.00
Adult Programs			630.30	255.80	436.50	574.20	324.60	92.00	370.90	730.45	169.00	29.00	682.00	916.00	637.00	398.25	738.00	829.00	365.00	410.00	105.00	50.00
Aquatics																						
Special Events			107.10	48.00	112.50	0.00	45.00	5.00	63.30	159.90	65.40	0.00	49.00	13.00	60.00	9.00	20.00	0.00	0.00	0.00	0.00	0.00
Youth Baseball/Soft			0.00	233.50	in youth	in youth	in youth	in youth	in youth	in youth	175.50	335.00	370.00	200.00	650.00	662.50	580.00	662.50	525.00	655.00	370.00	315.00
	0.00	0.00	24,408.11	20,983.30	23,588.20	19,850.23	18,198.74	13,890.10	18,342.20	16,085.27	5,043.15	1,834.50	6,366.50	4,645.50	4,787.50	3,462.75	5,373.00	3,913.00	4,327.50	3,006.00	2,485.00	1,522.00
<b>TOTAL</b>	0.00	132,152.41	128,008.42	123,999.48	122,017.72	100,847.32	92,709.59	82,003.68	84,161.14	77,849.16	40,665.93	44,830.50	38,565.10	40,054.50	47,524.90	36,213.71	43,846.75	41,469.00	32,469.50	26,590.00	19,619.50	11,036.00

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4/24/13

### Mansfield Parks and Recreation Department FEE WAIVER YEARLY COMPARISONS



↓  
NOT INCLUDING SPRING 2013

PAGE  
BREAK



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Cherie Trahan, Director of Finance  
**Date:** May 13, 2013  
**Re:** Financial Statements Dated March 31, 2013

---

**Subject Matter/Background**

Enclosed please find the third quarter financial statements for the period ending March 31, 2013. The Finance Committee will review this item at its meeting on Monday evening.

**Recommendation**

If the Finance Committee wishes to recommend acceptance of the financial statements, the following motion would be in order:

*Move, effective May 13, 2013, to accept the Financial Statements dated March 31, 2013.*

**Attachments**

- 1) Financial Statements Dated March 31, 2013

TOWN OF MANSFIELD  
MANSFIELD BOARD OF EDUCATION

Quarterly Financial Statements

(For the Quarter Ending March 31, 2013)

Finance Department  
Cherie Trahan  
Director of Finance  
May 9, 2012

**Town of Mansfield****Memorandum**

*To: Mansfield Town Council  
Mansfield Board of Education*

*From: Cherie Trahan, Director of Finance*

*Date: May 9, 2012*

*Subject: March 31, 2012 Quarterly Financial Statements*

Attached please find the third quarter financial statements for the quarter ending March 31, 2012.

Attachment

## OVERVIEW

### GENERAL FUND BUDGET

#### REVENUES:

##### Tax Collections

The total collection rate through March 31, 2013 is 97.7%, as compared to 98.1% through March 31, 2012. Real estate collections, which account for approximately 85% of the levy, are 98.1% as compared to 98.6% for last year. Collections in motor vehicles are 93.3% as compared to 93.1% at March 31, 2012.

##### Licenses and Permits

Conveyance taxes received are \$98,761 or 65.8% of the annual budget. Building permits received are \$106,737 or 61.0% of the annual budget. If this trend continues, we could be short of budget by approximately \$40,000.

##### Federal Support for General Government

No change from the budget at this time.

##### State Support for Education

The latest estimate from the State for the ECS grant is 10,189,049 or \$36,669 more than budget. The Transportation grant estimate from the State is \$132,423 or \$27,883 more than budget. The ECS grant is scheduled to be paid as follows: 25% October 31<sup>st</sup>, 25% January 31<sup>st</sup>; balance April 30<sup>th</sup>. To date we have received \$5,078,008. The Transportation grant is scheduled to be paid April 30<sup>th</sup>.

##### State Support for General Government

The Pilot grant is by far the largest single grant within this category. It is budgeted at \$7,047,420 and we received \$7,021,354 or \$26,066 less than budget.

##### Charges for Services

Charges for services are primarily fixed by contract and are normally received during the year. The primary exceptions are: Recording, where we have received \$49,012 or 81.7% of budget and Police Services which are based on expenditures.

##### Fines and Forfeitures

No major change expected from budget.

### Miscellaneous

This area is primarily interest income and the telecommunications service payment. Total interest income through March 31, 2013 is \$16,175 as compared to \$17,167 for the same period last year. STIF interest rate for March, 2013 is 0.08% as compared to 0.12% in March 2012. The amount of the telecommunications payment is not known at this time.

### GENERAL FUND BUDGET - EXPENDITURES

#### Town Expenditures

We have been approved for a FEMA grant for Storm Sandy cleanup. At this time we have been approved for \$55,692.

#### Board Expenditures

There are no significant issues at this time.

#### DAY CARE FUND

The Day Care Fund ended the third quarter with revenues exceeding expenditures by \$61,183. Fund balance at July 1, 2012 of \$252,152 increased to \$313,335 at March 31, 2013.

#### CAFETERIA FUND

Revenues exceeded expenditures by \$27,222 for the period. Fund balance at July 1, 2012 increased from \$371,312 to \$398,534 at March 31, 2013.

#### RECREATION PROGRAM FUND

The Recreation Program Fund ended the period with revenues exceeding expenditures by \$118,494. Fund Balance increased from \$116,442 to \$234,935. This will be drawn down as expenses are met.

#### CAPITAL NONRECURRING FUND

The Pequot/Mohegan Grant was budgeted at \$212,000 and is currently estimated at \$239,442.

#### DEBT SERVICE FUND

Fund Balance increased from \$79,431 on July 1, 2012 to \$605,936 at March 31, 2013. This will be drawn down as principal and interest payments are made throughout the year.

#### ENTERPRISE/INTERNAL SERVICE FUNDS

### Solid Waste Fund

Revenues exceeded expenditures by \$51,680. Retained Earnings increased from \$210,405 at July 1, 2012 to \$262,085 at March 31, 2013.

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

Revenues and Other Financing sources were more than expenditures through the third quarter by \$23,821. Fund Equity increased from \$3,905,066 (including contributed capital) at July 1, 2012 to \$3,928,887 at March 31, 2013. Claims through March have averaged \$510,432 as compared to \$463,669 for the prior year. To be considered fully funded, the Health Insurance Fund needs to maintain an estimated fund balance of \$2.0 million.

### Worker's Compensation Fund

Operating expenditures exceeded revenues by \$41,437 through the third quarter. Retained Earnings decreased from \$51,293 to \$9,856 at March 31, 2013.

### Management Services Fund

Management Services Fund expenditures through March 31, 2013 exceeded revenues by \$133,376. Fund Balance decreased from \$1,517,120 at July 1, 2012 to \$1,383,744 at March 31, 2013. Projections through June 30, 2013 indicate that we could end the fiscal year with positive results of approximately \$100,000.

### CEMETERY FUND

Retained earnings in the Cemetery Fund decreased from \$307,261 at July 1, 2012 to \$295,147 at March 31, 2013. The major costs for this fund are mowing and cemetery maintenance.

### LONG TERM INVESTMENT POOL

The pool experienced a \$15,042 increase in the market value of its portfolio for the period July 1, 2012 to March 31, 2013.

### EASTERN HIGHLANDS HEALTH DISTRICT

Operating expenditures exceeded revenues by \$8,131 and Fund Balance decreased from \$384,599 to \$376,468.

### MANSFIELD DOWNTOWN PARTNERSHIP

Operating revenues exceeded expenditures by \$56,723 through March 31, 2013, and Fund Balance increased from \$303,274 to \$359,997. I expect this balance to be drawn down as expenses are met.

**TOWN OF MANSFIELD  
TRIAL BALANCE  
March 31, 2013**

<b>GENERAL FUND</b>	<b>DEBIT</b>	<b>CREDIT</b>
Cash Equivalent Investments	\$ 10,367,767	\$ -
Working Cash Fund	4,800	
Accounts Receivable	7,945	
Taxes Receivable - Current	672,016	
Taxes Receivable - Delinquent	443,493	
Accounts and Other Payables		343,369
Refundable Deposits		97,998
Deferred Revenue - Taxes		1,006,950
Encumbrances Payable - Prior Year		253,527
Liquidation - Prior Year Encumbrances	190,617	
Fund Balance - Undesignated		2,371,657
Actual Expenditures	32,112,330	
Actual Revenues		39,725,467
	<u>\$ 43,798,968</u>	<u>\$ 43,798,968</u>

DAYCARE COMBINED PROGRAM  
 COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES  
 AND CHANGES IN FUND BALANCE  
 FOR THE PERIOD ENDED MARCH 31, 2013  
 (with comparative totals for MARCH 31, 2012)

	BUDGET	MARCH 31	
	2012/13	2013	2012
<b>REVENUES:</b>			
Intergovernmental - Nat'l. School Lunch	\$ 34,000	\$ 21,735	\$ 27,981
Intergovernmental - Day Care Grant	319,119	251,784	251,784
School Readiness Program	32,890	24,032	24,032
UConn	78,750	78,750	78,750
Fees	877,200	596,883	571,792
Subsidies	32,500	35,314	49,515
<b>Total Revenues</b>	<b>1,374,459</b>	<b>1,008,498</b>	<b>1,003,854</b>
<b>EXPENDITURES:</b>			
Administrative	187,911	126,632	138,194
Direct Program	1,043,057	732,304	706,418
Purchased Property Services	18,250	12,218	12,669
Repairs & Maintenance	6,500	6,028	3,912
Insurance	18,000	3,186	8,308
Other Purchased Services	11,150	7,409	11,241
Food Service Supplies	37,250	28,672	27,608
Energy	28,500	21,375	21,375
Supplies & Miscellaneous	18,850	9,491	11,116
Capital Projects/Air Conditioning			27,563
Equipment	1,250		414
<b>Total Expenditures</b>	<b>1,370,718</b>	<b>947,315</b>	<b>968,818</b>
<b>EXCESS/(DEFICIENCY)</b>	<b>3,741</b>	<b>61,183</b>	<b>35,036</b>
<b>FUND BALANCE, JULY 1</b>	<b>252,152</b>	<b>252,152</b>	<b>228,292</b>
<b>FUND BALANCE, END OF PERIOD</b>	<b>\$ 255,893</b>	<b>\$ 313,335</b>	<b>\$ 263,328</b>

MANSFIELD BOARD OF EDUCATION  
CAFETERIA FUND  
BALANCE SHEET  
AS OF MARCH 31, 2013  
(with comparative totals for MARCH 31, 2012)

	March 31	
	2013	2012
<u>Assets</u>		
Cash	\$ 382,966	\$ 310,608
Inventory	15,568	16,344
	\$ 398,534	\$ 326,952
 <u>Liabilities and Fund Balances</u>		
<u>Liabilities</u>		
Accounts Payable	\$ -	\$ -
	-	-
 <u>Fund Balance</u>		
Fund Balance:		
Unreserved, undesignated	398,534	326,952
	398,534	326,952
	\$ 398,534	\$ 326,952

MANSFIELD BOARD OF EDUCATION  
CAFETERIA FUND  
COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
FOR THE PERIOD ENDED MARCH 31, 2013  
(with comparative totals for MARCH 31, 2012)

	BUDGET	MARCH 31	
	2012/13	2013	2012
Operating Revenues:			
Intergovernmental	\$ 244,130	\$ 159,384	\$ 150,588
Sales of Food	600,700	438,561	447,454
Other	51,580	42,738	43,294
Total Operating Revenues	896,410	640,683	641,336
Other Financing:			
Transfers In - General Fund Board	-	-	20,000
Total Revenues & Other Financing	896,410	640,683	661,336
Operating Expenditures:			
Salaries & Benefits	581,520	385,617	382,588
Food & Supplies	297,358	226,631	260,994
Professional and Technical	2,550		
Equipment - Other	10,000	949	9,468
Equipment Repairs & Contracts	2,000	264	
Total Operating Expenditures	893,428	613,461	653,050
Excess/(Deficiency)	2,982	27,222	8,286
Fund Balance, July 1	371,312	371,312	318,666
Fund Balance, End of Period	\$ 374,294	\$ 398,534	\$ 326,952

Mansfield Parks and Recreation  
 Balance Sheet  
 As of March 31st, 2013  
 (with comparative totals for March 31st, 2012)

	March 31	
	2013	2012
<u>Assets</u>		
Cash	\$ 246,307	\$ 156,382
Due From State Government	-	-
Accounts Receivable	-	-
Total Assets	\$ 246,307	\$ 156,382
<u>Liabilities and Fund Balances</u>		
<u>Liabilities</u>		
Accounts Payable	\$ -	\$ -
Due to Other Funds	-	-
Total Liabilities	-	-
<u>Fund Balance</u>		
Fund Balance:		
Deferred Revenue	-	-
Reserve for Encumbrances	11,372	12,049
Unreserved, undesignated	234,935	144,332
Total Fund Balance	246,307	156,382
Total Liabilities and Fund Balance	\$ 246,307	\$ 156,382

MANSFIELD PARKS & RECREATION FUND  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
AS OF March 31st, 2013  
(With comparative totals as of March 31st, 2012)

	Budget	March 31	
	2012/13	2013	2012
<b>REVENUES:</b>			
Membership Fees	\$ 875,000	\$ 658,321	\$ 615,631
Program Fees	645,360	588,819	516,063
Fee Waivers	122,020	-	-
Daily Admission Fees	63,250	41,411	44,884
Rent - Facilities/Parties	32,000	12,819	16,040
Employee Wellness	20,160	-	-
Rent - E.O. Smith	11,250	-	5,150
Contributions	4,050	2,990	5,474
Sale of Merchandise	3,600	2,558	3,794
Sale of Food	3,200	2,773	446
Charge for Services	10,000		
Other	3,900	2,500	3,140
<b>Total Revenues</b>	<b>1,793,790</b>	<b>1,312,192</b>	<b>1,210,621</b>
<b>OPERATING TRANSFERS:</b>			
General Fund - Recreation Administrative	321,700	321,700	314,160
General Fund - Community Programs	75,000	75,000	75,000
CNR Fund - Bicent. Pond	25,000	25,000	25,000
CNR Fund - Teen Center	25,000	25,000	25,000
<b>Total Rev. &amp; Op Trans</b>	<b>2,240,490</b>	<b>1,758,892</b>	<b>1,649,781</b>
<b>EXPENDITURES:</b>			
Salaries & Wages	1,294,680	933,149	908,169
Benefits	255,830	179,290	190,295
Professional & Technical	146,100	106,296	104,519
Purchased Property Services	28,600	17,665	18,527
Repairs & Maintenance	20,200	22,673	11,067
Other Purchased Services/Rentals	151,550	107,280	111,833
Other Supplies	7,320	6,232	4,388
Energy	144,000	108,000	97,229
Building Supplies	42,900	46,027	35,490
Recreation Supplies	77,460	62,527	63,054
Equipment	54,370	51,258	46,965
Improvements	-	-	2,300
<b>Total Expenditures</b>	<b>2,223,010</b>	<b>1,640,398</b>	<b>1,593,836</b>
<b>EXCESS/DEFICIENCY</b>	<b>17,480</b>	<b>118,494</b>	<b>55,945</b>
<b>FUND BALANCE, JULY1</b>	<b>116,442</b>	<b>116,442</b>	<b>88,388</b>
<b>FUND BALANCE, End of Period</b>	<b>\$ 133,922</b>	<b>\$ 234,935</b>	<b>\$ 144,332</b>

Town of Mansfield  
 Capital and Nonrecurring Reserve Fund Budget  
 Estimated Revenues, Expenditures and Changes in Fund Balance  
 Fiscal Year 2013/14 Proposed

	FY 11/12 Actual	FY 12/13 Adopted	FY 12/13 Estimated	FY 13/14 Proposed	FY 14/15 Projected	FY 15/16 Projected	FY 16/17 Projected	FY 17/18 Projected
<b>Sources:</b>								
General Fund Contribution	\$ 561,000	\$ 1,014,210	\$ 1,014,210	\$ 892,550	\$ 1,107,550	\$ 1,247,550	\$ 1,272,550	\$ 1,272,550
Board Contribution								
Ambulance User Fees	251,085	330,000	290,000	300,000	300,000	300,000	300,000	300,000
Other			16,110					
Sewer Assessments	-	3,000	913	500	500	500	500	500
Pequot Funds	211,700	212,000	239,442	-				
<b>Total Sources</b>	<b>1,023,785</b>	<b>1,559,210</b>	<b>1,560,675</b>	<b>1,193,050</b>	<b>1,408,050</b>	<b>1,548,050</b>	<b>1,573,050</b>	<b>1,573,050</b>
<b>Uses:</b>								
<b>Operating Transfers Out:</b>								
Management Services Fund	175,000	175,000	175,000	175,000	200,000	200,000	200,000	200,000
Property Tax Revaluation Fund	25,000	25,000	25,000	25,000				
Capital Fund	718,566	1,208,000	1,215,350	835,100	1,027,600	1,245,000	1,250,000	1,250,000
Capital Fund - Storrs Center Reserve		96,210	96,210	123,760	123,760	123,760	123,760	123,760
Parks & Recreation Operating Subsidy	50,000							
Compensated Absences Fund	55,000	58,000	58,000	36,000	35,000			
<b>Total Uses</b>	<b>1,023,566</b>	<b>1,562,210</b>	<b>1,569,560</b>	<b>1,194,860</b>	<b>1,386,360</b>	<b>1,568,760</b>	<b>1,573,760</b>	<b>1,573,760</b>
Excess/(Deficiency)	219	(3,000)	(8,885)	(1,810)	21,690	(20,710)	(710)	(710)
Fund Balance/(Deficit) July 1	13,203	13,422	13,422	4,537	2,727	24,417	3,707	2,997
Fund Balance, June 30	\$ 13,422	\$ 10,422	\$ 4,537	\$ 2,727	\$ 24,417	\$ 3,707	\$ 2,997	\$ 2,287

General Government

Revenues

Expenses

Account and Description	Adjusted			Adjusted			
	Budget	Received	Balance	Budget	Encumbrance	Expenses	Balance
81103 Landscape Public Buildings	10,000.00	10,000.00	-	10,000.00	0.00	6,781.39	3,218.61
81611 Pool Cars	60,784.00	60,784.00	-	60,784.00	0.00	60,784.20	(0.20)
81820 Financial Software	245,799.58	245,799.58	-	245,799.58	0.00	243,657.17	2,142.41
81821 Fiber Connection to Fire Stations	25,000.00	25,000.00	-	25,000.00	24,800.00	0.00	200.00
81822 Town Clerk Imaging/Mgmt System	20,000.00	20,000.00	-	20,000.00	876.89	19,123.11	-
81919 Strategic Planning Study	185,000.00	185,000.00	-	185,000.00	0.00	173,549.97	11,450.03
<b>Total General Government:</b>	<b>\$ 546,583.58</b>	<b>\$ 546,583.58</b>	<b>\$ 0.00</b>	<b>\$ 546,583.58</b>	<b>\$ 25,676.89</b>	<b>\$ 503,895.84</b>	<b>\$ 17,010.85</b>

Community Development

Revenues

Expenses

Account and Description	Adjusted			Adjusted			
	Budget	Received	Balance	Budget	Encumbrance	Expenses	Balance
83530 Four Corners Sewer/Water Impro	680,000.00	330,000.00	350,000.00	680,000.00	69,270.00	169,660.37	441,069.63
84103 Storrs Center Reserve	1,648,700.00	1,816,220.02	(167,520.02)	1,648,700.00	54,997.89	1,452,013.54	141,688.57
84122 Improvements Storrs Rd Urban	2,500,000.00	808,059.00	1,691,941.00	2,500,000.00	689,640.88	1,564,173.45	246,185.67
84123 Streetscape/Ped.Improv. DOT	1,474,800.00	302,000.00	1,172,800.00	1,474,800.00	500,000.00	2,176.00	972,624.00
84124 Imprvmnts StorrsRd DOT/Lieber	2,250,000.00	72,817.65	2,177,182.35	2,250,000.00	-	2,262,155.09	(12,155.09)
84125 StorrsCtr Inter Transp CtrDesign	612,500.00	277,675.15	334,824.85	612,500.00	46,420.41	285,629.20	280,450.39
84126 Parking Garage Transit Hub	10,000,000.00	10,015,120.00	(15,120.00)	10,000,000.00	104,555.25	11,557,124.57	(1,661,679.82)
84127 DECD STEAP#2 Pha1A+Dog Lane Ct	500,000.00	486,461.00	13,539.00	500,000.00	-	500,000.00	-
84128 DECD STEAP #3 Dog Lane Design	200,000.00	200,000.00	-	200,000.00	-	199,999.49	0.51
84129 Omnibus Budget Bill Feb2009	552,000.00	467,400.01	84,599.99	552,000.00	158,540.70	581,971.64	(188,512.34)
84130 Bus Facilities Program (FTA)	6,175,000.00	355,895.16	5,819,104.84	6,175,000.00	1,580,033.62	2,414,895.29	2,180,071.09
84131 DECD STEAP 4 Village Street Utilitie:	500,000.00	-	500,000.00	500,000.00	362,774.04	139,945.96	(2,720.00)
84132 Leyland/EDR Infrastructure (\$3M)	3,000,000.00	800,000.00	2,200,000.00	3,000,000.00	594,810.35	1,659,017.04	746,172.61
84133 DECD Brownfield Remediation	450,000.00	-	450,000.00	450,000.00	-	-	450,000.00
84170 HUD Community Challenge Grant	206,530.00	178,382.13	28,147.87	206,530.00	346,350.00	151,279.26	(291,099.26)
<b>Total Community Development:</b>	<b>\$ 30,749,530.00</b>	<b>\$ 16,110,030.12</b>	<b>\$ 14,639,499.88</b>	<b>\$ 30,749,530.00</b>	<b>\$ 4,507,393.14</b>	<b>\$ 22,940,040.90</b>	<b>\$ 3,302,095.96</b>

Captial Projects as of May 8, 2013

Public Safety

Revenues

Expenses

Account and Description	Adjusted			Adjusted			
	Budget	Received	Balance	Budget	Encumbrance	Expenses	Balance
82701 Animal Control Van	21,070.63	21,070.63	-	21,070.63	-	21,070.63	-
82801 Fire & Emerg Serv Comm Equipmen	30,000.00	30,000.00	-	30,000.00	-	-	30,000.00
82819 Vehicle Key Boxes	7,500.00	7,500.00	-	7,500.00	-	559.00	6,941.00
82822 Forestry 307 Chassis Changeover	30,000.00	30,000.00	-	30,000.00	884.56	29,115.44	-
82823 Rescue Equipment	18,000.00	18,000.00	-	18,000.00	-	15,202.33	2,797.67
82824 Fire Hose	20,000.00	20,000.00	-	20,000.00	-	10,867.26	9,132.74
82825 Ambulance 607 11/12	210,000.00	-	210,000.00	210,000.00	212,450.46	-	(2,450.46)
82826 SCBA Air Tanks	25,000.00	25,000.00	-	25,000.00	-	9,998.00	15,002.00
82827 Fire Personal Protective Equipment	31,000.00	31,000.00	-	31,000.00	-	13,020.00	17,980.00
82828 Replacement 78MF	33,000.00	33,000.00	-	33,000.00	-	32,318.57	681.43
82829 Replacement ET507	200,000.00	200,000.00	-	200,000.00	-	-	200,000.00
82902 Fire Ponds	41,500.00	41,500.00	-	41,500.00	-	25,098.07	16,401.93
<b>Total Public Safety:</b>	<b>\$ 667,070.63</b>	<b>\$ 457,070.63</b>	<b>\$ 210,000.00</b>	<b>\$ 667,070.63</b>	<b>\$ 213,335.02</b>	<b>\$ 157,249.30</b>	<b>\$ 296,486.31</b>

Community Services

Revenues

Expenses

Account and Description	Adjusted			Adjusted			
	Budget	Received	Balance	Budget	Encumbrance	Expenses	Balance
84808 Senior Center Van 11/12	45,482.00	45,481.60	0.40	45,482.00	-	45,482.00	-
85102 BCP Restroom Improvements	13,000.00	13,000.00	-	13,000.00	-	4,500.00	8,500.00
85104 Lions Club Park	566,000.00	566,000.00	-	566,000.00	-	566,000.00	-
85105 Open Space Purchase	4,409,389.00	3,369,355.00	1,040,034.00	4,409,389.00	-	3,216,246.07	1,193,142.93
85804 Community Center Equipment	283,200.00	283,200.00	-	283,200.00	-	275,622.89	7,577.11
85806 Skate Park	40,000.00	40,000.00	-	40,000.00	-	38,565.68	1,434.32
85808 Comm Center Locker Room Ventilati	20,000.00	20,000.00	-	20,000.00	-	18,466.71	1,533.29
85811 Playscapes New/Replacements	60,000.00	60,000.00	-	60,000.00	-	50,203.00	9,797.00
85812 Comm Center Facility Upgrades	15,000.00	15,000.00	-	15,000.00	-	15,000.00	-
85816 Park Improvements	251,795.00	251,795.00	-	251,795.00	3,200.00	235,791.08	12,803.92
85824 Playground Resurfacing	52,000.00	52,000.00	-	52,000.00	-	51,480.18	519.82
85830 WMTC River Greenway/Blueway	156,874.00	156,874.00	-	156,874.00	-	156,874.34	(0.34)
85831 Commonfields Trail Improvement	21,023.36	21,023.40	(0.04)	21,023.36	-	21,023.36	-
85835 WHIP Grants-MHP EGVP OSHF	9,200.00	9,200.00	-	9,200.00	-	-	9,200.00
<b>Total Community Services:</b>	<b>\$ 5,942,963.36</b>	<b>\$ 4,902,929.00</b>	<b>\$ 1,040,034.36</b>	<b>\$ 5,942,963.36</b>	<b>\$ 3,200.00</b>	<b>\$ 4,695,255.31</b>	<b>\$ 1,244,508.05</b>

Facilities Management

Revenues

Expenses

Account and Description	Revenues			Expenses			
	Adjusted Budget	Received	Balance	Adjusted Budget	Encumbrance	Expenses	Balance
82205 Boiler/Heat/Plumbing - Fire	50,000.00	50,000.00	-	50,000.00	-	39,848.94	10,151.06
86106 New Wells - Schools	1,100,000.00	960,687.00	139,313.00	1,100,000.00	-	1,172,656.26	(72,656.26)
86260 Maintenance Projects	784,391.00	784,391.00	-	784,391.00	44,193.07	739,915.48	282.45
86278 Four School Renovation Project	160,000.00	10,000.00	150,000.00	160,000.00	-	287,068.93	(127,068.93)
86284 MMS Heating Alterations	4,650,000.00	4,103,706.86	546,293.14	4,650,000.00	-	4,507,868.34	142,131.66
86285 MMS Asbestos Removal 2007	65,000.00	46,152.13	18,847.87	65,000.00	-	44,559.13	20,440.87
86286 MMS Carpet Replacement	25,000.00	26,808.87	(1,808.87)	25,000.00	-	23,397.00	1,603.00
86290 Roof Repairs	199,900.00	199,900.00	-	199,900.00	2,835.54	196,895.19	169.27
<b>Total Facilities Management:</b>	<b>\$ 7,034,291.00</b>	<b>\$ 6,181,645.86</b>	<b>\$ 852,645.14</b>	<b>\$ 7,034,291.00</b>	<b>\$ 47,028.61</b>	<b>\$ 7,012,209.27</b>	<b>(\$24,946.88)</b>

Public Works

Revenues

Expenses

Account and Description	Revenues			Expenses			
	Adjusted Budget	Received	Balance	Adjusted Budget	Encumbrance	Expenses	Balance
83101 Tree Replacement	32,500.00	32,500.00	-	32,500.00	-	15,612.41	16,887.59
83219 Salt Storage Building	250,000.00	250,000.00	-	250,000.00	-	231,144.96	18,855.04
83302 Sm Bridges & Culverts	319,084.00	319,084.00	-	319,084.00	41,729.50	228,750.45	48,604.05
83303 Large Bridge Maintenance	536,286.00	536,286.00	-	536,286.00	27,176.10	431,733.91	77,375.99
83306 Stone Mill Bridge	1,716,350.00	870,734.88	845,615.12	1,716,350.00	34,187.26	1,042,281.46	639,881.28
83308 Town Walkways/Transp Enhancemnt	668,000.00	698,084.89	(30,084.89)	668,000.00	6,719.59	749,413.89	(88,133.48)
83309 Laurel Lane Bridge	1,340,600.00	609,828.12	730,771.88	1,340,600.00	628,801.25	598,592.75	113,206.00
83310 South Eagleville Walkway 11/12	400,000.00	-	400,000.00	400,000.00	-	-	400,000.00
83401 Road Drainage	508,811.00	509,840.09	(1,029.09)	508,811.00	23,041.88	396,364.81	89,404.31
83510 Guard Rails	44,197.00	44,197.00	-	44,197.00	-	31,866.53	12,330.47
83524 Road Resurfacing	2,933,810.00	2,767,951.00	165,859.00	2,933,810.00	-	2,770,027.01	163,782.99
83527 Hunting Lodge Rd Walkway 0809	100,000.00	100,000.00	-	100,000.00	-	90,718.54	9,281.46
83601 Pickup Mounted Sign	10,000.00	10,000.00	-	10,000.00	-	-	10,000.00
83636 LARGE DUMP TRUCK 11/12	167,192.46	21,229.11	145,963.35	167,192.46	-	167,192.46	-
83637 Small Dump Truck & Sander 11/12	46,901.08	1,710.00	45,191.08	46,901.08	-	46,901.08	-
83638 Small Dump Truck & Sander	30,000.00	30,000.00	-	30,000.00	26,055.00	-	3,945.00
83639 Large Dump Trucks	100,000.00	100,000.00	-	100,000.00	-	-	100,000.00
83729 Snowplows	20,500.00	20,500.00	-	20,500.00	-	19,227.50	1,272.50
83733 Storrs Center Equipment	100,000.00	100,000.00	-	100,000.00	-	-	100,000.00
83911 Engineering Cad Upgrades	168,500.00	168,500.00	-	168,500.00	-	157,588.98	10,911.02
83917 GPS Units - Additional Units	15,000.00	-	15,000.00	15,000.00	-	4,167.00	10,833.00
<b>Total Public Works:</b>	<b>\$ 9,507,731.54</b>	<b>\$ 7,190,445.09</b>	<b>\$ 2,317,286.45</b>	<b>\$ 9,507,731.54</b>	<b>\$ 787,710.58</b>	<b>\$ 6,981,583.74</b>	<b>\$ 1,738,437.22</b>

Capital Projects as of May 8, 2013

Revenue/Expenditure Summary

<u>Account and Description</u>	<i>Revenues</i>			<i>Expenses</i>			
	<u>Adjusted Budget</u>	<u>Received</u>	<u>Balance</u>	<u>Adjusted Budget</u>	<u>Encumbrance</u>	<u>Expenses</u>	<u>Balance</u>
General Government	546,584	546,584	-	546,584	25,677	503,896	17,011
Community Development	30,749,530	16,110,030	14,639,500	30,749,530	4,507,393	22,940,041	3,302,096
Public Safety	667,071	457,071	210,000	667,071	213,335	157,249	296,486
Community Services	5,942,963	4,902,929	1,040,034	5,942,963	3,200	4,695,255	1,244,508
Facilities Management	7,034,291	6,181,646	852,645	7,034,291	47,029	7,012,209	(24,947)
Public Works	9,507,732	7,190,445	2,317,286	9,507,732	787,711	6,981,584	1,738,437
<b>Grand Total:</b>	<b>\$ 54,448,170.11</b>	<b>\$ 35,388,704.28</b>	<b>\$ 19,059,465.83</b>	<b>\$ 54,448,170.11</b>	<b>\$ 5,584,344.24</b>	<b>\$ 42,290,234.36</b>	<b>\$ 6,573,591.51</b>

DEBT SERVICE FUND  
BALANCE SHEET  
AS OF MARCH 31, 2013  
(with comparative totals for MARCH 31, 2012)

	MARCH 31	
	2013	2012
Assets:		
Cash and cash equivalents	\$ 605,936	\$ 649,875
Total Assets	\$ 605,936	\$ 649,875
Liabilities and Fund Balance		
Liabilities:		
Interest Payable	\$ -	\$ -
Total Liabilities	-	-
Fund Balance:		
Unreserved:		
Undesignated	\$ 605,936	\$ 649,875
Total Liabilities and Fund Balance	\$ 605,936	\$ 649,875

DEBT SERVICE FUND  
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE  
 FOR THE PERIOD ENDED MARCH 31, 2013  
 (with comparative totals for MARCH 31 2012)

	BUDGET	MARCH 31	
	2012/13	2013	2012
Revenues:			
Bond Proceeds	\$ -	\$ -	\$ -
Interest Income			1,285
Total Revenues	-	-	1,285
Other Financing:			
Operating Transfers In:			
General Fund	\$ 825,000	\$ 825,000	\$ 825,000
CNR Fund			
Total Revenues and Other Financing Sources	825,000	825,000	826,285
Expenditures:			
Principal Payments	705,870	180,724	173,996
Interest Payments	153,190	117,771	132,559
Financial Services & Fees			
Total expenditures	859,060	298,495	306,555
Excess of revenues and other financing sources over expenditures	(34,060)	526,505	519,730
Fund balance, July 1	79,431	79,431	130,145
Fund balance, End of Period	\$ 45,371	\$ 605,936	\$ 649,875

Town of Mansfield  
Debt Service Fund  
Estimated Revenues, Expenditures and Changes in Fund Balance

	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Budget	FY 13/14 Projected	FY 14/15 Projected	FY 15/16 Projected	FY 16/17 Projected	FY 17/18 Projected
<b>Revenues:</b>								
Bonds	\$ 133,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Premium Income	55,542							
Interest on Unspent Balance		1,285						
<b>Total Revenues</b>	<b>188,542</b>	<b>1,285</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Operating Transfers In - General Fund	760,000	825,000	825,000	675,000	350,000	300,000	300,000	300,000
Operating Transfers In - CNR Fund	150,000							
Operating Transfers In - MS Fund								
<b>Total Revenues and Operating Transfers In</b>	<b>1,098,542</b>	<b>826,285</b>	<b>825,000</b>	<b>675,000</b>	<b>350,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>Expenditures:</b>								
Principal Retirement	455,000	460,000	460,000	145,000				
Interest	64,765	45,656	25,900	5,220				
Principal Retirement - GOB 2011				220,000	220,000	220,000	220,000	220,000
Interest - GOB 2011		91,706	93,525	93,525	86,925	80,325	73,725	67,125
Lease Purchase - Co-Gen/Pool Covers	64,129	78,134	78,134					
Lease Purchase - CIP Equip 08/09	113,886	113,886	113,886	113,886				
Lease Purchase - CIP Equip 09/10	87,617	87,617	87,617	87,617	87,617			
Financial/Issuance Costs	110,206							
<b>Total Expenditures</b>	<b>895,603</b>	<b>876,999</b>	<b>859,062</b>	<b>665,248</b>	<b>394,542</b>	<b>300,325</b>	<b>293,725</b>	<b>287,125</b>
Revenues and Other Financing Sources Over/(Under) Expend	202,939	(50,714)	(34,062)	9,752	(44,542)	(325)	6,275	12,875
Fund Balance, July 1	(72,794)	130,145	79,431	45,369	55,121	10,579	10,254	16,529
Fund Balance, June 30	\$ 130,145	\$ 79,431	\$ 45,369	\$ 55,121	\$ 10,579	\$ 10,254	\$ 16,529	\$ 29,404

Town of Mansfield  
Debt Service Fund  
Estimated Revenues, Expenditures and Changes in Fund Balance  
(Continued)

	FY 18/19 Projected	FY 19/20 Projected	FY 20/21 Projected	FY 21/22 Projected	FY 22/23 Projected	FY 23/24 Projected	FY 24/25 Projected	FY 25/26 Projected
<b>Revenues:</b>								
Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Premium Income								
Interest on Unspent Balance								
<b>Total Revenues</b>								
Operating Transfers In - General Fund	275,000	275,000	275,000	250,000	250,000	250,000	250,000	200,000
Operating Transfers In - CNR Fund								
Operating Transfers In - MS Fund								
<b>Total Revenues and Operating Transfers In</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>200,000</b>
<b>Expenditures:</b>								
Principal Retirement								
Interest								
Principal Retirement - GOB 2011	220,000	220,000	220,000	220,000	220,000	220,000	220,000	200,000
Interest - GOB 2011	60,525	53,925	47,325	40,725	33,850	25,600	16,800	8,000
Lease Purchase - Co-Gen/Pool Covers								
Lease Purchase - CIP Equip 08/09								
Lease Purchase - CIP Equip 09/10								
Financial/Issuance Costs								
<b>Total Expenditures</b>	<b>280,525</b>	<b>273,925</b>	<b>267,325</b>	<b>260,725</b>	<b>253,850</b>	<b>245,600</b>	<b>236,800</b>	<b>208,000</b>
Revenues and Other Financing Sources Over/(Under) Expend	(5,525)	1,075	7,675	(10,725)	(3,850)	4,400	13,200	(8,000)
Fund Balance, July 1	29,404	23,879	24,954	32,629	21,904	18,054	22,454	35,654
Fund Balance, June 30	\$ 23,879	\$ 24,954	\$ 32,629	\$ 21,904	\$ 18,054	\$ 22,454	\$ 35,654	\$ 27,654

SOLID WASTE DISPOSAL FUND  
BALANCE SHEET  
AS OF MARCH 31, 2013  
(with comparative totals for MARCH 31, 2012)

	MARCH 31	
	2013	2012
<u>CURRENT ASSETS</u>		
Cash	\$ 350,482	\$ 332,279
Accounts Receivable (net of allow. for uncollectable accts)	30,000	30,000
Total Current Assets	380,482	362,279
<u>FIXED ASSETS</u>		
Land	8,500	8,500
Buildings & Equipment	565,138	565,138
Less: Accumulated Depreciation	(504,407)	(510,222)
Total Fixed Assets	69,231	63,416
TOTAL ASSETS	\$ 449,713	\$ 425,695
<u>LIABILITIES AND FUND EQUITY</u>		
<u>CURRENT LIABILITIES</u>		
Accounts Payable	\$ 57,575	\$ 44,165
Accrued Compensated Absences	14,853	14,707
Refundable Deposits	23,200	22,125
Total Current Liabilities	95,628	80,997
<u>LONG-TERM LIABILITIES</u>		
Landfill Postclosure Costs	92,000	96,000
Total Long-Term Liabilities	92,000	96,000
TOTAL LIABILITIES	187,628	176,997
<u>FUND EQUITY</u>		
Retained Earnings	262,085	248,698
Total Fund Equity	262,085	248,698
TOTAL LIABILITIES AND FUND EQUITY	\$ 449,713	\$ 425,695

SOLID WASTE DISPOSAL FUND  
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCE  
 MARCH 31, 2013  
 (with comparative totals for MARCH 31, 2012)

	BUDGET	MARCH 31	
	2012/13	2013	2012
Operating Revenues:			
Transfer Station Fees	\$ 84,000	\$ 81,609	\$ 53,731
Garbage Collection Fees	901,700	727,541	688,107
Sale of Recyclables	15,000	5,226	20,590
Other Revenues	-	10,884	1,886
Total Operating Revenues	<u>1,000,700</u>	<u>825,260</u>	<u>764,314</u>
Operating Expenses:			
Hauler's Tipping Fees	177,290	115,011	114,662
Mansfield Tipping Fees	53,180	33,758	61,088
Wage & Fringe Benefits	326,645	214,686	212,814
Computer Software	4,320	4,020	4,320
Trucking Fee	33,275	12,430	15,630
Recycling Cost	15,500	11,648	13,546
Contract Pickup	377,965	312,717	291,147
Supplies and Services	24,690	49,012	10,680
Depreciation Expense	9,535	7,150	22,500
Hazardous Waste	15,000	-	4,954
Equipment Parts/Other	2,100	3,148	
LAN/WAN Expenditures	10,000	10,000	10,000
Total Operating Expenses	<u>1,049,500</u>	<u>773,580</u>	<u>761,341</u>
NET INCOME (LOSS)	(48,800)	51,680	2,973
Retained Earnings, July 1	<u>210,405</u>	<u>210,405</u>	<u>245,725</u>
Retained Earnings, End of Period	<u>\$ 161,605</u>	<u>\$ 262,085</u>	<u>\$ 248,698</u>

HEALTH INSURANCE FUND  
BALANCE SHEET  
March 31st, 2013  
(with comparative totals for March 31st, 2012)

	March 31st	
	2013	2012
<u>Assets</u>		
Cash and cash equivalents	\$ 4,276,887	\$ 4,780,119
Due from Other Funds	-	-
Total Assets	\$ 4,276,887	\$ 4,780,119
 <u>Liability and Fund Equity</u>		
Liabilities:		
Accrued Medical Claims	\$ 348,000	\$ 376,000
Total Liabilities	348,000	376,000
 Fund Equity		
Net Contributed Capital	400,000	400,000
Retained Earnings	3,528,887	4,004,119
Total Fund Equity	3,928,887	4,404,119
Total Liabilities and Fund Equity	\$ 4,276,887	\$ 4,780,119

HEALTH INSURANCE FUND  
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCE  
 March 31st, 2013  
 (with comparative totals for March 31st, 2012)

	March 31st	
	2013	2012
Revenues:		
Premium income	\$ 5,349,447	\$ 5,477,015
Interest income	3,877	2,649
Total Revenues	5,353,324	5,479,665
Expenditures:		
Payroll	87,319	75,016
Administrative expenses	598,139	533,606
Medical claims	4,549,463	4,066,915
Consultants	17,000	17,000
Employee Wellness	12,548	-
Medical Supplies	55,034	79,803
LAN/WAN Expenditures	10,000	10,000
Total Expenditures	5,329,503	4,782,341
Revenues and Other Financing Sources Over/ (Under) Expenditures	23,821	697,324
Contributed Capital	400,000	400,000
Fund Equity, July 1	3,505,066	3,306,795
Fund Equity plus Cont. Capital, End of Period	\$ 3,928,887	\$ 4,404,119



ANTHEM BLUE CROSS MONTHLY CLAIMS  
FISCAL YEAR BASIS

MONTH	99/00	00/01	FY 01/02	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13	Average '92-'12	5 Yr. Average FY'08-'12
JULY	170,906	216,792	216,195	231,239	353,025	332,653	368,941	409,635	430,780	493,991	534,203	667,615	410,100	471,363	279,336	507,338
AUGUST	146,139	215,571	247,118	247,238	296,808	327,584	323,401	499,754	554,171	567,129	520,970	583,042	443,808	576,008	291,797	533,824
SEPTEMBER	140,741	264,603	230,526	257,491	323,667	302,399	298,440	415,053	430,908	438,495	438,428	320,452	475,683	386,452	257,798	420,793
OCTOBER	108,729	180,875	240,996	262,401	312,245	275,610	351,888	370,945	384,033	440,640	518,768	524,875	429,967	526,558	257,516	459,657
NOVEMBER	125,629	203,813	208,715	217,831	342,691	448,834	299,882	370,405	489,535	383,653	461,484	371,112	419,740	468,559	253,260	425,105
DECEMBER	181,592	185,278	256,252	190,532	415,554	358,577	343,209	427,447	436,589	358,543	368,522	502,648	451,734	429,097	262,205	423,607
JANUARY	204,232	200,762	251,986	333,923	342,476	358,256	356,891	364,331	508,001	454,813	389,841	497,371	461,600	596,583	281,118	462,325
FEBRUARY	194,411	180,679	267,614	331,286	340,298	305,259	492,485	527,867	629,924	521,301	497,159	550,094	480,989	525,952	316,612	535,894
MARCH	211,199	200,818	237,003	358,881	386,649	409,245	392,138	482,188	399,055	482,221	519,594	600,223	503,600	613,319	304,516	500,939
APRIL	181,703	206,143	342,562	259,835	402,093	443,382	321,969	484,465	476,056	473,587	517,452	513,677	461,016		289,803	488,357
MAY	215,754	244,270	276,117	387,515	391,287	387,104	383,505	562,876	516,518	511,932	346,650	398,403	557,547		304,018	466,210
JUNE	193,549	251,842	251,747	347,060	357,517	399,827	386,641	606,023	425,253	419,214	465,244	483,975	468,241		297,590	452,385
ANNUAL TOTAL	2,074,584	2,551,446	3,026,831	3,425,231	4,264,309	4,348,731	4,319,389	5,520,987	5,680,824	5,545,518	5,578,314	6,013,488	5,564,023	4,593,891	3,395,570	5,676,434
MONTHLY AVERAGE	172,882	212,620	252,236	285,436	355,359	362,394	359,949	460,082	473,402	462,127	464,860	501,124	463,669	510,432	282,964	473,036
% OF INCREASE	-5.1%	23.0%	18.6%	13.2%	24.5%	2.0%	-0.7%	27.8%	2.9%	-2.4%	0.6%	7.8%	-7.5%	10.1%	9.81%	0.29%

WORKERS' COMPENSATION FUND  
BALANCE SHEET  
March 31, 2013  
(with comparative totals for MARCH 31, 2012)

	MARCH 31	
	2013	2012
<u>ASSETS</u>		
Current Assets:		
Cash and Cash Equivalents	\$ 9,856	\$ 51,293
Total Assets	\$ 9,856	\$ 51,293
<u>FUND BALANCE</u>		
Equity:		
Retained Earnings	\$ 9,856	\$ 51,293
Total Liabilities and Equity	\$ 9,856	\$ 51,293

WORKERS' COMPENSATION FUND  
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCE  
 AS OF MARCH 31, 2013  
 (with comparative totals for MARCH 31, 2012)

	BUDGET	MARCH 31	
	2012/13	2013	2012
<u>REVENUES:</u>			
Premium Income	\$ 441,500	\$ 448,130	\$ 420,000
CIRMA Member Distribution		26,684	23,632
Total Revenues	<u>441,500</u>	<u>474,814</u>	<u>443,632</u>
<u>OPERATING EXPENSES:</u>			
Workers' Compensation Insurance	453,810	516,251	449,030
Total Operating Expenses	<u>453,810</u>	<u>516,251</u>	<u>449,030</u>
NET INCOME (LOSS)	(12,310)	(41,437)	(5,398)
Fund Balance, July 1	<u>51,293</u>	<u>51,293</u>	<u>56,691</u>
Fund Balance, End of Period	<u>\$ 38,983</u>	<u>\$ 9,856</u>	<u>\$ 51,293</u>

MANAGEMENT SERVICES FUND  
BALANCE SHEET  
MARCH 31, 2013  
(With comparative totals for March 31, 2012)

	March 31	
	2013	2012
<u>ASSETS</u>		
Current Assets:		
Cash and Cash Equivalents	\$ 1,165,785	\$ 1,380,685
Due from Region 19/Town GF	-	435,000
Inventory	10,908	10,908
Total Current Assets	1,176,693	1,826,593
Fixed Assets:		
Construction in Progress		
Land	145,649	145,649
Buildings	226,679	226,679
Office Equipment	1,966,087	1,966,087
Accum. Depreciation	(1,037,073)	(1,037,073)
Net Fixed Assets	1,301,342	1,301,342
Total Assets	\$ 2,478,035	\$ 3,127,935
<u>LIABILITIES AND EQUITY</u>		
Liabilities:		
Accounts Payable	\$ 1,019,003	\$ 736,002
Lease Purchase Payable	75,288	75,288
Total Liabilities	1,094,291	811,290
Equity:		
Contributed Capital	146,000	146,000
Retained Earnings	1,237,744	2,170,645
Total Equity	1,383,744	2,316,645
Total Liabilities and Equity	\$ 2,478,035	\$ 3,127,935

MANAGEMENT SERVICES FUND  
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
FOR THE PERIOD ENDING MARCH 31, 2013

TOTAL MANAGEMENT SERVICES FUND				
	Budget 2012/13	Actual March 31, 2013	Estimated 2012/13	Proposed 2013/14
<b>REVENUES:</b>				
Mansfield Board of Education	\$ 109,440	\$ 109,440	\$ 109,440	\$ 112,720
Region 19	103,950	100,950	100,950	107,070
Town of Mansfield	10,820	10,820	10,820	18,880
Communication Service Fees	221,490	223,268	223,268	222,750
Copier Service Fees	226,240	223,728	225,000	225,000
Energy Service Fees	2,019,710	1,462,858	1,984,710	1,994,200
Rent	74,260	54,338	90,563	72,450
Rent - Telecom Tower	120,000	117,229	145,000	145,000
Sale of Supplies	35,000	32,831	38,000	38,000
CNR Fund	175,000	175,000	175,000	175,000
Health Insurance Fund	10,000	10,000	10,000	10,000
Solid Waste Fund	10,000	10,000	10,000	10,000
Sewer Operating Fund	3,000	3,000	3,000	3,000
Local Support		1,400	1,400	
Postal Charges	88,290	87,140	87,140	87,140
Universal Services Fund	33,340			28,340
<b>Total Revenues</b>	<b>3,240,540</b>	<b>2,622,002</b>	<b>3,214,291</b>	<b>3,249,550</b>
<b>EXPENDITURES:</b>				
Salaries & Benefits	419,550	290,768	403,031	438,519
Training	8,550	3,982	3,982	8,950
Repairs & Maintenance	28,350	28,855	36,823	35,550
Professional & Technical	40,870	25,109	39,180	40,870
System Support	126,820	89,884	115,702	121,420
Copier Maintenance Fees	91,000	86,184	86,184	90,000
Communications	165,780	147,665	175,434	182,404
Supplies and Software Licensing	26,800	47,833	17,286	26,800
Equipment	158,000	157,127	222,447	163,000
Postage	73,000	54,277	73,000	73,000
Energy	1,909,000	1,741,040	1,884,878	1,909,000
Equipment Rental/Cost of Sales	48,660	82,654	86,742	55,000
<b>Total Expenditures</b>	<b>3,096,380</b>	<b>2,755,378</b>	<b>3,144,689</b>	<b>3,144,513</b>
<b>Add:</b>				
Depreciation	198,080		186,600	186,600
<b>Less:</b>				
Equipment Capitalized	(133,500)		(221,000)	(163,000)
<b>Operating Expenditures</b>	<b>3,160,960</b>	<b>2,755,378</b>	<b>3,110,289</b>	<b>3,168,113</b>
<b>Net Income (Loss)</b>	<b>79,580</b>	<b>(133,376)</b>	<b>104,002</b>	<b>81,437</b>
<b>Total Equity &amp; Contributed Capital, July 1</b>	<b>1,970,384</b>	<b>1,517,120</b>	<b>1,970,384</b>	<b>2,074,386</b>
<b>Total Equity &amp; Contributed Capital, End of Period</b>	<b>\$ 2,049,964</b>	<b>\$ 1,383,744</b>	<b>\$ 2,074,386</b>	<b>\$ 2,155,823</b>

CEMETERY FUND  
BALANCE SHEET  
MARCH 31, 2013

(with comparative totals for MARCH 31, 2012)

	MARCH 31	
	2013	2012
<u>ASSETS</u>		
Cash and cash equivalents	\$ (161,044)	\$ (120,659)
Investments	456,191	419,842
Total Assets	\$ 295,147	\$ 299,183

FUND BALANCE

Fund Balance		
Reserved for perpetual care	564,249	541,989
Reserved for nonexpendable trust	1,200	1,200
Unreserved, undesignated	(270,302)	(244,006)
Total Fund Balance	295,147	299,183
Total Liabilities and Fund Balance	\$ 295,147	\$ 299,183

CEMETERY FUND  
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCE  
 MARCH 31, 2013  
 (with comparative totals for MARCH 31, 2012)

	BUDGET	MARCH 31	
	2012/13	2013	2012
Operating Revenues:			
Interest & Dividend Income	\$ 10,000	\$ 9,543	\$ 13,542
Capital Gain Distribution		225	239
Gain/(Loss) on Sale of Maturities			3,302
Unrealized Gain (Loss) in Market Value	19,500		
Sale of Plots	2,700	1,200	900
Total Operating Revenues	32,200	10,968	17,983
Operating Expenses:			
Salaries	3,000	3,597	4,346
Road Work			7,535
Cemetery Maintenance	14,000	15,395	18,090
Mowing Service	21,500	4,090	11,080
Total Operating Expenses	38,500	23,082	41,051
Operating Income/(Loss)	(6,300)	(12,114)	(23,068)
Retained Earnings, July 1	307,261	307,261	322,251
Retained Earnings, End of Period	\$ 300,961	\$ 295,147	\$ 299,183

TOWN OF MANSFIELD  
INVESTMENT POOL  
AS OF MARCH 31, 2013

	MARKET VALUE JUN 30, 2012	MARKET VALUE SEP 30, 2012	MARKET VALUE DEC 31, 2012	MARKET VALUE MAR 31, 2013	FISCAL 12/13 CHANGE IN VALUE
<b>STOCK FUNDS:</b>					
<b>FIDELITY INVESTMENTS:</b>					
SELECT UTILITIES GROWTH	54,594.10	54,833.93	54,699.18	62,520.59	7,926.49
<b>BANK OF AMERICA</b>					
U.S. LARGE CAP	8,204.47	8,918.03	8,860.14	9,763.85	1,559.38
INTERNATIONAL DEVELOPED	1,985.07	2,104.49	2,191.35	2,253.65	268.58
EMERGING MARKETS	2,576.78	2,759.52	2,768.02	2,736.85	160.07
U.S. MID CAP	2,993.73	3,146.66	3,157.10	3,488.37	494.64
U.S. SMALL CAP	1,872.51	1,991.18	1,989.62	2,196.86	324.35
SUB-TOTAL BANK OF AMERICA	17,632.56	18,919.88	18,966.23	20,439.58	2,807.02
<b>TOTAL STOCK FUNDS</b>	<b>72,226.66</b>	<b>73,753.81</b>	<b>73,665.41</b>	<b>82,960.17</b>	<b>10,733.51</b>
<b>BOND FUNDS:</b>					
<b>WELLS FARGO ADVANTAGE</b>					
WELLS FARGO INCOME PLUS-INV	69,259.84	70,666.50	70,913.09	71,065.47	1,805.63
<b>T. ROWE PRICE</b>					
U.S. TREASURY LONG	87,034.18	87,061.73	86,104.23	84,213.62	(2,820.56)
<b>PEOPLE'S SECURITIES</b>					
U.S. TREASURY NOTES	66,935.97	66,944.52	66,954.00	66,961.34	25.37
<b>BANK OF AMERICA</b>					
GLOBAL HIGH YIELD TAXABLE	4,181.55	4,297.12	4,354.90	4,405.84	224.29
INTERNATIONAL DEVELOPED BONDS	467.48	498.81	467.48	446.87	(20.61)
INVESTMENT GRADE TAXABLE	15,791.97	16,268.54	15,912.17	15,934.30	142.33
SUB-TOTAL BANK OF AMERICA	20,441.00	21,064.47	20,734.55	20,787.01	346.01
<b>VANGUARD INVESTMENTS</b>					
GNMA FUND	351,906.81	356,202.53	354,918.12	355,269.20	3,362.39
<b>TOTAL BOND FUNDS</b>	<b>595,577.80</b>	<b>601,939.75</b>	<b>599,623.99</b>	<b>598,296.64</b>	<b>2,718.84</b>
<b>PUBLIC REAL ESTATE INVESTMENT TRUST:</b>					
<b>BANK OF AMERICA</b>					
REAL ESTATE EQUITY FUND	476.62	475.62	444.40	471.41	(5.21)
<b>TOTAL CASH</b>	<b>476.62</b>	<b>475.62</b>	<b>444.40</b>	<b>471.41</b>	<b>(5.21)</b>
<b>COMMODITIES</b>					
<b>BANK OF AMERICA</b>					
PIMCO Comm. Real Return Strategy Fund	2,099.15	2,334.57	2,171.08	2,148.19	49.04
<b>TOTAL COMMODITIES</b>	<b>2,099.15</b>	<b>2,334.57</b>	<b>2,171.08</b>	<b>2,148.19</b>	<b>49.04</b>
<b>CASH:</b>					
<b>BANK OF AMERICA</b>					
MONEY MARKET RESERVES	15,896.29	16,130.36	17,215.38	17,441.85	1,545.56
<b>TOTAL CASH</b>	<b>15,896.29</b>	<b>16,130.36</b>	<b>17,215.38</b>	<b>17,441.85</b>	<b>1,545.56</b>
<b>TOTAL INVESTMENTS</b>	<b>686,276.52</b>	<b>694,634.11</b>	<b>693,120.26</b>	<b>701,318.26</b>	<b>15,041.74</b>

Town of Mansfield  
Investment Pool  
As of March 31, 2013

	Equity Percentage	Equity In Investments	Equity In Cash Equiv.	Total Equity
Cemetery Fund	65.050%	444,861.60	11,345.92	456,207.53
School Non-Expendable Trust Fund	0.092%	629.17	16.05	645.21
Compensated Absences Fund	34.858%	238,385.64	6,079.88	244,465.52
<b>Total Equity by Fund</b>	<b>100.000%</b>	<b>683,876.41</b>	<b>17,441.85</b>	<b>701,318.26</b>

Investments	Market Value
<u>Stock Funds:</u>	
Fidelity - Select Utilities Growth	62,520.59
B of A US Large Cap	9,763.85
B of A International Developed	2,253.65
B of A Emerging Markets	2,736.85
B of A US Mid Cap	3,488.37
B of A US Small Cap	2,196.86
Sub-Total Stock Funds	82,960.17
<u>Bond Funds:</u>	
Wells Fargo Advantage -Income Plus	71,065.47
T. Rowe Price - U. S. Treasury Long-Term	84,213.62
People's Securities, inc. - U.S. Treasury Notes	66,961.34
B of A Global High Yield	4,405.84
B of A International Developed Bonds	446.87
B of A Investment Grade Taxable	15,934.30
Vanguard - GNMA Fund	355,269.20
Sub-Total Bond Funds	598,296.64
<u>Public Real Estate Investment Trust</u>	
B of A Real Estate Equity	471.41
<u>Commodities</u>	
B of A Commodities	2,148.19
<u>Cash Equivalents:</u>	
B of A Money Market Reserves	17,441.85
<b>Total Investments</b>	<b>701,318.26</b>

Allocation	Amount	Percentage
Stocks	82,960.17	11.83%
Bonds	598,296.64	85.31%
Public Real Estate Investment Trust	471.41	0.07%
Commodities	2,148.19	0.31%
Cash Equivalents	17,441.85	2.49%
<b>Total Investments</b>	<b>701,318.26</b>	<b>100.00%</b>

EASTERN HIGHLANDS HEALTH DISTRICT  
BALANCE SHEET  
As of March 31st, 2013  
(with comparative totals for Mar. 31st, 2012)

<u>Assets</u>	Mar. 31,	
	2013	2012
Cash and cash equivalents	\$ 376,468	\$ 399,947
Total Assets	\$ 376,468	\$ 399,947
<u>Liabilities and Fund Balance</u>		
<u>Liabilities</u>		
Accounts Payable	\$ -	\$ -
Total Liabilities	-	-
<u>Fund Balance</u>		
Fund Balance:		
Reserved for Prior Year Encumbrances		-
Unreserved, undesignated	376,468	399,947
Total Fund Balance	376,468	399,947
Total Liabilities & Fund Balance	\$ 376,468	\$ 399,947

EASTERN HIGHLANDS HEALTH DISTRICT  
COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE

As of March 31st, 2013

(with comparative totals for Mar. 31st, 2012)

	Adopted	Amended	Estimated	Mar. 31st,		
	Budget	Budget	Actuals	2013	2012	
	2012/13	2012/13	2012/13			
<b>Operating Revenues:</b>						
Member Town Contributions	\$ 371,620	\$ 371,620	\$ 371,620	\$ 271,907	73.2%	\$ 274,152
State Grants	152,440	152,440	152,440	152,436	100.0%	149,943
Septic Permits	29,500	29,500	29,500	21,870	74.1%	21,080
Well Permits	14,000	14,000	11,500	9,205	65.8%	9,665
Soil Testing Service	23,000	23,000	26,700	21,385	93.0%	20,930
Food Protection Service	54,500	54,500	56,000	54,743	100.4%	41,131
B100a Reviews	22,000	22,000	22,300	17,830	81.0%	15,540
Septic Plan Review	24,200	24,200	26,200	20,975	86.7%	18,030
Other Health Services	5,700	5,700	3,000	2,408	42.2%	12,402
Appropriation of Fund Balance	17,415	17,415	-	-	0.0%	-
<b>Total Operating Revenues</b>	<b>714,375</b>	<b>714,375</b>	<b>699,260</b>	<b>572,759</b>	<b>80.2%</b>	<b>562,873</b>
<b>Operating Expenditures:</b>						
Salaries & Wages	499,545	547,300	547,300	398,178	72.8%	339,080
Grant Deductions	(31,995)	(86,505)	(108,000)	(81,540)	94.3%	(27,242)
Benefits	158,685	165,440	165,440	120,752	73.0%	104,668
Miscellaneous Benefits	6,110	6,110	6,110	3,731	61.1%	3,065
Insurance	15,800	15,800	15,800	15,338	97.1%	15,336
Professional & Technical Services	15,700	15,700	16,700	7,768	49.5%	6,590
Other Purchased Services	39,080	39,080	39,080	28,439	72.8%	26,474
Other Supplies	8,000	8,000	8,500	5,519	69.0%	5,212
Equipment - Minor	1,450	1,450	1,450	704	48.5%	350
Contingency	-	-	-	-	0.0%	-
<b>Total Operating Expenditures</b>	<b>712,375</b>	<b>712,375</b>	<b>692,380</b>	<b>498,889</b>	<b>70.0%</b>	<b>473,533</b>
<b>Transfers Out:</b>						
Transfers to CNR	2,000	2,000	82,000	82,000	4100.0%	-
<b>Total Operating Exp. &amp; Transfers O</b>	<b>714,375</b>	<b>714,375</b>	<b>774,380</b>	<b>580,889</b>	<b>81.3%</b>	<b>473,533</b>
<b>Operating Income/(Loss)</b>	<b>-</b>	<b>-</b>	<b>(75,120)</b>	<b>(8,131)</b>		<b>89,340</b>
<b>Fund Balance, July 1</b>	<b>384,599</b>	<b>384,599</b>	<b>384,599</b>	<b>384,599</b>		<b>310,607</b>
<b>Fund Balance, End of Period</b>	<b>\$ 384,599</b>	<b>\$ 384,599</b>	<b>\$ 309,479</b>	<b>\$ 376,468</b>		<b>\$ 399,947</b>

EASTERN HIGHLANDS HEALTH DISTRICT  
 CAPITAL NONRECURRING FUND BALANCE SHEET  
 As of March 31st, 2013  
 (with comparative totals for Mar. 31st, 2012)

	Mar. 31,	
	2013	2012
<u>Assets</u>		
Cash and cash equivalents	\$ 140,422	\$ 59,467
Total Assets	\$ 140,422	\$ 59,467
<u>Fund Balance</u>		
Fund Balance:		
Unreserved, undesignated	\$ 140,422	\$ 59,467
Total Fund Balance	\$ 140,422	\$ 59,467

EASTERN HIGHLANDS HEALTH DISTRICT  
 CAPITAL NONRECURRING FUND  
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCE  
 As of March 31st, 2013  
 (with comparative totals for Mar. 31st, 2012)

	Mar. 31,	
	2013	2012
Operating Revenues:		
State Grants	\$ -	\$ -
Transfers In-G/F	82,000	-
Total Operating Revenues	82,000	-
Operating Expenditures:		
Prof & Tech Services	3,535	
Vehicles	(2,925)	15,000
Office Equipment	1,000	-
Total Operating Expenditures	1,610	15,000
Operating Income/(Loss)	80,390	(15,000)
Fund Balance, July 1	60,032	74,467
Fund Balance, End of Period	\$ 140,422	\$ 59,467

**MANSFIELD DOWNTOWN PARTNERSHIP  
BALANCE SHEET  
AS OF MARCH 31, 2013  
(with comparative totals for March 31, 2012)**

	March	
	2013	2012
<u>ASSETS</u>		
Cash & Cash Equivalents	\$ 359,097	\$ 430,033
Accounts Receivable	900	900
 Total Assets	<u>\$ 359,997</u>	<u>\$ 430,933</u>
<u>LIABILITIES</u>		
Accounts Payable	\$ -	\$ -
 Total Liabilities	<u>-</u>	<u>-</u>
<u>FUND BALANCE</u>		
Fund Balance, Unreserved	359,997	430,933
 Total Fund Balance	<u>359,997</u>	<u>430,933</u>
 Total Liabilities and Fund Balance	<u>\$ 359,997</u>	<u>\$ 430,933</u>

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

	Actual 2000/01	Actual 2001/02	Actual 2002/03	Actual 2003/04	Actual 2004/05	Actual 2005/06	Actual 2006/07	Actual 2007/08	Actual 2008/09	Actual 2009/10	Actual 2010/11	Actual 2011/12	Adopted Budget 2012/13	Amended Budget 2012/13	Actual 03/31/13
<b>Revenues:</b>															
Intergovernmental:															
Mansfield General Fund/CNR	\$32,500	\$20,000	\$30,000	\$41,500	\$ 50,000	\$ 62,000	\$ 62,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Uconn		32,500	45,000	46,500	60,000	62,000	62,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Mansfield Capital Projects *						60,000									
Leyland Share - Relocation								30,210			10,000				
Membership Fees			10,040	13,085	17,355	20,282	19,215	21,820	22,440	20,199	16,983	16,778	15,000	15,000	14,758
Local Support				1,500	1,500										
State Support						4,993									
Contributions/Other					200	2,165	(165)			240					
<b>Total Revenues</b>	<b>32,500</b>	<b>52,500</b>	<b>85,040</b>	<b>102,585</b>	<b>129,055</b>	<b>211,440</b>	<b>143,050</b>	<b>302,030</b>	<b>272,440</b>	<b>270,439</b>	<b>276,983</b>	<b>266,778</b>	<b>265,000</b>	<b>265,000</b>	<b>264,758</b>
<b>Operating Expenditures:</b>															
Salaries and Benefits		15,531	71,378	73,007	83,974	92,800	107,140	121,544	133,679	135,713	147,126	170,810	178,264	178,264	132,585
Professional & Technical	930	9,519	7,386	5,406	8,397	63,068	44,967	31,817	27,202	28,893	71,561	61,608	61,700	71,700	59,899
Relocation Costs							20,000	40,420							
Office Rental		3,600	11,000	11,800	13,181	13,775	16,451	17,565	17,584	15,918	15,040	8,000	7,810	7,810	5,858
Insurance			1,650	1,760	1,764	1,772	1,702	1,704	1,713	1,724	1,715	1,747	2,205	2,205	1,545
Purchased Services			8,029	5,005	6,092	9,065	7,092	7,003	8,157	6,666	6,612	9,641	7,000	7,000	7,162
Supplies & Services		3,980	4,704	2,837	2,463	4,075	2,055	2,733	2,783	3,257	3,000	1,276	900	900	986
Contingency													25,000	15,000	-
<b>Total Operating Expenditures</b>	<b>930</b>	<b>32,630</b>	<b>104,147</b>	<b>99,815</b>	<b>115,871</b>	<b>184,555</b>	<b>199,407</b>	<b>222,786</b>	<b>191,118</b>	<b>192,171</b>	<b>245,054</b>	<b>253,082</b>	<b>282,879</b>	<b>282,879</b>	<b>208,035</b>
<b>Operating Income/(Loss)</b>	<b>31,570</b>	<b>19,870</b>	<b>(19,107)</b>	<b>2,770</b>	<b>13,184</b>	<b>26,885</b>	<b>(56,357)</b>	<b>79,244</b>	<b>81,322</b>	<b>78,268</b>	<b>31,929</b>	<b>13,696</b>	<b>(17,879)</b>	<b>(17,879)</b>	<b>56,723</b>
<b>Fund Balance, July 1</b>		<b>31,570</b>	<b>51,440</b>	<b>32,333</b>	<b>35,103</b>	<b>48,287</b>	<b>75,172</b>	<b>18,815</b>	<b>98,059</b>	<b>179,381</b>	<b>257,649</b>	<b>289,578</b>	<b>303,274</b>	<b>285,395</b>	<b>303,274</b>
<b>Fund Balance, End of Period</b>	<b>\$31,570</b>	<b>\$51,440</b>	<b>\$32,333</b>	<b>\$35,103</b>	<b>\$ 48,287</b>	<b>\$ 75,172</b>	<b>\$ 18,815</b>	<b>\$ 98,059</b>	<b>\$179,381</b>	<b>\$257,649</b>	<b>\$289,578</b>	<b>\$303,274</b>	<b>\$285,395</b>	<b>\$267,516</b>	<b>\$359,997</b>
													<b>Adopted</b>	<b>Amended</b>	<b>Actual</b>
													<b>Budget</b>	<b>Budget</b>	<b>03/31/13</b>
<b>Contribution Recap:</b>	<b>Actual</b>	<b>2012/13</b>	<b>2012/13</b>	<b>03/31/13</b>											
Mansfield	\$32,500	\$20,000	\$30,000	\$41,500	\$ 50,000	\$ 62,000	\$ 62,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Mansfield Capital Projects						60,000									
UCONN		32,500	45,000	46,500	60,000	62,000	62,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
<b>Total Contributions</b>	<b>\$32,500</b>	<b>\$52,500</b>	<b>\$75,000</b>	<b>\$88,000</b>	<b>\$110,000</b>	<b>\$184,000</b>	<b>\$124,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>

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**TOWN OF MANSFIELD  
DOWNTOWN REVITALIZATION & ENHANCEMENT  
PROJECT #84120 through #84133  
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE  
AS OF MARCH 31, 2013**

	Project Length	
	Budget	Actual
Operating Revenues:		
Intergovernmental Revenues -		
USDA Rural Development Grant	\$ 175,509	\$ 175,509
DECD STEAP Grants - I, II, III, IV	1,700,000	1,186,461
Urban Action Grant	2,500,000	808,059
DOT Grant # 77-217	1,172,800	
Urban Action Grant/Rell	10,000,000	10,000,000
DOT Grant # 77-223	2,250,000	72,818
Federal Transit Authority (GHTD)	490,000	222,140
Omnibus Bill (DOT)	552,000	467,400
Federal Transit Authority (Bus Facility)	4,940,000	355,895
DECD Brownfield Remediation	450,000	
Local Support (DECD grant)	115,640	55,535
Local Share - Bonds	302,000	302,000
Leyland Share (FTA Match & Other)	1,250,860	9,000
EDR Share	1,765,000	800,000
Other		15,120
<b>Total Operating Revenues</b>	<b>27,663,809</b>	<b>14,469,937</b>
Operating Expenditures:		
Downtown Revitalization & Enhancement:		
Salaries - Temporary		33,984
Legal Services	226,847	234,931
Legal Services - DECD Contract	7,442	2,442
Contracted Services	285,884	55,241
Architects & Engineers	2,141,943	1,810,857
Demolition	930,460	949,631
Environmental Remediation	70,022	79,559
Site Improvements	1,474,800	2,176
Construction Costs	19,917,318	16,717,524
Construction - Storrs Road	2,386,822	925,165
Construction - Walkway	222,271	222,271
<b>Total Operating Expenditures</b>	<b>27,663,809</b>	<b>21,033,781</b>
Revenues Over/(Under) Expenditures *		(6,563,845)
Fund Balance, July 1		
Fund Balance, End of Period	\$ -	\$ (6,563,845)

\* Due from other agencies (grants)

SERIAL BONDS SUMMARY  
SCHOOLS AND TOWN  
March 31, 2013

	Schools	Town	Total
Balance at July 1, 2012	\$1,185,000	\$2,260,000	\$3,445,000
Issued During Period			
Retired During Period			
Balance at 3/31/13	<u>\$1,185,000</u>	<u>\$2,260,000</u>	<u>\$3,445,000</u>

CHANGES IN BOND AND NOTES OUTSTANDING

	Serial Bonds	BAN's	Promissory Note	Total
Balance at July 1, 2012	\$3,445,000			\$3,445,000
Debt Issued				
Debt Retired				
Balance at 3/31/13	<u>\$3,445,000</u>			<u>\$3,445,000</u>

Description	Original Amount	Payment Date		Bonds	BAN's	Promissory Note	Total
		P & I	I				
2004 Town Taxable Gen. Obligation Bond	2,590,000	6/01	12/01	315,000			315,000
2004 Town General Obligation Bond	940,000	6/01	12/01	160,000			160,000
2004 Town General Obligation Bond	725,000	6/01	12/01	130,000			130,000
2011 Town General Obligation Bond	2,840,000	3/01	09/01	2,840,000			2,840,000
	<u>\$7,095,000</u>			<u>\$3,445,000</u>			<u>\$3,445,000</u>

DETAIL OF DEBT OUTSTANDING  
SCHOOLS AND TOWNS  
AS OF MARCH 31, 2013

	<u>Original Amount</u>	<u>Balance 03/31/13</u>
Schools		
Consists of -		
2004 General Obligation Bonds:		
MMS IRC	\$ 940,000	\$ 160,000
2011 General Obligation Bonds:		
MMS Heating Conversion	1,025,000	1,025,000
Schools Outstanding Debt	1,965,000	1,185,000
Town		
Consists of -		
2004 Taxable General Obligation Bonds:		
Community Center	\$ 2,590,000	\$ 315,000
2004 General Obligation Bonds:		
Library Renovations	725,000	130,000
2011 General Obligation Bonds:		
Community Center Air Conditioning	173,620	173,620
Hunting Lodge Road Bikeway	105,250	105,250
Salt Storage Shed	263,130	263,130
Storrs Rd/Flaherty Rd Streetscape Improvements	302,000	302,000
Various Equipment Purchases	93,000	93,000
Facility Improvements	40,000	40,000
Transportation Facility Improvements	130,000	130,000
Stone Mill Rd/Laurel Lane Bridge Replacements	378,000	378,000
2011 Sewer Purpose Obligation Bonds:		
Four Corners Sewer & Water Design	330,000	330,000
Town Outstanding Debt	5,130,000	2,260,000
Total Debt Outstanding	\$ 7,095,000	\$ 3,445,000

TOWN OF MANSFIELD  
SUMMARY OF INVESTMENTS

March 31, 2013

ALL OTHER FUNDS:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 03/31/13
State Treasurer	9,221,835	0.120	Various	Various	712
Total Accrued Interest @ 03/31/13					712
Interest Received 7/1/12 - 03/31/13					<u>16,175</u>
Total Interest, General Fund, 03/31/12					<u><u>16,887</u></u>

CAPITAL FUND:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 03/31/13
State Treasurer			Various	Various	
Total Accrued Interest @ 03/31/13					
Interest Received 7/1/12 - 03/31/13					<u>          </u>
Total Interest, Capital Fund @ 03/31/13					<u><u>          </u></u>

HEALTH INSURANCE FUND:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 03/31/13
MBIA - Class	1,305,722	0.010	Various	Various	
State Treasurer	3,137,836	0.120	Various	Various	216
Total Accrued Interest @ 03/31/13				2649	216
Interest Received 7/1/12 - 03/31/13					<u>3,877</u>
Total Interest, Health Insurance Fund @ 03/31/13					<u><u>4,093</u></u>

Town of Mansfield  
Memo

DATE: April 4, 2013  
 To: Matt Hart, Town Manager  
 Cherie Trahan, Director of Finance  
 From: Christine Gamache, Collector of Revenue  
 Subject: Amounts and % of Collections for 7/1/12 to 03/31/2013 comparable to 7/1/11 to 03/31/2012 and 7/1/10 to 3/31/2011

	GRAND LIST		ADJUSTED		PAID	% PAID	DELINQUENT	
	2011	ADJUSTMENTS	LIST				BALANCE	% DEL
RE	23,607,247	(2,729)	23,604,518		(23,150,782)	98.1%	453,736	1.9%
STORRS CENTER	54,160	96,243	150,403		(150,016)	99.7%	387	0.3%
PER	907,292	5,946	913,239		(877,421)	96.1%	35,818	3.9%
MV	1,995,020	(32,140)	1,962,879		(1,831,160)	93.3%	131,720	6.7%
DUE	26,563,720	67,320	26,631,040		(26,009,379)	97.7%	621,660	2.3%
MVS	253,072	(3,233)	249,839		(199,483)	79.8%	50,356	20.2%
TOTAL	28,816,792	64,087	26,880,879		(26,208,863)	97.5%	672,016	2.5%

PRIOR YEARS COLLECTION

July 1, 2012 to June 30, 2013

Suspense Collections	10,057.96	Suspense Interest Less Fees	10,183.49
Prior Years Taxes	191,196.99	Interest and Lien Fees	118,587.04
	<u>201,254.95</u>		<u>128,770.53</u>

	GRAND LIST		ADJUSTED		PAID	% PAID	DELINQUENT	
	2010	ADJUSTMENTS	LIST				BALANCE	% DEL
RE	23,202,933	(126,226)	23,076,708		(22,744,004)	98.6%	332,703	1.4%
STORRS CENTER	27,995	26,037	54,032		(52,131)	96.5%	1,901	3.5%
PER	887,978	(947)	887,031		(853,390)	96.2%	33,642	3.8%
MV	1,866,225	(48,627)	1,817,598		(1,693,092)	93.1%	124,507	6.9%
DUE	25,985,132	(149,763)	25,835,370		(25,342,617)	98.1%	492,753	1.9%
MVS	211,218	(4,038)	207,180		(165,466)	79.9%	41,713	20.1%
TOTAL	26,196,350	(153,801)	26,042,549		(25,508,083)	97.9%	534,466	2.1%

PRIOR YEARS COLLECTION

July 1, 2011 to June 30, 2012

Suspense Collections	10,926.48	Suspense Interest	8,446.02
Prior Years Taxes	86,155.34	Interest and Lien Fees	102,933.76
	<u>97,081.82</u>		<u>111,379.78</u>

	GRAND LIST		ADJUSTED		PAID	% PAID	DELINQUENT	
	2009	ADJUSTMENTS	LIST				BALANCE	% DEL
RE	22,250,372	(10,298)	22,240,074		21,827,671	98.1%	412,403	1.9%
PER	846,956	(7,756)	839,200		811,045	96.6%	28,155	3.4%
MV	1,755,812	(39,732)	1,716,080		1,612,720	94.0%	103,360	6.0%
DUE	24,853,140	(57,786)	24,795,355		24,251,436	97.8%	543,919	2.2%
MVS	187,103	454	187,557		141,947	75.7%	45,610	24.3%
TOTAL	25,040,243	(57,332)	24,982,912		24,393,383	97.6%	589,529	2.4%

PRIOR YEARS COLLECTION

July 1, 2010 to June 30, 2011

Suspense Collections	6,565	Suspense Interest Less Fees	7,835
Prior Years Taxes	319,934	Interest and Lien Fees	167,803
	<u>326,498</u>		<u>175,638</u>

CAPITAL PROJECTS - OPEN SPACE  
STATUS REPORT THROUGH MARCH 31, 2013

	Total Budget	Expended Thru 6/30/2012	Current Year Expenditures	Estimated Unexpended Balance	Anticipated Grants
Expenditures Prior to 92/93	\$4,409,389	130,790			
<b>UNALLOCATED COSTS:</b>					
Appraisal Fees - Various		17,766			
Financial Fees		8,975			
Legal Fees		15,159			
Survey & Inspections		6,475			
Outdoor Maintenance		13,952			
Major Additions - Improvements		3,000			
Miscellaneous Costs		2,927			
Forest Stewardship-50' Cliff Preserve		3,852			
Parks Coordinator		103,604			
<b>PROPERTY PURCHASES:</b>					
Bassetts Bridge Rd Lots 1,2,3	8.23	128,439			
Baxter Property	25.80	163,330			
Bodwell Property	6.50	42,703			
Boettiger, Orr, Parish Property	106.00	101,579			
Dorwart Property	61.00	342,482			
Dunnack Property	32.00	35,161			
Eaton Property	8.60	162,236			
Ferguson Property	1.19	31,492			
Fesik Property	7.40	7,636			
Hatch/Skinner Property	35.33	291,780			
Holinko Property	18.60	62,576			
Larkin Property	11.70	24,202			
Laugardia Property - Dodd Rd.		500	5,250		
Lion's Club Park		81,871			
Marshall Property	17.00		18,172		
McGregor Property	2.10	8,804			
McShea Property		1,500			
* Merrow Meadow Park Develop.	15.00				
Morneau Property		4,310			
Moss Property	134.50	100,000			
Mulberry Road (Joshua's Trust)	5.90	12,500			
Mullane Property (Joshua's Trust)	17.00	10,000			
Olsen Property	59.75	104,133			
Ossen - Birchwood Heights Property		500			
Porter Property	6.70	135,466			
Reed Property	23.70	69,527			
Rich Property	102.00	283,322			
Sibley Property	50.57	90,734			
Swanson Property (Browns Rd)	29.00	64,423			
Thompson/Swaney Prop. (Bone Mill)		1,500			
Torrey Property	29.50	91,792			
Vernon Property	3.00	31,732			
Estate of Vernon - Property	68.41	257,996			
Warren Property	6.80	24,638			
Watts Property	23.50	92,456			
	<b>916.78</b>	<b>\$4,409,389</b>	<b>\$3,167,820</b>	<b>\$23,422</b>	<b>\$1,218,147</b>
				<b>\$0</b>	

Project Name		Breakdown of Expenditures of Prior to 92/93	
85105 - Local Funds 94/95	\$250,000	White Cedar Swamp - Purchase	\$50,000
85105 - Local Funds 90/91	227,855	Appraisal Fees	250
85105 - Local Funds 97/98	250,000	Financial Fees	5,457
85105 - Local Funds 98/99	250,000	Miscellaneous Costs	605
85105 - Local Funds 99/00	250,000	Unidentifiable (Prior 89/90)	74,478
85105 - Local Funds 00/01	250,000		
85105 - Local Support June 15, 2001	5,000		<b>\$130,790</b>
85105 - Local Funds 01/02	250,000		
85105 - Local Funds 02/03	75,000		
85105 - Local Funds 03/04	100,000		
85105 - State Support - Rich Property	60,000		
85105 - State Support - Hatch/Skinner Property	126,000		
85105 - State Support - Olsen Property	50,000		
85105 - State Support - Vernon Property	113,000		
85105 - State Support - Dorwart Property	112,534		
85114 - Bonded Funds	1,000,000		
85105 - Authorized Bonds 2010/11	1,040,000		
	<b>\$4,409,389</b>		

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

As of March 31, 2013

REVENUE:

TUITION REVENUE:

RECEIVED TO DATE	70,127.00
OUTSTANDING RECEIVABLE	<u>26,209.00</u>
TOTAL TUITION REVENUE	96,336.00
EXCESS COST & STATE AGENCY GRANT	213,166.00
SERVICES FOR THE BLIND	-
MEDICAID REIMBURSEMENT PROGRAM	-

TOTAL REVENUES		309,502.00
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EXPENDITURES:

TUITION PAYMENTS 112-61600-xxxxx-52	
BUDGET	-
ANTICIPATED EXPENDITURES	<u>(430,620.68)</u>
	(430,620.68)
OCCUPATIONAL & PHYSICAL THERAPY 112-62104-xxxxx-52	
BUDGET	230,500.00
ANTICIPATED EXPENDITURES	<u>(224,336.55)</u>
	6,163.45
TRANSPORTATION 112-62802-53910-52	
BUDGET	112,000.00
ANTICIPATED EXPENDITURES	<u>(162,980.66)</u>
	(50,980.66)

TOTAL EXPENDITURES BALANCE - UNDER (OVER)		(475,437.89)
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TOTAL BALANCE UNDER (OVER) BUDGET		<u><u>(165,935.89)</u></u>
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MAINTENANCE PROJECTS - CAPITAL 86260

Date	Project Description	Status	Paid	Encumbered	Total Estimated Project Cost	Account Balance
7/1/2011	Beginning Balance					120,192
1	Arrow Ferice Goodwin	Completed 9/11	3,828		3,828	116,364
2	Fuss & O'Neill Modifications to Generator at MCC	Completed 12/11	3,500		3,500	112,864
3	Willimantic Winnelson Boiler at Historical Society	Completed 1/12	4,666		4,666	108,198
4	Piela Electric Generator	Open	27,400	600	28,000	80,198
5	Rovic Rug Extractor	Completed 4/12	1,499		1,499	78,699
6	Overhead Door Repairs/Installation PW & Maint.Shop Doors	Open	3,265	235	3,500	75,199
7	Automated Building System Software License/25425	Open	4,820		4,820	70,379
8	A&A Asphalt LLC Vinton, Southeast, Goodwin Play area repairs	Completed 11/11	1,712		1,712	68,667
9	Grainger Air Compressor	Completed 11/11	3,307		3,307	65,360
10	Automated Building System Software License/25440	Open	4,920		4,920	60,440
11	Nutmget Companies Repairs to waste pipe at Town Hall	Completed 4/12	4,642		4,642	55,798
12	Depot Pump Repairs to Well Pump at MMS	Completed 4/12	3,668		3,668	52,131
13	Willimantic Winnelson Plumbing/Electrical supplies MCC Generator	Open		2,500	2,500	49,631
14	Andert's Carpet Service Replaced Vinyl Flooring at Historical Society	Completed	1,894		1,894	47,737
15	Ari Signs Senior Center Sign	Completed	1,750		1,750	45,987
7/1/2012	12/13 Appropriation \$55,000					100,987
16	Anderts Carpet Service Replace MMS & SE portable classroom carpets	Completed	23,223		23,223	77,764
17	Anderts Carpet Service Rebinding carpets MMS, SE, Goodwin, and replace bathroom flooring in SE portable.	Completed	5,968		5,968	71,796
18	Major Electric Repairs to generator at MMS	Completed	921		921	70,876
19	Willimantic Winnelson Repairs to MCC generator	Completed	157		157	70,719
20	Tennett Tree Service Removal of trees at MMS	Completed	2,000		2,000	68,719
21	Woodland Building & Revoations MCC shower stall replacements	Completed	7,851		7,851	60,868
22	Kittredge Equipment Freezer	Completed	5,368		5,368	55,500
23	New England Door Closer Library	Completed	1,859		1,859	53,641
24	American DG Energy Beckwith Installation	Completed	3,500		3,500	50,141
25	Professional Lock Security Locks for all schools	Open		11,000	11,000	39,141
26	Andert's Carpet Service Library	Open		7,505	7,505	31,636
27	Signs Plus Security signs for all schools	Open		1,620	1,620	30,016
28	Willimantic Winnelson Goodwin water heater	Completed	3,141		3,141	26,875
29	Pats Power Equipment Blower	Completed	2,699		2,699	24,176
30	Silva Engineering Design of atrium doors at Southeast	Open		4,000	4,000	20,176
31	Kittredge Equipment Co. Pressure Steamer at MMS	Open		16,733	16,733	3,443
32	Labor cost for Town Hall Boiler repairs	Open	3,197		3,197	245
						245

Town of Mansfield  
Monthly Revenue Summary by Source

Fiscal Year: 2013 to 2013 for Dates from 01-Jul-2012 to 31-Mar-2013

Account and Description	Appropriation	Appropriation Adj	Debit Amounts	Credit Amounts	Ending Balance	% Rec'd	Activity
<b>111 General Fund - Town</b>							
40705 TOWN PARKING PINES-STORRS CENTER	.00	.00	.00	3,524.70	3,524.70	.00	3,524.70
<b>Taxes and Related Items</b>							
40101 Current Year Levy	(26,034,470.00)	49,300.00	40,648.07	26,048,282.06	22,463.99	100.09	26,007,633.99
40102 Prior Year Levy	(175,000.00)	.00	20,623.26	213,442.25	17,818.99	110.18	192,818.99
40103 Interest & Lien Fees	(135,000.00)	.00	527.13	119,121.35	(16,405.78)	87.85	118,594.22
40104 Motor Vehicle Supplement	(165,000.00)	.00	645.45	200,128.69	34,483.24	120.90	199,483.24
40105 Susp. Coll. Taxes - Trnsc.	(6,000.00)	.00	37.56	10,095.52	4,057.96	167.63	10,057.96
40106 Susp. Coll. Int. - Trnsc.	(4,000.00)	.00	.00	10,183.49	6,183.49	254.59	10,183.49
40109 Collection Fees	.00	.00	.00	334.00	334.00	.00	334.00
40110 CURRENT YR LEVY - STORRS CTR	(488,000.00)	.00	.00	.00	(488,000.00)	.00	.00
40111 CURRENT YR LEVY-STORRS CTR-ABATEMENT	321,000.00	.00	.00	.00	321,000.00	.00	.00
<b>Total Taxes and Related Items</b>	<b>(26,686,470.00)</b>	<b>49,300.00</b>	<b>62,481.47</b>	<b>26,601,587.36</b>	<b>(98,064.11)</b>	<b>99.63</b>	<b>26,539,105.89</b>
<b>Licenses and Permits</b>							
40201 Misc Licenses & Permits	(2,640.00)	.00	.00	1,794.00	(846.00)	67.95	1,794.00
40202 Sport Licenses	(400.00)	.00	.00	115.00	(285.00)	28.75	115.00
40203 Dog Licenses	(8,000.00)	.00	(69.20)	4,147.00	(3,783.80)	52.70	4,216.20
40204 Conveyance Tax	(150,000.00)	.00	.00	98,760.54	(51,239.46)	65.84	98,760.54
40210 Subdivision Permits	(2,000.00)	.00	.00	5,800.00	3,800.00	290.00	5,800.00
40211 Zoning/Special Permits	(18,000.00)	.00	4,750.00	15,715.00	(7,035.00)	60.92	10,965.00
40212 Zba Applications	(2,000.00)	.00	.00	2,000.00	.00	100.00	2,000.00
40214 Iwa Permits	(5,000.00)	.00	.00	2,670.00	(2,330.00)	53.40	2,670.00
40224 Road Permits	(750.00)	.00	.00	350.00	(400.00)	46.67	350.00
40230 Building Permits	(175,000.00)	.00	17,687.77	124,424.50	(68,263.27)	60.99	106,736.73
40231 Adm Cost Reimb-permits	(100.00)	.00	.00	182.00	82.00	182.00	182.00
40232 Housing Code Permits	(86,000.00)	.00	150.00	75,405.00	(10,745.00)	87.51	75,255.00
40233 Housing Code Penalties	(1,100.00)	.00	.00	100.00	(1,000.00)	9.09	100.00
40234 Landlord Registrations	(600.00)	.00	.00	1,380.00	780.00	230.00	1,380.00
<b>Total Licenses and Permits</b>	<b>(451,590.00)</b>	<b>.00</b>	<b>22,518.57</b>	<b>332,843.04</b>	<b>(141,265.53)</b>	<b>68.72</b>	<b>310,324.47</b>
<b>Federal Support - Education</b>							
40369 FEMA Grant	.00	.00	144,987.49	141,088.45	(3,899.04)	.00	(3,899.04)
<b>Total Federal Support - Education</b>	<b>.00</b>	<b>.00</b>	<b>144,987.49</b>	<b>141,088.45</b>	<b>(3,899.04)</b>	<b>.00</b>	<b>(3,899.04)</b>
<b>Fed. Support Gov</b>							
40352 Payment In Lieu Of Taxes	(1,850.00)	.00	.00	.00	(1,850.00)	.00	.00
40357 Social Serv Block Grant	(3,470.00)	.00	.00	867.00	(2,603.00)	24.99	867.00
<b>Total Fed. Support Gov</b>	<b>(5,320.00)</b>	<b>.00</b>	<b>.00</b>	<b>867.00</b>	<b>(4,453.00)</b>	<b>16.30</b>	<b>867.00</b>
<b>State Support Education</b>							
40401 Education Assistance	(10,152,380.00)	.00	.00	5,078,008.00	(5,074,372.00)	50.02	5,078,008.00
40402 School Transportation	(104,540.00)	.00	.00	.00	(104,540.00)	.00	.00

Town of Mansfield  
Monthly Revenue Summary by Source

Fiscal Year: 2013 to 2013 for Dates from 01-Jul-2012 to 31-Mar-2013

Account and Description	Appropriation	Appropriation Adj	Debit Amounts	Credit Amounts	Ending Balance	% Rec'd	Activity
Total State Support Education	(10,256,920.00)	.00	.00	5,078,008.00	(5,178,912.00)	49.51	5,078,008.00
<b>State Support Gov</b>							
40451 Pilot - State Property	(7,047,420.00)	.00	.00	7,021,354.08	(26,065.92)	99.63	7,021,354.08
40454 Circuit CRT-parking Fines	(810.00)	.00	.00	6,730.45	5,920.45	830.92	6,730.45
40455 Circuit Breaker	(50,140.00)	.00	.00	47,117.37	(3,022.63)	93.97	47,117.37
40456 Tax Relief For Elderly	(2,000.00)	.00	.00	2,000.00	.00	100.00	2,000.00
40457 Library - Connecticut/ill	(15,000.00)	.00	.00	1,228.00	(13,772.00)	8.19	1,228.00
40458 Library - Basic Grant	(2,300.00)	.00	.00	.00	(2,300.00)	.00	.00
40460 Boat Reimbursement	(2,500.00)	.00	.00	.00	(2,500.00)	.00	.00
40462 Disability Exempt Reimb	(1,200.00)	.00	.00	1,176.61	(23.39)	98.05	1,176.61
40465 Emerg Mgmt Performance Grant	(14,500.00)	.00	35,600.00	12,311.00	(37,789.00)	(160.61)	(23,289.00)
40469 Veterans Reimb	(7,750.00)	.00	.00	7,357.86	(392.14)	94.94	7,357.86
40470 State Revenue Sharing	(214,000.00)	.00	50,000.00	402,298.88	138,298.88	164.63	352,298.88
40494 Judicial Revenue Distribution	(9,000.00)	.00	.00	9,820.75	820.75	109.12	9,820.75
40496 Pilot-holinko Estates	(13,500.00)	.00	9,854.00	.00	(23,354.00)	(72.99)	(9,854.00)
40551 Pilot - Senior Housing	.00	.00	17,447.00	17,447.00	.00	.00	.00
<b>Total State Support Gov</b>	<b>(7,380,120.00)</b>	<b>.00</b>	<b>112,901.00</b>	<b>7,528,842.00</b>	<b>35,821.00</b>	<b>100.49</b>	<b>7,415,941.00</b>
<b>Charge for Services</b>							
40605 Region 19 Financial Serv	(91,680.00)	.00	.00	68,760.00	(22,920.00)	75.00	68,760.00
40606 Health District Services	(24,580.00)	.00	.00	18,435.00	(6,145.00)	75.00	18,435.00
40610 Recording	(60,000.00)	.00	.00	49,012.00	(10,988.00)	81.69	49,012.00
40611 Copies Of Records	(12,400.00)	.00	.00	10,488.45	(1,911.55)	84.58	10,488.45
40612 Vital Statistics	(11,000.00)	.00	.00	8,878.00	(2,122.00)	80.71	8,878.00
40613 Sale Of Maps/regs	(100.00)	.00	10.00	57.00	(53.00)	47.00	47.00
40620 Police Service	(67,800.00)	.00	37,260.00	70,558.89	(34,501.11)	49.11	33,298.89
40622 Redemption/Release Fees	(1,000.00)	.00	.00	794.00	(206.00)	79.40	794.00
40625 Animal Adoption Fees	(900.00)	.00	.00	585.00	(315.00)	65.00	585.00
40641 FINES ON OVERDUE BOOKS	(15,500.00)	.00	.00	8,662.75	(6,837.25)	55.89	8,662.75
40644 PARKING PLAN REVIEW FEE	(3,200.00)	.00	.00	2,485.00	(715.00)	77.66	2,485.00
40650 Blue Prints	(200.00)	.00	.00	.00	(200.00)	.00	.00
40656 Reg Dist 19 Grnds Mntnce	(71,880.00)	.00	.00	54,160.00	(17,720.00)	75.35	54,160.00
40663 Zoning Regulations	(200.00)	.00	.00	246.50	46.50	123.25	246.50
40671 Day Care Grounds Maintenance	(12,160.00)	.00	.00	9,120.00	(3,040.00)	75.00	9,120.00
40674 Charge for Services	(2,500.00)	.00	.00	3,143.02	643.02	125.72	3,143.02
40678 Celeron Sq Assoc Bikepath Main	(2,700.00)	.00	.00	2,700.00	.00	100.00	2,700.00
40684 Cash Overage/Shortage	.00	.00	370.78	161.00	(209.78)	.00	(209.78)
40699 Fire Safety Code Fees	(16,000.00)	.00	16,164.24	34,408.20	2,243.96	114.02	18,243.96
<b>Total Charge for Services</b>	<b>(393,800.00)</b>	<b>.00</b>	<b>53,805.02</b>	<b>342,654.81</b>	<b>(104,950.21)</b>	<b>73.35</b>	<b>288,849.79</b>
<b>Fines and Forfeitures</b>							
40702 Parking Tickets - Town	(4,500.00)	.00	.00	95.55	(4,404.45)	2.12	95.55
40710 Building Fines	(1,500.00)	.00	.00	1,750.00	250.00	116.67	1,750.00
40711 Landlord Registration Penalty	(90.00)	.00	.00	.00	(90.00)	.00	.00
40713 NUISANCE ORDINANCE	(11,000.00)	.00	.00	6,298.00	(4,702.00)	57.25	6,298.00
40715 Ordinance Violation Penalty	(680.00)	.00	.00	1,433.30	753.30	210.78	1,433.30
40716 Noise Ordinance Violation	(300.00)	.00	.00	.00	(300.00)	.00	.00

Town of Mansfield  
 Monthly Revenue Summary by Source

Fiscal Year: 2013 to 2013 for Dates from 01-Jul-2012 to 31-Mar-2013

Account and Description	Appropriation	Appropriation Adj	Debit Amounts	Credit Amounts	Ending Balance	% Rec'd	Activity
40717 Possession Alcohol Ordinance	(4,440.00)	.00	.00	1,620.00	(2,820.00)	36.49	1,620.00
40718 Open Liquor Container Ordin	(6,120.00)	.00	.00	1,670.00	(4,450.00)	27.29	1,670.00
<b>Total Fines and Forfeitures</b>	<b>(28,630.00)</b>	<b>.00</b>	<b>.00</b>	<b>12,866.85</b>	<b>(15,763.15)</b>	<b>44.94</b>	<b>12,866.85</b>
<b>Miscellaneous</b>							
40804 Rent - Historical Soc	(2,000.00)	.00	.00	2,900.00	900.00	145.00	2,900.00
40807 Rent - Town Hall	(7,580.00)	.00	.00	6,007.50	(1,572.50)	79.25	6,007.50
40808 Rent - Senior Center	(100.00)	.00	.00	.00	(100.00)	.00	.00
40817 Telecom Services Payment	(55,000.00)	.00	.00	48,086.41	(6,913.59)	87.43	48,086.41
40820 Interest Income	(25,000.00)	.00	285.00	16,460.11	(8,824.89)	64.70	16,175.11
40824 Sale Of Supplies	(20.00)	.00	.00	17.00	(3.00)	85.00	17.00
40825 Rent - R19 Maintenance	(2,790.00)	.00	.00	2,790.00	.00	100.00	2,790.00
40890 Other	(2,500.00)	.00	508.50	4,410.79	1,402.29	156.09	3,902.29
<b>Total Miscellaneous</b>	<b>(94,990.00)</b>	<b>.00</b>	<b>793.50</b>	<b>80,671.81</b>	<b>(15,111.69)</b>	<b>84.09</b>	<b>79,878.31</b>
<b>Operating Transfers In</b>							
40928 School Cafeteria	(2,500.00)	.00	.00	.00	(2,500.00)	.00	.00
<b>Total Operating Transfers In</b>	<b>(2,500.00)</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>(2,500.00)</b>	<b>.00</b>	<b>.00</b>
<b>Total 111 General Fund - Town</b>	<b>(45,300,340.00)</b>	<b>49,300.00</b>	<b>397,487.05</b>	<b>40,122,954.02</b>	<b>(5,525,573.03)</b>	<b>87.79</b>	<b>39,725,466.97</b>

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Town of Mansfield  
Monthly Expenditure Summary by Activity

Fiscal Year: 2013 to 2013 for Dates from 01-Jul-2012 to 31-Mar-2013

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
111 General Fund - Town						
General Government						
11100 Legislative	88,680.00	.00	.00	66,555.11	22,124.89	75.05
12100 Municipal Management	198,300.00	12,480.00	995.00	158,824.11	50,960.89	75.82
12200 Human Resources	134,180.00	3,170.00	.00	94,376.82	42,973.18	68.71
13100 Town Attorney	42,500.00	.00	10,608.99	31,312.01	579.00	98.64
13200 Probate	3,920.00	.00	.00	3,918.42	1.58	99.96
14200 Registrars	65,920.00	(5,150.00)	.00	33,958.61	26,811.39	55.88
15100 Town Clerk	217,170.00	3,620.00	10,046.89	155,496.00	55,247.11	74.98
15200 General Elections	36,700.00	.00	.00	18,395.43	18,304.57	50.12
16100 Finance Administration	116,560.00	1,490.00	.00	85,024.70	33,025.30	72.02
16200 Accounting & Disbursements	168,390.00	3,800.00	150.00	156,973.57	15,066.43	91.25
16300 Revenue Collections	155,740.00	2,900.00	.00	116,802.45	41,837.55	73.63
16401 Board Of Assessment Appeals	.00	.00	.00	400.00	(400.00)	.00
16402 Property Assessment	213,440.00	3,810.00	566.00	151,070.27	65,613.73	69.80
16510 Central Copying	39,000.00	.00	.00	37,696.00	1,304.00	96.66
16511 Central Services	34,000.00	.00	.00	29,226.04	4,773.96	85.96
16600 Information Technology	10,820.00	.00	.00	10,820.00	.00	100.00
30900 Facilities Management	939,750.00	2,370.00	14,466.83	659,282.13	268,371.04	71.51
<b>Total General Government</b>	<b>2,465,070.00</b>	<b>28,490.00</b>	<b>36,833.71</b>	<b>1,810,131.67</b>	<b>646,594.62</b>	<b>74.07</b>
Public Safety						
21200 Police Services	1,083,310.00	(9,250.00)	732.97	168,159.02	905,168.01	15.72
21300 Animal Control	92,220.00	(3,930.00)	.00	65,561.44	22,728.56	74.26
22101 FIRE PREVENTION	140,860.00	.00	6,095.22	119,330.18	15,434.60	89.04
22155 Fire & Emerg Services Admin	216,590.00	2,990.00	40,805.00	149,424.40	29,350.60	86.63
22160 Fire & Emergency Services	1,470,810.00	82,560.00	24,165.81	1,230,635.65	298,568.54	80.78
23100 Emergency Management	51,670.00	990.00	.00	42,086.70	10,573.30	79.92
<b>Total Public Safety</b>	<b>3,055,460.00</b>	<b>73,360.00</b>	<b>71,799.00</b>	<b>1,775,197.39</b>	<b>1,281,823.61</b>	<b>59.03</b>
Public Works						
30100 Public Works Administration	82,240.00	2,700.00	.00	102,711.17	(17,771.17)	120.92
30200 Supervision & Operations	119,180.00	2,200.00	523.50	85,545.59	35,310.91	70.91
30300 Road Services	696,080.00	(38,760.00)	48.98	520,152.00	137,119.02	79.14
30400 Grounds Maintenance	392,310.00	11,520.00	1,167.27	300,044.16	102,618.57	74.59
30600 Equipment Maintenance	601,380.00	.00	20,154.63	450,749.90	130,475.47	78.30
30700 Engineering	192,720.00	3,720.00	6.29	158,300.70	38,133.01	80.59
<b>Total Public Works</b>	<b>2,083,910.00</b>	<b>(18,620.00)</b>	<b>21,900.67</b>	<b>1,617,503.52</b>	<b>425,885.81</b>	<b>79.38</b>

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Town of Mansfield  
 Monthly Expenditure Summary by Activity

Fiscal Year: 2013 to 2013 for Dates from 01-Jul-2012 to 31-Mar-2013

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
<b>Community Services</b>						
42100 ADULT & ADMINISTRATIVE SERVICES	336,670.00	4,150.00	.00	161,149.07	179,670.93	47.28
42202 Mansfield Challenge - Winter	.00	.00	.00	62.70	(62.70)	.00
42204 Youth Employment - Middle Sch	2,000.00	.00	.00	1,492.19	507.81	74.61
42210 Youth Services	172,050.00	2,900.00	.00	113,868.63	61,081.37	65.09
42300 Senior Services	206,470.00	2,910.00	2,410.44	135,839.01	71,130.55	66.03
43100 Library Services	654,840.00	8,290.00	7,620.04	456,957.64	198,552.32	70.06
45000 Contributions To Area Agency	303,340.00	.00	78,677.34	192,304.24	32,358.42	89.33
<b>Total Community Services</b>	<b>1,675,370.00</b>	<b>18,250.00</b>	<b>88,707.82</b>	<b>1,061,673.48</b>	<b>543,238.70</b>	<b>67.92</b>
<b>Community Development</b>						
30800 Building Inspection	170,470.00	2,310.00	.00	125,927.09	46,852.91	72.88
30810 Housing Inspection	107,350.00	1,870.00	.00	77,859.85	31,360.15	71.29
51100 PLANNING & DEVELOPMENT	228,680.00	5,030.00	.00	190,084.87	43,625.13	81.33
52100 Planning/Zoning Inland/Wetlnd	8,100.00	.00	1,500.00	8,784.42	(2,184.42)	126.97
58000 Boards and Commissions	6,400.00	.00	.00	4,140.93	2,259.07	64.70
<b>Total Community Development</b>	<b>521,000.00</b>	<b>9,210.00</b>	<b>1,500.00</b>	<b>406,797.16</b>	<b>121,912.84</b>	<b>77.01</b>
<b>Town-Wide Expenditures</b>						
71000 Employee Benefits	2,353,240.00	.00	39,360.55	1,877,508.50	436,370.95	81.46
72000 INSURANCE (LAP)	126,970.00	.00	.00	139,300.10	(12,330.10)	109.71
73000 Contingency	175,000.00	(110,690.00)	.00	.00	64,310.00	.00
<b>Total Town-Wide Expenditures</b>	<b>2,655,210.00</b>	<b>(110,690.00)</b>	<b>39,360.55</b>	<b>2,016,808.60</b>	<b>488,350.85</b>	<b>80.81</b>
<b>Other Financing</b>						
92000 Other Financing Uses	2,489,310.00	.00	.00	2,393,100.00	96,210.00	96.14
<b>Total Other Financing</b>	<b>2,489,310.00</b>	<b>.00</b>	<b>.00</b>	<b>2,393,100.00</b>	<b>96,210.00</b>	<b>96.14</b>
<b>Total 111 General Fund - Town</b>	<b>14,945,330.00</b>	<b>.00</b>	<b>260,101.75</b>	<b>11,081,211.82</b>	<b>3,604,016.43</b>	<b>75.89</b>

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Town of Mansfield  
Monthly Expenditure Summary by Activity

Fiscal Year: 2013 to 2013 for Dates from 01-Jul-2012 to 31-Mar-2013

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
112 General Fund - Board						
61101 Regular Instruction	8,057,480.00	(42,740.00)	.00	4,855,161.04	3,159,578.96	60.58
61102 English	49,520.00	.00	6,130.12	31,390.55	11,999.33	75.77
61104 World Languages	10,090.00	.00	656.56	3,577.23	5,856.21	41.96
61105 Health & Safety	7,730.00	.00	873.95	3,955.73	2,900.32	62.48
61106 Physical Education	12,690.00	.00	179.87	7,102.36	5,407.77	57.39
61107 Art	14,060.00	.00	2,206.35	7,222.82	4,630.83	67.06
61108 Mathematics	75,470.00	.00	103.94	20,543.41	54,822.65	27.36
61109 Music	17,300.00	.00	627.46	8,159.31	8,513.23	50.79
61110 Science	30,750.00	.00	2,590.66	16,362.06	11,797.28	61.63
61111 Social Studies	20,680.00	.00	773.67	10,036.34	9,869.99	52.27
61115 Information Technology	201,250.00	.00	2,940.87	151,580.18	46,728.95	76.78
61122 Family & Consumer Science	9,080.00	.00	1,097.51	5,452.03	2,530.46	72.13
61123 Technology Education	10,830.00	.00	1,171.46	9,543.62	114.92	98.94
61201 Special Ed Instruction	1,348,040.00	(41,860.00)	390.75	750,165.26	555,623.99	57.46
61202 Enrichment	412,820.00	.00	162.00	232,943.17	179,714.83	56.47
61204 Preschool	319,460.00	(760.00)	.00	198,455.62	120,244.38	62.27
61310 Remedial Reading/Math	341,040.00	(450.00)	272.90	143,520.14	196,796.96	42.22
61400 Summer School	54,500.00	.00	.00	38,297.33	16,202.67	70.27
61600 Tuition Payments	.00	.00	137,921.25	323,942.43	(461,863.68)	.00
61900 Central Service-Instr Suppl.	159,760.00	.00	1,486.23	136,272.98	22,000.79	86.23
62102 Guidance Services	146,000.00	.00	3,708.43	91,267.30	51,024.27	65.05
62103 Health Services	210,650.00	.00	3,804.44	117,846.63	88,998.93	57.75
62104 Outside Eval/Contracted Serv	230,500.00	.00	48,085.37	175,351.18	7,063.45	96.94
62105 Speech And Hearing Services	158,840.00	(11,600.00)	1,612.93	29,972.07	115,655.00	21.45
62106 Pupil Services - Testing	6,570.00	.00	.00	.00	6,570.00	.00
62108 Psychological Services	299,630.00	(60,990.00)	251.60	137,476.72	100,911.68	57.71
62201 Curriculum Development	141,100.00	(17,320.00)	95.00	91,221.77	32,463.23	73.77
62202 Professional Development	36,990.00	.00	3,592.00	9,906.72	23,491.28	36.49
62302 Media Services	71,200.00	.00	2,697.48	27,750.29	40,752.23	42.76
62310 Library	299,740.00	(270.00)	5,817.03	188,436.73	105,216.24	64.87
62401 Board Of Education	385,860.00	204,200.00	11,229.47	357,172.05	221,658.48	62.43
62402 Superintendent's Office	363,720.00	(11,940.00)	2,985.00	241,604.45	107,190.55	69.53
62404 Special Education Admin	292,970.00	.00	6,667.95	206,125.52	80,176.53	72.63
62520 Principals' Office Services	1,033,930.00	.00	2,243.03	758,850.47	272,836.50	73.61
62521 Support Services - Central	16,490.00	.00	1,964.50	5,791.65	8,733.85	47.04
62523 Field Studies	13,500.00	.00	407.00	4,155.25	8,937.75	33.79
62601 Business Management	255,270.00	6,740.00	.00	253,608.15	8,401.85	96.79
62710 Plant Operations - Building	1,488,790.00	(23,010.00)	22,409.03	1,089,405.56	353,965.41	75.85
62801 Regular Transportation	710,300.00	.00	362,653.17	423,085.96	(75,439.13)	110.62
62802 Spec Ed Transportation	112,000.00	.00	75,640.77	117,914.96	(81,555.73)	172.82
63430 After School Program	40,330.00	.00	.00	20,573.91	19,756.09	51.01
63440 Athletic Program	36,190.00	.00	2,673.00	18,102.13	15,414.87	57.41
58000 Employee Benefits	3,038,190.00	.00	13,512.24	2,256,965.03	767,712.73	74.73
69000 Transfers Out To Other Funds	46,850.00	.00	.00	46,850.00	.00	100.00
<b>Total 112 General Fund - Board</b>	<b>20,588,160.00</b>	<b>.00</b>	<b>731,634.99</b>	<b>13,623,118.11</b>	<b>6,233,406.90</b>	<b>69.72</b>

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt*  
**CC:** Maria Capriola, Assistant Town Manager; Cherie Trahan, Director of Finance  
**Date:** May 13, 2013  
**Re:** Appointment of Auditor to Conduct Financial Audit for Fiscal Year 2012/13

---

**Subject Matter/Background**

Section 7-392(c) and 4-232 of the Connecticut General Statutes, as amended, requires that each municipality annually designate an independent public accounting firm to audit the books and accounts of that government. This audit was performed last year by Blum Shapiro & Company, PC, as the second year of a three year contract (with an option to extend to five years).

**Financial Impact**

Funds are included in the proposed FY 2013/14 budget to cover the audit fees of \$44,100.

**Recommendation**

If the Finance Committee wishes to recommend the appointment to the Town Council, the following motion is in order:

*Move, effective May 13, 2013 to appoint Blum Shapiro and Company, P.C. as the auditing firm for the Fiscal Year 2012/13.*

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt*  
**CC:** Maria Capriola, Assistant Town Manager; Cherie Trahan, Director of Finance; Christine Gamache, Collector of Revenue  
**Date:** May 13, 2013  
**Re:** Transfer of Uncollected Taxes to Property Tax Suspense Book

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**Subject Matter/Background**

Attached please find the proposed transfer of uncollected taxes to the property tax suspense book, submitted for the Town Council's review and approval. As explained by the Collector of Revenue, the majority of the list items are motor vehicle accounts bills to taxpayers that the town has been unable to locate. Additionally, 44% of the amount requested to be transferred represent personal property taxes on businesses that closed. The additions to the suspense book total \$61,507.61.

Although the taxes are removed from the books as a current receivable they continue to remain collectible for 15 years from the original due date. From July 1, 2012 to date, the town has successfully collected \$23,427 in outstanding suspense taxes and interest. The Finance Committee will review this item at its meeting on Monday evening.

**Recommendation**

If the Finance Committee wishes to recommended approval of the transfers, the following motion would be in order:

*Move, effective May 13, 2013, to transfer \$61,507.61 in uncollected property taxes to the Mansfield Property Tax Suspense Book, as recommended by the Collector of Revenue.*

**Attachments**

- 1) List Summary
- 2) Process Suspense Report (Detail)

## SUSPENSE LIST SUMMARY BY YEAR

May 13, 2013

<u>GL YEAR</u>	<u>TOTAL TAX</u>
2004 TOTAL	\$ 20.91
2005 TOTAL	178.42
2006 TOTAL	446.55
2007 TOTAL	4,769.75
2008 TOTAL	10,045.95
2009 TOTAL	17,825.60
2010 TOTAL	<u>28,220.43</u>
GRAND TOTAL	61,507.61

Process Suspense Report

TOWN OF MANSFIELD Date: 05/08/2013 Time: 11:35:57  
 Condition (s): Year: , Type: 14 - CODE T, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2004-02-0040864 0	HARRIS KELTZ	07	OUT OF BUSINESS	05/07/2013	20.91			20.91
PERSONAL PROPERTY	# Of Acct: 1							20.91
YR : 2004	TOTAL : 1							20.91
2005-02-0040335 0	HARRIS KELTZ	07	OUT OF BUSINESS	05/07/2013	14.41			14.41
2005-02-0040449 0	MANVILLE & SONS LNDSKAPING	07	OUT OF BUSINESS	05/07/2013	164.01			164.01
PERSONAL PROPERTY	# Of Acct: 2							178.42
YR : 2005	TOTAL : 2							178.42
2006-02-0040431 0	MANVILLE & SONS LNDSKAPING	07	OUT OF BUSINESS	05/07/2013	217.32			217.32
2006-02-0040562 0	REDTAIL SERVICES	07	OUT OF BUSINESS	05/07/2013	65.89			65.89
PERSONAL PROPERTY	# Of Acct: 2							283.21
2006-03-0059026 0	SCHOEPLEIN MICHAEL P OR	06	OTHER	05/08/2013	163.34			163.34
MV REGULAR	# Of Acct: 1							163.34
YR : 2006	TOTAL : 3							446.55
2007-01-0000820 0	JENSENS INC	06	OTHER	05/07/2013	9.25			9.25
2007-01-0002109 0	HUSKY PIZZA LLC	06	OTHER	05/07/2013	1,966.20			1,966.20
REAL ESTATE	# Of Acct: 2							1,975.45
2007-02-0040317 0	HAYDEN JOHN ASSOCIATES	07	OUT OF BUSINESS	05/07/2013	272.60			272.60
2007-02-0040343 0	HUSKY PIZZA	07	OUT OF BUSINESS	05/07/2013	295.88			295.88
2007-02-0040430 0	MANVILLE & SONS LNDSKAPING	07	OUT OF BUSINESS	05/07/2013	254.08			254.08
2007-02-0040549 0	PUBLIC AMERICA C/O HEMISPHERE MG	07	OUT OF BUSINESS	05/07/2013	654.74			654.74
2007-02-0040558 0	REDTAIL SERVICES	07	OUT OF BUSINESS	05/07/2013	232.94			232.94
2007-02-0040681 0	TWIN OAKS CONSTRUCTION CO	07	OUT OF BUSINESS	05/07/2013	375.48			375.48
PERSONAL PROPERTY	# Of Acct: 6							2,085.72
2007-03-0056235 0	MANSFIELD AUTO PARTS INC	02	CANNOT LOCATE	05/08/2013	69.86			69.86
2007-03-0058940 0	SCHOEPLEIN MICHAEL P OR	06	OTHER	05/08/2013	143.99			143.99
2007-03-0060903 0	WICKAM JAMES F	02	CANNOT LOCATE	05/08/2013	399.30			399.30
2007-03-0061274 0	ZHANG FANG	01	SMALL BALANCE	05/08/2013	2.70			2.70
MV REGULAR	# Of Acct: 4							615.85
2007-04-0089484 0	SCHOEPLEIN MICHAEL P	06	OTHER	05/08/2013	92.73			92.73
MV SUPPLEMENTAL	# Of Acct: 1							92.73
YR : 2007	TOTAL : 13							4,769.75
2008-01-0002138 0	HUSKY PIZZA LLC	06	OTHER	05/07/2013	2,002.82			2,002.82
REAL ESTATE	# Of Acct: 1							2,002.82
2008-02-0040062 0	AT&T MOBILITY II LLC	02	CANNOT LOCATE	05/07/2013	40.17			40.17
2008-02-0040063 0	AT&T MOBILITY II LLC	02	CANNOT LOCATE	05/07/2013	62.59			62.59
2008-02-0040195 0	DATAFYX SOLUTIONS *	07	OUT OF BUSINESS	05/07/2013	160.70			160.70
2008-02-0040241 0	EST OCCASIONS *	07	OUT OF BUSINESS	05/07/2013	160.70			160.70
2008-02-0040316 0	HAYDEN JOHN ASSOCIATES	07	OUT OF BUSINESS	05/07/2013	710.86			710.86
2008-02-0040343 0	HUSKY PIZZA	07	OUT OF BUSINESS	05/07/2013	42.11			42.11
2008-02-0040415 0	MANSFIELD CENTRE GENERAL STORE	07	OUT OF BUSINESS	05/07/2013	553.54			553.54
2008-02-0040435 0	MANVILLE & SONS LNDSKAPING	07	OUT OF BUSINESS	05/07/2013	338.94			338.94
2008-02-0040544 0	PUBLIC AMERICA C/O	07	OUT OF BUSINESS	05/07/2013	1,667.32			1,667.32

Process Suspense Report

TOWN OF MANSFIELD Date: 05/08/2013 Time: 11:35:57

Condition (s): Year: , Type: 14 - CODE T, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst	Name	Code	Reason	Date	Town Due/SuspDist	Due/SuspSewer	Due/Susp	Total
2008-02-0040557	0	REDTAIL SERVICES	07	OUT OF BUSINESS	05/07/2013		296.60		
2008-02-0040681	0	TWIN OAKS CONSTRUCTION CO	07	OUT OF BUSINESS	05/07/2013		942.04		
PERSONAL PROPERTY		# Of Acct: 11							4,975.57
2008-03-0050356	0	BACLASKI BRYAN J	05	MOVED OUT OF STATE	05/08/2013		80.55		
2008-03-0052675	0	DRASCH FREDERICK J	05	MOVED OUT OF STATE	05/08/2013		74.30		
2008-03-0053562	0	GARY A GIANNELLI FAMILY	04	BANKRUPTCY	05/08/2013		292.45		
2008-03-0055248	0	KLINTWORTH JILL	05	MOVED OUT OF STATE	05/08/2013		270.85		
2008-03-0055249	0	KLINTWORTH MARK D	05	MOVED OUT OF STATE	05/08/2013		167.37		
2008-03-0056266	0	MANSFIELD AUTO PARTS INC	02	CANNOT LOCATE	05/08/2013		64.04		
2008-03-0056804	0	MILLIARD JOEL A	02	CANNOT LOCATE	05/08/2013		47.69		
2008-03-0057412	0	NITKIN KANER Yael	02	CANNOT LOCATE	05/08/2013		73.35		
2008-03-0058098	0	PORTERS MOBILE DTLNG LLC	02	CANNOT LOCATE	05/08/2013		157.94		
2008-03-0058476	0	RICHARDSON CYNTHIA	02	CANNOT LOCATE	05/08/2013		105.28		
2008-03-0058972	0	SCHOEPLEIN MICHAEL P	06	OTHER	05/08/2013		102.15		
2008-03-0059061	0	SENEY DEREK J	01	SMALL BALANCE	05/08/2013		0.76		
2008-03-0060781	0	WATKINS GARY	02	CANNOT LOCATE	05/08/2013		256.46		
MV REGULAR		# Of Acct: 13							1,693.19
2008-04-0088074	0	BARBEAU ASHLEY P	05	MOVED OUT OF STATE	05/08/2013		34.71		
2008-04-0088195	0	CAO ZHIAN	01	SMALL BALANCE	05/08/2013		10.42		
2008-04-0088358	0	DIAMOND JOSEPH S	02	CANNOT LOCATE	05/08/2013		339.96		
2008-04-0088506	0	GARDENHIRE DAVID R JR	05	MOVED OUT OF STATE	05/08/2013		360.84		
2008-04-0088513	0	GAULDEN ELLIS D	05	MOVED OUT OF STATE	05/08/2013		46.43		
2008-04-0088550	0	GORMLEY MICHAEL S OR	01	SMALL BALANCE	05/08/2013		2.31		
2008-04-0088555	0	GRADIE PATRICK R	05	MOVED OUT OF STATE	05/08/2013		2.75		
2008-04-0088675	0	JAMES MARLON C AND	05	MOVED OUT OF STATE	05/08/2013		1.85		
2008-04-0088700	0	JORDAN STEVEN R	06	OTHER	05/08/2013		22.96		
2008-04-0088701	0	JORDAN STEVEN R	06	OTHER	05/08/2013		20.08		
2008-04-0088745	0	KING JR MELVIN	06	OTHER	05/08/2013		78.72		
2008-04-0088750	0	KLINTWORTH MARK D	05	MOVED OUT OF STATE	05/08/2013		172.57		
2008-04-0088759	0	KOCHIS MICHAEL P	05	MOVED OUT OF STATE	05/08/2013		37.79		
2008-04-0088907	0	MANDELDOVE JONATHAN J	02	CANNOT LOCATE	05/08/2013		18.79		
2008-04-0088994	0	MILLIARD JOEL A	02	CANNOT LOCATE	05/08/2013		41.86		
2008-04-0089008	0	MOHDAMZAR MOHDAMZAR	02	CANNOT LOCATE	05/08/2013		66.36		
2008-04-0089278	0	RIVERA SOPHIA E	02	CANNOT LOCATE	05/08/2013		49.59		
2008-04-0089370	0	SCHWINGLE DEREK F	02	CANNOT LOCATE	05/08/2013		55.15		
2008-04-0089603	0	VARGA MELANIE D	06	OTHER	05/08/2013		11.23		
MV SUPPLEMENTAL		# Of Acct: 19							1,374.37
YR : 2008		TOTAL : 44							10,045.95
2009-01-0002130	0	HUSKY PIZZA	06	OTHER	05/07/2013		914.26		
REAL ESTATE		# Of Acct: 1							914.26
2009-02-0040120	0	CAT'S PAW STUDIO'S	07	OUT OF BUSINESS	05/07/2013		175.77		
2009-02-0040145	0	CLIFF'S PROPERTY MGMT LLC	07	OUT OF BUSINESS	05/07/2013		96.42		
2009-02-0040188	0	DATAFYX SOLUTIONS *	07	OUT OF BUSINESS	05/07/2013		200.88		
2009-02-0040234	0	BST OCCASIONS *	07	OUT OF BUSINESS	05/07/2013		200.88		
2009-02-0040305	0	HAYDEN JOHN ASSOCIATES	07	OUT OF BUSINESS	05/07/2013		888.56		
2009-02-0040334	0	HUSKY PIZZA	07	OUT OF BUSINESS	05/07/2013		52.66		
2009-02-0040344	0	ING US STUDENTS NO 6 LLC	07	OUT OF BUSINESS	05/07/2013		186.79		
2009-02-0040394	0	LEZ PAUL PHOTOGRAPHY	07	OUT OF BUSINESS	05/07/2013		101.24		
2009-02-0040403	0	M & M GENERAL SERVICES	06	OTHER	05/07/2013		172.63		
2009-02-0040409	0	MAK SCIENTIFIC LLC	01	SMALL BALANCE	05/07/2013		2.38		

Process Suspense Report

TOWN OF MANSFIELD Date: 05/08/2013 Time: 11:35:57

Condition (s): Year: , Type: 14 - CODE T, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst	Name	Code	Reason	Date	Town Due/SuspDist	Due/SuspSewer	Due/Susp	Total
2009-02-0040415	0	MANSFIELD CENTRE GENERAL STORE	07	OUT OF BUSINESS	05/07/2013				691.94
2009-02-0040435	0	MANVILLE & SONS LNDSCAPING	07	OUT OF BUSINESS	05/07/2013				256.06
2009-02-0040537	0	PROMECC	07	OUT OF BUSINESS	05/07/2013				964.14
2009-02-0040539	0	PUBLIC AMERICA C/O	07	OUT OF BUSINESS	05/07/2013				2,084.16
2009-02-0040550	0	REDTAIL SERVICES	07	OUT OF BUSINESS	05/07/2013				370.74
2009-02-0040561	0	RONALD GROSS CONSULTING SERV	07	OUT OF BUSINESS	05/07/2013				48.21
2009-02-0040592	0	SHADY HILL GARDENS	07	OUT OF BUSINESS	05/07/2013				64.28
2009-02-0040676	0	TWIN OAKS CONSTRUCTION CO	07	OUT OF BUSINESS	05/07/2013				1,177.54
PERSONAL PROPERTY		# Of Acct: 18							7,735.28
2009-03-0050214	0	ANISKOFF LARA B	01	SMALL BALANCE	05/08/2013				1.23
2009-03-0050329	0	AYENI BABATUNDE M	05	MOVED OUT OF STATE	05/08/2013				4.51
2009-03-0050349	0	BACLASKI BRYAN J	05	MOVED OUT OF STATE	05/08/2013				72.45
2009-03-0050465	0	BARBEAU ASHLEY P	05	MOVED OUT OF STATE	05/08/2013				80.99
2009-03-0050758	0	BERRY WILLIAM D	05	MOVED OUT OF STATE	05/08/2013				105.28
2009-03-0051153	0	BROWN MELISSA A	01	SMALL BALANCE	05/08/2013				0.23
2009-03-0051161	0	BROWN ROBERT S	05	MOVED OUT OF STATE	05/08/2013				41.51
2009-03-0051230	0	BURKE MELISSA K	01	SMALL BALANCE	05/08/2013				3.31
2009-03-0051345	0	CALER JO A	03	DECEASED	05/08/2013				77.85
2009-03-0051477	0	CATUCCIO ERIC R	06	OTHER	05/08/2013				102.58
2009-03-0051563	0	CHARLES LAURA C	06	OTHER	05/08/2013				109.78
2009-03-0052127	0	CROWLEY MEGAN A	05	MOVED OUT OF STATE	05/08/2013				8.91
2009-03-0052160	0	CURTIS TIFFANY JEAN	04	BANKRUPTCY	05/08/2013				143.54
2009-03-0052168	0	CUSHMAN ROSE A	03	DECEASED	05/08/2013				0.03
2009-03-0052313	0	DEBRINCAT LAURA A	04	BANKRUPTCY	05/08/2013				187.17
2009-03-0052359	0	DENNEY KELAND J	02	CANNOT LOCATE	05/08/2013				74.25
2009-03-0052445	0	DIAMOND JOSEPH S	02	CANNOT LOCATE	05/08/2013				308.21
2009-03-0052463	0	DIFLORIO MARINA R	05	MOVED OUT OF STATE	05/08/2013				57.46
2009-03-0052564	0	DONOVAN SEAN L	01	SMALL BALANCE	05/08/2013				6.03
2009-03-0052637	0	DRASCH FREDERICK J	05	MOVED OUT OF STATE	05/08/2013				78.75
2009-03-0052646	0	DREW MIRIAM C	01	SMALL BALANCE	05/08/2013				2.31
2009-03-0052848	0	EDDINGS THOMAS V JR	02	CANNOT LOCATE	05/08/2013				58.05
2009-03-0052856	0	EDWARDS LINDSAY L	01	SMALL BALANCE	05/08/2013				1.60
2009-03-0052968	0	ERDIM HUSEYIN	02	CANNOT LOCATE	05/08/2013				64.35
2009-03-0053107	0	PEGAN DARREN J	03	DECEASED	05/08/2013				66.64
2009-03-0053150	0	FIELDS MARNIE J	06	OTHER	05/08/2013				99.45
2009-03-0053221	0	FITZGERALD RYAN H	06	OTHER	05/08/2013				191.23
2009-03-0053496	0	GARDENHIRE DAVID R JR	05	MOVED OUT OF STATE	05/08/2013				344.64
2009-03-0053508	0	GARNEAU SUSAN L	01	SMALL BALANCE	05/08/2013				2.00
2009-03-0053546	0	GAULDEN ELLIS D	05	MOVED OUT OF STATE	05/08/2013				76.95
2009-03-0053608	0	GERCEK HASAN H	02	CANNOT LOCATE	05/08/2013				39.59
2009-03-0053682	0	GISLER ELENA T	02	CANNOT LOCATE	05/08/2013				3.32
2009-03-0053740	0	GOLOB EUGENE C OR	05	MOVED OUT OF STATE	05/08/2013				258.72
2009-03-0053820	0	GOULD TREVOR D	01	SMALL BALANCE	05/08/2013				2.80
2009-03-0053830	0	GRADIE PATRICK R	05	MOVED OUT OF STATE	05/08/2013				337.32
2009-03-0053935	0	GRUNSKIE MARIAH A	01	SMALL BALANCE	05/08/2013				0.25
2009-03-0054331	0	HEWES STEVEN	05	MOVED OUT OF STATE	05/08/2013				4.32
2009-03-0054342	0	HIGGS DANIELLE S	05	MOVED OUT OF STATE	05/08/2013				70.65
2009-03-0054361	0	HILL JARED S	06	OTHER	05/08/2013				70.19
2009-03-0054558	0	HOYT KATHLEEN S	06	OTHER	05/08/2013				79.65
2009-03-0054732	0	JAMES MARLON C AND	05	MOVED OUT OF STATE	05/08/2013				186.73
2009-03-0054779	0	JOANNE DIANA S	05	MOVED OUT OF STATE	05/08/2013				98.98
2009-03-0054867	0	JORDAN STEVEN R	06	OTHER	05/08/2013				66.15
2009-03-0054868	0	JORDAN STEVEN R	06	OTHER	05/08/2013				49.05
2009-03-0054937	0	KANABAY SARAH E	05	MOVED OUT OF STATE	05/08/2013				63.89
2009-03-0054938	0	KANAKAMEDALA BHARGAVI	06	OTHER	05/08/2013				113.23

## Process Suspense Report

TOWN OF MANSFIELD Date: 05/08/2013 Time: 11:35:57

Page: 4

Condition (s): Year: , Type: 14 - CODE T, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dist	Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2009-03-0055085	0	KHRAICHE MAROULA L	05	MOVED OUT OF STATE	05/08/2013	60.75			
2009-03-0055136	0	KING JR MELVIN	06	OTHER	05/08/2013	115.70			
2009-03-0055180	0	KLEIN NORMAN W	03	DECEASED	05/08/2013	135.44			
2009-03-0055192	0	KLINTWORTH JILL	05	MOVED OUT OF STATE	05/08/2013	265.46			
2009-03-0055193	0	KLINTWORTH MARK D	05	MOVED OUT OF STATE	05/08/2013	331.61			
2009-03-0055246	0	KOCHIS MICHAEL P	05	MOVED OUT OF STATE	05/08/2013	42.58			
2009-03-0055247	0	KOCHIS MICHAEL P	05	MOVED OUT OF STATE	05/08/2013	35.09			
2009-03-0055385	0	KUMAR RANJIT	02	CANNOT LOCATE	05/08/2013	31.49			
2009-03-0055811	0	LINDLEY KASEY L	01	SMALL BALANCE	05/08/2013	0.53			
2009-03-0055900	0	LONDONO DIAZ LUZ M	02	CANNOT LOCATE	05/08/2013	53.99			
2009-03-0055909	0	LONG ROBERTA R	03	DECEASED	05/08/2013	42.29			
2009-03-0055919	0	LOPEZ JESSICA	02	CANNOT LOCATE	05/08/2013	28.02			
2009-03-0056000	0	LUO QINGYUN	02	CANNOT LOCATE	05/08/2013	4.18			
2009-03-0056076	0	MACZKA MICHAEL	05	MOVED OUT OF STATE	05/08/2013	95.85			
2009-03-0056103	0	MAHFOUD JANNA E	01	SMALL BALANCE	05/08/2013	2.54			
2009-03-0056162	0	MANDELDOVE JONATHAN J	02	CANNOT LOCATE	05/08/2013	79.19			
2009-03-0056204	0	MANSFIELD AUTO PARTS INC	02	CANNOT LOCATE	05/08/2013	57.64			
2009-03-0056229	0	MARCANTEL CHRISTOPHER A	05	MOVED OUT OF STATE	05/08/2013	78.75			
2009-03-0056435	0	MCCARTHY STEVEN R	01	SMALL BALANCE	05/08/2013	3.63			
2009-03-0056648	0	MERSON RACHAEL A	05	MOVED OUT OF STATE	05/08/2013	482.78			
2009-03-0056682	0	MIGANI PAOLO	02	CANNOT LOCATE	05/08/2013	64.35			
2009-03-0056741	0	MILLIARD JOEL A	02	CANNOT LOCATE	05/08/2013	102.15			
2009-03-0056855	0	MOHDZAZHAR MOHDAMZAR	02	CANNOT LOCATE	05/08/2013	103.61			
2009-03-0057087	0	MUSTAFA SYED S	02	CANNOT LOCATE	05/08/2013	51.29			
2009-03-0057311	0	NIKOLOV MARTIN B AND	01	SMALL BALANCE	05/08/2013	4.94			
2009-03-0057345	0	NITKIN KANER YAEL	02	CANNOT LOCATE	05/08/2013	76.49			
2009-03-0057386	0	NOVICK MARK D AND	05	MOVED OUT OF STATE	05/08/2013	13.60			
2009-03-0057499	0	ONEK CURTHBERTH A	01	SMALL BALANCE	05/08/2013	2.06			
2009-03-0057509	0	ORCUTT MARY BETH	01	SMALL BALANCE	05/08/2013	4.10			
2009-03-0057781	0	PELLEGRINE PAMELA E	01	SMALL BALANCE	05/08/2013	4.06			
2009-03-0057786	0	PELLETIER GEORGETTE M	02	CANNOT LOCATE	05/08/2013	60.09			
2009-03-0057837	0	PEROCHENA JOSEPH J	01	SMALL BALANCE	05/08/2013	2.07			
2009-03-0058040	0	POPELESKI TINA M	03	DECEASED	05/08/2013	231.26			
2009-03-0058232	0	RAPOLE SPIKANTH	02	CANNOT LOCATE	05/08/2013	80.47			
2009-03-0058457	0	RIVERA SOPHIA E	02	CANNOT LOCATE	05/08/2013	84.15			
2009-03-0058862	0	SAUNDERS ROBERT R	02	CANNOT LOCATE	05/08/2013	116.08			
2009-03-0058863	0	SAUNDERS ROBERT R OR	02	CANNOT LOCATE	05/08/2013	189.43			
2009-03-0058870	0	SAVAGE BECKY L	02	CANNOT LOCATE	05/08/2013	90.39			
2009-03-0058919	0	SCHOEPLEIN MICHAEL P	06	OTHER	05/08/2013	95.38			
2009-03-0058957	0	SCHWINGLE DEREK F	02	CANNOT LOCATE	05/08/2013	216.43			
2009-03-0059280	0	SKOGEN KRISSA A	01	SMALL BALANCE	05/08/2013	2.90			
2009-03-0059299	0	SLAVIN AMANDA J	02	CANNOT LOCATE	05/08/2013	6.84			
2009-03-0059527	0	SPRAGNO MELINDA D	01	SMALL BALANCE	05/08/2013	3.48			
2009-03-0059728	0	STINSON AMANDA D	06	OTHER	05/08/2013	44.56			
2009-03-0059729	0	STINSON AMANDA D	06	OTHER	05/08/2013	38.26			
2009-03-0059780	0	STRATTON GEOFFREY T	06	OTHER	05/08/2013	34.19			
2009-03-0059822	0	SUN QUN	02	CANNOT LOCATE	05/08/2013	171.87			
2009-03-0059860	0	SWEENEY MICHAEL H	01	SMALL BALANCE	05/08/2013	1.18			
2009-03-0060075	0	THOMPSON ROY R JR	02	CANNOT LOCATE	05/08/2013	11.70			
2009-03-0060620	0	WARD ALAN W	02	CANNOT LOCATE	05/08/2013	18.69			
2009-03-0060688	0	WATKINS GARY	02	CANNOT LOCATE	05/08/2013	256.46			
2009-03-0060699	0	WATSON MICHAEL R OR	02	CANNOT LOCATE	05/08/2013	29.99			
2009-03-0060882	0	WICKETT NORMAN OR	06	OTHER	05/08/2013	10.47			
2009-03-0061055	0	WOOSTER ROBERT D III	01	SMALL BALANCE	05/08/2013	4.00			
2009-03-0061084	0	WU NIER	02	CANNOT LOCATE	05/08/2013	45.46			
2009-03-0061218	0	ZEIGLER ETHELENA M	03	DECEASED	05/08/2013	31.06			

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Condition (s): Year: , Type: 14 - CODE T, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst	Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2009-03-0061230	0	ZHAI YUJIA OR	01	SMALL BALANCE	05/08/2013			1.38	
2009-03-0061359	0	MCARTHUR MICHELLE C	02	CANNOT LOCATE	05/08/2013			44.48	
2009-03-0061430	0	WILSON TRISHA S	02	CANNOT LOCATE	05/08/2013			7.62	
MV REGULAR		# Of Acct: 105							8,120.63
2009-04-0088058	0	AUNER NATALIA D OR	01	SMALL BALANCE	05/08/2013			1.22	
2009-04-0088138	0	BISON BUILDERS	06	OTHER	05/08/2013			257.87	
2009-04-0088320	0	CROSBY RUTH P	01	SMALL BALANCE	05/08/2013			1.81	
2009-04-0088356	0	DEBRINCAT LAURA A	04	BANKRUPTCY	05/08/2013			80.22	
2009-04-0088461	0	FIELDS MARNIE J	06	OTHER	05/08/2013			13.16	
2009-04-0088555	0	GOODWIN ALEXANDER J	05	MOVED OUT OF STATE	05/08/2013			67.10	
2009-04-0088635	0	HAZEL ALEXA R	02	CANNOT LOCATE	05/08/2013			38.49	
2009-04-0088737	0	JORDAN STEVEN R	06	OTHER	05/08/2013			22.86	
2009-04-0088896	0	LORENTZ BRANDON C	01	SMALL BALANCE	05/08/2013			0.04	
2009-04-0088908	0	LUKAS WILLIAM 4TH	02	CANNOT LOCATE	05/08/2013			34.89	
2009-04-0088949	0	MARTINEZ-MORALES ALVIN	02	CANNOT LOCATE	05/08/2013			222.13	
2009-04-0088950	0	MARTY STEPHANE L	05	MOVED OUT OF STATE	05/08/2013			9.85	
2009-04-0089015	0	MINKLER LAURIE J	02	CANNOT LOCATE	05/08/2013			23.50	
2009-04-0089216	0	PRADHAN GEETALI	02	CANNOT LOCATE	05/08/2013			55.23	
2009-04-0089335	0	SAUER RACHEL L	01	SMALL BALANCE	05/08/2013			0.09	
2009-04-0089472	0	STINSON AMANDA D	06	OTHER	05/08/2013			25.74	
2009-04-0089485	0	STREETER ERIC S	06	OTHER	05/08/2013			17.79	
2009-04-0089486	0	STREETER ERIC S	06	OTHER	05/08/2013			18.13	
2009-04-0089490	0	SUMMERS BETHANY	02	CANNOT LOCATE	05/08/2013			38.46	
2009-04-0089548	0	THOMPSON TYRONE	02	CANNOT LOCATE	05/08/2013			66.10	
2009-04-0089749	0	ZHOU XIAOHUI COM	06	OTHER	05/08/2013			60.75	
MV SUPPLEMENTAL		# Of Acct: 21							1,055.43
YR : 2009		TOTAL : 145							17,825.60

2010-02-0040054	0	ART GUYS UNLIMITED LLC	01	SMALL BALANCE	05/07/2013			2.00	
2010-02-0040096	0	BLIMPIE SUBS & SALADS C/O	07	OUT OF BUSINESS	05/07/2013			57.90	
2010-02-0040106	0	BURNS TOM & ELAINE	01	SMALL BALANCE	05/07/2013			2.00	
2010-02-0040121	0	CAT'S PAW STUDIO'S	07	OUT OF BUSINESS	05/07/2013			17.93	
2010-02-0040192	0	DATAFYX SOLUTIONS	07	OUT OF BUSINESS	05/07/2013			260.56	
2010-02-0040211	0	VC MANAGEMENT INCORPORATED	07	OUT OF BUSINESS	05/07/2013			144.96	
2010-02-0040238	0	EST OCCASSIONS	07	OUT OF BUSINESS	05/07/2013			260.56	
2010-02-0040295	0	HAYDEN JOHN ASSOCIATES	07	OUT OF BUSINESS	05/07/2013			1,152.60	
2010-02-0040314	0	HOME STYLE LAUNDRY CENTER	07	OUT OF BUSINESS	05/07/2013			268.27	
2010-02-0040325	0	HUSKY PIZZA	07	OUT OF BUSINESS	05/07/2013			68.30	
2010-02-0040342	0	JAO PRAYA THAI CUISINE LLC	07	OUT OF BUSINESS	05/07/2013			44.84	
2010-02-0040364	0	KEN & KEN LAWN CARE	07	OUT OF BUSINESS	05/07/2013			43.14	
2010-02-0040394	0	M & M GENERAL SERVICES	06	OTHER	05/07/2013			447.86	
2010-02-0040410	0	MANSFIELD GENERAL STORE	07	OUT OF BUSINESS	05/07/2013			70.45	
2010-02-0040427	0	MANVILLE & SONS LANDSCAPING	07	OUT OF BUSINESS	05/07/2013			332.14	
2010-02-0040539	0	PUBLIC AMERICA C/O	07	OUT OF BUSINESS	05/07/2013			2,703.48	
2010-02-0040551	0	REDTAIL SERVICES	07	OUT OF BUSINESS	05/07/2013			480.92	
2010-02-0040554	0	RESOURCE LEASING CO	01	SMALL BALANCE	05/07/2013			0.03	
2010-02-0040561	0	RONALD GROSS CONSULTING SERV	07	OUT OF BUSINESS	05/07/2013			62.54	
2010-02-0040592	0	SEÑOR PEPE'S *	07	OUT OF BUSINESS	05/07/2013			390.20	
2010-02-0040595	0	SHADY HILL GARDENS	07	OUT OF BUSINESS	05/07/2013			83.38	
2010-02-0040606	0	SPAFAS DIV OF	01	SMALL BALANCE	05/07/2013			0.03	
2010-02-0040611	0	SPRING HILL BED &	07	OUT OF BUSINESS	05/07/2013			82.72	
2010-02-0040626	0	STONEWALL TAVERN LLC	07	OUT OF BUSINESS	05/07/2013			1,197.64	
2010-02-0040632	0	STORRS DRUG - PHARMACY LLC	07	OUT OF BUSINESS	05/07/2013			1,730.17	
2010-02-0040648	0	SWP RESTORATION	07	OUT OF BUSINESS	05/07/2013			74.71	

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Bill #	Dst	Name	Code	Reason	Date	Town Due/SuspDist Due/SuspSewer Due/Susp	Total
2010-02-0040686	0	TWIN OAKS CONSTRUCTION CO	07	OUT OF BUSINESS	05/07/2013	1,527.46	
2010-02-0040687	0	UCONN SPORTS MARKETING	07	OUT OF BUSINESS	05/07/2013	150.08	
2010-02-0040697	0	VERTICAL NETWORK INC *	07	OUT OF BUSINESS	05/07/2013	133.40	
PERSONAL PROPERTY # Of Acct: 29						11,790.27	
2010-03-0050104	0	ALAPAFUJA OLAJIRE S	02	CANNOT LOCATE	05/08/2013	37.89	
2010-03-0050345	0	AYENI BABATUNDE M	05	MOVED OUT OF STATE	05/08/2013	103.79	
2010-03-0050366	0	BACLASKI BRYAN J	05	MOVED OUT OF STATE	05/08/2013	70.04	
2010-03-0050403	0	BAHAROM SUZANNA B	02	CANNOT LOCATE	05/08/2013	120.06	
2010-03-0050404	0	BAILLEY CHELSEY L	02	CANNOT LOCATE	05/08/2013	126.46	
2010-03-0050455	0	BALLARD FRANK W OR	03	DECEASED	05/08/2013	275.95	
2010-03-0050483	0	BARBEAU ASHLEY P	05	MOVED OUT OF STATE	05/08/2013	79.85	
2010-03-0050499	0	BARNES KENNETH T	02	CANNOT LOCATE	05/08/2013	99.46	
2010-03-0050842	0	BISON BUILDERS	06	OTHER	05/08/2013	263.33	
2010-03-0050894	0	BLUM JAMES C	06	OTHER	05/08/2013	18.01	
2010-03-0050963	0	BOSCO ROBERT M	05	MOVED OUT OF STATE	05/08/2013	70.97	
2010-03-0051099	0	BRIGGS MARCIA T	03	DECEASED	05/08/2013	91.06	
2010-03-0051332	0	CALER JO A	03	DECEASED	05/08/2013	77.51	
2010-03-0051368	0	CANFIELD REBECCA L	05	MOVED OUT OF STATE	05/08/2013	207.78	
2010-03-0051538	0	CHAPMAN MICHAEL D	01	SMALL BALANCE	05/08/2013	0.79	
2010-03-0051584	0	CHEN LEI	05	MOVED OUT OF STATE	05/08/2013	111.26	
2010-03-0051594	0	CHEN WEIAN	05	MOVED OUT OF STATE	05/08/2013	88.26	
2010-03-0051604	0	CHEN ZHE	06	OTHER	05/08/2013	58.38	
2010-03-0051612	0	CHENG YANSONG	05	MOVED OUT OF STATE	05/08/2013	142.42	
2010-03-0052133	0	CUSHMAN ROSE A	03	DECEASED	05/08/2013	26.68	
2010-03-0052201	0	DANTULWAR RAHUL	02	CANNOT LOCATE	05/08/2013	40.63	
2010-03-0052273	0	DAS RAJAT S	04	BANKRUPTCY	05/08/2013	96.66	
2010-03-0052314	0	DENNEY KELAND J	02	CANNOT LOCATE	05/08/2013	73.77	
2010-03-0052357	0	DESIMONE JORDAN TAYLOR	02	CANNOT LOCATE	05/08/2013	73.32	
2010-03-0052394	0	DIAMOND JOSEPH S	02	CANNOT LOCATE	05/08/2013	275.95	
2010-03-0052503	0	DONOVAN JANE	01	SMALL BALANCE	05/08/2013	1.47	
2010-03-0052504	0	DONOVAN JANE S	01	SMALL BALANCE	05/08/2013	0.11	
2010-03-0052568	0	DRASCH FREDERICK J	05	MOVED OUT OF STATE	05/08/2013	77.99	
2010-03-0052694	0	DURAND DORIS C	02	CANNOT LOCATE	05/08/2013	51.84	
2010-03-0053076	0	FIELDS MARNIE J	06	OTHER	05/08/2013	53.23	
2010-03-0053326	0	GABEL WANDA M	05	MOVED OUT OF STATE	05/08/2013	82.65	
2010-03-0053350	0	GAJUREL SANJAYA	05	MOVED OUT OF STATE	05/08/2013	222.24	
2010-03-0053413	0	GARDENHIRE DAVID R JR	05	MOVED OUT OF STATE	05/08/2013	317.04	
2010-03-0053439	0	GASPARINI RICHARD C	05	MOVED OUT OF STATE	05/08/2013	93.38	
2010-03-0053458	0	GAULDEN ELLIS D	05	MOVED OUT OF STATE	05/08/2013	75.18	
2010-03-0053591	0	GISLER ELENA T	02	CANNOT LOCATE	05/08/2013	57.90	
2010-03-0053651	0	GOLOB EUGENE C OR	05	MOVED OUT OF STATE	05/08/2013	268.93	
2010-03-0053671	0	GOODWIN ALEXANDER J	05	MOVED OUT OF STATE	05/08/2013	78.92	
2010-03-0053740	0	GOULDSBROUGH ROBERT	03	DECEASED	05/08/2013	48.18	
2010-03-0053751	0	GRADIE PATRICK R	05	MOVED OUT OF STATE	05/08/2013	345.05	
2010-03-0053799	0	GREGORY DONNA M	06	OTHER	05/08/2013	171.02	
2010-03-0054076	0	HARTLEY JENNIFER L	01	SMALL BALANCE	05/08/2013	2.00	
2010-03-0054138	0	HAZEL ALEXA R	02	CANNOT LOCATE	05/08/2013	72.84	
2010-03-0054148	0	HEALD JOHN C	03	DECEASED	05/08/2013	25.21	
2010-03-0054217	0	HERB EMILY C	02	CANNOT LOCATE	05/08/2013	72.84	
2010-03-0054234	0	HEWES STEVEN	05	MOVED OUT OF STATE	05/08/2013	131.21	
2010-03-0054248	0	HIGGS DANIELLE S	05	MOVED OUT OF STATE	05/08/2013	70.04	
2010-03-0054455	0	HOYT ROBERT E	05	MOVED OUT OF STATE	05/08/2013	11.10	
2010-03-0054456	0	HOYT ROBERT E OR	05	MOVED OUT OF STATE	05/08/2013	194.47	
2010-03-0054465	0	HU ZHONGWEI	02	CANNOT LOCATE	05/08/2013	75.18	
2010-03-0054502	0	HUNT ALEXANDER	05	MOVED OUT OF STATE	05/08/2013	183.02	

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Bill #	Dst	Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2010-03-0054522	0	HUSSEY FRANCA	01	SMALL BALANCE	05/08/2013			2.00	
2010-03-0054530	0	HWANG SEONEUNG	05	MOVED OUT OF STATE	05/08/2013			313.30	
2010-03-0054537	0	HYLAND HEATHER	05	MOVED OUT OF STATE	05/08/2013			194.23	
2010-03-0054631	0	JAMES MARLON C AND	05	MOVED OUT OF STATE	05/08/2013			195.16	
2010-03-0054771	0	JORDAN STEVEN R	06	OTHER	05/08/2013			48.10	
2010-03-0054772	0	JORDAN STEVEN R	06	OTHER	05/08/2013			114.86	
2010-03-0054992	0	KHANNA SOURABHDEEP S	02	CANNOT LOCATE	05/08/2013			216.64	
2010-03-0055000	0	KHRAICHE MAROULA L	05	MOVED OUT OF STATE	05/08/2013			57.44	
2010-03-0055044	0	KING JR MELVIN	06	OTHER	05/08/2013			108.32	
2010-03-0055065	0	KISHIDA SHIGERA	06	OTHER	05/08/2013			160.02	
2010-03-0055066	0	KISHIDA SHIGERU	06	OTHER	05/08/2013			48.72	
2010-03-0055096	0	KLINTWORTH JILL	05	MOVED OUT OF STATE	05/08/2013			256.34	
2010-03-0055097	0	KLINTWORTH MARK D	05	MOVED OUT OF STATE	05/08/2013			331.50	
2010-03-0055135	0	KNOUSE CYNDEE L	02	CANNOT LOCATE	05/08/2013			49.36	
2010-03-0055160	0	KOCHIS BRIAN P	05	MOVED OUT OF STATE	05/08/2013			47.09	
2010-03-0055162	0	KOCHIS MICHAEL P	05	MOVED OUT OF STATE	05/08/2013			35.03	
2010-03-0055301	0	KUMAR RANJIT	02	CANNOT LOCATE	05/08/2013			32.68	
2010-03-0055305	0	KUNDETI VAMSI K	05	MOVED OUT OF STATE	05/08/2013			77.99	
2010-03-0055651	0	LESAGE CLAIRE L	02	CANNOT LOCATE	05/08/2013			40.40	
2010-03-0055690	0	LI AIZHEN	02	CANNOT LOCATE	05/08/2013			58.43	
2010-03-0055706	0	LI ZHENGRUI	02	CANNOT LOCATE	05/08/2013			218.99	
2010-03-0055835	0	LONG ROBERTA R	03	DECEASED	05/08/2013			43.89	
2010-03-0055871	0	LOVETT ALLINA M OR	02	CANNOT LOCATE	05/08/2013			183.02	
2010-03-0055908	0	LUDWIG MARNI D	05	MOVED OUT OF STATE	05/08/2013			49.97	
2010-03-0055911	0	LUKAS WILLIAM 4TH	02	CANNOT LOCATE	05/08/2013			67.23	
2010-03-0055918	0	LUO QINGYUN	02	CANNOT LOCATE	05/08/2013			131.67	
2010-03-0055960	0	MA WEI	02	CANNOT LOCATE	05/08/2013			305.35	
2010-03-0056073	0	MANDELDOVE JONATHAN J	02	CANNOT LOCATE	05/08/2013			80.31	
2010-03-0056251	0	MARTY STEPHANE L	05	MOVED OUT OF STATE	05/08/2013			521.99	
2010-03-0056565	0	MERSON RACHAEL A	05	MOVED OUT OF STATE	05/08/2013			469.25	
2010-03-0056601	0	MIGANI PAOLO	02	CANNOT LOCATE	05/08/2013			60.24	
2010-03-0056660	0	MILLIARD JOEL A	02	CANNOT LOCATE	05/08/2013			101.78	
2010-03-0056739	0	MINKLER LAURIE J	02	CANNOT LOCATE	05/08/2013			11.63	
2010-03-0056768	0	MITRA SHALINI	02	CANNOT LOCATE	05/08/2013			61.18	
2010-03-0056783	0	MOHDAZHAR MOHDAMZAR	02	CANNOT LOCATE	05/08/2013			95.78	
2010-03-0056784	0	MOHDAZHAR MOHDAMZAR	02	CANNOT LOCATE	05/08/2013			49.62	
2010-03-0056788	0	MOHRBACHER JONATHAN C	02	CANNOT LOCATE	05/08/2013			119.53	
2010-03-0056927	0	MOU YI	02	CANNOT LOCATE	05/08/2013			75.64	
2010-03-0057010	0	MUSTAFA SYED S	02	CANNOT LOCATE	05/08/2013			50.43	
2010-03-0057228	0	NIKOLOV MARTIN B AND	02	CANNOT LOCATE	05/08/2013			103.65	
2010-03-0057265	0	NITKIN KANER YAEL	02	CANNOT LOCATE	05/08/2013			76.12	
2010-03-0057310	0	NOVICK MARK D AND	05	MOVED OUT OF STATE	05/08/2013			131.67	
2010-03-0057311	0	NOVICK MARK D AND	05	MOVED OUT OF STATE	05/08/2013			95.25	
2010-03-0057350	0	OHTAKI KOICHI	02	CANNOT LOCATE	05/08/2013			90.18	
2010-03-0057415	0	ONEK CURTHBERTH A	02	CANNOT LOCATE	05/08/2013			100.85	
2010-03-0057450	0	ORTIZ GLENN	02	CANNOT LOCATE	05/08/2013			54.64	
2010-03-0057523	0	PALLADINO MICHAEL G	02	CANNOT LOCATE	05/08/2013			44.37	
2010-03-0057600	0	PARKER GEOFFREY E	02	CANNOT LOCATE	05/08/2013			281.74	
2010-03-0057601	0	PARKER GEOFFREY E	02	CANNOT LOCATE	05/08/2013			291.83	
2010-03-0057731	0	PENALOZA DAVID P JR	02	CANNOT LOCATE	05/08/2013			14.51	
2010-03-0057815	0	PEVELER KATHERINE L	01	SMALL BALANCE	05/08/2013			0.07	
2010-03-0058329	0	RICHARDSON CYNTHIA	02	CANNOT LOCATE	05/08/2013			89.19	
2010-03-0058364	0	RITCHINGS JON M JR	06	OTHER	05/08/2013			95.73	
2010-03-0058379	0	RIVERA SOPHIA E	02	CANNOT LOCATE	05/08/2013			33.29	
2010-03-0058788	0	SAVAGE BECKY L	02	CANNOT LOCATE	05/08/2013			100.85	
2010-03-0058874	0	SCHWINGLE DEREK F	02	CANNOT LOCATE	05/08/2013			208.24	

Process Suspense Report

TOWN OF MANSFIELD Date: 05/08/2013 Time: 11:35:58

Condition (s): Year: , Type: 14 - CODE T, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dist	Name	Code	Reason	Date	Town Due/SuspDist	Due/SuspSewer	Due/Susp	Total
2010-03-0058902	0	SEGAN RICHARD H	02	CANNOT LOCATE	05/08/2013		34.04		
2010-03-0058982	0	SHAPIRO DAVID A OR	02	CANNOT LOCATE	05/08/2013		61.97		
2010-03-0059182	0	SIVALINGAM KUMAR	02	CANNOT LOCATE	05/08/2013		90.98		
2010-03-0059213	0	SLAVIN AMANDA J	02	CANNOT LOCATE	05/08/2013		87.78		
2010-03-0059247	0	SMITH DONALD R JR OR	06	OTHER	05/08/2013		59.76		
2010-03-0059275	0	SMITH KIMBERLY C	02	CANNOT LOCATE	05/08/2013		60.24		
2010-03-0059298	0	SMITH THOMAS C	02	CANNOT LOCATE	05/08/2013		100.85		
2010-03-0059375	0	SOUCLIE MARIA L	06	OTHER	05/08/2013		6.46		
2010-03-0059623	0	STINSON AMANDA D	06	OTHER	05/08/2013		58.96		
2010-03-0059675	0	STRATTON GEOFFREY T	06	OTHER	05/08/2013		31.94		
2010-03-0059723	0	SUMMERS BETHANY	02	CANNOT LOCATE	05/08/2013		53.36		
2010-03-0059727	0	SUN QUN	02	CANNOT LOCATE	05/08/2013		175.55		
2010-03-0059739	0	SURANA BIKASH	02	CANNOT LOCATE	05/08/2013		74.70		
2010-03-0059766	0	SWEENEY MICHAEL H	06	OTHER	05/08/2013		79.85		
2010-03-0059987	0	THOMPSON ROY R	02	CANNOT LOCATE	05/08/2013		47.20		
2010-03-0059988	0	THOMPSON ROY R JR	02	CANNOT LOCATE	05/08/2013		10.94		
2010-03-0059990	0	THOMPSON TYRONE	02	CANNOT LOCATE	05/08/2013		105.52		
2010-03-0060336	0	UTSET DANIEL A	02	CANNOT LOCATE	05/08/2013		103.65		
2010-03-0060370	0	VARGA MELANIE D	06	OTHER	05/08/2013		80.31		
2010-03-0060389	0	VEALE PATRICK T	06	OTHER	05/08/2013		289.02		
2010-03-0060597	0	WARNER RAYMOND F 3RD	02	CANNOT LOCATE	05/08/2013		270.35		
2010-03-0060641	0	WATKINS GARY	02	CANNOT LOCATE	05/08/2013		263.81		
2010-03-0060668	0	WEBER STEPHEN S	02	CANNOT LOCATE	05/08/2013		68.17		
2010-03-0060756	0	WESLEY DAVID E	02	CANNOT LOCATE	05/08/2013		39.73		
2010-03-0060856	0	WILKINSON CYNTHIA A OR	02	CANNOT LOCATE	05/08/2013		21.91		
2010-03-0060929	0	WISDOM ANGELA D	01	SMALL BALANCE	05/08/2013		0.22		
2010-03-0061006	0	WRIGHT DAVID R	02	CANNOT LOCATE	05/08/2013		95.73		
2010-03-0061024	0	WU LIPING	02	CANNOT LOCATE	05/08/2013		417.89		
2010-03-0061028	0	WU NIER	02	CANNOT LOCATE	05/08/2013		44.82		
2010-03-0061193	0	ZHANG YUANYUAN	02	CANNOT LOCATE	05/08/2013		202.63		
2010-03-0061218	0	ZHOU ZHONG	06	OTHER	05/08/2013		98.05		
2010-03-0061310	0	KELLY ALAN	02	CANNOT LOCATE	05/08/2013		59.44		
2010-03-0063107	0	WICKS DONALD L OR CAROLINE P	02	CANNOT LOCATE	05/08/2013		181.37		
MV REGULAR		# Of Acct: 140					15,687.81		
2010-04-0080377		DENNEY KELAND J	02	CANNOT LOCATE	05/08/2013		176.51		
2010-04-0080582		GRECO STEVEN A	01	SMALL BALANCE	05/08/2013		5.38		
2010-04-0080590		GREGORY DONNA M	06	OTHER	05/08/2013		52.29		
2010-04-0080595		GRIMALDI JOHN R	03	DECEASED	05/08/2013		69.47		
2010-04-0081121		NEO LUCINDA W	02	CANNOT LOCATE	05/08/2013		42.42		
2010-04-0081255		QUADER SAAD A	02	CANNOT LOCATE	05/08/2013		25.53		
2010-04-0081299		RINGEN STEPHEN W	05	MOVED OUT OF STATE	05/08/2013		140.07		
2010-04-0081380		SCHEIDMANN DOMINIK M	02	CANNOT LOCATE	05/08/2013		70.97		
2010-04-0081401		SELAMET OMER F	02	CANNOT LOCATE	05/08/2013		63.85		
2010-04-0081537		SUMMERS BETHANY	02	CANNOT LOCATE	05/08/2013		31.30		
2010-04-0081749		ZHOU JIE	02	CANNOT LOCATE	05/08/2013		42.95		
2010-04-0081761		ZRAIK ELIAS M	06	OTHER	05/08/2013		21.61		
MV SUPPLEMENTAL		# Of Acct: 12					742.35		
YR : 2010		TOTAL : 181					28,220.43		
Grand Total: 389							61,507.61		



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Linda Painter, Director of Planning and Development; David Dagon, Fire Chief  
**Date:** May 13, 2013  
**Re:** Relocation of UConn Main Accumulation Area

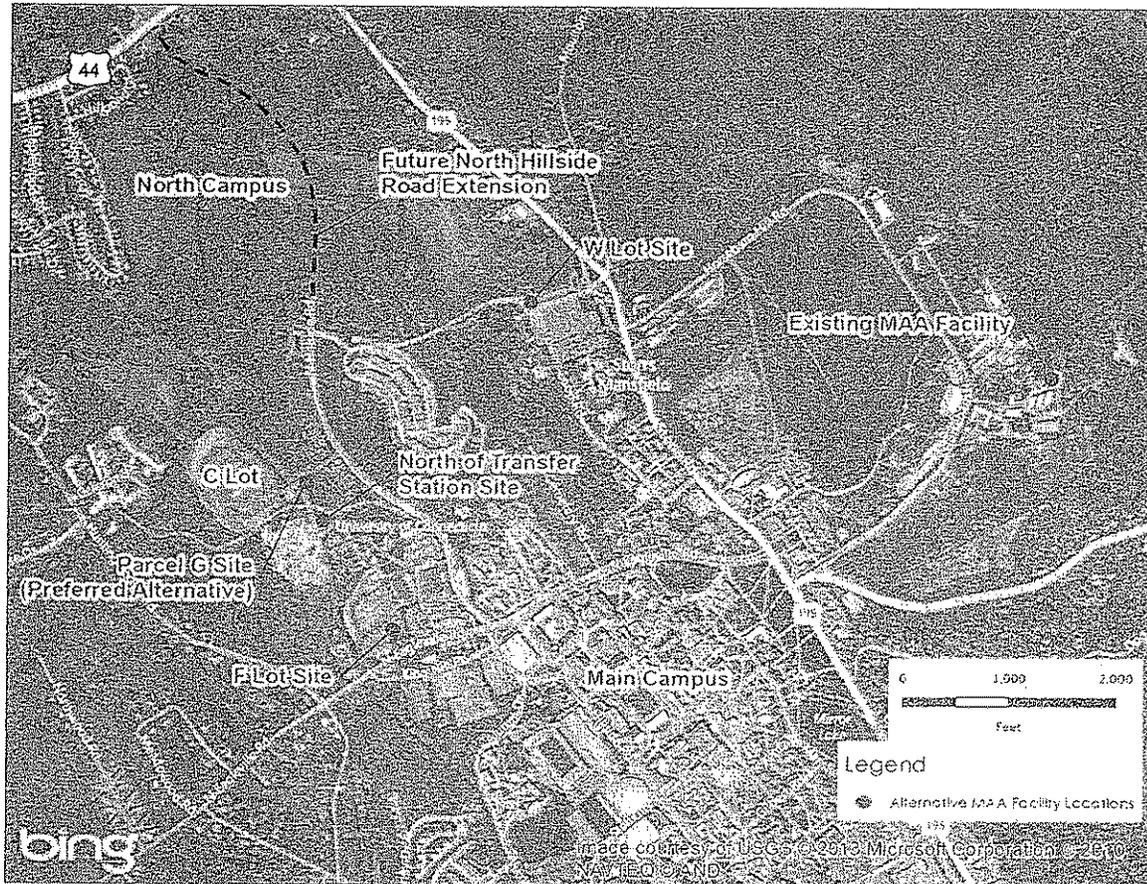
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**Subject Matter/Background**

Last year, the University of Connecticut convened an advisory committee to study the relocation of the Main Accumulation Area (MAA), formerly known as the hazardous waste storage/transfer site. The MAA is currently located on Horsebarn Hill, which has been a long-standing cause for concern due to its proximity to the Level A Aquifer Protection Area for the Fenton River wellfields and its location within the watershed for Windham Water Works. The role of the advisory committee was to review and evaluate potential locations for the MAA as a precursor to a formal environmental impact evaluation (EIE) process.

The Town was represented on this committee by Linda Painter, Director of Planning and Development, David Dagon, Fire Chief, and William Lennon, resident. The following sites were identified for evaluation by the committee:

- 1) Existing Location, As-Is (no changes to facility)
- 2) Existing Location, New Facility
- 3) F-Lot
- 4) W-Lot
- 5) North of Transfer Station
- 6) North Campus (Technology Park) Parcel G



Working with the University's staff and consultant team, the advisory committee identified several criteria for ranking the various sites, including: environmental/ecological concerns, public health, proximity to public water supplies, public safety/security and accessibility, planning consistency and land use, cost and regulatory considerations and traffic safety/circulation. Each member individually scored each site based on the criteria. The members were able to assign different weights to the evaluation criteria based on their priorities. For example, the average weight assigned to the public water supply criteria was 23.6% of the total score, with individual weighting factors for that criteria ranging from 5% to 35%.

The highest ranked site identified through this process was Parcel G in the University's north campus area, located west of the tennis courts along North Hillside Road. This site received the highest scores from ten of the eleven advisory committee members. The second highest ranked site was W lot, located on the west side of Route 195, north of the Moulton Road intersection. A full copy of the final report is available at <http://www.envpolicy.uconn.edu/MAA%20FINAL%20Report%203.26.13.pdf>.

With the identification of a preferred site completed by the advisory committee, the University has started the environmental impact evaluation (EIE) process to conduct a thorough evaluation of the Parcel G site as well as other alternatives, including no action (leaving the existing facility as-is). A public scoping meeting was held on May 1, 2013, and the public comment period remains open until May 16, 2013.

At its April 2013 meeting, the Conservation Commission made the following recommendation regarding the potential MAA relocation:

*The Mansfield Conservation Commission is pleased with the University of Connecticut's decision to move the MMA (formerly known as the Hazardous Waste Transfer Station) out of a Mansfield public water supply watershed that contributes water to the Willimantic Reservoir. The Commission further notes that a similar decision was reached by the University about ten years ago, but the University never followed through on the recommendation to move the transfer station. The Commission therefore requests that the Town Council assist the University in any way possible to effect the move this time.*

#### **Recommendation**

Given the long-standing concerns with the current MAA location from both Town agencies and residents, it would be appropriate for the Town Council to express its support of the University's efforts to relocate the facility. If approved by the Town Council, staff would forward a letter to the University as the Town's official comments on the proposed EIE.

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

*Move, effective May 13, 2013, to authorize the Mayor to sign and submit the attached letter in support of the University's efforts to relocate the Main Accumulation Area.*

#### **Attachments**

- 1) E. Paterson re Relocation of Main Accumulation Area (Draft)

# TOWN OF MANSFIELD



Elizabeth Paterson, Mayor

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268-2599  
(860) 429-3336  
Fax: (860) 429-6863

May 13, 2013

Mr. Jason Coite  
UConn Office of Environmental Policy  
31 LeDoyt Road, U-3055  
Storrs, Connecticut 06269

**Subject: Relocation of Main Accumulation Area**

Dear Mr. Coite:

On behalf of the Mansfield Town Council and Conservation Commission, I would like to offer the Town's strong support for the University's efforts to relocate the Main Accumulation Area. As you know, the current facility is located in close proximity to the Level A Aquifer Protection Area for the University's Fenton River wellfields and is within the watershed for the Willimantic Reservoir, which is the source of the public drinking water supplied by Windham Water Works to Windham and southern Mansfield.

The location of the current facility within a public water supply watershed has been a significant cause of concern for town residents and agencies for many years. While we understand that the facility has been well maintained and has not had any releases since its inception, the potential hazard and impacts of a release on the public drinking water supply cannot be understated.

We anticipate that the current environmental impact evaluation (EIE) for this project will lead to the successful relocation of the facility outside of the public water supply watershed. To that end, we encourage the University to complete the EIE process and to dedicate the necessary financial resources to the relocation project to ensure its implementation.

If there is anything that the Town can do to assist with the EIE process, please contact Matthew Hart, Town Manager, at 860 429-3336.

Sincerely,

Elizabeth Paterson  
Mayor

Cc: Town Council  
Conservation Commission  
Susan Herbst, President  
Michael Kirk, Deputy Chief of Staff  
Richard Miller, Director of Environmental Policy



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Linda Painter, Director of Planning and Development; Jennifer Kaufman, Parks Coordinator; Curt Vincente, Director of Parks and Recreation; Jessie Neborsky, Community Development Assistant; Kathleen Krider, Mansfield Advocates for Children  
**Date:** May 13, 2012  
**Re:** Neighborhood Assistance Act Programs

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**Subject Matter/Background**

The Connecticut Department of Revenue Services has issued a solicitation for program applications for the 2013 Neighborhood Assistance Act Program. This program provides funding for community programs conducted by either a municipal government or tax exempt agency through a corporation tax credit to businesses that make cash contributions to the town. The community program must be approved by both the municipal agency and the Department of Revenue Services. Businesses can receive a Connecticut Tax Credit for their contributions to municipal programs that are approved by the Department of Revenue Services. The amount of the tax credit is determined by the type of project in which the business invests. The minimum investment required is \$250; the maximum investment for a business in any calendar year is \$150,000.

**Eligible Programs**

The following types of projects and community programs would be eligible for funding through the Neighborhood Assistance Act:

- *Energy Conservation Projects* (Tax Credit of 100% of cash invested) including projects to promote energy conservation that are directed toward properties occupied by low-income persons or properties owned or occupied by charitable organizations, foundations, trusts or other entities.
- *Community Programs* (Tax Credit of 60% of cash invested) including programs that provide community-based alcoholism prevention or treatment programs; neighborhood assistance; job training; education; community services; crime prevention; construction or rehabilitation of dwelling units for families of low and moderate income in the state; funding

for open space acquisitions; child day care facilities (must be primarily for children of employees of the sponsoring business); and any other program that serves persons at least 75% of whom are at an income level not exceeding 150% of the poverty level for the preceding year.

In 2012, the Town received partial funding for a water harvesting project at the Mansfield Community Center and for energy efficiency improvements through the Town's housing rehabilitation program. Based on those awards and the criteria identified above, we would recommend resubmission of those two projects as well as submission of the community playground at the Mansfield Community Center, which was also submitted in 2012 but did not receive any funding under this program and a revised open space preservation proposal that focuses on preservation of agricultural lands.

- *Water Harvesting at Mansfield Community Center.* This project includes installation of a system to collect, filter, store, and re-use rainwater from building roof areas. This project will make the facility more sustainable by reducing or eliminating the need for water from the local water supply system (UConn water system managed by Connecticut Water). Based on conversations with the Department of Revenue Services, we believe this project could qualify for the 100% tax credit for energy conservation programs. (2012 Funding: \$12,894.71)
- *Energy Efficiency Assistance for Low-Moderate Income Homeowners.* This project would fund energy efficiency improvements as part of the Town's existing housing rehabilitation program to help reduce energy costs for low and moderate income homeowners. The funds from the Neighborhood Assistance Act would be used to supplement the housing rehabilitation funds to upgrade equipment and materials to more energy efficient models, up to an additional \$10,000 per home. As an energy efficiency project, this program would qualify for a 100% tax credit. (2012 Funding: \$12,894.71)
- *Playground Construction at Mansfield Community Center.* The proposed community playground will be centrally located near downtown, Town Hall and the Community Center, and provide an accessible playscape for kids and families of all ages and abilities. The playground will be designed and built from raw materials to reflect our unique community, and will use volunteer labor during construction.
- *Preservation of Agricultural Land.* The Town has actively worked since the 1970s to preserve open space, including agricultural lands for future generations. Farms are a rich part of our history and a key contributor to the rural character enjoyed by Mansfield residents. Funds received for this program would be used for agricultural land preservation programs, including purchase of development rights and agricultural land acquisition.

Pursuant to program guidelines, we are required to hold a public hearing regarding proposed program applications and the Town Council must vote to approve the programs prior to application. Additional projects could be identified through the public hearing by members of the community as well as local non-profit organizations. A solicitation was sent out to local non-profits on April 23<sup>rd</sup>, asking for submission of proposed projects by May 29, 2013 for consideration at a June 10, 2013 public hearing.

#### Timeline

Applications for municipal programs must be submitted to the Department of Revenue Services by July 1, 2013. The Department will issue a list of approved programs by September 1, 2013. Businesses interested in funding any of the approved programs must submit a Neighborhood Assistance Business Act Application to the Department of Revenue Services between September 15 and October 1, 2013.

#### Financial Impact

The financial impact would depend on the program. Draft project applications including budgets identifying funding sources and expenses for each project will be presented at the public hearing.

#### Legal Review

No legal review is required at this time.

#### Recommendation

Staff recommends that the Council schedule a public hearing for June 10, 2013 to receive public comment regarding potential program applications for the Neighborhood Assistance Program.

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

*Move, to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on June 10, 2013, to solicit public comment regarding potential program applications to the Neighborhood Assistance Program.*

#### Attachments

- 1). Neighborhood Assistance Act Information Sheet



25 Sigourney Street  
Hartford CT 06106-5032

INFORMATIONAL PUBLICATION

**The Connecticut Neighborhood Assistance Act Tax Credit Program**

**Purpose:** This Informational Publication explains the Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program

**Effective Date:** upon issuance.

**Statutory Authority:** Conn. Gen. Stat. §12-630aa et. seq.

**Definitions:** For purposes of the NAA tax credit program:

**Business firm** means any business entity authorized to do business in the state and subject to the tax due under the provisions of Chapter 207, 208, 209, 210, 211, 212 or 213a. For purposes of a business entity subject to the provisions of Chapter 213a, the tax credit earned by such entity may be used by the members or partners of such entity that are subject to the Corporation Business tax under Chapter 208.

**Donation of money to an open space acquisition fund** means money contributed to an open space acquisition fund of any political subdivision of the state or any nonprofit land conservation organization.

The money must be used for the purchase of land, interest in land, or permanent conservation restriction on land to be permanently preserved as protected open space.

**Energy conservation projects** means programs to promote energy conservation that are directed toward properties where at least 75% of occupants are at an income level not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted or at properties owned or occupied by charitable corporations, foundations, trusts, or other entities. Such projects include, but are not limited to:

- Energy conserving modification or replacement of windows and doors;
- Caulking and weather-stripping;
- Insulation;
- Automatic energy control systems;

- Hot water systems;
- Equipment required to operate variable steam, hydraulic, and ventilating systems;
- Replacement of burners, furnaces, or boilers;
- Electrical or mechanical furnace ignition systems; or
- Replacement or modification of lighting fixtures.

**The Connecticut Neighborhood Assistance Act Tax Credit Program:** The NAA Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies. Such tax credit may be applied against the taxes due under the provisions of chapter 207, 208, 209, 210, 211, or 212. The community programs must be approved by both the municipality in which the programs are conducted and by the Department of Revenue Services (DRS).

**Community Programs That Qualify for the NAA Tax Credit Program:** Listed below are examples of the types of programs that qualify for the NAA tax credit and the amount of the available credit.

A tax credit equal to 100% of the cash invested is available to business firms that invest in energy conservation projects.

A tax credit equal to 60% of the cash invested is available to business firms that invest in programs that provide:

- Neighborhood assistance;
- Job training;
- Education;
- Community services;
- Crime prevention;
- Construction or rehabilitation of dwelling units for families of low and moderate income in the state;
- Donation of money to an open space acquisition fund;
- Child day care facilities;
- Child care services;

- Employment and training programs directed at handicapped persons;
- Employment and training programs for unemployed workers who are 50 years of age or older;
- Education and employment training programs for recipients in the temporary family assistance program;
- Community-based alcoholism prevention or treatment;  
or
- Any other program which serves a group of individuals where at least 75% of the individuals are at an income not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted.

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**Obtaining Approval for the NAA Tax Credit Program:**

Tax-exempt entities and municipal agencies desiring to obtain benefits under the NAA must complete **Form NAA-01, Connecticut Neighborhood Assistance Act Program Proposal**, Parts I, II, and III and submit the form to the municipal agency overseeing the implementation of the proposal. The overseeing municipal agency then completes Part IV of Form NAA-01 and submits the form to DRS on or before July 1 of each year. Prior to submitting Form NAA-01 to DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted by the municipality to DRS with the approved program proposals.

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**Limits on the Amount of Contributions That May Be Made or on the Amount of Tax Credit Available:** The NAA Tax Credit Program has several statutory limits which must be observed, including the following:

- A business firm is limited to receiving \$150,000 in tax credits annually; however, the amount of tax credit allowed any business firm for investments in child day care facilities for any income year may not exceed \$50,000.
- The minimum contribution on which a tax credit can be granted is \$250.
- Any organization conducting a program or programs eligible for funding under the NAA is limited to receiving an aggregate of \$150,000 of funding for any program or programs for any fiscal year.

- The total amount of all tax credits allowed in any fiscal year is \$5 million, which, if exceeded, results in prorating the approved tax credits among the approved organizations.
- Effective with the 2011 NAA program, the total charitable contributions of the contributing business firm does not need to equal or exceed its prior year's charitable contributions in order to be eligible for the tax credit.

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**Business Applications Deadlines:** Each business firm requesting a tax credit under the NAA Tax Credit Program must complete a separate **Form NAA-02, Connecticut Neighborhood Assistance Act (NAA) Business Application**, for each program it wishes to sponsor. Form NAA-02 must have an original signature and be mailed or hand-delivered to DRS on or after September 15 but not later than October 1 of each year.

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**Claiming the Tax Credit:** DRS issues an NAA program approval letter to business firms that make cash investments in qualified community programs. The letter indicates the tax credit amount that may be claimed on the applicable business tax return. The tax credit amount must also be entered on **Form CT-1120K, Business Tax Credit Summary**, and/or **Form CT-207K, Insurance/Health Care Tax Credit Schedule**.

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**Carry Back Provisions:** The amount of tax credit that is not taken on the tax return of a business firm for the income year beginning during the calendar year in which the program proposal was approved may be carried back to the two immediately preceding income years (beginning with the earlier of the years). No carry forward is allowed.

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**Obtaining Additional Information:** Direct inquiries to:

Department of Revenue Services  
 State of Connecticut  
 Research Unit  
 25 Sigourney St Ste 2  
 Hartford CT 06106  
 Call: 860-297-5687  
 Email: DRS.TaxResearch@po.state.ct.us

**Effect on Other Documents: Informational Publication 2010(22)**, The Connecticut Neighborhood Assistance Act Tax Credit Program, is superseded and may not be relied upon after the date of issuance of this Publication.

**Effect of This Document:** An Informational Publication issued by DRS addresses frequently asked questions about a current position, policy, or practice, usually in a less technical question and answer format.

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**Related Forms and Publications:** Request the most recent edition of the following forms: **Form NAA-01**, *Neighborhood Assistance Act Program Proposal*, and **Form NAA-02**, *Neighborhood Assistance Act Business Application*.

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**For Further Information:** Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only); or
- **860-297-5962** (from anywhere).

**TTY, TDD, and Text Telephone users only** may transmit inquiries anytime by calling 860-297-4911.

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**Forms and Publications:** Visit the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) to download and print Connecticut tax forms and publications.

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**Paperless Filing/Payment Methods (fast, easy, free, and confidential):**

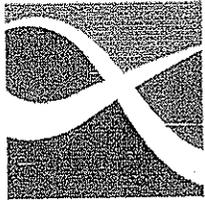
Business and individual taxpayers can use the **Taxpayer Service Center (TSC)** at [www.ct.gov/TSC](http://www.ct.gov/TSC) to file a variety of tax returns, update account information, and make payments online.

**File Electronically:** You can choose first-time filer information and filing assistance or log directly into the **TSC** to file returns and pay taxes.

**Pay Electronically:** You can pay taxes for tax returns that cannot be filed through the **TSC**. Log in and select the *Make Payment Only* option. Designate a payment date up to the due date of the tax and mail a paper return to complete the filing process.

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**DRS E-Alerts Service:** Get connected to the latest news from DRS. Receive notification by email of changes to legislation, policies, and procedures. **DRS E-Alerts** provide information for employer's withholding tax, News – Press Releases, and Top 100 Delinquency List. Visit the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) and select *Sign up for e-alerts* under *How Do I?* on the gold navigation bar.



# Mansfield Tomorrow

## OUR PLAN ► OUR FUTURE

### ECONOMIC DEVELOPMENT FOCUS GROUP

Wednesday, May 1, 2013 | 5:30 pm to 7:30 pmpm

Buchanan Auditorium, Mansfield Library

Minutes

*Present- Dirk Fecho, George Thompson, John McGuire, Pat Bresnahan, Ronald Beebe, Steven Ferrigno, Danny Briere, Michael Zito, Mehdi Anwar, Kia Martinson, Robert Moskowitz, Steven Stein, Neil Warren, Tom Burgess, Rita Zangari, Cynthia van Zelm, Howard Kaufman, Scott Lehman Staff: Matt Hart, Linda Painter, Jennifer Kaufman. Consultants: Peter Kwass, Mt. Auburn Associates; Larissa Brown; Goody Clancy*

The meeting was called to order by Linda Painter, Director of Planning and Development.

- I. **Introductions-** Members of the Focus Group Introduced themselves
- II. **Review of Mansfield Tomorrow project and the purpose of the economic development strategy report-** Larissa Brown gave an overview of the Mansfield Tomorrow Project and how the economic development strategy fits into the overall plan.
- III. **Review and discussion of existing economic conditions and trends-** Peter Kwass gave a presentation on the town's current economic profile, including major industries, employment and wages. Areas of opportunity were identified based on comparison of local industry growth compared to the Windham-Tolland Region.
- IV. **Review and discussion of economic development issues and potential goals -** Peter reviewed various issues and opportunities, including the town's relatively low share of retail employment as compared to food services, health care and other employment. He also discussed the University Technology Park and potential for technology based economic development. Also identified were challenges such as the high percentage of state properties/heavy reliance on state aid and below average commercial/industrial tax base compared to similarly-sized communities.

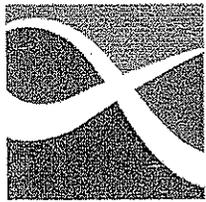
Committee discussion centered on the impact of the university on economic development, such as a stagnant population growth other than what is related to the university and a desire for more information as to how Mansfield compares to other university communities. Members expressed an interest in examples of other similarly situated communities to see what has been successful there, particularly related to technology spin-offs. There was also interest in having a better understanding of how our businesses are doing and what the Town could do to meet their needs. Interest in a regional approach to economic development was also expressed.

The presentation also identified some preliminary goals for committee discussion such as increasing the grand list of commercial/industrial property; diversifying the economy; increasing job opportunities; considering public-private partnerships to facilitate redevelopment of the Depot Campus and Bergin Correctional Facility; developing necessary infrastructure to support retail and consumer services, and streamlining development and business regulations.

Due to the time, the Committee had limited discussion on the draft strategies. Bresnahan noted the need to focus on sustainable growth, including consideration of water and other environmental resources, and identified the desire to establish an optimal growth target. It was suggested that a starting point for that discussion could be information on what the grand list would need to be to cover services for the existing population. Suggestions were also made regarding addition of strategies on regionalism and business retention efforts.

**V. Public Comment-** No public comment.

**VI. Next steps and Adjourn-** Staff will be in touch regarding the next meeting. The meeting adjourned at approximately 7:40 pm.



# Mansfield Tomorrow

## OUR PLAN ► OUR FUTURE

### AGRICULTURE FOCUS GROUP MEETING

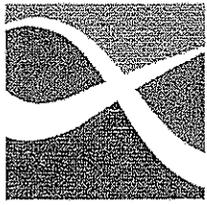
Tuesday, April 30, 2013 | 6:30 pm – 8:30 pm

Town Hall Council Chambers

#### Minutes

*Present: Rich McAvoy, Jim Raynor, Ed Wazer, Michael McNeill, Jiff Martin, John Guskowski, Vicky Wetherell, Charlene Cutler, Karen Green, Andrew Zadora, Elisabeth Moore, Al Cyr, Eva Csjetey, Joan Buck, Larissa Brown, Mike Looney, Joan Nichols, Samantha Dunn, Jackie LeBlanc, Aline Booth, Amy Kohn George Thompson, Staff; Linda Painter, Jennifer Kaufman.*

- I. Introductions and overview of meeting- Jennifer Kaufman introduced the Mansfield Tomorrow Project and the work that has been done thus far.
- II. Background / How We Got Here/ Introduce Research Focus Areas  
Samantha from Yellow Wood discussed that based on the results of the February workshop, the Mansfield Agriculture Committee confirmed the following four areas as the focus for best practices research and strategy development. These include:
  - Engaging municipal employees, elected officials, and Town committees and commissions in appreciating the contributions of agriculture economically, socially, and environmentally.
  - Identifying, streamlining and increasing transparency of regulations that impact agricultural viability.
  - Providing farmers with access to up-to-date, research-based, information on best agricultural practices that provide environmental and public health benefits.
  - Engaging state universities including students, staff, and administration, and institutions of higher learning in general in supporting local/regional agriculture.
- III. Discuss Strategies- Members of the group discussed strategies. Samantha from Yellow Wood led the group through an exercise where the potential strategies for progress based on research conducted to date were introduced and the participants discussed the strategies to determine:
  - Which strategies are most relevant to Mansfield?
  - Which strategies are most likely to be implemented?
  - Which strategies should be priorities for further best practices research?
- IV. Reflections
  - Public Comment- There was no public comment
  - Next steps and Adjourn- The meeting adjourned at 8:35 pm.



# Mansfield Tomorrow

## OUR PLAN ► OUR FUTURE

### HOUSING FOCUS GROUP

Monday, April 29, 2013 | 6:30 pm – 8:30 pm

Buchanan Auditorium, Mansfield Library

Minutes

*Present- Rebecca Fields, Kathy Ward, John Armstrong, Jill Cogan, Peter Millman, Brian McCarthy, Wendy Kopp, Karin Lipinski, Chunlong Liu, Alexa Kevalo, John, Sobanik, Brian Townsend, Carole Masters, Steve Kegler, Neil Faccihinetti, Kaishuang Cao, Richard Cournoyer, Don Hoyle, Toivo Kask, Betty Wassmundt, Lida Bilokur, and Stacy Vens. Staff: Mike Nintean, Kevin Grunwald, Linda Painter, Jennifer Kaufman. Consultant: Larissa Brown*

The meeting was called to order by Larissa Brown, Project Director from Goody Clancy.

- I. **Introductions-** Members of the Advisory Group Introduced themselves
- II. **Review of Mansfield Tomorrow project and the purpose of the housing strategy report-** Larissa Brown gave an overview of the Mansfield Tomorrow Project and how the housing strategy fits into the overall plan.
- III. **Review and discussion of housing existing conditions and trends-** Larissa reviewed the summary of population and household data distributed to the group.
- IV. **Review and discussion of housing issues and potential goals**
  - **Identified so far in public meetings and comment-**Larissa distributed and reviewed a list of housing issues that been presented in the public meetings. With regard to UConn expansion and housing concerns, she discussed examples of other techniques used by State College, Pennsylvania including a point system that can result in revocation of a rental license for a specific unit for a certain time period. Mike Nintean noted that such a change would need to conform to Connecticut statutes, and potentially could make the town responsible for relocation expenses.
  - **Other housing issues**
    - Most people agreed with the issues that had been discussed thus far. The focus group members agreed that affordability needed to be addressed. Mansfield currently meets the state minimum for affordable housing but with the increase in housing units added to the inventory, Mansfield may fall below the minimum at some point. Rebecca Fields from the

Housing Authority indicated that the section 8 housing voucher program needs to be funded more consistently. Mansfield is a very difficult place to live for those with low and extremely low income. Members of the focus group discussed the possibility of allowing co-housing as a way to offer more affordable options. Larissa discussed the option of a Community Land Trust.

- John Sobanik- stated that he felt that there needed to be increased density around the university. He indicated his interest in having purpose built student housing that provides the students with privacy and affordability. He stated that the site access and control were very important factors. He has seen a great deal of improvement in communication between landlords and the police.
- Alexa Kebalo raised the point that decreasing the number of unrelated individuals who are able to live together from 4 to 3 may cause more single family houses to be rented because the existing houses could not house as many students.
- Kaishuang Cao, a renter, talked about the importance of housing within walking/biking distance to campus and jobs. He sees this as a problem especially for international grad students and workers because they need to wait 3 months before they are able to obtain a driver's license.
- Peter Millman talked about the need for clear communication and coordination between UConn and the Town.
- Sgt. Cournoyer discussed security and safety concerns related to student housing areas.

V. **Draft housing goals for Mansfield Tomorrow-** Larissa provided a handout of Potential Housing Goals that she had drafted for discussion by the group. Suggestions including being both ambitious (strive to exceed, not just meet, standards, while also setting realistic goals.

VI. **Public Comment-** No public comments

VII. **Next steps and Adjourn-** Larissa will be back in touch with the members to discuss the next meeting time. In the meantime, she will be more fully developing the housing strategy based on the discussion. The meeting adjourned at approximately 8:55 pm.



**MANSFIELD ADVOCATES FOR CHILDREN**  
**Wednesday, April 3, 2013**  
**Council Chambers – Town Hall**  
**MINUTES**

**Members Present:** Sara Anderson, Gloria Bent, Ande Bloom, Lisa Dahn, Sarah Delia (staff), Vicki Fry, Jane Goldman, Kevin Grunwald, Cindy Guerreri, Kathleen Krider (staff), Rachel LeClerc (staff), Mary Jane Newman, Susan Rozelle, Judy Stoughton, Bill Waite,

**Regrets:** Anne Bladen, Susan Daley, Terry Cook, Esther Soffer-Roberts

**Guests:** Maria Capriola, Jill Coghlan, Toni Moran

<i>WHAT</i>	<i>DISCUSSION</i>	<i>OUTCOME</i>
CALL TO ORDER	V. Fry called the meeting to order at 5:34pm.	
CONSENT AGENDA	Approval of the Minutes of March 6, 2013 meeting.	<i>The March 6, 2013 Minutes were approved without changes.</i>
GUEST SPEAKERS	<p>V. Fry introduced Assistant Town Manager Maria Capriola and Town Council member and Chair of the Personnel Committee, Toni Moran.</p> <ul style="list-style-type: none"> <li>• T. Moran explained the Human Services openings/vacancies. She also explained the Town administration's reasoning for holding on the job postings for these vacancies, mainly the budget and the amount of funds the Town will receive from the state this year. Funding for these job vacancies are now included in the Town's budget for the next fiscal year.</li> <li>• The Personnel Committee has asked the advice of various Human Services Advisory Committees and has asked each committee three questions; 1. What are the primary Human Services needs in the community; 2. What resources would be needed to fulfill those e needs; and 3. If these needs are not met, do they fit into the mission of the Human Service Department?</li> <li>• There was also a question of how the department should be organized.</li> <li>• T. Moran and M. Capriola would like to return on May 1, the next MAC meeting, for the answers to these questions.</li> <li>• After their departure, discussion ensued regarding the answers to these questions. There was a feeling that between the Mansfield Plan for Young Children</li> </ul>	

	<p>and the MAC Data Concordance Report the information is available regarding unmet needs in the Mansfield population.</p>	
<p>TEAM UPDATES</p>	<p><b>One Book:</b></p> <ul style="list-style-type: none"> <li>• Mary Jane Newman reported that advertising is out to all the schools and the library.</li> <li>• Lisa Young will come and install information about the One Book project in the case at Town Hall.</li> <li>• The Press Release is out as well as information on the Town website.</li> <li>• The weather is currently predicted to be a good day for outside activities.</li> <li>• M.J. Newman will send a flyer via email.</li> <li>• There should be tables for MAC and the Playground Committee at the event.</li> </ul> <p><b>Transportation:</b> It was noted that the committee needs to meet.</p> <p><b>Playground Committee:</b> Sara Anderson reported on the Playground Committee activities:</p> <ul style="list-style-type: none"> <li>• The Eggstravaganza on March 30, was well attended, it was estimated that 300-400 children showed up for the event.</li> <li>• The Committee will do things a little differently next year; they will purchase more eggs among other improvements.</li> <li>• The Committee is about to turn in a grant application for funds for the playground.</li> <li>• They have purchased grocery bags with the Playground logo.</li> <li>• The Playground Committee appeared at the Town Council Meeting on March 11. The Council voted to apply for the Playground with funds from the Small Cities Grant. It was later discovered that the Playground was not eligible for this grant.</li> <li>• K. Krider mentioned that there is a student from Eastern who will help with grants.</li> </ul> <p><b>School Readiness:</b> Kathleen Krider reported:</p> <ul style="list-style-type: none"> <li>• The School Readiness Grant is being written; it is due May 17. The Centers have their sections and are filling out their documents</li> <li>• The Quality Enhancement Grant is also being written.</li> <li>• The Centers should think about which families may be eligible for the School Readiness program while enrolling new students.</li> </ul>	

NEW BUSINESS	<ul style="list-style-type: none"> <li>• <b>New Results Statement:</b> The statement was discussed and the motion was made by A. Bladen to adopt the Results Statement as written. The motion was seconded by V. Fry. The motion was approved.</li> <li>• <b>Clergy Meeting on May 22:</b> Kathleen Krider reported that a conversation was begun with Matthew Emory. Matt and Nancy will invite other Faith leaders to hear about MAC, the Playground Committee and Mansfield Tomorrow at a May 22 Event. To run two to three hours. This will also be an opportunity for data gathering on the needs of young children and their families.</li> <li>• <b>Community Champion:</b> The Community Champion should be a publicly visible person, connected with Public Relations and Communications. It was discussed that when recruiting someone to be the MAC Community Champion they should be informed of the MAC Mission and be presented with a plan when they are approached. The membership seemed to be leaning toward one champion for the whole MAC instead of different Champions for each team. Suggestions included Reverend Chang, Eileen Ossen, Ray Reid, Barry Schreier and Geno Auriemma or Barbara O'Connor.</li> </ul>	
TEAM TIME	1. <b>Resource Plan,</b> The membership split into groups to work on filling out the Resource Section of the Plan. The group re-convened.	<i>Groups are asked to forward their completed Resource tables to Kathleen Krider.</i>
PARKING LOT	<ul style="list-style-type: none"> <li>• <b>Summer Lunch Program:</b> Fred Baruzzi is looking into this item.</li> <li>• <b>Before/After School Care:</b> This is being taken care of by the Parks and Rec Department.</li> </ul>	
ANNOUNCEMENTS	C. Guerri announced that the Summer Reading Loss Program is being opened up for more communities.	
ADJOURN	<p>The meeting adjourned at 7:34pm.</p> <p>Next MAC Executive Council Meeting, <b>Wednesday, April 10, 2013, 2:00pm – 3:30pm</b> at Town Hall, Conference Room B..</p> <p>Next MAC Meeting, <b>Wednesday, May 1, 2013.</b></p> <p>Agenda topics: Please send to Kathleen at <a href="mailto:kriderk@mansfieldct.org">kriderk@mansfieldct.org</a></p> <p>Respectfully submitted,</p> <p>Sarah Delia 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  
Ethics Board  
Thursday, April 18, 2013  
Audrey Beck Municipal Building, Conference Room B

Minutes

Members Present: Lena Barry, John DeWolf, Saul Nesselroth, Jim Raynor, Win Smith, Nora Stevens (Chair)

Staff Present: Maria Capriola, Assistant Town Manager

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

I. PUBLIC COMMENT

None.

II. APPROVAL OF MINUTES

Mr. Smith made the motion, seconded by Mr. Nesselroth to adopt the minutes. The minutes were approved as presented with DeWolf, Nesselroth, Smith, and Stevens voting in favor and Raynor abstaining. Barry did not vote since all regular members were present.

III. ADVISORY OPINION

The Board reviewed and discussed Mr. LaPlaca's advisory opinion request regarding referees and volunteer coaches of youth sports. The Board acknowledges that while the Code permits paid referees to accept gifts as outlined in 25-4 and 25-7B, the Board will discourage referees from accepting any gifts. Further, the Code is not applicable to volunteer coaches who are not employees or officials of the Town. However, for volunteer coaches who are also employees or officials for whom the Ethics Code is applicable, the gift provisions in 25-4 and 25-7B do apply at all times, even when serving as a volunteer coach. Mr. Smith made a motion, seconded by Mr. Raynor, to have staff summarize the Board's opinion and to schedule a special meeting at which time the Board will finalize its advisory opinion. Motion passed unanimously.

The Board will finalize its advisory opinion at a special meeting on Thursday, May 2<sup>nd</sup> at 4:30pm.

IV. CONFLICT OF INTEREST/DISCLOSURE STATEMENTS

The Board has asked staff to keep an index of disclosure statements. A standard acknowledgement letter will be sent to individual(s) that submit disclosure statements.

V. FAQ UPDATE

The Board will make housekeeping updates to its FAQ pamphlet created in February 2010.

Mr. Smith made the motion to adjourn the meeting. Meeting adjourned at 5:30p.m.

Respectfully Submitted,  
Maria E. Capriola, Assistant Town Manager *on behalf of Lena Barry, Secretary*

**Ad hoc Committee on Responsible Contracting  
Monday, March 25, 2013  
Council Chambers, Beck Municipal Building**

**Minutes**

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

Other Council Members Present: David Freudmann

Staff Present: Matt Hart, Town Manager, Maria Capriola, Assistant Town Manager

The meeting was called to order at 9:00 am.

**1. MINUTES**

The minutes of February 25, 2013 were moved by Paulhus, seconded by Moran and approved (Paulhus, Moran) as presented with Paterson abstaining.

**2. SPECIAL GUEST SPEAKER**

Lelah Campo with Associated Builders and Contractors of Connecticut. Ms. Campo shared her concerns with RCO's (redundancies with state and federal laws, apprenticeship language makes it difficult for many non-union shops to bid on projects). Numerous topics were discussed such as: prevailing wage rates; pre-qualification process for bidding on public projects at the state level; training offered by contractors; safety requirements and practices offered by contractors; worker misclassification; defining "local" in such a way that residents of the area are not excluded from bidding and working on Mansfield projects.

**3. OTHER DISCUSSION**

None.

**4. PUBLIC COMMENT**

Eric Holinko, Mansfield Depot. Mr. Holinko, a painting contractor, spoke to his company's training and work-site safety practices. Mr. Holinko advocated for no local preference language and spoke to Davis-Bacon wages.

Kyle Stearns, Stearns Rd. Mr. Stearns, an excavating and landscaping contractor, advocated for using local businesses.

Dean Pallotti, Willington, New England Regional Council of Carpenters. Mr. Pallotti offered to assist in coordinating the New England Regional Council of Carpenters guest speaker for a future meeting. He spoke to training and partnerships with trade schools.

Ric Hossack, Middle Turnpike Road. Mr. Hossack stated his opinion that cost and quality are the most important factors to taxpayers.

Paul Sarizon, North Windham. Mr. Sarizon, a local contractor, advocated for not including apprenticeship language in an RCO. Mr. Sarizon stated his concerns that many local contractors do not offer apprenticeship programs and would not be able to bid on Mansfield (public) projects if such language was included in a RCO.

Greg Zlotnick, Wormwood Hill Road. Mr. Zlotnick, a local contractor, spoke to his company's training and safety practices. He also spoke to the importance of quality work and firm reputation.

Mike Taylor, Stonemill Road. Mr. Taylor commended the Town for reviewing this matter (RCO). Mr. Taylor expressed his opinion that he doesn't want to preclude or exclude union or non-union shops from public projects. Mr. Taylor spoke to safety and quality of many local contractors.

Chris Viales, Willimantic. Mr. Viales spoke in support of a RCO, offered suggestions for a RCO, and referenced concerns with private project components of the Storrs Center development.

#### 5. FUTURE AGENDAS

Union representatives and local contractors will be invited to speak at a future meeting.

The meeting adjourned at 10:30 am.

Respectfully submitted,  
Maria E. Capriola, Assistant Town Manager  
Town of Mansfield

# TOWN OF MANSFIELD ■ FOUR CORNERS WATER AND SEWER ADVISORY COMMITTEE

Meeting Minutes ■ December 4, 2012

Town Council Chambers

Members Present: Rawn (chair), Plante, Lennon, Reich, Hart, Ferrigno

Staff Present: Hultgren

The meeting was called to order at 7:00 p.m. by chair Rawn.

## Public Comment

- Betty Wassmundt, Old Turnpike Road, again expressed her concern that the committee may be overstepping its charge by considering more than the procurement of water for the 4 corners area.
- David Freudmann, 22 Eastwood Road, disclosed his membership on the Town Council and Finance Committee and indicated that he was speaking only as a resident of the town. He said he agreed with Ms. Wassmundt on the committee charge issue and that he felt things were considerably different now with the UConn tech park than they were 3 years ago when the Town/committee was considering water for 4 corners. He cautioned the committee to not let the Town be taken advantage of by the University and its needs.
- Pat Supernant, Storrs, said there were many unanswered questions in the EIE and missing information. She stressed that effects on natural ecosystems/watersheds by the moving/withdrawal of water were not adequately considered and noted that the situation was similar to the "tragedy of the commons". She also said the EIE needed more detailed information on governance and finance, the state plan of conservation and development, the increase in water needs from the original scope to almost 2 MGD and the "no project" consideration.

## UConn Water Supply EIE

Chair Rawn then invited written comments from committee members on the Water Supply EIE to be included in the committee's transmittal to the Town Manager and Town Council. Members Reich, Rawn, Plante and Ferrigno submitted comments (Ferrigno's were already given to Manager Hart) and either read or paraphrased them at the meeting. These are attached to these minutes.

## Future Meetings

A revised meeting schedule for 2013 was distributed and approved on a motion by Reich/Plante.

The next meeting was set for January 8, 2103. Two items were discussed to be included on this agenda: The UConn Tech Park (public meeting this Thursday at 7 PM) and the Water Supply EIE public hearing (Dec 11<sup>th</sup>).

## Adjournment

The meeting was adjourned at 7:45 PM on a motion by Reich/Lennon.

Respectfully submitted,

Lon Hultgren  
Director of Public Works

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**  
**REGULAR MEETING MINUTES**  
Housing Authority Office  
March 21, 2013  
2:00 p.m.

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

The meeting was called to order at 2:02 p.m. by the Chairperson.

**MINUTES**

A motion was made by Ms Hall and seconded by Ms Ward to accept the minutes of the February 21, 2013 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 Mr. Simonsen to approve the February bills. Motion approved unanimously.

**Financial Reports –A (General)**

A motion was made by Mr. Simonsen and seconded by Ms Ward to approve the January the Financial Reports. Motion approved unanimously.

**Financial Report-B (Section 8 Statistical Report)**

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

**REPORT FROM TENANT REPRESENTATIVE**

**Human Services Advisory Committee**

Mr. Eddy reviewed the topics of discussion from the last meeting.

**General Reports**

Mr. Eddy suggested that the Housing Authority create a means of collecting and disposing of fluorescent bulbs for the residents of both communities. It was suggested that Ms Fields write a memo and ask that tenant inform the office when a bulb has burned out. The office could collect them and bring them to the transfer station for proper disposal when enough accumulated.

## **AD HOC COMMITTEE REPORTS**

### **Paperless Office Committee**

As part of the paperless office process, Ms Fields will be switching the Housing Authority from ATT to Charter for both phone and internet service. Charter will provide the Housing Authority with 25 times the download speed and 4 times the upload speed. It will also have unlimited long distance calling within the United States and to Mexico and Puerto Rico.

With the server, Ms Fields has set up a domain for the Housing Authority which will be mansfieldhousingct.org. While there will be some extra work switching to new emails having its own domain will allow the Housing Authority to change providers more easily to get the best pricing and create a more professional organizational email address. This will be important moving forward if the Housing Authority chooses to expand into property management in an effort to earn its own income independent from the three housing programs.

## **UNFINISHED BUSINESS**

### **Legal Updates**

Ms Fields asked that the Chairman request a vote to go into Executive Session in order to provide legal updates which contain privileged information.

### **Executive Session**

The Chairman stated that legal updates should be considered in executive session.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to invite Ms Fields to the Executive Session and to go into Executive Session at 3:03 p.m. Motion approved unanimously.

The Board came out of Executive Session at 3:30 p.m.

### **Holinko Estates and Wrights Village Landscaping**

Tierney Tully and Ms Fields met with Kristin Schwab and her students on March 12, 2013 to review the progress of the landscape design plans for the two properties. The initial work looks good and they will continue working and will provide the Housing Authority with a couple alternative plans for each property. Kristin will contact Ms Fields when they are ready to present it to the Board. A meeting will be set on campus in April for the presentation.

## **NEW BUSINESS**

### **Section 8 Funding/New Hire**

The information surrounding the Section 8 funding of Administrative Fees continually changes. However, there will be a reduction and likely a large reduction in the administrative fees (67- 69% proration) and a smaller reduction in the HAP (93-94% proration). Both of these reductions represent the lowest proration in the 38 year history of the Section 8 voucher program.

Ms Fields stated that the Housing Authority has some administrative fees in reserves; however, they would not last long at a 67-69% proration. It is important to consider now, just how to pay the administrative costs associated with keeping this critical housing program that not only provides housing to low and extremely low income families, but also contributes over \$1,000,000 to the income of landlords.

Ms Fields added that Stacey Vangsness has been re-hired. She stated that the Housing Authority was very lucky to have the opportunity to rehire Stacey. There was been extremely positive feedback from both Landlords and Section 8 participants on learning of Stacey's return.

**MEETING DATE CHANGE**

No Change

**OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairperson declared the meeting adjourned at 4:05 p.m. without objection.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson

Town of Mansfield  
**CONSERVATION COMMISSION**  
Meeting of 20 March 2013  
Conference B, Audrey P. Beck Building  
**MINUTES**

*Members present:* Aline Booth (Alt.), Peter Drzewiecki, Neil Facchinetti, Quentin Kessel, Michael Soares. *Members absent:* Joan Buck (Alt.), Robert Dahn, Scott Lehmann, John Silander. *Others present:* Linda Painter (Town Planner); Jennifer Kaufman (Mansfield Tomorrow Project Manager); Ken Feathers, Jim Morrow, and Vicky Wetherell (Open Space Preservation Committee (OSPC)).

1. The meeting was **called to order** at 7:33p by Chair Quentin Kessel. The Chair appointed Booth to be a voting member for the meeting.
2. The **draft minutes** of the 19 December 2012 and 20 February 2013 were approved on a motion by Facchinetti, seconded by Booth.
3. **IWA referrals.** There were no referrals.
4. **Membership.** After many years of service, including service as Chair, on the Mansfield Conservation Commission, Robert Dahn has indicated a wish to step down. Kessel asked members to make recommendations if they knew of appropriate residents of Mansfield who might like to serve on the Commission.
5. Under "New Business, other" it was agreed to consider a plan for a trail around Bicentennial Pond. This was presented by Kaufman, who is approaching the Town Council to seek support for this project. Facchinetti moved, and Booth seconded, the statement that "The CC supports the construction of a universal access trail around Bicentennial Pond." The motion passed unanimously.
6. **Mansfield Tomorrow project.** Linda Painter and Project Manager Jennifer Kaufman led a discussion/brainstorming session on the Mansfield Tomorrow project. There was a general discussion of what constitutes a neighborhood and how the POCD and the subsequent zoning regulations might keep rural areas rural, but yet encourage friendly, interactive and cohesive neighborhoods. Walkable trails and roads were seen as being important. Conservation subdivisions, in which houses are clustered in order to preserve open space and forests also ranked high. Painter noted that some towns require conservation subdivisions, and members of the commission generally felt this would be a good approach. Painter noted that often a developer coming to Mansfield faces too many options and that many would be pleased to be presented with firmer guidelines, e.g., the automatic utilization of conservation subdivisions where practicable. Fachinetti has agreed to serve on the Mansfield Tomorrow Housing Focus Group. The CC is still looking for a member to serve on the Economic Development Focus Group. It is important to have a representative in the group who can elucidate the economic benefit of "Green Living," including the value of farms and forests in the protection of clean water and air.
7. **Adjourned** at 8:45 P.M. Next meeting: 7:30p, Wednesday, 17 April 2013.

Quentin Kessel, Acting Secretary; approved 17 April 2013.

TOWN OF MANSFIELD  
Ethics Board  
Thursday, January 17, 2013  
Audrey Beck Municipal Building, Conference Room B

Minutes

Members Present: Lena Barry, John DeWolf, Saul Nesselroth, Win Smith, Nora Stevens (Chair)

Staff Present: Maria Capriola, Assistant Town Manager

The meeting was called to order at 4:30pm.

I. PUBLIC COMMENT

None.

II. APPROVAL OF 9/20/2012 MINUTES

Mr. Nesselroth made the motion, seconded by Mr. Smith to adopt the minutes. The minutes were unanimously approved as presented.

Ms. Barry voted during the meeting of 1/17/13 since Mr. Raynor was unable to attend the meeting.

III. ETHICS TRAINING UPDATE

Ms. Capriola provided an update. Training sessions regarding Ethics Code revisions were conducted by Ms. Capriola and Ms. Mary Stanton. 6 training sessions were offered September-November, 2012. 137 people attended (131 employees and 6 officials).

IV. UPDATE TO COMPLAINT PROCEDURES

Board members reviewed and discussed potential revisions to the Board's complaint procedures. Mr. DeWolf made the motion, seconded by Mr. Smith to approve the complaint procedures as amended. The motion passed unanimously.

V. COMMUNICATIONS

Mr. DeWolf made the motion, seconded by Mr. Smith to add Mr. Raynor's revised letter to Mayor Paterson dated January 1, 2013 to agenda item 5a; the motion passed unanimously. Mr. DeWolf made the motion, seconded by Ms. Barry to add Ms. Stanton's response to Mr. A. Smith's FOI request, dated January 3, 2013 to the agenda as item 5d; the motion passed unanimously. Discussion occurred on the communications, but no action was taken.

VI. ADJOURNMENT

Mr. Smith made the motion, seconded by Mr. Nesselroth to adjourn the meeting. Meeting adjourned at 5:28p.m.

Respectfully Submitted,  
Maria E. Capriola, Assistant Town Manager *on behalf of Lena Barry, Secretary*

**Mansfield Board of Education Meeting**

**March 14, 2013**

**Minutes**

**Attendees:** Mark LaPlaca, Chair, Shamim Patwa, Vice-Chair, Martha Kelly (By Phone), Secretary, April Holinko, Katherine Paulhus, Jay Rueckl, Carrie Silver-Bernstein, Superintendent Fred Baruzzi, Board Clerk, Celeste Griffin

**Absent:** Randy Walikonis

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

Mr. LaPlaca asked for a moment of silence in memory of Jim Dillman, retired MMS physical education teacher.

**SPECIAL PRESENTATIONS:**

Mr. Nguyen and Ms. Dona Stratton, MMS Social Studies teacher presented MMS students, Aden Abbatemarco and Heather Abdullah, discussed the students' trip to Hartford to testify at the Legislative Office Building in front of the Transportation Committee in favor of a bill that would make it illegal to smoke in a car containing a child seven years old or younger.

Mr. Baruzzi honored Susan Irvine, Southeast Enrichment Teacher, who with Steve Sokoloski, Elementary Computer Education teacher, received the 2013 Chris Rogers Award from the Neag School of Education. Mr. Baruzzi honored Mike DiCicco, fifth grade mathematics teacher at MMS, for his receipt of a scholarship from the National Council of Teachers of Mathematics to provide financial support for improving teachers' understanding of mathematics by completing course work in mathematics.

Mr. Baruzzi reported that a group of teachers attended the Columbia University Teachers College Reading & Writing Project Workshop on Saturday, March 9, 2013. The district funded transportation for the teachers to participate in this voluntary workshop.

**HEARING FOR VISITORS:** Alan Marcus, Homestead Drive, asked the Board to revisit Board Policy on Religious Pluralism/Respect. Wayne Trembly, Fort Griswold Lane, asked the Board to review the World Religion unit in the grade six curriculum in respect to non-religious beliefs.

**COMMUNICATIONS:**

Email from Mr. LaPlaca responding to letter written to Mr. Baruzzi by Grade Eight teachers regarding 2013-2014 proposed budget.

Letter from Mayor Paterson recommending the Board of Education consider taping and broadcasting their meetings.

Letter from CAFE honoring Ms. Patwa's completion of the CAFE Leadership Institute.

**ADDITIONS TO THE PRESENT AGENDA:** MOTION by Mr. Rueckl, seconded by Mrs. Paulhus to add letters from two staff members requesting a retirement and resignation to the consent agenda. VOTE: Unanimous in favor.

**COMMITTEE REPORTS:** Mr. LaPlaca reported he is the Board representative on the Mansfield Tomorrow Advisory Group. He also reported that he attended the CAFE Day on the Hill. Carrie Silver-Bernstein has been appointed Board representative on the Teacher of the Year Committee.

**REPORT OF THE SUPERINTENDENT:**

- Board Policy on Religious Pluralism/Respect: MOTION By Ms. Patwa, seconded by Mrs. Paulhus, to refer this item to the Policy Committee to further consideration. VOTE: Unanimous in favor.
- Elementary School Redistricting: Mr. Baruzzi reported on enrollment at the elementary schools and history of redistricting in the district. He recommended that redistricting is not needed at this time.
- Charles H. Barrows STEM Academy: The board did not move to participate as a partner district in the magnet school.
- Common Core State Standards Implementation and Next Generation Assessments: Mr. Baruzzi shared a memo from the Dr. Dianna Roberge-Wentzell, Chief Academic Officer of the State Department of Education regarding Common Core State Standards Implementation and Next Generation Assessments.

- Class Size/Enrollment: The principals noted no major changes in class size or enrollment in the past month. Mr. Baruzzi discussed the enrollment at Mansfield Middle School in relation to class size guidelines.
- Town Council: Capital Budget Update: Mr. Baruzzi reported that at its meeting on March 11, 2013 the Mansfield Town Council voted to endorse the Board of Education's plan for ongoing maintenance for the four school buildings for the next five years. The financing was referred to the Finance Committee for their recommendation.
- School Building Security Update: Mr. Baruzzi reported that he will meet with staff at all four schools and each school's parent organization before April vacation to update them on emergency procedures and the recommendation implementation timeline.
- 2013-2014 Proposed Budget: MOTION by Mr. Rueckl, seconded by Ms. Patwa to adopt the Superintendent's Proposed 2013-2014 Budget of \$20,941,020. Discussion followed with Mr. Baruzzi and Cherie Trahan, Director of Finance, answering questions by Board members. VOTE: Mrs. Holinko, Ms. Patwa, Mr. LaPlaca, Mr. Rueckl, Mrs. Paulhus, and Ms. Silver-Bernstein in favor and Mrs. Kelly opposed.

NEW BUSINESS: Mrs. Paulhus requested the minutes of the February 21, 2013 meeting be removed from the Consent Agenda. She requested the title of the Enhancing Student Achievement activity be added to the agenda. MOTION by Ms. Patwa, seconded by Mrs. Kelly to approve the minutes with the requested addition. VOTE: Unanimous in favor with Ms. Silver-Bernstein in abstention.

CONSENT AGENDA: MOTION by Ms. Silver-Bernstein, seconded by Mrs. Holinko, to approve the following items for the Board of Education March 14, 2013 meeting. VOTE: Unanimous in favor.

That the Mansfield Public Schools Board of Education accepts the retirement of Barbara Zirakzadeh, Literacy Coach at Southeast School effective the end of the 2012-2013 school year.

That the Mansfield Public Schools Board of Education accept the resignation of Carol Sweet Patterson, mathematics teacher at Mansfield Middle School, effective the end of the 2012-2013 school year.

HEARING FOR VISITORS: None.

#### SUGGESTIONS FOR FUTURE AGENDA:

Mrs. Holinko: Start time of meetings

Mrs. Kelly: Schools realignment by grade level and safety discussions held as work sessions or separate meeting

Ms. Silver-Bernstein: Ways to supplement budget

Mrs. Paulhus: Movies played in schools and detail level in minutes

MOTION by Mrs. Paulhus, seconded by Mrs. Kelly to adjourn at 10:16pm. VOTE: Unanimous in favor.

Respectfully submitted,  
Celeste Griffin, Board Clerk

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Members of the Town Council,

In the event that I am unable to be present during the meeting when you are discussing the Board of Education budget, I wanted to make a few points and have left this statement with Superintendent of Schools Baruzzi. I have another meeting that I must attend in Hartford and, having just been asked to attend here yesterday, I cannot reschedule.

Just as when the Governor's proposed budget came out, we should keep in mind that the proposed budget from the Appropriations Committee is also only a proposal. While it is certainly concerning that they are proposing a serious cut to the Pilot and Pequot Funds, the budget process is far from over. The concern several months ago was the elimination of the Pequot Grant, Pilot funds being combined with the Education Cost Sharing grant, and the elimination of the car property tax. Those concerns now seem to be gone. The process will take several more months and the final numbers will no doubt be different. As in years past, should there be reason to, budgets can be adjusted downward later in the year. The Board has always worked with the Town whenever that has become necessary.

The Board's budget for 13-14 is a level service budget. There are no new initiatives or increased staffing proposed. In fact, there is a reduction in staffing of a total of 6.5 positions – 3 certified teaching positions, 3 Instructional Assistants and .5 of a secretarial position. The small increase in overall costs, largely as a result of small contractual salary increases comes after 4 consecutive years of zero budget increases. The assumption if the Town Council decides to reduce the Board's overall budget is that there would be a reduction in the current programs or reduction in the already reduced staffing levels, possibly harming the education of our students.

Should the Council choose to reduce the budget, the Board would ask the Superintendent to recommend cuts to consider. Those decisions would be made by the Board in whole, and it would be inappropriate for the Superintendent or myself to discuss which programs or positions might go unfunded with the Council tonight, that is a matter for the Board of Education.

The Superintendent can discuss with you the process the Board undertook several weeks ago where the Board did not renew the contracts of all non-tenured certified staff, and explain how and why that was done.

I would also urge the Council to maintain its commitment to the \$400,000 in funding for infrastructure repairs, security improvements and IT upgrades. After years of delay in the School Building Project decision making process, these are the minimum funds needed to be set aside.

I certainly understand the difficulty municipalities face, particularly Mansfield, having to determine budgets a month or more prior to the state determining municipal aid. In the meanwhile, the Council and Town Manager should work through any means necessary to urge level funding of overall town aid from the state. I am certain members of the Board will join you in that regard. I urge the Council to be thoughtful in any actions taken tonight.

Mark LaPlaca - Chairman, Mansfield Board of Education -April 24, 2013

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TOWN OF MANSFIELD  
OFFICE OF THE TOWN MANAGER

Item #12



Sara-Ann Chainé Bourque, Executive Assistant to Town Manager

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268-2599  
(860) 429-3336  
Fax: (860) 429-6863

May 3, 2013

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

Dear Council Members:

Mansfield will be holding its Memorial Day Parade on Monday, May 27<sup>th</sup>, 2013. I cordially invite you to participate in this year's commemoration by marching in the parade.

The parade will form on Bassett's Bridge Road at the intersection of Rt. 195. Parade formation will start at 8:30am and the parade will begin at 9:00am. The route will run from Bassett's Bridge Road, North on Route 195, right onto Cemetery Road and will stop at the Mansfield Center Cemetery for a short ceremony honoring those who have served as well as those who have died for our country. The parade will return to Bassett's Bridge Road after honors consisting of three volleys and "taps" are rendered at the Old Mansfield Cemetery.

In the event of inclement weather, an abbreviated ceremony will be held in the Mansfield Middle School Gymnasium.

If you have any questions, please feel free to contact me at 860-429-3336, ext. 5.

Sincerely,

A handwritten signature in cursive script that reads "Sara-Ann Bourque".

Sara-Ann Chainé Bourque  
Executive Assistant to Town Manager

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TOWN OF MANSFIELD  
OFFICE OF THE FACILITIES MANAGEMENT DIRECTOR

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Item #13

TO: Matt Hart, Town Manager  
FROM: Bill Hammon, Facilities Management Director  
DATE: May 9, 2013  
RE: Security Improvements at Town Buildings

During our Capital Improvements program budget discussions with the Town Council in April, questions came up regarding the specific security improvements that are planned for Town buildings. While we do not have a detailed plan as of yet, we have discussed a number of items that we expect to be on that plan. I will draft a plan of improvements for review by you, Fran Raiola, Sgt. Rich Cournoyer and the building administrators.

Following is a list of anticipated items and an estimated cost. All of these items are similar in nature to security improvements already done or in the process of being done at our school buildings.

Mansfield Public Library:

Upgrade the fire/security system \$25,000

Town Hall:

Upgrade the security system (burglar alarm) \$15,000  
Install a "swipe card" system on the outside doors \$3,000/door  
Install security cameras (inside & outside) \$1,800/camera  
Install "panic" button near Revenue Collector's office \$1,500

Community Center:

Install security cameras (inside & outside) \$1,800/camera

Town Parks:

Install anti-vandalism cameras around playgrounds \$1,500/camera

The figures provided are estimates only and we will follow Town procedures in order to get the best value on our purchases. Please let me know if you have any questions.

Thank you,  
Bill Hammon  
Director of Facilities Management

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Position statement Re: Human service position vacancies  
From: The Mansfield Commission on Aging  
To: Town Manager, Matt Hart and The Personnel Committee of the Mansfield Town Council

May 13, 2013

The COA would first like to thank Town Manager, Matthew Hart, Maria Capriola and Antonia Moran for attending our meeting on April 8<sup>th</sup>. We would like to address the specific questions posed to us in regards to the staff vacancies in Human Services. The following are our thoughts and recommendations based on our charge to act as advocates for our Mansfield senior population.

As a group we agree that the basic need going forward is to have a Senior Services Social Worker in place as soon as possible. To “support the hiring of a Senior Services Social Worker” is one of our stated Goals for 2012-2013. We remain deeply concerned about the extended period of time that this position has remained unfilled to its previous 28 hour per week capacity. We are cognizant of the budgetary concerns facing our town and are grateful that Mr. Hart has recommended continued funding at that level for this vital position. We believe that it is critical to have an advocate in place to provide outreach, information, resources, referrals and ongoing monitoring of services for our Mansfield seniors. In the opinion of our group, the outreach component is one of the most vital functions of this position. There are many folks within our community who are unable to get to the senior center but are in need of a consistent, knowledgeable resource person to assist them in many areas – including but not limited to homecare services and information related to potential entitlements/programs that could aid them in remaining independent.

We do not feel that the licensure (LCSW) need be a requirement for this position. What is of utmost importance is to have a professional in place who has a broad knowledge of the very complicated programs/entitlements/insurances/resources which are specific to elders. In terms of the “counseling” concerns – someone who has empathy for this population can provide “support counseling” by serving as a neutral sounding board for the individual/family to express their feelings around personal issues. We are fortunate that we live in a community where there are many qualified, accessible service providers who can offer professional ongoing counseling for those with that heightened need.

In terms of the issue of potentially combining the two positions of Senior services SW and Adult Services – we believe that both populations are best served by maintaining their current separate status. The needs of the varying populations as well as the resources available to them differ very substantially. Each require a resource person dedicated to meeting the diverse needs of those that they assist who is knowledgeable about the specific and complex resources that are available. It is not practical to expect that one individual would have the broad knowledge base necessary to meet the needs of the varying demographics. Mansfield has always prided itself on the services provided to its residents – from our children to our elders. Our growing senior population deserves to have a skilled resource person who is passionate and dedicated to their specific needs.

We appreciate the opportunity to share our thoughts with you and look forward to a continued collaborative relationship as we both work toward advocating for the elders of our community.

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## NOTES ON APRIL 25 MEETING ON SENIORS AND SENIOR CENTER NEEDS

**I.** Concern quickly coalesced around the positions of the new Director of Human Services and the Seniors' Social Worker.

The majority of those attending felt strongly that the need was for a fulltime Licensed Clinical Social Worker, due to the accumulative group of problems that come with aging, and the emotional overtones that come with these problems.

The unanimous feeling was that the position, whatever the rank, should be full-time.

It was also strongly felt that the new Director should be a Licensed Clinical Social Worker, especially if the Seniors' social worker lacked that degree.

Participants also expressed in very strong terms the need for input or even participation from both the senior community and the appropriate advisory panels on the choice of the new Director.

**II.** Transportation and the need for opportunities for socialization were identified as other important needs, which were often inter-related. Door-to-door, an expensive service, was nevertheless considered critical as varying degrees of physical handicaps manifest themselves. Seniors have expressed a willingness to pay the cost of these services were they offered

**III.** Underlying the needs for programs and services was the inadequacy of the present Senior Center building. While it has done, and under the current Co-Ordinator is still doing, yeoman service, the building has become in some ways a strait jacket preventing the expansion of existing programs or the introduction of new ones. This was felt to be a basic problem and that steps toward planning for a future building should begin.

Notetaker: Rita Braswell

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**Sara-Ann Bourque**

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**From:** Jessie Shea  
**Sent:** Friday, April 19, 2013 10:39 AM  
**To:** 'epsteink@ct.edu'  
**Cc:** Jana Butts (planner@wincog.org); Sara-Ann Bourque; Conservation Comm; Open Space Comm; James Finger; 'Tinkern@easternct.edu'; Alex Marcellino; Barry Pociask; bgoodwin1788@charter.net; Binu Chandy; Bonnie Ryan; Curt B. Hirsch; Grant Meitzler; Gregory Lewis; Jessie Shea; Joann Goodwin; Kay Holt; Kenneth Rawn; Linda M. Painter; Peter Plante; Ross Hall; Sue Westa; Vera Stearns Ward  
**Subject:** ECSU E.IE.-Comments from Mansfield  
**Attachments:** 20130419102602180.pdf

Mr. Epstein,

Please see the attached comments from the Mansfield Planning and Zoning Commission regarding the EIE for the E.C.S.U. 2008 Campus Plan.

If you have any questions, please contact our office.

Thank you,

Jessie L. Shea  
Planning and Community Development Assistant Mansfield Town Hall  
4 South Eagleville Road  
Storrs, CT 06268  
(860) 429-3330-office  
(860) 429-6863-fax

TOWN OF MANSFIELD  
PLANNING AND ZONING COMMISSION



JoAnn Goodwin, Chair

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268-2599  
(860) 429-3330  
Fax: (860) 429-6863

April 15, 2013

Mr. Keith Epstein, AIA  
Director of Capital Projects  
Connecticut Board of Regents  
61 Woodland Street  
Hartford, Connecticut 06105

Re: EIE for the Eastern Connecticut State University 2008 Campus Plan Update

Dear Mr. Epstein:

Thank you for providing municipalities with the opportunity to review and comment on the proposed EIE for the ECSU 2008 Campus Plan Update. After reviewing the proposed master plan and EIE, the Commission offers the following comments with regard to the proposed improvements to the Mansfield campus:

- The narrative of the 2008 plan mentions the creation of a recreation fitness trail at the Mansfield campus; however, this is not listed as a specific project in Section 9 of the plan. If a recreational trail is proposed, we request that the University coordinate with the Town's Open Space Preservation Advisory Committee with the goal of connecting this trail to the Town's overall trail system.
- The plan references the need to continue to improve pedestrian access. In addition to improving the pedestrian connection between the main campus and the Mansfield recreation fields, we would also recommend that the University work to improve pedestrian connections between the fields and nearby neighborhoods where significant numbers of ECSU students reside.
- Any new improvements should use Low Impact Development stormwater management practices to maintain the pre-development hydrology of the site. This is particularly important on the Mansfield campus due to its proximity to wetlands and a flood hazard zone.
- All new lighting should be dark-sky compliant. Additionally, due to the height and direction of the athletic field lighting, the University should coordinate with the Town to address impacts of the field lighting on surrounding homes and glare to vehicles traveling on Mansfield City Road. The University should monitor the actual use of both proposed and existing athletic field lighting to limit illumination to periods of actual use of the fields.

Additionally, the Commission adopts the comments made to you by the Windham Regional Planning Commission in its April 3, 2013 letter to you, particularly with regard to the loss of trees in the Arboretum Brook Watershed and the use of LID practices to mitigate stormwater discharge.

As you can see in the attached aerial photograph provided by the Town of Windham, the flooding in the Arboretum Brook Watershed area resulted in the loss of significant amount of trees south of Route 6. These trees had provided a visual buffer between the limited access highway and residential neighborhoods in Windham. We strongly support the RPC's recommendation that the University revise the EIE and draft Campus Stormwater Master Plan to examine the cause for this event, propose appropriate mitigation measures and include actions to avoid future impacts of the same nature.

If you have any questions regarding the recommendations contained in this report, please contact Linda Painter, the Town's Director of Planning and Development. She can be reached via email ([painterlm@mansfieldct.org](mailto:painterlm@mansfieldct.org)) or phone (860.429.3330).

Sincerely,



JoAnn Goodwin  
Chair

C: Planning and Zoning Commission  
Town Council  
Conservation Commission  
Open Space Preservation Advisory Committee  
James Finger, Windham Town Planner  
Jana Butts, Windham Regional Planning Commission  
Nancy Tinker, Director of ECSU Facilities Management and Planning

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TC



**MANSFIELD HISTORICAL SOCIETY**

**P.O. Box 145  
Storrs Mansfield, CT 06268**

**(860) 429-6575  
Email: mansfield.historical@snet.net**

Item #17

May 2, 2013

Matthew Hart  
Town Manager  
4 South Eagleville Rd.  
Storrs, CT 06268

Dear Matt,

The Mansfield Historical Society Museum will open for the season on Sunday, June 2, 1:30 – 4:30 p.m. This year we are featuring a new exhibit about Mansfield in the 1950s that includes photographs, costumes, toys and other '50s memorabilia. There is also a new exhibit on Gurleyville and its industries and a lovely display of 19<sup>th</sup> century paisley shawls. The exhibit about the Connecticut Soldiers' Orphans' Home also remains up.

Our opening day activities will feature a performance of 1950s inspired dance routines by members of the Mansfield Academy of Dance. We also hope to have several 1950s classic cars on display at the museum (weather permitting).

Parking is limited behind the museum, even more so now that people park there to use the hiking trail. We are anticipating a good crowd at the opening. When our parking lot fills up, visitors will have to park across the street at the Baptist Church. If possible, we would like to have a policeman on duty to assist people in crossing Route 195.

In the past the Town has provided this service for us and we hope it can again. We will greatly appreciate it if the Town can help us with this expense. Thank you for considering our request. We hope you will join us for the Opening Day festivities!

Sincerely yours,

Ann L. Galonska  
Museum Director

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**TOWN OF MANSFIELD**  
**APPROXIMATE NUMBER OF ACCOUNTS**

October 1, 2012 Grand List

**TAXABLE REAL ESTATE**

DESCRIPTION	# OF ACCTS	ASSESSMENT
<b>RESIDENTIAL</b>		
100 Residential	4716	742,458,660
<b>COMMERCIAL</b>		
200 Commercial	196	112,418,460
<b>INDUSTRIAL</b>		
300 Industrial	6	2,127,790
<b>PUBLIC UTILITY</b>		
400 Public Utility	12	1,116,570
<b>VACANT LAND</b>		
500 Vacant Land	394	5,790,120
<b>USE ASSESSMENT</b>		
600 Use Assessments	235	1,288,910
<b>10 MILL FOREST</b>		
700 10 Mill Forest	1	1,750
<b>APARTMENT</b>		
802 Building	25	37,197,790
<b>TOTAL TAXABLE REAL ESTATE RECORDS</b>	<b>5566</b>	<b>902,400,050</b>
<b>TOTAL EXEMPT REAL ESTATE</b>	<b>817</b>	<b>1,224,859,074</b>

\*Includes University of Connecticut Main and Depot Campus buildings. Other unique properties include the ongoing Storrs Center Development, which are to be considered in the Contractors Proposal.

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NOTICE AND WARNING OF ANNUAL TOWN MEETING  
TOWN OF MANSFIELD

The Electors of the Town of Mansfield and all persons who are entitled to vote in Town Meeting mentioned in the following warning are hereby warned and notified that the Annual Town Meeting for Budget Consideration will be held on Tuesday, May 14, 2013 at the Mansfield Middle School Auditorium, at 7:00 p.m. for the following purpose:

To act upon the Proposed Budgets for the Town's fiscal year of July 1, 2013 to June 30, 2014, which Proposed Budgets were adopted by the Town Council on April 24, 2013 and to appropriate the sums estimated and set forth in said Budgets to the purposes indicated.

Dated and signed at Mansfield, Connecticut this 29th day of April 2013.  
Mary Stanton, Town Clerk

RESOLVED: That the General Fund Budget for the Town of Mansfield, appended totaling \$35,483,330 is hereby adopted as the proposed operating budget for the Town of Mansfield for the fiscal year July 1, 2013 to June 30, 2014.

TOWN OF MANSFIELD/MANSFIELD BOARD OF EDUCATION  
REVENUE BUDGET SUMMARY

	Actual 11/12	Adj Approp. 12/13	Town Council Proposed 13/14
Taxes and Related Items	\$ 25,936,799	\$ 26,637,170	\$ 28,172,144
Licenses and Permits	413,783	451,590	444,590
Federal Support - Gen Gov't	17,429	5,320	3,470
State Support - Education	10,181,934	10,256,920	10,168,360
State Support - Gen Gov't	7,237,110	7,380,120	6,292,330
Charges for Services	400,035	393,800	361,190
Fines & Forfeitures	35,556	28,630	49,270
Miscellaneous	91,883	94,990	94,990
Operating Transfers In	2,500	2,500	2,500
<b>Total Revenues</b>	<b>\$ 44,317,029</b>	<b>\$ 45,251,040</b>	<b>\$ 45,588,844</b>

EXPENDITURE BUDGET SUMMARY

	Actual 11/12	Adj Approp. 12/13	Town Council Proposed 13/14
General Government	\$ 2,350,564	\$ 2,493,560	\$ 2,453,045
Public Safety	3,182,918	3,128,820	3,275,110
Public Works	1,915,544	2,065,290	2,092,535

Community Services	1,599,570	1,693,620	1,682,810
Community Development	514,072	530,210	536,140
Mansfield Board of Education	20,584,909	20,588,160	20,588,160
Town-Wide Expenditures	2,320,276	2,544,520	2,535,980
Other Financing Uses	1,957,660	2,489,310	2,319,550
	<hr/>		
Sub-Total	34,425,513	35,533,490	35,483,330
Education - Region 19	9,729,229	9,503,550	10,005,514
	<hr/>		
Total Expenditures	\$ 44,154,742	\$45,037,040	\$45,488,844

RESOLVED: That the Capital Fund Budget for the Town of Mansfield, appended totaling \$2,285,290 is hereby adopted as the capital improvements to be undertaken during fiscal year 2013/14 or later years.

TOWN OF MANSFIELD  
CAPITAL FUND BUDGET SUMMARY  
2013/14

	12/13 Adopted	13/14 Proposed
Estimated Revenues:		
Capital Non-Recurring Reserve Fund (CNR)	\$ 1,304,210	\$ 958,860
General Fund (Cash to Capital)		100,000
Infrastructure Grant (LOCIP)	180,000	428,900
Town Aid Road Grant		242,000
Federal and State Grants	203,530	203,530
Bonds		300,000
Other	48,100	52,000
	<hr/>	
	\$ 1,735,840	\$ 2,285,290

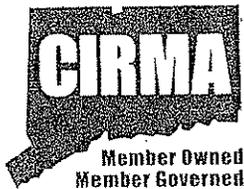
	12/13 Adopted	13/14 Proposed
Estimated Expenditures:		
General Government	\$ 130,000	\$ 120,000
Facilities Management	125,000	420,000
Public Safety	320,000	129,000
Public Works	760,000	914,000
Community Services	98,100	132,000
Community Development	302,740	370,290
Education (Technology)		200,000
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	\$ 1,735,840	\$ 2,285,290

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2013 to June 30, 2014 in the amount of \$1,194,860 be adopted.

TOWN OF MANSFIELD  
 CAPITAL AND NONRECURRING RESERVE FUND BUDGET  
 ESTIMATED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 FISCAL YEAR 2013/14

	Actual 11/12	Adopted Budget 12/13	Estimated 12/13	Town Council Proposed 13/14
<b>SOURCES:</b>				
Revenues:				
General Fund Contribution	\$ 561,000	\$ 1,014,210	\$ 1,014,210	\$ 892,550
Ambulance User Fees	251,085	330,000	290,000	300,000
Sewer Assessments		3,000	913	500
Other			16,110	
Pequot Funds	211,700	212,000	239,442	
<b>Total Sources</b>	<b>1,023,785</b>	<b>1,559,210</b>	<b>1,560,675</b>	<b>1,193,050</b>
<b>USES:</b>				
Operating Transfers Out:				
Management Services Fund	175,000	175,000	175,000	175,000
Property Tax Revaluation Fund	25,000	25,000	25,000	25,000
Capital Fund	718,566	1,208,000	1,215,350	835,100
Capital Fund - Storrs Center Reserve		96,210	96,210	123,760
Parks & Recreation Program Fund				
Subsidy	50,000			
Compensated Absences Fund	55,000	58,000	58,000	36,000
<b>Total Uses</b>	<b>1,023,566</b>	<b>1,562,210</b>	<b>1,569,560</b>	<b>1,194,860</b>
Excess/(Deficiency)	219	(3,000)	(8,885)	(1,810)
Fund Balance/(Deficit) July 1	13,203	13,422	13,422	4,537
Fund Balance, June 30	\$ 13,422	\$ 10,422	\$ 4,537	\$ 2,727

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**CONNECTICUT  
INTERLOCAL  
RISK  
MANAGEMENT  
AGENCY**

900 Chapel Street, 9th Floor  
New Haven, CT 06510-2807  
Telephone: 203-946-3700  
Fax: 203-773-6971  
www.CIRMA.org

**CIRMA Board of Directors**

- John Elsesser  
Chairman  
Town Manager, Coventry
- Ryan Bingham  
Vice Chairman  
Mayor, Torrington
- Mark D. Boughton  
Mayor, Danbury
- Susan Bransfield  
First Selectwoman, Portland
- Stephen T. Cassano  
Selectman, Manchester
- Robert J. Chaffield  
Mayor, Prospect
- Robert M. Congdon  
First Selectman, Preston
- John DeStefano, Jr.  
Mayor, New Haven
- Matthew B. Golligan  
Town Manager, South Windsor
- Barbara Gilbert  
Town Manager, Rocky Hill
- Mary Glossman  
First Selectwoman, Simsbury
- Barbara Henry  
First Selectman, Roxbury
- Scott Jackson  
Mayor, Hamden
- Cynthia Mangini  
Council Member, Enfield
- Denise Menard  
First Selectman, East Windsor
- Richard Maccia  
Mayor, Norwalk
- Joyce Okunuk  
First Selectman, Lebanon
- Elizabeth C. Paterson  
Mayor, Mansfield
- Leo Paul  
First Selectman, Litchfield
- Lisa Pellegrini  
First Selectman, Somers
- Herbert C. Rosenthal  
Selectman, Newtown
- Mark Walter  
First Selectman, East Haddam
- Steven Werbner  
Town Manager of Tolland
- Bruce A. Wollschlager  
President &  
Chief Executive Officer

April 23, 2013

Hon. Elizabeth Paterson  
Mayor  
Town of Mansfield  
4 South Eagleville Road  
Mansfield, CT 06268

RE: Members' Equity Distribution

Dear Mayor Paterson:

It is our pleasure to announce on April 16, 2013 the CIRMA Board of Directors declared a third distribution of Members' Equity in the amount of \$3,000,000 to be shared among eligible members on a pro-rata basis, against eligible contributions received during the 2011-12 policy year. The Town of Mansfield and Mansfield Board of Education eligible contribution is the premiums received during the 2011-12 policy period, including payroll audits, retrospective adjustments, and premium-bearing endorsements.

The 2011-12 Equity Distribution for the Town of Mansfield and Mansfield Board of Education is \$7,289, bringing the three year Members' Equity Distribution total to \$22,339. We are very pleased to be able to continue to share CIRMA's financial success with our eligible members.

This year's Equity Distribution is payable to you on July 22, 2013. Eligibility requires a member to have continuous participation in any program that generated eligible contributions for the member throughout the following periods:

- a) fiscal year of review 2011-2012;
- b) fiscal year of declaration 2012-2013; and
- c) fiscal year of distribution 2013-2014.

If you do not renew for the 2013-14 policy year with the CIRMA program(s) that generated your eligible contributions in 2011-12, you are no longer an eligible member and you will not receive a distribution as defined above. If any member is no longer eligible to receive all or part of their declared distribution, these designated funds will be returned to CIRMA's Members' Equity.

CIRMA's Equity Distribution program is just one of the many ways CIRMA brings value to our members. Our stable rates, expert claims management services, data analytics, and risk management programs enable public entities such as yours to reduce their losses and stabilize their rates, this year, and many years to come.

We look forward to delivering your Equity Distribution in July!

Best Regards,

Bruce A. Wollschlager  
President and  
Chief Executive Officer

David Demchak  
Senior Vice President

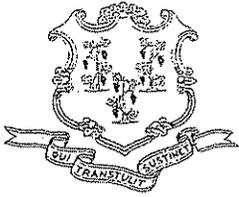
Steve Bixler  
Vice President Underwriting

Bruce Clinger  
Vice President Claims

cc: Mr. Matthew Hart, Town Manager ✓  
Ms. Maria Capriola, Assistant Town Manager



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STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT

Item #21

May 1, 2013

Dear Chief Executive Officers and Assessors:

Pursuant to Section 10-261a(c) of the Connecticut General Statutes, we hereby notify you that the 2011 Equalized Net Grand List (ENGL) for your municipality has been computed and a copy is enclosed. We want to thank you and your staff for your cooperation during our preparation of the 2011 Sales/Assessment Ratio Study and Equalized Net Grand List.

As you know, the Equalized Net Grand List is an estimate of the one hundred percent (100%) value of all taxable property in a municipality. The sales/assessment ratios used to equalize your 2011 net real property grand list were calculated from all fair market sales of real property occurring between October 1, 2011 and September 30, 2012. The median ratio was used to produce the sales/assessment ratio for each property use class with three or more sales during the applicable period. In a use class with less than three sales, the total median sales/assessment ratio for all property classes was used to compute the equalized net assessment.

Within fifteen (15) days following receipt of this notification, a town may appeal to the Secretary of the Office of Policy and Management. Pursuant to Section 10-261a(c), the appeal must be in writing and include a statement as to the reason(s) for the appeal.

If you have any questions, please contact Shirley Corona of my staff at (860) 418-6221 or via e-mail at [Shirley.corona@ct.gov](mailto:Shirley.corona@ct.gov).

Very truly yours,

A handwritten signature in black ink, appearing to read "W. David LeVasseur".

W. David LeVasseur  
Acting Undersecretary

Enclosures

2011 EQUALIZED NET GRAND LIST  
MANSFIELD

CLASSIFICATION	NET ASSESSMENT	RATIO	EQUALIZED
Net Residential	735,995,950	73.44	1,002,173,135
Apartments	35,269,640	73.85	47,758,483
Comm/Ind/Utilities	94,960,160	73.85	128,585,186
Vacant	5,845,350	104.05	5,617,828
Land Use	1,278,270	70.00	1,826,100
TenMills	1,750	100.00	1,750
Total Real Property	873,351,120		1,185,962,482
Total Personal Property	107,369,615	70.00	153,385,164
<b>Total Grand List</b>	<b>\$980,720,735</b>		<b>\$1,339,347,646</b>

## *Annual Report for- Mansfield*

List Year: 2011

Office of Policy and Management  
Intergovernmental Policy Division  
450 Capitol Ave. - MS#54FOR  
Hartford, CT 06106-1379

For: annual(10/01 - 9/30)  
Authority: Sec 10-261a

	Non- Useables	Useables	Assessment	Sales	Median
Residential	62	103	\$14,577,500	\$19,893,815	73.44
Comm/Industrial/Utility	6	2	\$5,160,470	\$11,312,500	64.69
Vacant Land	10	3	\$251,720	\$241,000	104.05
Apartments	0	0	\$0	\$0	0.00
Total	78	108	\$19,989,690	\$31,447,315	73.85

### Distributive Statistics

	Mean	Agg Mean	COD	COV	Regressivity Index
Residential	73.71	73.28	12.70	16.86	1.01
Comm/Industrial/Utility	64.69	45.62	31.20	44.13	1.42
Vacant Land	103.82	104.45	12.34	18.55	0.99
Apartments	0.00	0.00	0.00	0.00	0.00
Total	74.38	63.57	13.69	18.45	1.17

2011 NET GRAND LIST FOR MANSFIELD ENGL CALCULATIONS

CLASSIFICATION

Residential	\$738,105,450	
Residential Exemptions	\$2,109,500	
<b>Total Net Residential</b>		<b>\$735,995,950</b>
<b>Total Net Apartments</b>		<b>\$35,269,640</b>
Com/Ind/Public Utilities	\$94,960,160	
Com/Ind/Public Exemptions	\$0	
<b>Total Net Commerical/Industrial/Public/Utilities</b>		<b>\$94,960,160</b>
<b>Total Net Vacant</b>		<b>\$5,845,350</b>
<b>Total Net Land Use</b>		<b>\$1,278,270</b>
10 Mills		\$1,750
<b>Total Net Real Property</b>		<b>\$873,351,120</b>
Personal Property	\$110,302,620	
Personal Property Exemptions	\$2,933,005	
<b>Total Net Personal Property</b>		<b>\$107,369,615</b>
<b>Total Net Grand List</b>		<b>\$980,720,735</b>

I have reviewed and accepted the above data which will be used for the 2011 ENGL calculations.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# The Eastern Regional Tourism District's Integral Role in Promoting Eastern Connecticut/Mystic Country

Item #22

The Eastern Regional Tourism District/Mystic Country (ERTD) serves as the primary tourism marketing resource for the tourism industry in Eastern Connecticut to the State of Connecticut, to the business community, to the visitor and to the resident.

The ERTD represents all businesses, attractions, destinations and entities in Eastern Connecticut that identify themselves as involved in the tourism industry, a major contributor to the State's economy. The ERTD also works with the Chambers of Commerce within the region and private tourism based organizations, such as The Greater Mystic Visitors Bureau (GMVB), New London Main Street and the Putnam Business Association, to cooperatively develop a consistent consumer focused message encouraging individuals, groups and meetings to visit our area.

The health of all tourism businesses and the dollars generated for the state economy depends on the promotion of the region. The ERTD strives to represent and market all interests in this economic cluster.

Below is a brief summary of what the ERTD does to market and represent Mystic Country.

## OVERVIEW

### MARKETING ADVERTISING & SALES

- Maintains the only comprehensive database of tourism related organizations in Eastern Connecticut.
- Collaborates with the private-sector GMVB to produce the Mystic.org website
- Coordinates the "Mystic Country" brand with the newly launched statewide brand "Still Revolutionary" for maximum impact and synergy. This includes supporting the state paid marketing efforts as well as all other statewide marketing initiatives.
- Maintains a comprehensive library of regional photography, much of which is licensed only to the ERTD.
- ERTD owns and brands the name Mystic Country.
- Publishes a biweekly electronic newsletter *Business of Tourism* that provides current and useful information to the industry.
- Is a lead partner and content provider in publishing the *Mystic Country Visitors Guide* (250,000 copies) that is used as the primary fulfillment piece for the region.
- Supplies social media content for populating Mystic.org, including event calendar listings.
- Coordinates participation in trade shows and industry sales events with constituent and regional partners.

- Initiates and helps fund co-operative advertising in major publications, such as *Yankee Magazine* and the *Connecticut Visitor's Guide*, with constituent partners.
- Organizes monthly meetings of the Northeast Committee with representatives of the tourism industry in the Northeastern towns to collectively guide the ERTD marketing strategy and projects for the Northeastern region.
- Attends trade shows to promote region to groups and meetings market.

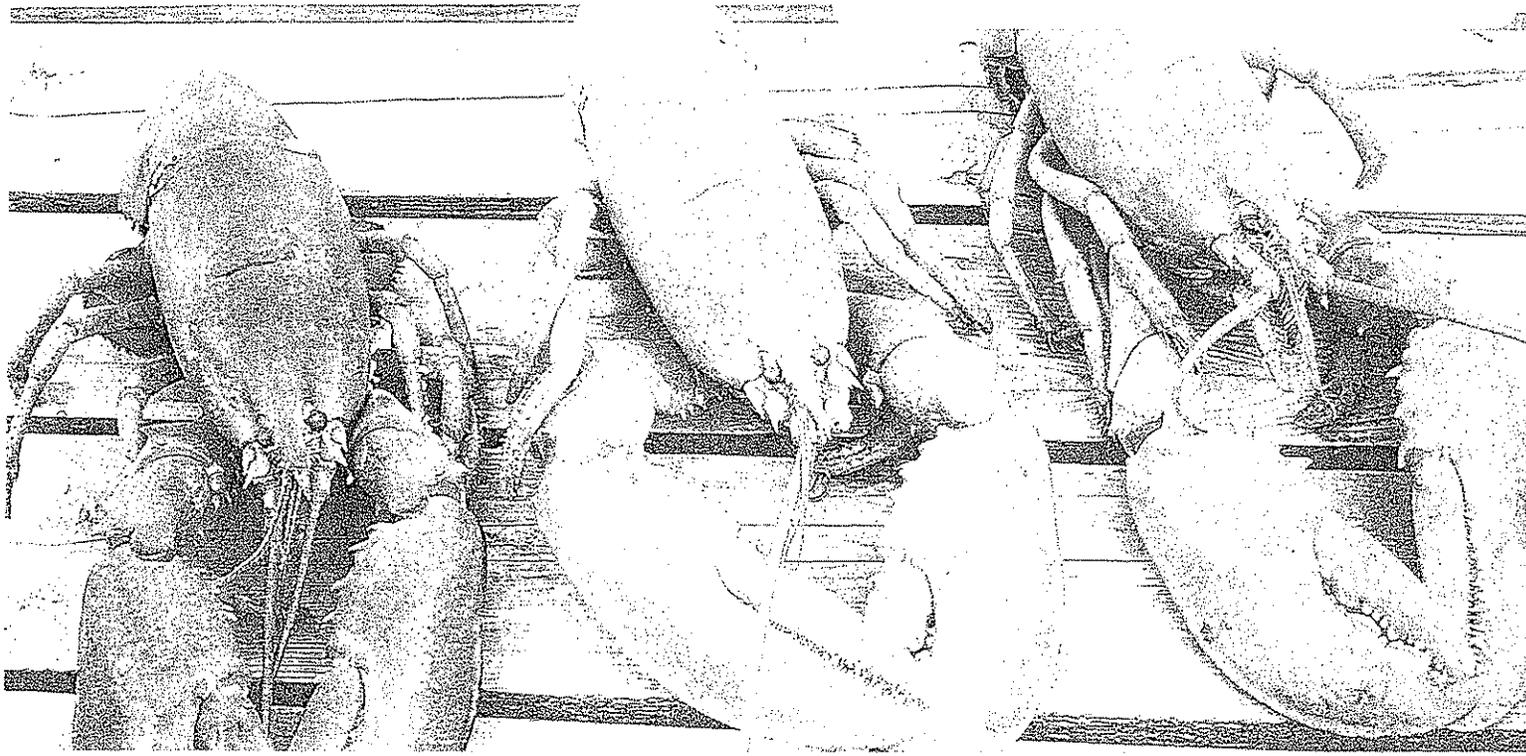
### DISTRIBUTION & FULFILLMENT

- Responds to over 20,000 direct inquiries for information generated annually with *Mystic Country Visitors Guide* and other relevant collateral material.
- Distributes 150,000 *Mystic Country Visitors Guides* to strategic locations including hotels, attractions, brochure racks, restaurants, businesses, AAA offices, retail locations and other consumer-frequented areas.
- Maintains and stores supplies of brochures, maps and visitor guides promoting the region.
- Supplies information and promotional materials to state and private information centers.
- Responds to inquiries from and provides support materials to group and meeting planners to encourage selection of sites within the region.

### PUBLIC RELATIONS & SOCIAL MEDIA

- Maintains and continually updates a comprehensive calendar of events for Eastern Connecticut which is submitted to multiple outside media outlets for publication.
- Maintains contact with travel writers and editors pitching story ideas about the region.
- Publishes a monthly email blast to travel writers and editors offering regional events and story ideas.
- In cooperation with the GMVB publishes a quarterly consumer-based newsletter outlining interesting things to see and do in Mystic Country to encourage visitation.
- Conducts and hosts travel writers on assignment and/or familiarization tours, including referrals from the State, to generate positive press endorsement of the region.
- Maintains the only region-wide social media network using a regularly updated insider's blog as well as Twitter, Facebook and Foursquare. Pinterest and Instagram are under development.
- Develops promotions of the region using social media tools as "word-of-mouth" endorsement.
- Consults as needed with regional businesses to assist with marketing tools and promotions.

MYSTIC COUNTRY, a trademark of the Eastern Regional Tourism District, is a destination that blends the tranquility of classic New England seascapes and scenic rolling hills with rich cultural heritage and sophisticated, top-flight entertainment. Home to Mystic Aquarium, Mystic Seaport, Foxwoods Resort Casino, Mohegan Sun, The Last Green Valley and National Scenic Byway Route 169, Mystic Country covers the eastern third of Connecticut. Representing 42 towns midway between Boston and New York City, Mystic Country is easily accessible by car or train or from Hartford and Providence airports.



21-27\*\* NIAN TIC/EAST LYME RESTAURANT WEEK

25-27 SUN WINEFEST 2012, Mohegan Sun, Uncasville

26-Feb. 9 HYGIENIC XXXIV: SALON DES INDÉPENDANTS, New London

9 ROMANTIC WILLIMANTIC CHOCOLATE FESTIVAL



23 CABIN FEVER FESTIVAL & CHARITY CHOWDER COOK-OFF, Olde Mistick Village, Mystic

NEW LONDON WINTER FILM FESTIVAL, Garde Arts Center, New London

24 10TH ANNUAL MYSTIC IRISH PARADE

29-May 4\*\* MYSTIC ARTS CENTER'S 100TH ANNIVERSARY exhibit opens

30 EASTER EGG HUNT & PET BONNET CONTEST, Olde Mistick Village, Mystic

9-10 & 16-17 PIRATE DAYS, Mystic Seaport

12-14, 19-21, 26-28 & May 3-5 SPRING ARTIST'S COLLABORATIVE, West Woodstock

13-21\*\* REPTILE ENCOUNTERS with new exhibit, Mystic Aquarium

21 ANNUAL PUTNAM ROTARY CLUB FISHING DERBY

27-28 EARTH DAY CELEBRATION, Mystic Aquarium

Ice cream parlors & seafood clam shacks open for the season

3 FIRST FRIDAY, Downtown Putnam

4 POMFRET TOWN WIDE TAG SALE

4 FREE DAY at Florence Griswold Museum, Old Lyme

15 SPRING FOOD STROLL, New London

16 THIRD THURSDAY STREET FESTIVAL, Willimantic

18 New Exhibit opens at Mashantucket Pequot Museum: RAMP IT UP, Mashantucket

19 Connecticut Glass Museum's 8TH ANNUAL ANTIQUE GLASS AND BOTTLE SHOW, Coventry

25-27 LOBSTER DAYS, Mystic Seaport

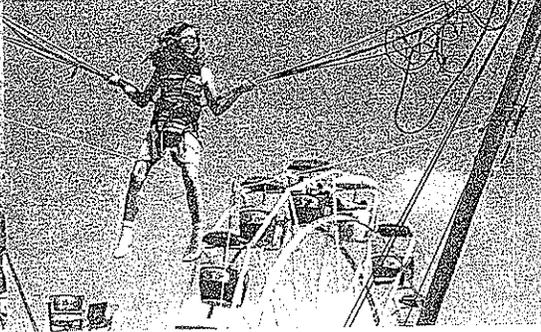
30-June 2 36TH ANNUAL BLUEGRASS MUSIC FESTIVAL, Strawberry Park Campground, Preston

85 MAIN OYSTER SHUCK OFF, Putnam

Roseland Festival, Scotland



Woodstock Fair



Olde Mistick Village's Easter Egg Hunt, Mystic



For more regional events & happenings, visit our online calendar at [mystic.org](http://mystic.org).

## JUNE

**1 RIVER FEST NORWICH & DRAGON BOAT RACING**, Howard T. Brown Park, Norwich

**1-2 2013 CONNECTICUT TRAILS WEEKEND**

**1-2 VICTORIAN DAYS**, Willimantic

**2 COVENTRY REGIONAL FARMERS' MARKET** opens for the season (Sundays only)

**6-9 SEA MUSIC FESTIVAL**, Mystic Seaport

**6-9 CAJUN ZYDECO MUSIC FESTIVAL**, "Blast from the Bayou" at Strawberry Park Campground, Preston

**7 FIRST FRIDAY**, Downtown Putnam

**8 CONNECTICUT OPEN HOUSE DAY**, throughout eastern Connecticut

**8-9 INTERNATIONAL FOOD FESTIVAL** at Olde Mistick Village, Mystic

**17 Opening Day - Dodd Stadium**, CONNECTICUT TIGERS BASEBALL, Norwich

**20 THIRD THURSDAY STREET FESTIVAL**, Willimantic

**23 CONNECTICUT HISTORIC GARDEN DAY**, Roseland Cottage, Woodstock; Florence Griswold Museum, Old Lyme

**28 & 30 THE WOODENBOAT SHOW**, Mystic Seaport

**28-30\*\* MYSTIC BLUES FESTIVAL**, Olde Mistick Village and downtown Mystic

**30 34TH ANNUAL LOBSTER FEST AND CHICKEN BBQ WITH 52ND ANNUAL JURIED ARTS & CRAFTS SHOW**, Niantic

## JULY

Local town fireworks throughout the region

**HOT SUMMER FUN** at Mohegan Sun begins, Uncasville

**4 FOURTH OF JULY BOOM BOX PARADE**, Willimantic

**4 INDEPENDENCE DAY CELEBRATION**, Mystic Seaport

**4, 11, 18, 25 SUMMER NIGHTS MUSIC SERIES** at Jonathan Edwards Winery, North Stonington

**5 FIRST FRIDAY**, Downtown Putnam

**11-14 NORTH STONINGTON FAIR**

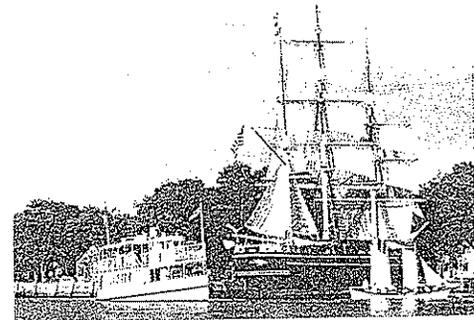
**12-14 SAILFEST**, New London

**13 RIVERFIRE**, Putnam

**18 THIRD THURSDAY STREET FESTIVAL**, Willimantic

**20 CELEBRATE EAST LYME**

**21\*\* Launching of the CHARLES W. MORGAN**, Mystic

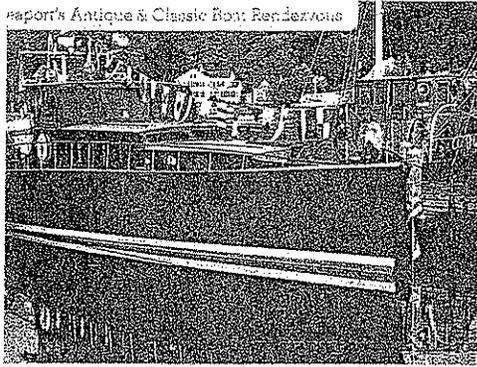


**26-27 OLD LYME MIDSUMMER FESTIVAL**

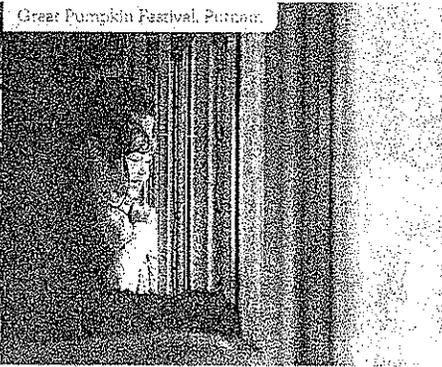
**25 FESTIVAL ON THE GREEN**, Colchester

**27-28 ANTIQUE & CLASSIC BOAT RENDEZVOUS**, Mystic Seaport

Seaport's Antique & Classic Boat Rendezvous



Great Pumpkin Festival, Putnam



Fish Tales, Tugs & Sails, New London



**July 31- Aug. 1 MOBY DICK MARATHON, Mystic Seaport**

HALE AT THE HOMESTEAD, Coventry

KILLINGLY RED, WHITE & BLUE BBQ with Fireworks

**AUGUST**

1-4 PODUNK BLUEGRASS MUSIC FESTIVAL, Norwich

1, 8, 15, 22, 29 SUMMER NIGHTS MUSIC SERIES at Jonathan Edwards Winery, North Stonington

2 FIRST FRIDAY, Downtown Putnam

3 ANNUAL STONINGTON VILLAGE FAIR

3-4\*\* NORTHEAST CONNECTICUT ARTS FESTIVAL, Thompson

8-10 THE CULTURAL SURVIVAL BAZAAR at Mashantucket Pequot Museum

10 RIVERFIRE, Putnam

10-11 MYSTIC OUTDOOR ART FESTIVAL

11 ANNUAL MAIN STREET CAR CRUISE, Putnam

15 THIRD THURSDAY STREET FESTIVAL, Willimantic

20-25 BROOKLYN FAIR, Brooklyn

24-25 SCHEMITZUN, Mashantucket

30-Sept. 2 WOODSTOCK FAIR

HERMANN'S ROYAL LIPIZZAN STALLIONS, Roseland Cottage, Woodstock

EAST WOODSTOCK 4TH OF JULY JAMBOREE

FISH TALES, TUGS & SAILS, New London

**SEPTEMBER**

B.F. CLYDES CIDER MILL, opens for the season, Old Mystic

6 FIRST FRIDAY, Downtown Putnam

6-8 TASTE OF MYSTIC, Downtown Mystic

7 RIVERFIRE, Putnam

11-15\*\* CONNECTICUT SCHOONER FESTIVAL, New London & Mystic Seaport

14-15 CIVIL WAR LIVING HISTORY WEEKEND at Roseland Cottage, Woodstock

15 NORWICH AUTO SHOW

19 THIRD THURSDAY STREET FESTIVAL, Willimantic

21 WARRIOR DASH NEW ENGLAND at Thompson Speedway, Thompson

21-22 GARLIC FESTIVAL, Olde Mistick Village, Mystic

22 ANNUAL FESTIVAL ON THE GREEN, Mansfield

28 46TH ANNUAL OUTDOOR ANTIQUE SHOW, Lebanon

28 POSITIVELY POMFRET DAY

28-29 NATIONAL ALPACA DAYS Open Houses at Alpaca Farms

WILD MUSHROOM FESTIVAL, Denison Pequotsepos Nature Center, Mystic

HARVEST WINE FESTIVAL at Stonington Vineyards, Stonington

**OCTOBER**

Corn mazes open throughout the region

1-31 WALKTOBER - Northeast Corner

4 FIRST FRIDAY, Downtown Putnam

5-6 FALL FESTIVAL TYME, Blue Slope Museum, North Franklin

12-14 CHOWDER DAYS, Mystic Seaport

19-20 31ST ANNUAL ROSELAND COTTAGE FINE ARTS & CRAFTS FESTIVAL, Woodstock

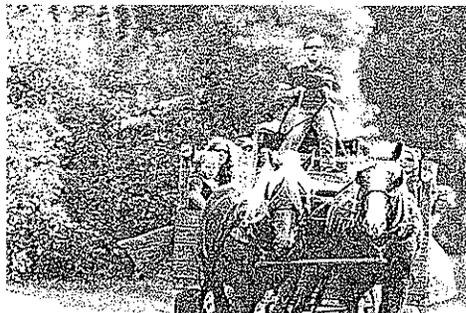
18-19 & 25-26 SIGHTS & FRIGHTS, Mystic Seaport

FLORENCE GRISWOLD MUSEUM outdoor fall exhibit, Old Lyme

HAUNTED CORNMAZE, Nathan Hale Museum, Coventry

26TH ANNUAL HIGHLAND FESTIVAL, Scotland

DARK MANOR, Norwich



HARVEST FESTIVAL at Lapsley Orchard, Pomfret Center

**NOVEMBER**

1 FIRST FRIDAY with Art Attack, Putnam

19 GREAT PUMPKIN FESTIVAL and foliage train ride, Putnam



**20 GERTRUDE CHANDLER  
WARNER DAY** at the Gertrude Chandler  
Warner Boxcar Museum, Putnam

**22-24 & 30-Dec. 1 ARTISTS' OPEN  
STUDIOS TOUR**, Northeast Connecticut

**29 VISITS WITH SANTA & MRS. CLAUS**,  
Olde Mistick Village, Mystic



**30 SANTA ARRIVES BY TUGBOAT**,  
Mystic

**30 TREE LIGHTING & LIGHTED  
HOLIDAY BOAT PARADE**, Mystic

**NIANTIC HOLIDAY STROLL  
MYSTIC RESTAURANT WEEK**

## DECEMBER

**weekends**  
WINTER WATERLAND, Mystic Aquarium

**weekends**  
LANTERN LIGHT TOURS, Mystic Seaport

**1 THE MAGIC OF CHRISTMAS**,  
Florence Griswold Museum, Old Lyme

**1 HOLIDAY DAZZLE  
LIGHT PARADE**, Putnam

**6 FIRST FRIDAY**, Downtown Putnam

**7 GROTON LIGHTS PARADE**, Groton

**13 FESTIVAL OF LIGHTS**, Olde Mistick  
Village with Mystic Aquarium, Mystic

**15-28 ANNUAL HOLIDAY FINE ART  
SALE AND ARTISAN GIFT SALON**  
Centennial Exhibition, Mystic Arts Center

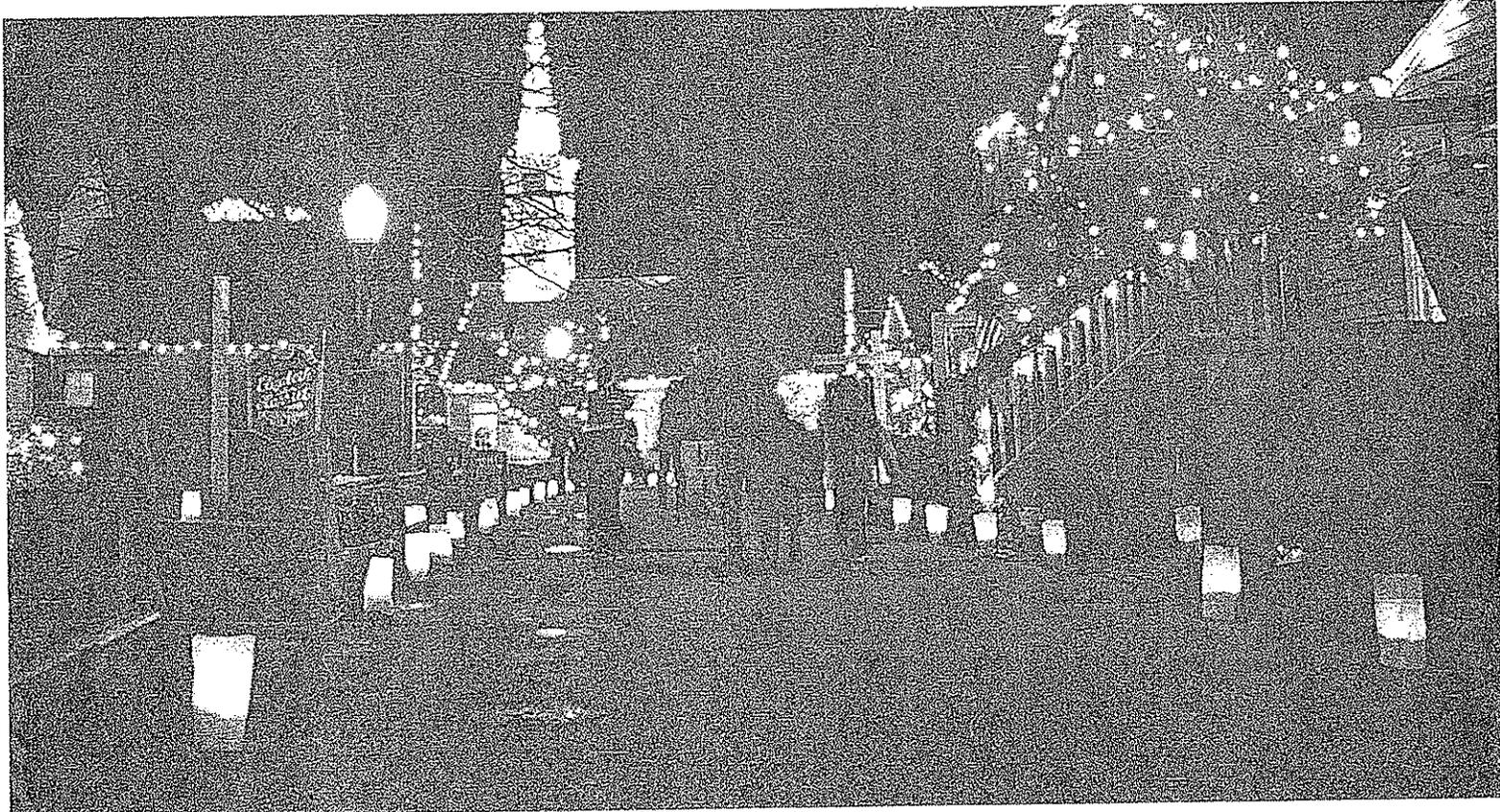
**22 58TH ANNUAL  
COMMUNITY CAROL SING**,  
Mystic Seaport

**31 FROSTIVAL**, Danielson

**CELEBRATION OF LIGHTS & SONG  
AROUND THE WORLD**, New London

**WINTERFEST & ANNUAL  
NIANTIC LIGHT PARADE**

Festival of Lights at Olde Mistick Village



Eastern Regional Tourism District/MYSTIC COUNTRY  
27 Coogan Blvd., Bldg 3A, Mystic, CT 06355  
860-536-8822 Fax 860-536-8855  
mystic.org

country Connecticut  
CONNECTICUT still revolutionary



Eastern Regional Tourism District



860-536-2431



Eastern Regional Tourism District



Eastern Regional Tourism District



Eastern Regional Tourism District

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**TOWN OF MANSFIELD &  
MANSFIELD BOARD OF EDUCATION**  
*Council Adopted Budget FY 2013/2014*

**General Fund Budget Summary**

Town Council Adopted Budget, As Proposed for FY 13/14

	FY 12/13	Proposed FY 13/14	\$ Change	% Change
Town Operations	\$14,945,330	\$14,895,170	-\$ 50,160	-0.3%
Mansfield Board of Education	\$20,588,160	\$20,588,160	\$ 0	0.0%
<i>Town/MBOE Budget Subtotal</i>	\$35,533,490	\$35,483,330	-\$ 50,160	-0.1%
Regional School District #19	\$ 9,503,550	\$10,005,514	\$501,964	5.3%
<b>GRAND TOTAL</b>	\$45,037,040	\$45,488,844 <sup>1</sup>	\$451,804	1.0%

The Town Council voted at its April 24th meeting to adopt a General Fund budget of \$45,488,844 (including the Region 19 contribution of \$10,005,514), a Capital Fund budget of \$2,285,290, and a Capital Nonrecurring Fund budget of \$1,194,860. The two major factors impacting the FY 13/14 General Fund budget are a significant loss in state revenue and an increase in Mansfield's student enrollment at Region 19 (E.O. Smith High School). State aid will impact the mill rate necessary to support the Council's Adopted FY 2013/14 General Fund budget, with current estimates ranging from a .65 mill rate increase (2.38%) to a 1.03 mill rate increase (3.81%) or an increase of \$110 to \$175 in taxes. Council's adopted budget will be presented to Mansfield voters at the annual **Town Meeting on May 14th**.

The Capital Fund includes \$200,000 for repairs to school facilities and an additional \$200,000 for educational technology needs. Other major capital projects include: transportation projects such as roads, bridges and walkways; Public Works and Public Safety replacement equipment; and the *Mansfield Tomorrow* planning grant.

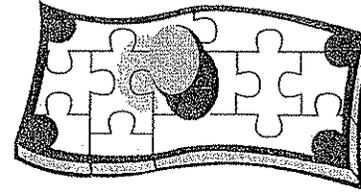
The Capital and Nonrecurring (CNR) Fund is used to transfer revenues between funds. The CNR Fund is primarily used for capital and one-time expenditures. The planned uses for the CNR Fund are: capital needs (Capital Fund); technology needs (Management Services Fund); Compensated Absences Fund (second to last year); and the Property Tax Revaluation Fund.

**Capital Fund**

Planned Expenditures	
Public Works Projects	\$ 914,000
Facilities (Town & schools) Projects	\$ 420,000
Community Dev. Projects	\$ 370,290
Education Technology	\$ 200,000
Community Svcs. Projects	\$ 132,000
Public Safety Projects	\$ 129,000
General Government Projects	\$ 120,000
<b>TOTAL</b>	<b>\$2,285,290</b>

<sup>1</sup>Does not include \$100,000 contribution to Fund Balance.

**FY 13/14 Budget Highlights**



*Revenues*

- ⇒ Decrease in intergovernmental revenue of \$1,178,200. Since 2007 intergovernmental revenue has decreased from 43% to 36% of General Fund revenue in 2014.
- ⇒ PILOT (payment in lieu of taxes) payment from the state accounts for \$1,072,250 of the intergovernmental revenue loss. PILOT revenue has decreased from 20% of overall General Fund revenue in 2006 to 13% in 2014.
- ⇒ The Storrs Center development is generating tax revenue. The net gain to the General Fund is \$215,000.
- ⇒ Grand list increases by 3.55% to \$1,015,190,044.

*Expenditures*

- ⇒ No service improvements.
- ⇒ \$150,000 decrease in debt service.
- ⇒ Municipal budget decreases.
- ⇒ Mansfield Board of Education budget held flat.
- ⇒ \$502,210 (5.4%) increase in the contribution to Region 19. This is due to an increase in Mansfield's student enrollment at E.O. Smith.

**Where Do Your Tax Dollars Go?**

For a Median Valued Single Family Home

Education	\$3,206
Town-wide, Capital Contribution, Debt Service, Fund Balance Reserve	\$ 519
Public Safety Operations	\$ 343
Government Operations (inc. energy & bldg. maint.)	\$ 257
Community Services & Development Operations	\$ 232
Public Works Operations	\$ 219
<b>TOTAL</b>	<b>\$4,776</b>

*How are my taxes impacted by Storrs Center?* The Storrs Center development is generating revenue for the General Fund. Storrs Center revenues exceed Storrs Center related expenditures. Tax revenue generated from the Storrs Center development lessens the burden on residential taxpayers to fund municipal services. The net gain to the General Fund in 2014 is estimated at \$215,000. For example, due to the unanticipated significant loss in state revenues, the tax rate is expected to increase. Without

Storrs Center revenues, the tax rate would have increased 4.6% to 28.41 mills. With Storrs Center revenue, the tax rate will increase 3.81% to 28.19 mills. For the median valued home, your tax bill would have increased to \$4,813 without Storrs Center revenue. Storrs Center revenue will save the median valued home \$38 in taxes. The net gain to the General Fund from Storrs Center tax revenue will only continue to increase as the development continues and the tax abatement ends in seven years.

*Why are state revenues to Mansfield in flux?* In developing his proposed budget during January-March, the Town Manager relied on the Governor's proposed budget. Since that time, the General Assembly Appropriations Committee has reduced state aid to Mansfield by nearly \$1.2 million for FY 13/14. The General Assembly won't vote on the Appropriations Committee budget until later this spring, likely in early June. State aid will impact the mill rate necessary to support the Council's adopted budget, with current estimates ranging from a .65 mill rate increase (2.38%) to a 1.03 mill rate increase (3.81%).

---

**Town of Mansfield Annual Town Meeting  
for Budget Consideration  
Tuesday, May 14, 2013, 7:00pm  
Mansfield Middle School Auditorium**

- Please arrive early to check in.
- Please bring a form of identification to verify your eligibility to vote.
- The following services are offered:
  - ◊ **Childcare** for children ages 3-12.
  - ◊ **Transportation** to the meeting for elderly and disabled electors.
  - ◊ **A sign language interpreter** .

Residents may pre-register for childcare, transportation and sign language services by calling 860-429-3315.

You are encouraged to participate at the Town Meeting! Voters in Mansfield can comment on the budget and make a motion to raise or lower a program in the budget. Come make your voice heard and vote on your Town Budget.

The Town Council's adopted budget can be found at [www.mansfieldct.gov](http://www.mansfieldct.gov).

---

*Who may vote at the Town Meeting?*

Any person who is registered to vote and any citizen of the United States over the age of 18 who owns property (motor vehicle or land) in Mansfield valued at \$1,000 or more. Citizens may register to vote by contacting the Registrars of Voters, Andrea Epling and Bev Miela at 860-429-3368.

*How do I vote on the budget at Town Meeting?*

Electors have the ability to vote to accept, increase or decrease program expenditures. General Fund programs are defined as cost centers within functions of government, such as Mansfield Board of Education, Town Clerk, Road Services, Senior Services etc. Capital Fund programs are defined by the major functions of government: General Government, Public Safety, Public Works, Community Development, Facilities Management and Community Services. Capital & Nonrecurring Fund programs are defined by the recipient of the fund transfer, such as the debt service fund and property revaluation fund. Mansfield utilizes program based budgeting so that programs are clearly presented in the materials for Town Meeting.



INSERT NAME AND ADDRESS OF RECIPIENT

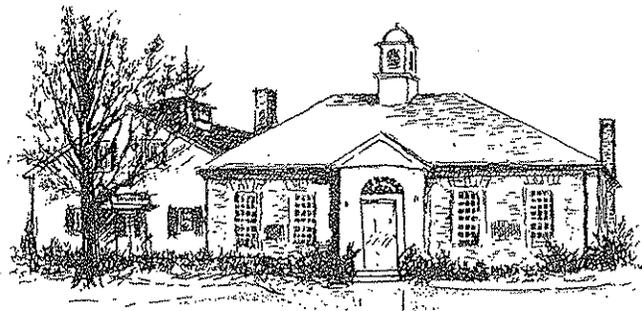
Town of Mansfield  
4 South Eagleville Road  
Mansfield, CT 06268

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### PROPERTY TAX RELIEF

Mansfield offers some property tax abatement programs. Taxpayers who may be eligible for property tax relief include veterans, seniors, disabled persons and farm owners. Information about tax abatement programs in Mansfield, including eligibility requirements can be obtained by contacting our Assessor's Office at 860-429-3311, our Human Services Department at 860-429-3315 or on the web at [www.mansfieldct.gov](http://www.mansfieldct.gov)



## MANSFIELD HISTORICAL SOCIETY NEWSLETTER

Vol. 49, No. 1

April 2013

### PRESIDENT'S CORNER

I write this on the first day of Spring, although the temperatures haven't warmed up yet and we have new snow on the ground. The snows of winter will soon give way to the new growth of Spring.

Our program year will begin on Friday, May 3<sup>rd</sup> with our first meeting and an interesting presentation by Richard C. Malley on the inn and tavern sign collection of the Connecticut Historical Society. Please note the change in venue for this meeting and program. It will be held in the Council Chambers at the Audrey Beck Municipal Center. Another program, to be determined, will be scheduled in June or July.



Some exciting new exhibits are also taking shape at the museum. You can read more about them in this newsletter. The museum opening will be on Sunday, June 2<sup>nd</sup>.

This year, we will publish our first two books in the new publication series, THE FRED AND ANNARIE CAZEL EDITIONS. The series was named in honor of MHS benefactors, Fred and Annarie Cazel, who were among the founders of our Society. Roberta Smith, our Town Historian, has written a biography of Shubael Conant (1711-1775) that will be published later this spring. Conant was the first resident of Mansfield to be elected Speaker of the General Assembly and he made significant contributions to the town, the church, the state, and the emerging nation. Rudy Favretti is also preparing a history of Gurleyville and Hanks Hill that will detail the development of these villages and their people and industries. He will provide us with a preview in a special exhibit this summer. More details will be forthcoming when publishing dates are finalized.

At our December 2012 board meeting, the Annual Appeal mailing was moved from the end of the year to the Spring. A mailing will soon be sent out to our membership. Please consider making a contribution to support our outreach services and our efforts to preserve, research and interpret the history in Mansfield.

We hope you will join us at our May meeting and at our opening day in June. As always, we welcome your ideas for bringing Mansfield's history to life. Please feel free to contact Ann Galonska or me at 860-429-6575 or [mansfield.historical@snet.net](mailto:mansfield.historical@snet.net).

*Keith Wilson, President*

### MARK YOUR CALENDARS – UPCOMING EVENTS

#### Friday, May 3, 7:00 p.m.: May Meeting and Program

Richard C. Malley, Head of Research & Collections at the Connecticut Historical Society, will present a program on inn and tavern signs. Between 1750 and 1850, there were more than 50,000 inn and tavern signs produced by American painters but only a fraction of these signs survive. The Connecticut Historical Society's collection of more than 60 signs is by far the largest and most spectacular in the country. Malley will discuss highlights of this collection and show what they reveal about tavern life, travel, and patriotic ideals in early America. This program will be held in the Council Chambers at the Audrey Beck Municipal Center.

#### Sunday, June 2, 1:30 – 4:30 p.m.: Museum Opening

## ANNOUNCING OUR 2013 EXHIBITS

Work is well underway for our summer exhibits. Lisa Ferriere, Sharry Goldman, Marty Yutzey, Norma Gingras, Cynara Stites and Stephen Feathers are assisting with research and exhibit preparation. Rudy Favretti is mounting a new exhibit in the Old Town Hall.

**In the Main Building:** In the two front rooms and the adjacent glass display cases, we are preparing a new exhibit about Mansfield during the 1950s. This was a period of great growth and change for the town, as it was for the nation. The post-war baby boom coupled with the expansion of the University of Connecticut caused a population explosion in Mansfield that placed new pressure on town services, especially the local school system.

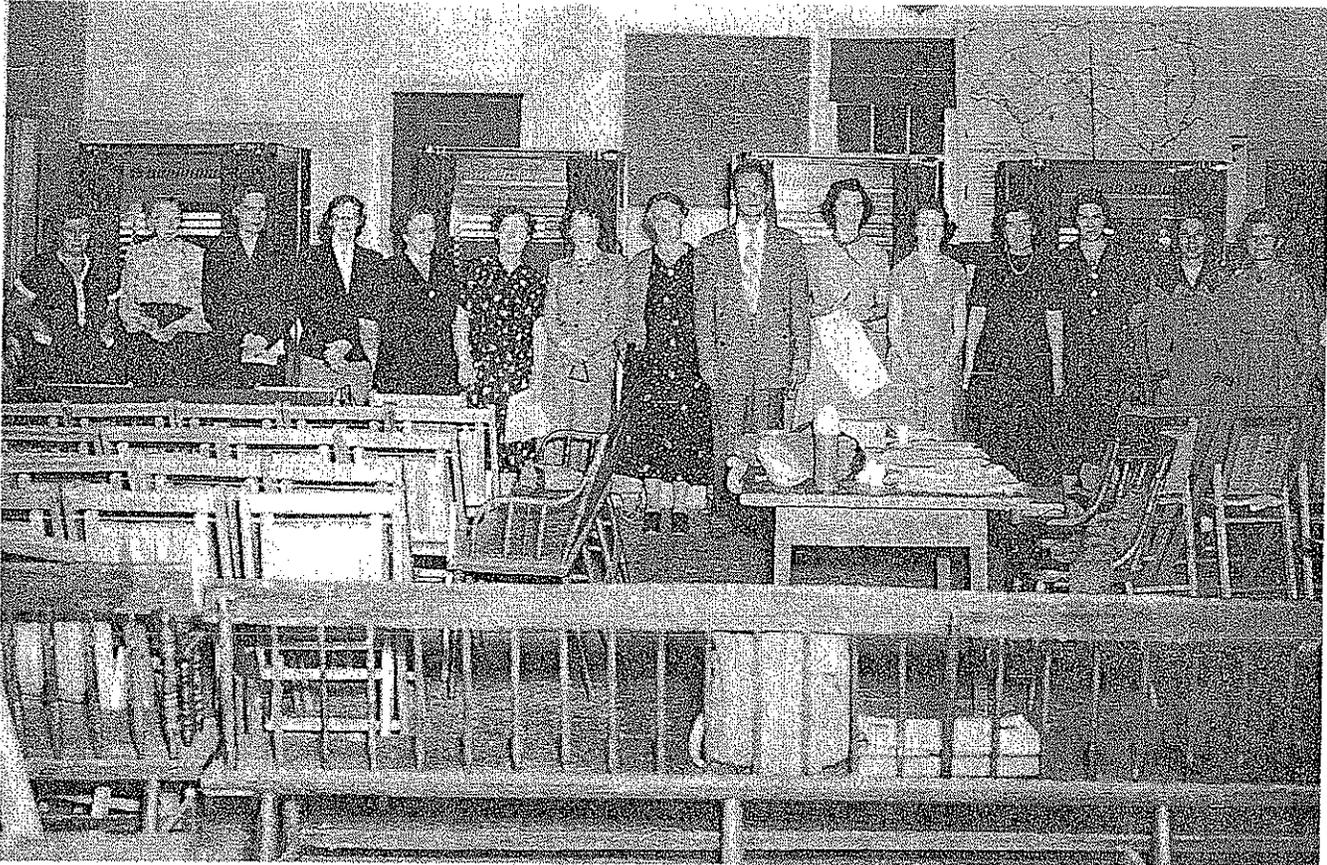
The town struggled with how to meet the needs of its citizens and ways to finance it. After much debate and study, three new elementary schools were constructed and additions were made to two existing schools. The regional E.O. Smith High School was also built through a unique

arrangement with the University and the land for the future Middle School was purchased. To prevent unregulated future development, the first planning commission was also formed in 1956.

Through photographs, memorabilia and personal accounts, the exhibit will examine the issues of the time and provide a glimpse of life in both the Mansfield community and on the university campus. It will also evoke the era with a display of 1950s clothing, toys and other period artifacts.

In contrast to the 1950s exhibit, our furniture gallery will transport you back another century. It will showcase paisley shawls and other fashion accessories from the mid-1800s.

**In the Old Town Hall:** The Old Town Hall building will feature a new exhibit on the village of Gurleyville. Today Gurleyville is a quiet residential community with only the stopping and starting of cars at the stop signs, where Gurleyville, Codfish Falls, and Chaffeeville roads intersect at its center, the only noises to interrupt the village's serenity. In the nineteenth century, and even into the twentieth, this was not the case. The screeching of the sawmill,



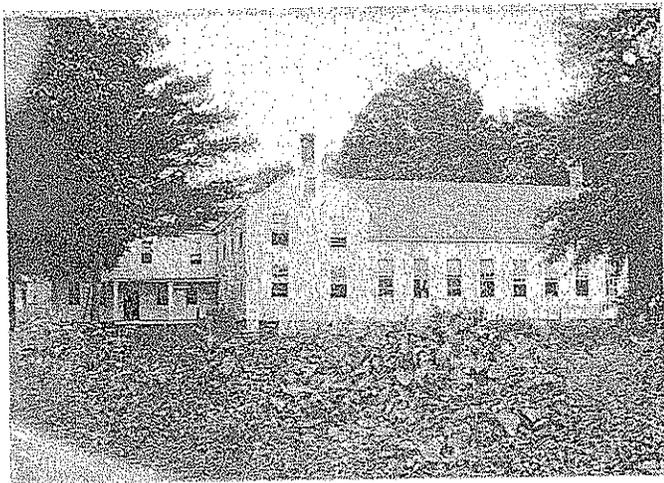
*The inauguration of Mansfield's new voting machines. These voting machines were first used for the local election on October 9, 1952. Prior to then, ballots were collected in locked ballot boxes and were later counted by hand. The voting machines were last used in 2006. One remains on display in the Old Town Hall.*

and the tumbling and swishing of the water wheels that powered the mills, and the pounding of the stones that ground the corn, and the clatter of machines within the mills, made the inhabitants aware that Gurleyville was an industrial village, and one complete with a church, stores, and a school, all of which are now gone.

Gurleyville was an industrial village then, and the exhibit to be staged in the Old Town Hall will examine its industrial past. There will be pictures and text to tell the story, as well as samples of the various products that were produced. This exhibit is a preview of one chapter of Rudy Favretti's forthcoming book, GURLEYVILLE AND HANKS HILL. You will want to read more!

Last year's exhibit on the Connecticut Soldiers' Orphans' Home will also remain on view this summer. This state institution operated in Mansfield from 1866 to 1875. Over the course of its nine-year existence, the Orphans' Home cared for 153 destitute children, most of whom were children of Connecticut's fallen Civil War soldiers. Later the former orphanage became the first building of the Storrs Agricultural School, the precursor of the University of Connecticut.

Our museum opening is scheduled for Sunday, June 2 and the museum will be open thereafter on Saturdays and Sundays, 1:30 – 4:30 p.m., through the end of September. We look forward to seeing you there!



*The silk mill built by James Royce in 1848, one of two in Gurleyville. The mill was later operated by Royce's son-in-law, Emory B. Smith. The cross-shaped building was located next to the bridge on Gurleyville Road. The section closest to the road was a boarding house for mill workers. The mill burned to the ground in 1921. Its foundation and sluiceway are still visible.*

Were you born before or during the 1950s? We are seeking additional materials for our 1950s exhibit. Do you have any photographs of activities in Mansfield during this period? Are there vintage clothing items or accessories hidden in the back of your closet? Are the toys of your youth still stored in your attic? Please consider loaning them for our exhibit. Help us enrich our display. Please call or email the museum to let us know what you have (860-429-6575, [mansfield.historical@snet.net](mailto:mansfield.historical@snet.net)).

Remember "The Way We Were?" Show us the way YOU were in the 1950s. We would like to assemble a collage of photographs showing how our members appeared during this decade. It will be displayed at our opening on June 2. If you would like to be included, please scan a photograph of yourself taken in the 1950s and email it to the address above. If you do not have access to a scanner, bring your photograph to the museum and we will scan it for you. We hope you will join the fun! We have some surprises in store for the opening. All will be revealed in the next newsletter.

#### IN MEMORIAM

With sorrow we note the passing of Francis "Frank" R. Trainor on February 12, 2013. Frank was a Professor Emeritus of Ecology and Evolutionary Biology at the University of Connecticut. He also served as a member of our board for several terms and was president of the Society from 2005-2007. Frank and his wife Peg were always willing to host at the museum whenever needed. Frank would bring his whittling equipment and carve birds while hosting, much to the delight of our visitors. We will miss Frank and extend our condolences to Peg and other family members and friends.

#### MANSFIELD'S CLOVER MILLS

Have you ever driven down or by Clover Mill Road and wondered about the origin of its name? What is a clover mill and what is its purpose? This article continues our series on some of the lesser known mill types that were once in Mansfield.

As early as 1650, red clover (*Trifolium pratense*) was cultivated as a forage crop in England and was soon recognized for its ability to increase soil fertility. Like other legumes, clover plants contain symbiotic bacteria called *Rhizobia* within

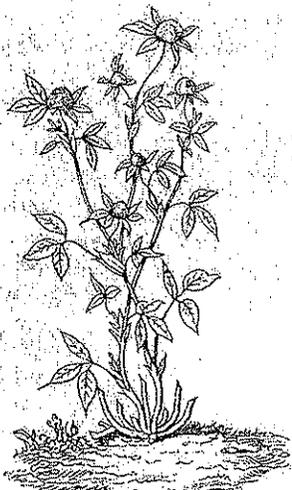


Fig. 147. Red Clover.



Fig. 149.

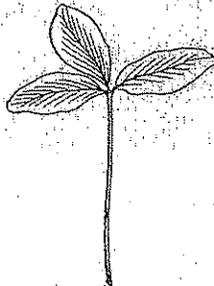


Fig. 148.

nodules in their root systems. These bacteria absorb nitrogen from the atmosphere and transform it into ammonium compounds which aid the plant's growth. This process is known as nitrogen fixation. When the roots and stubble are plowed under, the decaying plants then release the fixed nitrogen into the soil. Red clover is thus known as a "green manure" crop. Before the development of commercial fertilizers, clover was commonly used in a rotation system to prepare fields for later crops of wheat, corn or other grains.

When the first English settlers came to America, they continued the practice of planting red clover for both feed and to revitalize their fields. However the settlers soon found that red clover did not perform as well in New England as in their native country. Though considered a perennial, it behaved as an annual here due to the severity of the winters and the naturally acidic soil. Therefore it became very important to save the clover seed from each year's crop.

In the days before mechanization, clover seed was collected in the same manner as cereal grains. The whole process involved strenuous manual labor. The clover plants were first cut and dried. Then they were spread on the barn floor upon sheets and manually beaten with flails to break up the flower heads and release the seeds. When the large plant material was removed, the seeds remained on the sheets, along with dust and small bits of broken stems, leaves and blossoms known as chaff. The chaff was removed through a process called winnowing. When there was a breezy day, the seed and chaff were placed on a winnowing tray and then tossed in the air repeatedly. The breeze carried away the lighter weight chaff while the

cleaned seed fell back onto the tray. Undoubtedly much seed was lost using these manual methods.

Clover mills were developed to collect and clean the seed in a more efficient manner. The earliest mills utilized rough cut millstones that crushed the flower heads between them as they rotated. The millstones were carefully leveled and placed just far enough apart to perform this operation without injuring the seed. The seed was expelled out the sides where it was collected. A fanning mill was then used to clean the seeds of chaff. This machine was developed to perform the winnowing operation. It utilized a series of sieves of decreasing sizes that were mechanically shaken to screen out the larger material. Rotating fan blades created a breeze to blow away the lightweight chaff and dust.

In the first decades of the 1800s, specialized threshing machines were also developed to process clover seed. Andrew Meikle, a Scottish engineer, invented the first threshing machine in 1786. His invention harvested and processed cereal grain much more effectively than flailing and winnowing. It would revolutionize agriculture in the coming century. Thomas Jefferson was among the first Americans to recognize the significance of Meikle's invention. He ordered one in 1792 for use on his Monticello estate and eventually owned three threshing machines – a stationary one run by water power and two portable ones operated by horses.

In the first decades of the 1800s, the U.S. Patent Office granted numerous patents for different types of threshing machines. There were variations to process all types of grains and seeds. The first American patents for machines to process clover seed were issued in 1802.

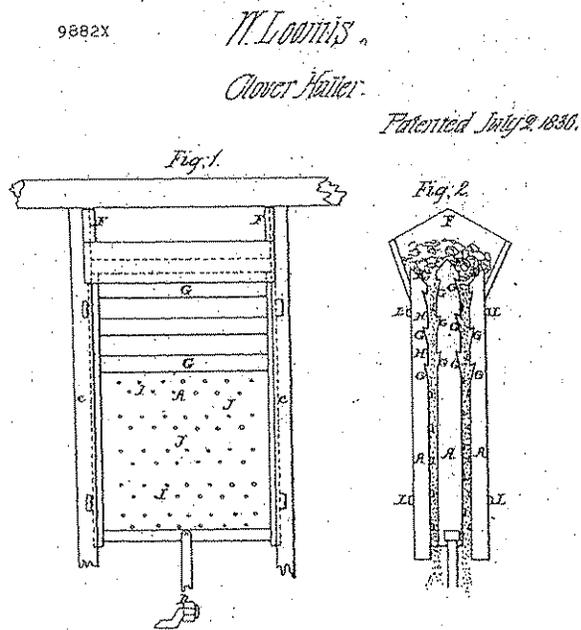
Most of the early threshing machines operated in a similar manner. They had a cylinder to which were attached sharpened, serrated bars. The cylinder rotated at a high speed within a concave, an enclosure shaped to follow the curvature of the cylinder. The plant material was fed through a hopper into the concave where it was broken up by the rotating bars. The grain and chaff then dropped down through a series of shaking sieves while the remainder of the plant material exited through a chute. A fanning mill was usually used in conjunction with the threshing machine to separate the grain from the chaff. Later threshing machines combined these two functions into one machine with the addition of fan blades to blow away the chaff.

The machines designed to harvest and clean clover seed were similar but also had to perform an additional operation. Clover seeds are in a small pod

known as the hull that must be removed to ensure seed germination. Therefore the threshing machines designed for clover also included a rasp-like device that rubbed off the hulls.

There were three clover mills that operated in Mansfield in the first half of the 19<sup>th</sup> century. One of them was built in Gurleyville by Lucius Gurley, the grandfather of Governor Wilbur Cross. It was located below the falls on the Codfish Falls brook. Like many early clover mills, it was water-powered and utilized rough-cut millstones to extract the seed rather than a threshing machine. A partial millstone from this mill has been recovered. If complete, it would have measured only 18" in diameter, much smaller than those used in gristmills.

In 1822, Lucius Gurley paid \$50 to William Loomis of Ashford for use of his patent for "a clover seed rubber" for a term of fourteen years. Loomis' patent was among those lost in the disastrous fire at the U.S. Patent Office in December of 1836. However it was re-issued on July 2, 1836 as patent no. 9882X. The patent drawing shows a machine quite different from the typical threshing machine but it performed the same function.



Loomis' invention featured a wooden panel that moved up and down within a narrow box-like structure. Sharpened bars were attached to the top third of the panel while multiple teeth studded the bottom part. Additional bars and teeth were attached to the interior walls of the box enclosure. The dried clover plants were fed through a hopper at the top of the machine. As the inner panel moved up and down, the upper bars tore the plants apart to release

the seeds and the lower toothed section acted as a rasp to rub off the hulls. This new invention may have helped Gurley to increase his seed production. Nonetheless his mill was short-lived. It ceased operation sometime around 1830. Gurley dismantled the building and in 1832 he re-used the timber to construct a house opposite his own (now 673 Chaffeeville Road). [You can learn much more about this clover mill in Rudy Favretti's forthcoming book, *Gurleyville and Hanks Hill*.]

Another clover mill was powered by water from the pond known today as McLaughlin's Pond. This pond is located about one-quarter mile north of Mount Hope Road where there was also a saw mill. Before 1806, the main road from Wormwood Hill to Mount Hope passed by this site. Experience Swift built the clover mill sometime after he purchased the property by the pond in 1809. The mill shows up in the 1824 deed when he sold the property to Jedediah Wentworth. Unfortunately no further record of this mill has been found.

About 1834, Thomas Lazel Barrows built the mill to which Clover Mill Road owes its name. Roberta Smith has done considerable research on the Barrows family and this mill. The Barrows family operated it for about 25 years. It was located south of Barrows Pond on Sawmill Brook, now part of Schoolhouse Brook Park. Remnants of the old dam and mill foundation are still visible. The foundation indicates that the mill was quite small, measuring approximately 24' x 24'. The inventory of Thomas L. Barrow's estate (he died January 7, 1865) included a winnowing mill, 1 clover sieve, 12 dry casks, grindstone, a business wagon and \$40.50 worth of clover seed in chaff. Since no other equipment is listed, it's likely that this mill, like the one in Gurleyville, used millstones to extract the seed rather than a threshing type machine. Entries in his brother Joseph's account books show 6 ¼ lbs of clover seed sold to Henry C. Hall in 1853 for \$0.65 and the same amount in 1855 for \$0.78.

It's unusual that this mill remained in business for so long. By the mid-19<sup>th</sup> century, most of the clover mills in New England had ceased operation. By then clover was cultivated extensively in Pennsylvania and other milder-climate states, enabling the establishment of commercial seed houses. These provided ample supplies of seed to farmers in New England and elsewhere. The small local clover mills were no longer needed.

*I wish to thank Rudy Favretti and Roberta Smith for generously sharing their research on Mansfield's clover mills and helping with this article. - Ann Galonska*

Mansfield Historical Society  
P. O. Box 145  
Storrs, CT 06268-0145

Web site: [www.mansfieldct-history.org](http://www.mansfieldct-history.org)  
E-mail: [mansfield.historical@snet.net](mailto:mansfield.historical@snet.net)

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MARK YOUR CALENDAR:      Me



## MANSFIELD HISTORICAL SOCIETY EXECUTIVE COUNCIL

### ELECTED OFFICERS:

**President:** Keith Wilson  
**Past President:** John Meyers  
**Vice President:** Bruce Clouette  
**Secretary:** Anne Bennett  
**Treasurer:** Keith Johnson

**Assistant Treasurer:** Anne Greineder  
**Member-at-Large:** Richard Roberts  
**Member-at-Large:** Mary Feathers  
**Member-at-Large:** Sharry Goldman  
**Member-at-Large:** David Landry

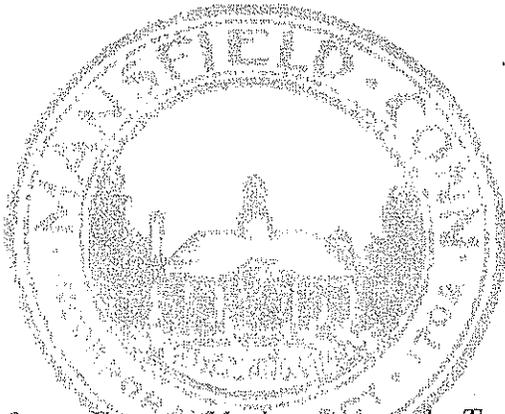
### COMMITTEE CHAIRS:

**Programs:** *Vacant*  
**Membership:** Marty Yutzey  
**Hospitality:** Joan DeBella  
**Research & Publications:** Carl Schaefer  
**Newsletter:** *Vacant*  
**Publicity:** *Vacant*

**Education:** Carolyn Stearns  
**Old Houses:** Donna Clouette  
**Museum:** *Vacant*  
**Collection Management:** Lisa Ferriere  
**Library:** Richard Schimmelpfeng

**EX-OFFICIO MEMBERS:** Ann Galonska (Museum Director), Roberta Smith (Town Historian), Rudy Favretti (Cazel Property Steward)

**PLEASE CONSIDER VOLUNTEERING:** As you can see, there are a number of vacancies on the Board. With the passing of Isabelle Atwood, we are also in need of a coordinator for our museum hosts and hostesses. Please contact the Historical Society if you are interested in any of these positions.



# THE MANSFIELD MINUTE

Item #25

MAY 2013

- Storrs Farmers Market opens at the Town Hall Saturday, May 4, 3-6 P.M.
- Have you read the Citizens Budget Guide?
- The Parks & Recreation Summer brochure will be in the mail on May 8. Registration starts May 15.
- Participate in Mansfield Tomorrow.
- Town Offices will be closed on Monday, May 27, for Memorial Day.
- Getting a new pool? Be safe. Be sure it's installed properly.

## TOWN COUNCIL ADOPTS PROPOSED FY 2013/14 BUDGET

On April 24, the Town Council adopted a General Fund Budget totaling \$45,488,844 (including a contribution of \$10,005,514 to Regional School District No 19) for Fiscal Year 2013/14. Concerned about further reductions in state aid, the Council reduced the Town Manager's Proposed General Fund budget by \$311,590 and the Board of Education's budget by \$352,860. As indicated in the chart below, the Council's adopted budget represents a net increase of \$451,804 or 1.0% over the current fiscal year. The 1.0% net increase is due to an increase in Mansfield's contribution to Region 19, which results from an increase in the number of Mansfield students enrolled at EO Smith High School.

For municipal operations, the Council's adopted budget largely maintains current town services. The Council did eliminate funding for proposed service improvements, including a part-time systems librarian and firefighter, and an additional state trooper (recommended as part of the town's police services study). The Board of Education will determine the impact of the Council's reduction to

its budget.

The Council also adopted a Capital Fund budget of \$2,285,290, and a Capital Nonrecurring Fund (CNR) budget of \$1,194,860. The Capital Fund is used to pay for infrastructure and other projects, and to purchase equipment and rolling stock. The CNR fund is used to take in certain one-time revenues and to transfer monies between budgets.

The status of state aid to municipalities remains in flux. In developing his proposed budget, the Town Manager relied on the Governor's projections, which were subsequently reduced by the General Assembly's Appropriations Committee. The General Assembly will consider the Appropriations Committee budget later this spring. Residents and taxpayers are encouraged to contact State Senator Donald Williams and State Representatives Gregg Haddad and Linda Orange to emphasize the importance of state aid to municipalities. State aid will impact the mill rate necessary to support the Council's Adopted FY 2013/14 General Fund budget, with current estimates ranging from a .65 mill rate increase (2.38%) to a 1.03 mill rate increase (3.81%).

The Council will present its Adopted FY 2013/14 General

Fund, Capital Fund and Capital Nonrecurring Fund budgets to the voters at the Annual Town Meeting for Budget Consideration, scheduled for 7 PM on Tuesday, May 14 in the Mansfield Middle School Auditorium. More information regarding the budget may be found on the town's [website](#).

Town Council Adopted Budget, As Proposed for FY 13/14				
	FY 12/13	Proposed FY 13/14	\$ Change	% Change
Town Operations	\$14,945,330	\$14,895,170	-\$ 50,160	-0.3%
Mansfield Board of Ed.	\$20,588,160	\$20,588,160	\$ 0	0.0%
<i>Town/MBOE Budget Subtotal</i>	<i>\$35,533,490</i>	<i>\$35,483,330</i>	<i>-\$ 50,160</i>	<i>0.01%</i>
Regional School Dist.19	\$ 9,503,550	\$10,005,514	\$501,964	5.3%
<b>GRAND TOTAL</b>	<b>\$45,037,040</b>	<b>\$45,488,844</b>	<b>\$451,804</b>	<b>1.0%</b>

# MANSFIELD HAPPENINGS

## May 2013

- May 2 — 7 PM **Budget Information Session AT THE TOWN HALL**  
Learn more about the proposed budget for 2013–14 in the Town Council Chambers. To view additional budget information, please visit our [Budget Webpage](#).
- May 4 — all day **Rid Litter Day ALL AROUND TOWN**  
Get together with your neighbors to pick up litter. Recycle what you can, take the rest to the transfer station (it's free!) or have it picked up on your usual day.
- May 4 — 9AM-1PM **Spring Bazaar AT THE SENIOR CENTER**  
White Elephant, Jewelry, Hand-Knitted/Crocheted Items, Toys, Books, Fine Gifts, & so much more...Bring your friends and brighten your spring...and stay for lunch, too!
- May 4 — 10AM-2PM **Solar Open House Tour in Mansfield and Windham**  
Visit local homes with solar power and hear firsthand what your neighbors have to say about their solar experience. Come learn more about how this project is making solar easy and affordable. Contact Virginia Walton at 860-429-3333 or visit [solarizect.com/Mansfield-Windham](http://solarizect.com/Mansfield-Windham).
- May 7 — 6AM-8PM **Regional School District #19 Budget Referendum AT TOWN HALL**  
Come vote at the Audrey P. Beck Municipal Building, 4 South Eagleville Road.  
"Shall the sum of \$19,915,850 be appropriated for the operation and maintenance of the Regional School District #19 Public School System for the July 1, 2013 to June 30, 2014 fiscal year?"
- May 14 — 7 PM **Annual Town Meeting for Budget Consideration: MIDDLE SCHOOL**  
Any person who is registered to vote and any citizen of the United States over the age of 18 who owns property (motor vehicle or land) in Mansfield valued at \$1,000 or more is eligible to vote at the Annual Town Meeting. Citizens may register to vote by contacting the Registrars of Voters at 860-429-3368.
- May 16 — 7 PM **Quiet Corner Reads Book Discussion AT THE LIBRARY**  
Read Archer Mayor's NYT Bestseller, *Tag Man*, part of the Vermont-based series featuring detective Joe Gunther and described by the Chicago Tribune as "the best police procedurals being written in America." Copies available at the library.
- May 27 — 9 AM **Memorial Day Parade and Ceremony**  
Parade will travel from the intersection of Rt 195 and Bassetts Bridge Rd in Mansfield Center down Cemetery Rd to the ceremony site at the new Mansfield Center Cemetery. In the event of inclement weather, an abbreviated ceremony will be held in the Mansfield Middle School Gymnasium.

Town of Mansfield, Connecticut  
Audrey P. Beck Municipal Building  
4 South Eagleville Road, Mansfield, CT 06268  
[mansfieldct.gov](http://mansfieldct.gov)

860-429-3336  
-256

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University of Connecticut

# Student Daily Digest

Monday, April 1, 2013

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## CAMPUS INFORMATION

### Changes to Rock Painting Policy

This semester, a group of faculty, staff and students has been revising the Rock Painting Policy. As of April 1, 2013, the new policy is in effect.

The biggest change to the policy is that the rock face on South Eagleville Road across from Mansfield Apartments is NO LONGER A PAINTABLE ROCK. This rock face will be cleaned and returned to its natural state.

There are still three paintable rocks on campus (across from North Garage, between Shippee and Buckley, and on the walkway to Towers)

The entire revised policy is available on the Student Activities website [www.studentactivities.uconn.edu](http://www.studentactivities.uconn.edu) and on UCONNTACT ([www.uconntact.uconn.edu](http://www.uconntact.uconn.edu)).

If you have questions, please contact Christine Wilson, Director of Student Activities, at [christine.wilson@uconn.edu](mailto:christine.wilson@uconn.edu).

For more information, contact: Christine Wilson at [christine.wilson@uconn.edu](mailto:christine.wilson@uconn.edu)

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*Other stories from the [Daily Digest for Monday, April 1, 2013 >>](#)*

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BREAK



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## State of Connecticut's Designated Regional Service Organization for Northeast Connecticut

### What is a Designated Regional Service Organization?

Windham Arts was appointed as the 2013 Designated Regional Service Organization for Northeast Connecticut. The appointment and grant was made by the Department of Economic and Community Development (DECD). Regional cultural service organizations are favorably positioned to support the state's creative economy and provide cultural leadership to a broad diversity of regional constituents. These service organizations: a) develop and sustain industry and cross sector relationships and convene constituents to assess need; b) provide coordinated marketing, technical assistance, advocacy and other relevant services and programs; and c) support specific CT Office of the Arts (COA) programs and services. Replacing COA's former Local Arts Agency grant programming, Service Agreement contracts will stipulate a combination of germane responsibilities that are mutually beneficial to the state's citizens, the regional cultural infrastructure and COA's goals, programs and services:

### What communities do we service?

Windham Arts will now be covering the towns of: Ashford, Brooklyn, Canterbury, Chaplin, Columbia, Coventry, Eastford, Hampton, Hebron, Killingly, Lebanon, Mansfield, Plainfield, Pomfret, Putnam, Stafford, Scotland, Sterling, Thompson, Union, Willington, Windham, and Woodstock.

### What is our mission?

Windham Arts' mission is to develop and support the promotion of the Arts, Cultural Resources, Tourism, and Economic Development of the Northeast Connecticut Region. Windham Arts strives to create authentic collaboration between the creative community and businesses, legislators, municipalities and the public.

### What do we do?

#### A. Comprehensive Representation of the Industry

Develop relationships within and between arts, cultural, heritage and tourism organizations, groups, hybrid organizations and individuals (artists) with keen attention on diversity and differing ability.

**B. Cross-Sector Relationships / Develop CT's Creative Economy**

Develop & sustain relationships with key non-arts organizations, groups and individuals to ensure that the arts industry is represented during planning and strategic conversations within the region (municipalities, business, education, healthcare, philanthropy, tourism, social services, etc). Build relationships between industry constituents and cross-sector leaders and partners. Catalyze and/or help steer creative placemaking projects, the creative economy and creative workforce initiatives. Advocate for and support the inclusion of diversity and differing abilities in all programs and activities.

**C. Ongoing Assessment of Need / Convene Constituent Base**

Bring together all shapes & sizes of cultural leadership to strategize, gather information, confirm relevance and guide design and delivery of programs and services. Support industry learning & networking. Maintain alliances and working relationships with secondary local arts agencies and other service providers within the region (see Statewide Network below).

**D. Coordinated Marketing**

Organize, build and manage a robust web site to market cultural attractions in the region including a calendar function and links to constituent sites. Perform other coordinated marketing services.

**E. Data Collection**

Collect & store constituent information re: arts, cultural, heritage and tourism organizations, groups, hybrid organizations and individuals (artists) to share with COA. Support constituent posting and updating of data on New England Foundation for the Arts Culture Count (<http://www.culturecount.org/>).

**F. Develop / Support / Maintain Statewide Network of Cultural Service Organizations**

Cooperatively design, organize and attend state-sponsored Network meetings. Maintain strategic relationships with sister and secondary organizations; increase communications between agencies; develop more effective avenues of mutual support; reduce or prevent duplication of services and other activities; maintain a relationship with the statewide arts advocacy organization.

**G. Advocacy**

Help to organize the constituent base, provide regional, state & national advocacy information and opportunities for action. Maintain a relationship with the statewide arts advocacy organization.

**H. Arts Education / Artist Support**

Support arts and arts-integrated education programming including COA arts education, teaching artist and performing artist rosters. Support the career development of artists and connect artists with cross-sector projects and programs.

## How do we do this?

Our region is very large and contains many people as part of our creative community, we have divided the region into four quadrants to better service everyone. The four regions are: Windham, Stafford, Putnam and Plainfield. We are creating four program committees in each region so that we are best able to effectively convene our constituent base and continue with our ongoing assessment of need. We hope to meet at least quarterly in each region and invite anyone to join us.

We have created a website that includes all members of the creative community with links to their websites as well as a community calendar.

Weekly email blasts of upcoming events throughout the region as well as a monthly electronic newsletter go out to over 2500 people in the region.

Windham Arts currently hosts a weekly radio show on WILI 1400 am called "Fun, Festivals, and Flair" which promotes events, people, places and programs that make our region unique. We partner with the Chamber of Commerce, Windham Region and the Eastern CT Tourism District.

We regularly update the CT Office of the Arts and the NEFA Culture Count with our increasing inventory of all arts, cultural, heritage and tourism assets.

Staff and volunteers with Windham Arts attend DRSO and COA meetings to make sure we are able to pass on vital information to our constituents about programs and current news.

In addition, we have representation on the statewide arts advocacy organization, regularly meet with legislators to make them aware of our programs and constituent needs, and collaborate with tourism organizations to insure that everyone is included in statewide marketing.

With our partners we coordinate professional development workshops to help artists and other creative businesses become more successful. We have offered classes such as: How to Start Your Own Business, HR Issues for Small Businesses, New Tax Laws and Penalties, Marketing Your Business, How to Make Social Media Bring You Customers, New Mandatory Health Insurance Requirements, Resources and Grants, What Makes a Great Website and How to Choose a Merchant Service Provider.

### Special Programs:

Windham Arts has been the host for one day art shows and sales called "Pop Up Galleries" that offer area artists the opportunity to show and sell their artwork as well as network with one another. The events are only one day with an evening reception.

We have partnered with Stafford on a great promotion of creative brick and mortar galleries and stores called "Art on Main St" held every second Friday of the month. The concept is to regionally promote these unique storefronts and get people to come in, look around and support the business. Special marketing will be done each month to promote the Main St (or side street) businesses and the events they are hosting. Businesses are encouraged to hold receptions, book signings, demonstrations, shows and special events on these second Fridays to add to the festivities centered around our creative community on Main Street.

The CT Film Festival approached us over a year ago to bring the festival to Eastern CT. As there are currently no CT Film Festival events in our region, we felt this would be a great opportunity to bring large numbers of people to the region for an event that no one else was currently doing. The event not only promotes film making and its relevant artists but is also a venue for us to promote the creative members and organizations and offer them fundraising opportunities. The concept is to have monthly film showings in all four quadrants of our region which will culminate in a four day film festival at the end of next year. We are currently working on appropriate venues and will keep everyone informed as to how they can participate and take advantage of this wonderful regional event.

### **Who are we?**

Windham Arts has a small Board of Directors which governs the operations of the organization. Currently Diane Nadeau is the Board appointed liaison to the community and as such serves in an Executive Director capacity. There are also three additional staff positions: Our Program Director is Ellen Silbermann, who will coordinate the program committees, their meetings and the ongoing cultural assessments in our region. As of this time we are looking to hire a Gallery Director who will assist us with the Pop Up Galleries and other shows we produce. Our Administrative Assistant is Joanne Damiato and she is responsible for data collection and website updating. We thank all of our paid staff and volunteer staff for their dedication and enthusiasm in making this organization successful in its mission.

### **How do I get involved and keep informed?**

The best way to do so is to sign up for our electronic newsletter. You will receive information weekly about current events and issues as well as a monthly informative electronic newsletter. If you are a member of our creative community you should check our website, [www.WindhamArts.org](http://www.WindhamArts.org) to make sure you are listed. If you are not then send us your contact information to [info@WindhamArts.org](mailto:info@WindhamArts.org) and we will be sure to include you. Finally, you can include us in your own marketing and social media. The more people who know about us the better it is for everyone. When looking for information on artists please be sure to reference the website!

For more information please call:

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