



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
Tuesday, November 12, 2013
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

NOTE:

- A ceremonial presentation in honor of Veterans' Day will be held at 7:00 p.m.
- The Mansfield Town Council will be sworn in to office at 7:15PM in advance of the regular meeting.

AGENDA

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EXECUTIVE SESSION

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

ADJOURNMENT



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Mary Stanton, Town Clerk
Date: November 12, 2013
Re: Election of Mayor and Deputy Mayor

Subject Matter/Background

Section C302 of the Mansfield Town Charter stipulates that:

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

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

Attachments

1) Mansfield Town Charter, Section C302

Chapter C. CHARTER

Article III. The Town Council

§ C302. Organization and procedure.

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



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Mary Stanton, Town Clerk
Date: November 12, 2013
Re: Town Council Rules of Procedure

Subject Matter/Background

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

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

The Rules of Procedure were last adopted by the Town Council on November 14, 2011, as attached.

Recommendation

To fulfill this Charter requirement the following resolution is in order:

BE IT RESOLVED, that under the authority of Section C302 of the Town Charter, the Town Council of the Town of Mansfield does hereby adopt as its rules of procedure the Town of Mansfield Town Council Rules of Procedure, dated November 12, 2013. These rules are in effect for the term of office of the Town Council, or until revised, and shall be adopted by the Town Council at the organizational meeting. Procedural matters not covered by the Town Charter or these Rules of Procedure will be determined by the Mayor, or by the Deputy Mayor in the absence of the Mayor, in accordance with Robert's Rules of Order, Newly Revised.

Attachments

- 1) Town Council Rules of Procedure, dated November 12, 2013



TOWN OF MANSFIELD
TOWN COUNCIL RULES OF PROCEDURE
As adopted by Council 11/12/13¹

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

Rule 1 – Organizational Meeting

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

Rule 2 –Meetings

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

¹ November 14, 2011 (amended); November 22, 2010 (amended); July 26, 2010 (amended); February 22, 2010 (amended); September 8, 2008 (original)

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

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

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

Rule 3- Agenda of Council Meetings

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

Rule 4 – Public Participation

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

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

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

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

b) Public Hearings

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

c) Work Sessions

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

Rule 5 – Decorum

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

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

Rule 6- Introduction and Public Hearing of Ordinances

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

Rule 7- Motions

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

- f) Motions to refer, to postpone indefinitely or to amend shall be debatable, but only with respect to such a referral, postponement or amendment, and not with respect to the subject matter of the main motion.
- g) Any amendment must be germane to the motion.
- h) Motions to table, to postpone to time certain or to postpone indefinitely, once having been decided, shall not be reconsidered at the same meeting, whereas a motion to refer a matter to a committee can be reconsidered only at the meeting of the vote. Any other motion can be reconsidered only at the same or next succeeding meeting of the Council.
- i) Any motion to reconsider shall be in order only upon motion by a member participating in the prevailing vote of the original motion. Motions to adjourn or to reconsider the previous question shall not be reconsidered.
- j) Any motion under debate, which consists of two or more independent propositions, may be divided by a majority vote of the whole Council.

Rule 8 - Debate

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

Rule 9 – Standing Committees and Other Committees

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

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

Rule 10 – Council Office Hours

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

Rule 11 – Executive Session

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

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Mary Stanton, Town Clerk
Date: November 12, 2013
Re: Meetings of the Town Council

Subject Matter/Background

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

In accordance with the requirements of the Charter, the Town Clerk has also prepared a draft 2014 meeting schedule for the Town Council.

Recommendation

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

RESOLVED: Pursuant to Section C302 of the Town Charter, the Town Council shall meet regularly on the second and fourth Mondays of every month at 7:30 p.m. in the Council Chambers of the Audrey P. Beck Building. The schedule of meetings for 2014, as provided by the Town Clerk, is hereby approved.

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

RESOLVED: Emergency Special Meetings may be called by the Mayor or the Town Manager in case of an emergency with at least two hours notice given to Council members, without complying with the posting of notice requirement, but a copy of the minutes of every such Emergency Special Meeting shall be filed with

the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, C.G.S. section 1-225 (d).

Attachment

1) Town Council 2014 Meeting Schedule



Town Council 2014 Meeting Schedule

In accordance with CGS§ 1-4 and the Mansfield Town Charter the following dates are approved for the Mansfield Town Council's 2014 meeting schedule:

January 13, 2014
January 27, 2014
February 10, 2014
February 24, 2014
March 10, 2014
March 24, 2014
April 14, 2014
April 28, 2014
May 12, 2014
May 27, 2014 (Tuesday due to Memorial Day)
June 9, 2014
June 23, 2014
July 14, 2014
July 28, 2014
August 11, 2014
August 25, 2014
September 8, 2014
September 22, 2014
October 14, 2014 (Tuesday due to Columbus Day)
October 27, 2014
November 10, 2014
November 24, 2014
December 8, 2014
December 22, 2014

Unless otherwise indicated the Mansfield Town Council will meet the second and fourth Monday of each month. All Regular Meetings are to be held in the Council Chambers of the Audrey P. Beck Building and will begin at 7:30 p.m.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Mary Stanton, Town Clerk
Date: November 12, 2013
Re: Appointments to Standing Council Committees

Subject Matter/Background

This item has been added to the agenda to allow the Council to discuss potential Mayoral appointments to the Finance Committee, Personnel Committee, and Committee on Committees.

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SPECIAL MEETING – MANSFIELD TOWN COUNCIL
October 23, 2013

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 6:00 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

Ms. Moran moved and Mr. Schaefer seconded to move into Executive Session to discuss:

a. Strategy and Negotiations with Respect to Pending Claims or Litigation, in accordance with CGS§1-200(6) (B) and to include Town Manager Matt Hart and Town Attorney Dennis O'Brien

b. Sale or purchase of real property, in accordance with CGS§ 1-200(6) (D) and to include Town Manager Matt Hart, Town Attorney Dennis O'Brien and Natural Resources Coordinator Jennifer Kaufman

The motion passed unanimously.

II. EXECUTIVE SESSION

1. Strategy and Negotiations with Respect to Pending Claims or Litigation, in accordance with CGS§1-200(6) (B)

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

Also present: Town Manager Matt Hart and Town Attorney Dennis O'Brien

2. Strategy and Negotiations with Respect to Pending Claims or Litigation, in accordance with CGS§1-200(6) (B)

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

Also present: Town Manager Matt Hart and Town Attorney Dennis O'Brien, Natural Resources Coordinator Jennifer Kaufman

III. NEW BUSINESS

The Council reconvened in regular session

3. Water Supply Project/Letter of Intent (LOI) with Connecticut Water Company (CWC) January 1, 2014.

Town Manager Matt Hart welcomed CWC representatives and Attorney Bruce Toby of Pannone, Lopes, Devereaux and West LLC. Attorney Toby provided an overview of the non-binding letter of intent to provide water service to the Town of Mansfield from the Connecticut Water Company. Maureen Westbrook, Vice President of Customer and Regulatory Affairs, reviewed the key provisions of the letter of intent including rate structures. Ms. Westbrook also briefly discussed the letter of intents signed by UConn and CWC.

Council members discussed the role of PZC in approval of connectors, the payment of connections from the line to individual residences, the pros and cons of laying sewer and water pipes concurrently, and the route of the water line.

Eric Thornburg, President and CEO of Connecticut Water Company, stated the commitment for providing water is within 18 months of receipt of the final permit.

Town Manager Matt Hart will provide Council members with the comments received from the Planning and Zoning Commission and related advisory committees.

IV. OPPORTUNITY FOR PUBLIC COMMENT

October 23, 2013

Arthur Smith, Mulberry Road, posed questions about the rights of the Town concerning inspections and the ability to conduct independent testing. Mr. Smith also questioned what would happen if the company went bankrupt as a result of a contamination event. Pat Suprenant, Gurleyville Road, offered a series of questions regarding rates, property tax relief, standard fire rates, interbasin transfers and issues of mandatory connectivity. Ms. Suprenant also requested maps of the water supply routes be made available. Betty Wassmundt, Old Turnpike Road, requested clarification on a number of issues including rates, fire protection charges and connection points.

V. ADJOURNMENT

Mr. Paulhus moved and Mr. Shapiro seconded to adjourn the meeting at 8:39 p.m. Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

October 23, 2013

REGULAR MEETING – MANSFIELD TOWN COUNCIL
October 28, 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. Paulhus moved and Mr. Schaefer seconded to approve the minutes of the October 15, 2013 meeting as presented. The motion passed unanimously.

III. PUBLIC HEARING

1. LaGuardia Property Acquisition

Natural Resources Coordinator Jennifer Kaufman and Open Space Committee Chair Jim Morrow presented the many reasons for their recommendation that the property be acquired.

Quentin Kessel, Codfish Falls Road and Chair of the Conservation Committee, spoke in favor of the purchase.

Betty Wassmundt, Old Turnpike Rd, asked management to consider consulting with the Connecticut Audubon Society to make the property a habitat for birds.

The public hearing closed at 7:35 p.m.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Betty Wassmundt, Old Turnpike Road and candidate for Council, requested additional information on the garage overages and the Letter of Intent with the Connecticut Water Company (CWC). (Statement attached)

Arthur Smith, Mulberry Road, asked whether the Town has the ability to obligate UConn with the LOI with CWC, whether the questions raised by the advisory committees have been addressed, and questioned the financing and filtration systems.

Brian Coleman, Centre Street and candidate for Council, requested the rental parking ordinance be abolished; the number of unrelated people living in a rental unit be reexamined; and changes to the nuisance ordinance be made. (Statement attached)

Winifred Gordon, Charter Oak Square, requested more opportunities for the public to address the water supply issue and suggested the advisory board be established now to begin that process.

Ric Hossack, Middle Turnpike and Republican candidate for Council, spoke against the proposed amendment to the Parking Management Agreement and suggested the interest rate be 8%.

Alison Hilding, Southwood Road, requested additional time for the public to comment on the Letter of Intent with CWC and questioned the role of the proposed North Hillside Road Extension in the reduction of traffic. Ms. Hilding urged the Council to look at opportunities for mass transit.

Ron Baker, Storrs Road, complimented the Council on the progress made with regard to student partying activities and their willingness to work with UConn to find solutions.

V. REPORT OF THE TOWN MANAGER

In addition to his written report Town Manager Matt Hart noted the passing of Louise Guarnaccia, a former Town of Windham first selectman and a colleague who will be missed. Mr. Hart offered his condolences to Jack Guarnaccia and his family.

VI. REPORTS AND COMMENTS OF COUNCIL MEMBERS

October 28, 2013

Mr. Paulhus noted that it has been his honor to serve on the Council for the last ten years and wished all members continued good luck.

Mayor Paterson expressed her condolences to the family of Dan Martin who recently passed away. The Mayor remembered Mr. Martin as a veteran, family man and a gentleman who was active in the Town.

The Mayor also commented on the letter from the Tolland Fire Department Chief thanking the Mansfield Fire Department for their assistance and a new tip line activated by the Mansfield Resident Trooper's office which will accept anonymous calls. The number is 860-429-3370.

VII. OLD BUSINESS

2. LaGuardia Property Acquisition (FHWA Public Lands Highway Program Discretionary Grant)

Ms. Moran moved and Ms. Keane seconded, effective October 28 2013, to authorize the Town Manager to finalize and to execute the purchase of the 18.7-acre parcel known as the LaGuardia property.

Members discussed some of the suggested uses for this parcel including historical, cultural and habitat opportunities.

Motion passed unanimously.

3. Water Supply Project/Letter of Intent with Connecticut Water Company

Mr. Ryan moved and Mr. Paulhus seconded, effective October 28, 2013, to authorize the Town Manager to execute the attached Letter of Intent between the Town of Mansfield and the Connecticut Water Company, concerning the provision of water utility service to the Town.

Members discussed the fact that a public utility does not need an agreement to provide a service to a community; the need to be involved in the discussions; the need for additional public input; the role and structure of the proposed advisory committee; the condition of the existing infrastructure in the Town; the allocation of water; the importance of a regulated water source; the route of the water line; and the right to use UConn's infrastructure to access water.

The motion passed with all in favor except Mr. Freudmann who voted no.

4. Storrs Center Update

- Energy Costs for Nash-Zimmer Transportation Center
This information was provided in response to a request from Councilor Freudmann.
- Clean Energy Communities Municipal Pledge
Council members discussed the advisability of the pledge and whether a better way to determine adherence would be using an average square footage charge for utilities within the municipality. The Town Manager will check to see if this measurement would be applicable to the pledge and will provide information on the Town's progress in meeting the goal for FY2012/13.

VIII. NEW BUSINESS

5. Update on New Single-Family Refuse Collection Service

Public Works Director Lon Hultgren and Willimantic Waste Company owners Tim and Tom DeVivo reviewed the history of the process and the problems encountered to date. Many of the initial concerns have been successfully addressed, but the Town is still looking at alternatives for those residents who are having problems moving the containers to the street. Ginny Walton has been in contact with these residents to try to find solutions.

October 28, 2013

6. First Amendment to Parking Management Agreement

Mr. Paulhus moved and Ms. Moran seconded, effective October 28, 2013, to authorize the Town Manager to execute the proposed First Amendment to the Parking Management Agreement between the Town of Mansfield and Leyland Storrs, LLC. The Town Manager outlined the history of the garage overages and the proposed changes to the Parking Management Agreement which would memorialize Leyland Storrs LLC's contribution to the overrun costs.
Motion passed unanimously.

7. Amendments to Ordinance Regarding Residential Rental Parking

Ms. Keane moved and Mr. Shapiro seconded, effective October 28, 2013, to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on November 12, 2013, to solicit public comment regarding the proposed amendments to the Ordinance Regarding Residential Rental Parking.
Motion passed unanimously.

8. Contract between the Mansfield Board of Education and the Mansfield Education Association

Mr. Ryan moved and Mr. Paulhus seconded that the Town Council ratify/approve the tentative four year successor agreement between the Mansfield Board of Education and the Mansfield Education Association beginning July 1, 2014.
Motion passed unanimously.

9. Proclamation in Honor of Mansfield's Veterans

Mr. Paulhus moved and Mr. Schaefer seconded, effective October 28, 2013, to authorize the Mayor to issue the attached Proclamation in Honor of Mansfield's Veterans.
Motion passed unanimously.

10. Veterans' Day Ceremonial Presentation Planning Subcommittee

Ms. Moran moved and Mr. Kochenburger seconded to appoint Christopher Paulhus as the Council Emeritus Chair of the Veteran's Day Presentation Planning Subcommittee. Mr. Paulhus stated he would be honored to serve.
The motion passed with all in favor except Mr. Paulhus who abstained.
By consensus the members agreed that Mr. Paulhus be empowered to recruit members to assist him.

IX. DEPARTMENTAL AND COMMITTEE REPORTS

No comments offered.

X. REPORTS OF COUNCIL COMMITTEES

Mr. Kochenburger, Chair of the Ad Hoc Committee on Fee Waivers, reported the Committee has decided to delay bringing their recommendations to the Council until after the election. One of the still outstanding policy issues is whether a cap should be put on fee waivers for any given family.

XI. PETITIONS, REQUESTS AND COMMUNICATONS

11. J. Littell (10/30/13)

12. T. Luciano (10/22/13)

13. J. McCarty (10/15/13)

14. Downtown Partnership Expenses Per Project for Fiscal Year 2013 – Mr. Freudmann clarified that the numbers do not include benefit costs.

15. Legal Notice (10/18/13)

XII. FUTURE AGENDA

No suggestions offered.

October 28, 2013

XIII. EXECUTIVE SESSION

An executive session is not necessary regarding the sale or purchase of real property.

XIV. ADJOURNMENT

Mr. Paulhus moved and Mr. Ryan seconded to adjourn the meeting at 9:50 p.m.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

October 28, 2013

10/28/13

To: Town Council
From Betty Wassmundt

5 minutes is not enough to comment on everything in this packet.

Parking Agreement.

What is the total overage on this garage?

Has that money been paid to whomever it was owed? If so, where did the money come from? Was it someplace in which budget?

I assume the overage is \$1.5 million +/-, not a trivial amount of money. Who was responsible for this mistake? Who is to be held accountable for the overage – approximately 15% of the garage cost? You the council, the town attorney, town manager, Director of Public Works? Who? Where is accountability in this town?

What was the net operating income for the first year of the garage operation?

Letter of Intent.

What is the rush to sign this Letter? Please identify this rush to the public tonight, if there is some pressing reason.

You had so many questions from last week's meeting, from just three people, that management provided a supplement to this packet to answer them. Imagine the questions you'd get from the public if you had an open forum, with notice, to allow questions.

Now you say you have the best open, transparent government; prove it. Do not sign this Letter tonight and hold a forum on this water project.

Do you understand the environmental impact of this inter-basin water transfer? You have people in town with expertise in this area. Invite them to come for discussion. We all need to understand the environmental implications before we agree to support this Letter.

Everyone knows that the State should do a comprehensive water study. That's what you should be encouraging before you sign this Letter. Water and the environment is the heritage we leave to future generations. You're in charge of that environment right now with this Letter in your hands. You claim to be environmentalists yet at a public hearing on the impact of the North Hillside Roadway on wetlands, farmland, etc, the Mayor and Deputy Mayor attended to support the Tech Park with no concern or even a comment about the environment. Are you doing the same here?

You should answer the concerns raised by the Conservation Commission before you sign this Letter.

I conclude: you should not authorize the Town Manager to sign this Letter at this time.

Have you considered all the consequences for the people of Mansfield?

October 28, 2013

Brian Coleman

26 Centre St.

Mansfield Center CT 06250

Dear Council Members,

I would like to recommend to the council that it abolish the rental parking ordinance completely. A new common sense ordinance is now in place. The nuisance ordinance, it has teeth and has proven effective because it also has repercussions for students with the university. It would need revision to cover all residents in order to be a lawful ordinance.

While we are at it, the ordinance on no more than three unrelated people can reside in one rental has added to the problem. You went from 4 to 3 students in one house and now have spread the student population out into the neighborhoods. For every one hundred student houses you need an additional 30 houses to house the same number of students as the previous ordinance. Occupation should be based on the number of bedrooms and the ability of the septic/sewer system.

Brian Coleman

A handwritten signature in black ink, appearing to read 'Brian Coleman', with a long horizontal flourish extending to the right.

Town Council Candidate

HOW TO BE ON THE MANSFIELD TOWN COUNCIL,

with no great difficulty

1a) If there are long legal documents associated with any motion, read through them from about pages 5-7; come up with some extremely abstract point.

1b) Otherwise, do not read *any* motions. Instead, read at random several minutes of various committees---no more that 2 or 3. Have questions about them.

--and that's all. If you have read legalese or read various minutes, everyone will assume you have read everything else, very carefully; and, with abstruse questions, they *will* know you have read everything else.

You should be able to do 1a) and 1b) in half an hour at your leisure and with bourbon. If you cannot, then read during the meeting itself, again with questions. Avoid bourbon.

2) Come a few minutes beforehand—actually before anyone else arrives. Be seated and study the *last* motions, slowly shaking your head. Do this while others, audience and Council-members, arrive.

3) At appropriate moments (but only once per session), when things get tense, walk out of the room slowly, again with a shaking of the head (head should be lowered, shaking only slightly). Get water, bring it back in, still slowly. If things are still tense, look around, still again slowly—BEFORE YOU SIT DOWN; and look above it all, all the petty controversies, the meager arguments. (If I have the chance, I'll train you how to do that.) Sit down. Drink the water, slowly, look down at the cup. (Be sure that the camera is on the Council, so your movement will be preserved)... Note that what you do, must

always be done *slowly* and with deliberation and a little sadness, not for yourself but for the rest of the Council.

- 4) Just immediately after the Council adjourns, especially if the camera is still rolling, gather around the Mayor or the Town Manager, so that you will be seen To Be Important. Better yet, mouth something—it does not have to make sense or even be heard.
- 5) Finally, when you leave, even though the camera may be off, be stern and silent, as though you still had important things to say, even though the Council knows you probably haven't. The audience, and even some confused members of the Council, may believe you do. If so, that will make it easier for the next Council meeting.

Remember: The camera is the most important of all: At Council meetings we are there only once, with only a few people who dislike us. But on camera, we are seen by possibly 10 times as many, and meetings are repeated; moreover, there may be some people who like us! What we do on camera is far more important than what we do in real life. And, of course, overall there's a larger realism here.

- 6) I myself, by the way, have done none of these things. In fact I have not even thought about them.

Carl W. Schaefer

April 8, 2012

PUBLIC HEARING
November 12, 2013

The Mansfield Town Council will hold a public hearing at 7:30 PM at their regular meeting on November 12, 2013 to solicit comments regarding proposed amendments to the Ordinance Regarding Residential Rental Parking.

At this hearing persons may address the Town Council and written communications may be received. Information regarding the proposed amendments is on file and available at the Town Clerk's office: 4 South Eagleville Road, Mansfield and is posted on the Town's website (mansfieldct.gov).

Dated at Mansfield Connecticut this 29th day of October 2013.

Mary Stanton, Town Clerk

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Michael Ninteau, Director of Building and Housing Inspection
Date: November 12, 2013
Re: Amendments to the Ordinance Regarding Residential Rental Parking

Subject Matter/Background

At Monday's meeting, the Town Council will conduct a public hearing regarding the proposed amendments to the Ordinance Regarding Residential Rental Parking. This item has been placed on the Council's agenda as old business to allow the Council to debrief the public hearing.

As you will recall, it has come to staff's attention that an inconsistency exists between the terms of the Ordinance Regarding Residential Rental Parking and the Motor Vehicle Traffic and Parking Ordinance. The Motor Vehicle Traffic and Parking Ordinance establishes the Town's parking regulations that include a fee table for various violations. This ordinance also requires that fines due are doubled if not paid within 10 days of issuance. The Ordinance Regarding Residential Rental Parking does not contain the doubling provisions, which has led to some confusion with respect to enforcement. Also, staff has identified an issue based on the transient nature of some tenants that are affected by the Residential Rental Parking Ordinance. Some of these tenants have claimed that they were not aware of the off street parking requirements because their landlords had not informed them of the existence of the regulation.

Staff suggests two modifications to alleviate future confusion:

- 1) Revise the language in the Ordinance Regarding Residential Rental Parking to allow a fine to double 10 days after issuance if not paid in full; and
- 2) Require the posting of the approved parking site plan at each affected dwelling unit, and allow the landlord to be cited for a violation of this provision.

Financial Impact

These changes should have minimal financial impact with some additional revenue collected as a result of enforcement.

Legal Review

The Town Attorney has reviewed this proposal and concluded that it is legally sound and may be enacted by the Council and implemented by Town staff.

Recommendation

Rule 6(d) of the Council Rules of Procedure provides that the Town Council may not amend, adopt or reject a proposed ordinance on the day the first public hearing is convened. The Council may suspend the rule by a majority vote.

Unless the public hearing raises any additional issues that we have not considered, or if the Town Council wishes to make further revisions, staff recommends that the Council adopt the proposed amendments to the Ordinance Regarding Residential Rental Parking.

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

*Move, effective **{insert date}**, to accept the proposed amendments to the Ordinance Regarding Residential Rental Parking, which amendments shall be effective 21 days after publication in a newspaper having circulation within the Town of Mansfield.*

Attachments

- 1) Ordinance Regarding Residential Rental Parking (current)
- 2) Proposed Amendments to the Ordinance Regarding Residential Rental Parking (deletions ~~crossed-out~~, additions **bold/underline**)

Chapter 152. RENTAL PROPERTY

Article II. Off-Street Parking

§ 152-9. Title.

This article shall be known and may be cited as the "Ordinance Regarding Residential Rental Parking."

§ 152-10. Legislative authority.

This article is enacted pursuant to the provisions of C.G.S. § 7-148 et seq., as amended.

§ 152-11. Findings and purpose.

The Town Council of the Town of Mansfield finds that motor vehicle parking at numerous residential rental properties, particularly those with one, two or three dwelling units, has created, on a regular and frequent basis, unsafe, blighted and congested conditions and other negative neighborhood impacts within the Town. This situation has been most common on properties within the Town's Rental Certification Zone that do not have adequately sized and delineated parking areas that safely accommodate all residents and their guests. The requirements set forth in this article will promote neighborhood compatibility and the general safety, health and welfare of the people of Mansfield by helping to ensure safe vehicular and pedestrian ingress and egress, safe emergency vehicle and personnel ingress and egress and the preservation and enhancement of neighboring property values.

§ 152-12. Definitions.

For the purposes of this article, the words and phrases used herein shall have the following meanings, unless otherwise clearly indicated by the context:

DWELLING UNIT

A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

LOT

A tract, plot, parcel or other unit of land having fixed boundaries designated on a plot, survey or assessor's map, or in a deed.

RESIDENTIAL RENTAL PROPERTY

Any lot containing one, two or three rental dwelling units.

§ 152-13. Applicability.

This article shall apply to any such residential rental property situated within the Rental Certification Zone of the Town of Mansfield established in the Housing Code, § 130-35 of the General Code of the Town of Mansfield, except residential rental property owned by the State of Connecticut and residential rental property containing a dwelling unit which is the primary place of residence of the owner in which he or she remains for more than one-half of the calendar year, which are exempt. To qualify for exemption, any such owner-occupant must be the record owner of a minimum 50% fee simple interest in said residential rental property in his or her personal individual capacity only.

§ 152-14. Parking space site plan requirements.

Any residential rental property within the Town's Rental Certification Zone shall contain designated and approved parking spaces set forth in a parking space site plan in compliance with the following standards:

- A. All nonexempt on-site parking on any residential rental property within the Town's Rental Certification Zone shall be in spaces designated in a parking space site plan submitted by the property owner and approved by the Town per the requirements of this section as set forth below. Any parking violation of any such plan may subject such parking violator to citation and fine pursuant to § 152-18 of this article.
- B. Subsequent to that date which is 30 days after written notification by the Town to a residential rental property owner of the requirements of this article and its applicability to the owner's residential rental property, no certificate of compliance required by the Housing Code of the Town of Mansfield may be issued to an owner of such residential rental property or renewed, unless the owner has submitted a parking space site plan to the designated Town official and gained official approval of the plan. Any violation of this subsection may subject any such property owner to citation and fine pursuant to § 152-18 of this article.
- C. All site work required to implement an approved parking space site plan shall be completed within 90 days of said approval unless an extension of time is sought and secured pursuant to § 152-17 of this Article. Any violation of this subsection may subject any such property owner to citation and fine pursuant to § 152-18 of this article.
- D. To satisfy the requirements of this article, any residential rental property owner within the Town's Rental Certification Zone shall submit to the designated agent of the Town of Mansfield for approval a drawn-to-scale parking space site Plan of the owner's residential rental property that depicts property lines, driveways, sidewalks/bicycle paths, dwellings and structures, all proposed on-site parking spaces, existing and proposed landscaped areas, trees over 12 inches in diameter (measured five feet above grade) within the area where parking is proposed, fencing, and other site features that may affect parking locations. In addition, the site plan shall detail the surface material of the proposed spaces. Any failure to satisfy the requirements of this Section is a plan violation which may subject

such owner to a citation and fine pursuant to § 152-18 of this article. To be approved, any such parking space site plan shall meet the following criteria, except that a modification of the criteria may be sought and secured in proper circumstances, per § 152-16 of this article:

- (1) The number of proposed on-site spaces shall be adequate for all tenant vehicles and a limited number of guest vehicles. Depending on site and occupancy characteristics, a minimum of two exterior spaces and a maximum of six exterior spaces shall be provided per dwelling unit.
- (2) No parking space shall be located within five feet of a roadside sidewalk or bicycle path.
- (3) Parking spaces shall be a minimum of eight feet wide and 18 feet long.
- (4) Parking spaces shall be designed so that a backing-up movement onto an adjacent street is not required.
- (5) Except for parking areas immediately adjacent to an existing site driveway or parking areas situated over 100 feet from a street, parking shall not occur between the street and the subject dwelling.
- (6) Parking spaces shall be paved or surfaced with an acceptable dust-free surface such as compacted stone, stone dust or gravel. Lawn areas or other landscaped areas are not acceptable surfaces for parking spaces.
- (7) No existing landscape area or lawn area shall be disturbed and no tree over 12 inches in diameter shall be removed to create new parking spaces, unless no other acceptable parking spaces can be established on site.
- (8) Parking spaces shall be designed and graded to address potential drainage and/or winter icing problems, and suitable areas shall be provided for snow storage.
- (9) There shall be a permanent barrier or barriers separating the parking area from the rest of the site.
- (10) Any necessary Inland Wetland Agency or Public Works Department permits shall be obtained prior to parking space site plan approval pursuant to this article.

§ 152-15. Fees.

A parking place site plan review fee in the amount of \$35 per dwelling unit must be submitted to the Town along with the proposed site plan. No review will be done and no approval will be granted prior to payment in full of this fee.

§ 152-16. Modification of parking space site plan.

In a situation where a parking area without observable or known traffic safety or neighborhood impact problems was established prior to the effective date of this article, or if lot size or configuration, structure locations, topography and other site constraints or other

documented factors would make strict compliance with the criteria of § 152-14 unreasonable, the Town-designated official(s) reviewing a parking space site plan is authorized to approve modifications of the § 152-14 criteria. No modification shall be approved that would result in an unsafe situation or one that would be inconsistent with the findings and purpose contained in § 152-11. The details of any modification permitted by this section must be recorded and entered into an appropriate Town file.

§ 152-17. Extension of time; temporary waiver of compliance.

Any applicant who has a written contract for the performance of work necessary to comply with this article but whose implementation of required parking improvements is delayed may submit a written petition to an authorized Town official seeking a temporary waiver of compliance. The petition shall include information reasonably necessary for the Town official to make a decision and include a signed statement by the contractor specifying the date of beginning and expected date of completion of the work. If the Town official finds that the delay is reasonable, said official may issue a temporary waiver of compliance expiring on the date when the work should be completed. The applicant shall request a site inspection by the Town official on or before such date of completion. Upon notification that the required improvements have been completed, the designated Town official shall inspect the property and either confirm compliance or list any violations of this article that remain. Failure to complete improvements within an authorized extension of time may subject the property owner to citation and fine pursuant to § 152-18 of this article.

§ 152-18. Enforcement; violations; citations and fines.

- A. The Town Manager shall designate in writing one or more Town officials empowered to take enforcement or other action authorized by this article.
- B. Any person violating the provisions of this article by failing to file or gain approval of a parking space site plan, by failing to complete site work required by an approved parking space site plan within the time period required or authorized by this article, or by parking in an area on residential rental property not designated for parking in a Town-approved parking space site plan shall be deemed to have committed an infraction and may be issued a citation. Said citation shall inform the person named therein of the allegations against him or her, the amount of the fine due, and the date on which payment of the fine is due, which shall be no later than 10 days after the date of the citation. Said citation shall be hand delivered, affixed to the vehicle or property, or mailed by certified mail, return receipt requested, addressed to the person named therein at his or her last known address. Citations shall be punishable with a fine of \$90 for each violation. Each separate day that a violation exists after the issuance of a citation shall be subject to a separate additional fine without the issuance of a separate citation. Any initial violation or infrequent violation may be addressed through the issuance of a warning rather than a citation, unless a significant safety or neighborhood impact problem is observed or significant damage has been done to a lawn or other landscape area due to parking in an unauthorized area.

C. In addition to any other remedy authorized by this article, if any such fine issued pursuant to the provisions of this article is unpaid beyond the due date, the Town may initiate proceedings under the authority of C.G.S. § 7-152c and Chapter 129 of the General Code of the Town of Mansfield, Hearing Procedure for Citations, to collect any such fine.

§ 152-19. Appeals procedure.

Any person fined pursuant to this article may appeal such fine pursuant to the provisions of the Town of Mansfield Hearing Procedure for Citations set forth in Chapter 129 of the General Code of the Town of Mansfield.

§ 152-20. Word usage.

Whenever used, the singular number shall include the plural, the plural the singular, and the use of either gender shall include both genders.

152-14 Parking Site Plan Requirements

Any residential rental property within the Town's Rental Certification Zone shall contain designated and approved parking spaces set forth in a parking space site plan in compliance with the following standards:

A. All nonexempt on-site parking on any residential rental property within the Town's Rental Certification Zone shall be in spaces designated in a parking space site plan submitted by the property owner and approved by the Town per the requirements of this section as set forth below. Any parking violation of any such plan may subject such parking violator to citation and fine pursuant to § 152-18 of this article.

B. Subsequent to that date which is 30 days after written notification by the Town to a residential rental property owner of the requirements of this article and its applicability to the owner's residential rental property, no certificate of compliance required by the Housing Code of the Town of Mansfield may be issued to an owner of such residential rental property or renewed, unless the owner has submitted a parking space site plan to the designated Town official and gained official approval of the plan. Any violation of this subsection may subject any such property owner to citation and fine pursuant to § 152-18 of this article.

C. All site work required to implement an approved parking space site plan shall be completed within 90 days of said approval unless an extension of time is sought and secured pursuant to § 152-17 of this Article. Any violation of this subsection may subject any such property owner to citation and fine pursuant to § 152-18 of this article.

D. To satisfy the requirements of this article, any residential rental property owner within the Town's Rental Certification Zone shall submit to the designated agent of the Town of Mansfield for approval a drawn-to-scale parking space site Plan of the owner's residential rental property that depicts property lines, driveways, sidewalks/bicycle paths, dwellings and structures, all proposed on-site parking spaces, existing and proposed landscaped areas, trees over 12 inches in diameter (measured five feet above grade) within the area where parking is proposed, fencing, and other site features that may affect parking locations. In addition, the site plan shall detail the surface material of the proposed spaces. Any failure to satisfy the requirements of this Section is a plan violation which may subject such owner to a citation and fine pursuant to § 152-18 of this article. To be approved, any such parking space site plan shall meet the following criteria, except that a modification of the criteria may be sought and secured in proper circumstances, per § 152-16 of this article:

(1) The number of proposed on-site spaces shall be adequate for all tenant vehicles and a limited number of guest vehicles. Depending on site and occupancy characteristics, a minimum of two exterior spaces and a maximum of six exterior spaces shall be provided per dwelling unit.

(2) No parking space shall be located within five feet of a roadside sidewalk or bicycle path.

(3) Parking spaces shall be a minimum of eight feet wide and 18 feet long.

(4) Parking spaces shall be designed so that a backing-up movement onto an adjacent street is not required.

(5) Except for parking areas immediately adjacent to an existing site driveway or parking areas situated over 100 feet from a street, parking shall not occur between the street and the subject dwelling.

(6) Parking spaces shall be paved or surfaced with an acceptable dust-free surface such as compacted stone, stone dust or gravel. Lawn areas or other landscaped areas are not acceptable surfaces for parking spaces.

(7) No existing landscape area or lawn area shall be disturbed and no tree over 12 inches in diameter shall be removed to create new parking spaces, unless no other acceptable parking spaces can be established on site.

(8) Parking spaces shall be designed and graded to address potential drainage and/or winter icing problems, and suitable areas shall be provided for snow storage.

(9) There shall be a permanent barrier or barriers separating the parking area from the rest of the site.

(10) Any necessary Inland Wetland Agency or Public Works Department permits shall be obtained prior to parking space site plan approval pursuant to this article.

E. Upon approval, a copy of the approved site plan must be posted and maintained within the dwelling unit.

152-18 Enforcement, Citations, Violations and Fines

Any person violating the provisions of this article by failing to file or gain approval of a parking space site plan, by failing to complete site work required by an approved parking space site plan within the time period required or authorized by this article, **failing to post and maintain a copy of the approved site plan within the dwelling unit**, or by parking in an area on residential rental property not designated for parking in a Town-approved parking space site plan shall be deemed to have committed an infraction and may be issued a citation. Said citation shall inform the person named therein of the allegations against him or her, the amount of the fine due, and the date on which payment of the fine is due., ~~which shall be no later than 10 days after the date of the citation.~~ Said citation shall be hand delivered, affixed to the vehicle or property, or mailed by certified mail, return receipt requested, addressed to the person named therein at his or her last known address. Citations shall be punishable with a fine of \$90 for each violation. ~~Each separate day that a violation exists after the issuance of a citation shall be subject to a separate additional fine without the issuance of a separate citation.~~ **The amount of any fine not paid within 10 days shall be doubled.** Any initial violation or infrequent violation may be addressed through the issuance of a warning rather than a citation, unless a significant safety or neighborhood impact problem is observed or significant damage has been done to a lawn or other landscape area due to parking in an unauthorized area.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Fran Raiola, Deputy Chief/Director of Emergency Management; David Dagon, Fire Chief
Date: November 12, 2013
Re: Natural Hazards Mitigation Plan

Subject Matter / Background

The Windham Region Council of Governments (WINCOG) has developed a multi-jurisdictional Natural Hazards Mitigation Plan for its member towns. In order to apply for state and federal emergency management grants and disaster reimbursement, municipalities need to adopt a Natural Hazards Mitigation Plan and conduct emergency management planning.

WINCOG is required to review and update the Plan on a regular basis. This year, the review schedule calls a public hearing to seek input regarding the Mansfield portion of the draft Plan.

Recommendation

Staff recommends that the Town Council schedule a public hearing to solicit public comment regarding the Mansfield portion of the draft Natural Hazards Mitigation Plan.

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

Move, effective November 12, 2013, to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on November 25, 2013, to solicit public comment regarding the Mansfield portion of the draft Natural Hazards Mitigation Plan.

Attachments

- 1) Natural Hazards Mitigation Plan (Mansfield section)

Natural Hazards Mitigation Plan



A Multi-jurisdictional Plan for the Towns of
Chaplin, Columbia, Coventry, Hampton,
Lebanon, Mansfield, Scotland, Willington, and Windham

Prepared by the Windham Region Council of Governments

May 2013 – DRAFT

Approved by FEMA date

Windham Region Council of Governments

Council Members

Town of Chaplin

William H. Rose IV, First Selectman

Town of Columbia

Carmen Vance, First Selectman
Jonathan Luiz, Town Administrator (Alt.)

Town of Coventry

Elizabeth Woolf, Council Chairman
John Elsesser, Town Manager (Alt.)

Town of Hampton

Allan Cahill, First Selectman

Town of Lebanon

Joyce Okonuk, First Selectman

Town of Mansfield

Elizabeth Paterson, Mayor
Matthew W. Hart, Town Manager (Alt.)

Town of Scotland

Daniel D. Syme, First Selectman

Town of Willington

Christina Mailhos, First Selectman

Town of Windham

Ernest Eldridge, Mayor
Neal Beets, Town Manager (Alt.)

Staff

Mark Paquette, Executive Director
Jana Butts, AICP, Senior Planner/GIS Coordinator
Dagmar Noll, Planner
Michael Cipriano, GIS Analyst

Mansfield Mitigation:

Scope/Overview

The Risk and Vulnerability Assessment portion of this plan looked at the historical and potential impacts of the following hazards throughout the region: dam failures, droughts, earthquakes, floods, hurricanes, ice jams, severe winter weather, thunderstorms, tornadoes and wind damage, and wildfires. A review of the historical occurrences of each hazard provided valuable information used in assessing potential future risk. A review of each community's resources provided the basis for an analysis of the community's vulnerability to each hazard – the extent to which the community might suffer loss of human life, injuries, and/or property damage.

With an understanding of its risk and vulnerability to natural disasters, the community can take steps prior to such an event to reduce its impacts (loss of property and life). The Connecticut Department of Energy and Environmental Protection (DEEP) has provided guidance in the form of a comprehensive list of possible mitigation measures for each hazard (see Appendix III). In the context of the community's risk and vulnerability assessment, only some of these measures will be cost-effective. The purpose of the Natural Hazard Mitigation Plan (NHMP) is to identify reasonable and appropriate mitigation measures for each hazard.

Certain mitigation practices are beneficial for any disaster, and the following measures are recommended for all communities:

- Encourage all buildings to be improved to meet current building codes. Changes in building codes apply only to new constructions and renovations.
- Educate the public about disaster preparedness and the benefits of mitigation measures. Increasing the public's awareness of possible consequences of natural disasters and how they might better prepare to safeguard their lives and property is an important part of every community's mitigation plan.

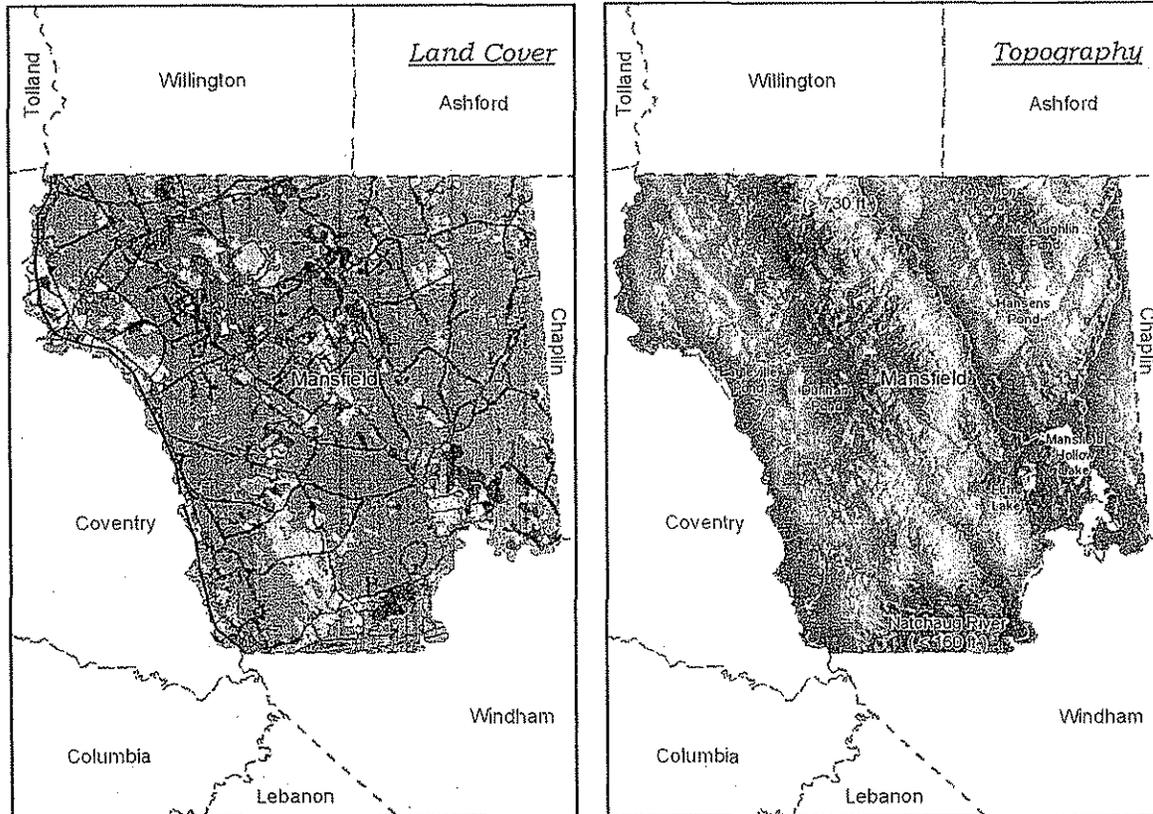
General Town Description

Mansfield is located in Tolland County in eastern Connecticut and lies in the center of the WINCOG Region. Mansfield has a total area of 45.7 square miles (29,227 acres) and is bounded on the east by Chaplin, on the south by Windham, on the north by Ashford and Willington, and on the west by Coventry. The 2010 Census population count was 26,543 persons, a 28.1% increase from 2000 (20,720). Mansfield is mostly rural with some agriculture. Fourteen percent of Mansfield is developed (See Figure 30).

Urban densities of population are found in the village of Storrs (home of the main campus of the University of Connecticut) and in southern Mansfield.

Town of Mansfield Overview

Figure 30



Mansfield Land Cover Breakdown

QUICK TOWN STATS:

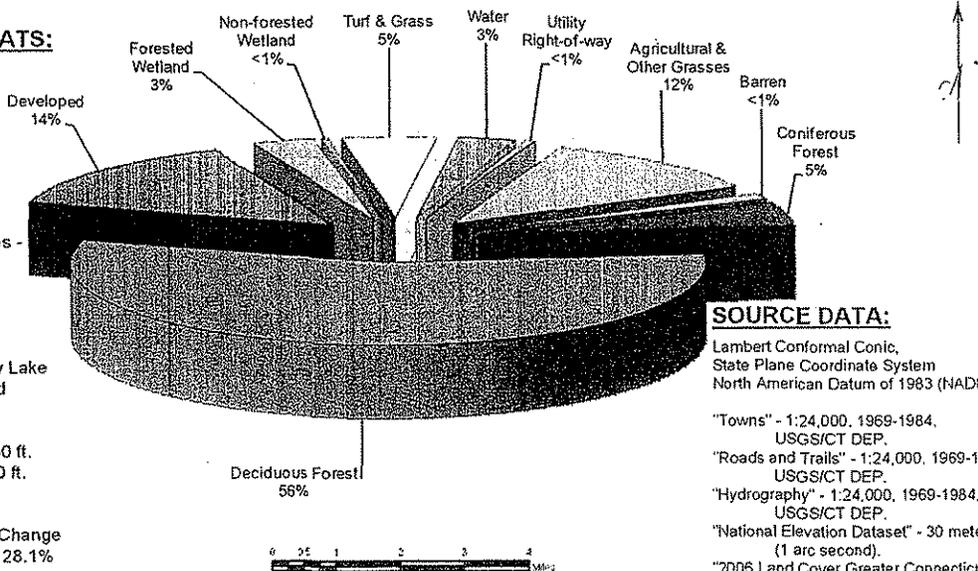
Town Area -
 45.7 sq. miles
 (29,174 acres)

Water body area -
 856 acres

Water bodies > 10 acres -
 Dunham Pond
 Eagleville Pond
 Echo Lake
 Hansens Pond
 Knowlton Pond
 Mansfield Hollow Lake
 McLaughlin Pond

Elevation -
 Maximum = > 730 ft.
 Minimum = < 160 ft.

Population -	2000	2010	Change
	20,720	26,543	28.1%



SOURCE DATA:

Lambert Conformal Conic,
 State Plane Coordinate System
 North American Datum of 1983 (NAD83)

"Towns" - 1:24,000, 1969-1984,
 USGS/CT DEP.

"Roads and Trails" - 1:24,000, 1969-1984,
 USGS/CT DEP.

"Hydrography" - 1:24,000, 1969-1984,
 USGS/CT DEP.

"National Elevation Dataset" - 30 meter
 (1 arc second).

"2006 Land Cover Greater Connecticut" -
 100 ft sq., 2006, UConn, CLEAR.

Scale: 1:180,000

Critical Facilities in Mansfield include: (See Figure 31)

- two fire departments: one is the Mansfield Fire Department, a combination department with three station locations (Route 32 at the junction of S. Eagleville Road, Route 195 north of Route 44 and one department on Route 195; and the second is a full-time department, separate from the town, on the University of Connecticut's campus;
- one private psychiatric and substance abuse hospital off Route 195 near the town of Windham border;
- one resident trooper's office near the intersection of Route 195 and South Eagleville Road;
- one police department on the University of Connecticut's Campus;
- eight primary and secondary level schools: two Montessori schools, three elementary schools, one middle school, one high school, and one school associated with the Natchaug Hospital;
- six historic districts: the Spring Hill Historic District, the Mansfield Centre Historic District, the Mansfield Hollow Historic District, the Gurleyville Historic District, the UConn Historic District, the Mansfield Training School Historic District;
- a number of historic buildings throughout town, including the old town hall off Route 195 in the center of town and several buildings on the UConn Campus;
- the University of Connecticut, a cultural beacon that attracts people to university sporting events, the Connecticut State Museum of Natural History, the William Benton Museum of Art, the Ballard Institute and Museum of Puppetry, and a number of other cultural centers;
- two elderly concentrations: one off South Eagleville Road, which includes the Mansfield Center for Nursing and Rehabilitation, the Juniper Hill elderly housing, and the Wright's Way elderly housing, and a second one off Route 44 at Jenson's Residential Community;
- three shopping areas including: Storrs Center mixed use housing/commercial area, the Eastbrook Mall near the town of Windham border, and the Four Corners shopping area at the intersection with Route 195 and Route 44;
- one telephone facility;
- two well fields and associated water treatment facilities: the UConn Willimantic River well field off Route 32 in the northern section of town and the UConn Fenton River well field located north of the Gurleyville Village, and the UConn water storage facility located on Horse Barn Hill (the latter two facilities primarily serve the University of Connecticut Campus and commercial and governmental facilities that are adjacent to the campus);
- one wastewater treatment plant owned by UConn and located on the campus;
- Holiday Hill camp;

- a reservoir and water treatment facility owned by Windham and located in the southeastern section of town, which primarily serves the Town of Windham and the southern section of Mansfield;
- four major manufactured home parks: Jenson's Residential Community off Route 44, Valleyview off Route 32, Chaffeeville Road Park off Route 195, and Burcamp off Route 32, as well as a number of manufactured homes dispersed throughout town;
- several apartment buildings, fourteen of which house large populations; and
- six high potential loss dams.

The largest individual population concentration in town, the University of Connecticut's Storrs campus, had 16,829 undergraduates and 3,907 graduate students enrolled in the 2011 school year. UConn's housing facilities allow the campus to accommodate over 12,000 students while the university is in session. The seasonal increase in population in this area creates an elevated concern. It should be noted that the University's Police and Fire protection capabilities are comparable to that of a municipality, but given a disaster of a large enough scale, the University would require further assistance beyond that which they can provide for themselves.

Other areas of concern in Mansfield include one home on Laurel Lane, which during times of high water levels becomes stranded; seven homes on Thornbush Road, which during times of high water become inundated, (this happens approximately once every five years to one out of seven of these structures); and an area of Bassett Bridge Road which is closed during times of high water. This latter area is a flood control area and is designed for this purpose, however, traffic is disrupted during these times. The last area of concern in the town is the railroad which runs along the western town line. This railroad is not only an economic concern, but, given the cargo, at times this rail can be a hazardous material concern.

Largely forested, Mansfield is made up of approximately 56% deciduous forest, 5% coniferous forest and 3% forested wetlands. Other land cover in the town includes: developed (14%), agricultural and other grasses (12%), water (3%), turf and grass (5%), barren land (<1%), utility rights-of-way (<1%) and non-forested wetlands (<1%). The approximate 786 acres of the town occupied by water bodies includes: Dunham Pond, Eagleville Pond, Echo Lake, Hansens Pond, Knowlton Pond, Mansfield Hollow Lake and McLaughlin Pond. Mansfield's elevation ranges from about 160 feet in the southeast corner of town at the Natchaug River to about 730 feet in the north/northwest section. In addition to all the natural hazards described previously in this plan on a regional level, Mansfield is also at risk of damage caused by flooding and dam failures.

Evaluation of Risks & Vulnerability

Dam Failure

Risks & Vulnerability:

Dam failure risk and vulnerability is discussed on a regional level on page 17, section II.B.

Risk

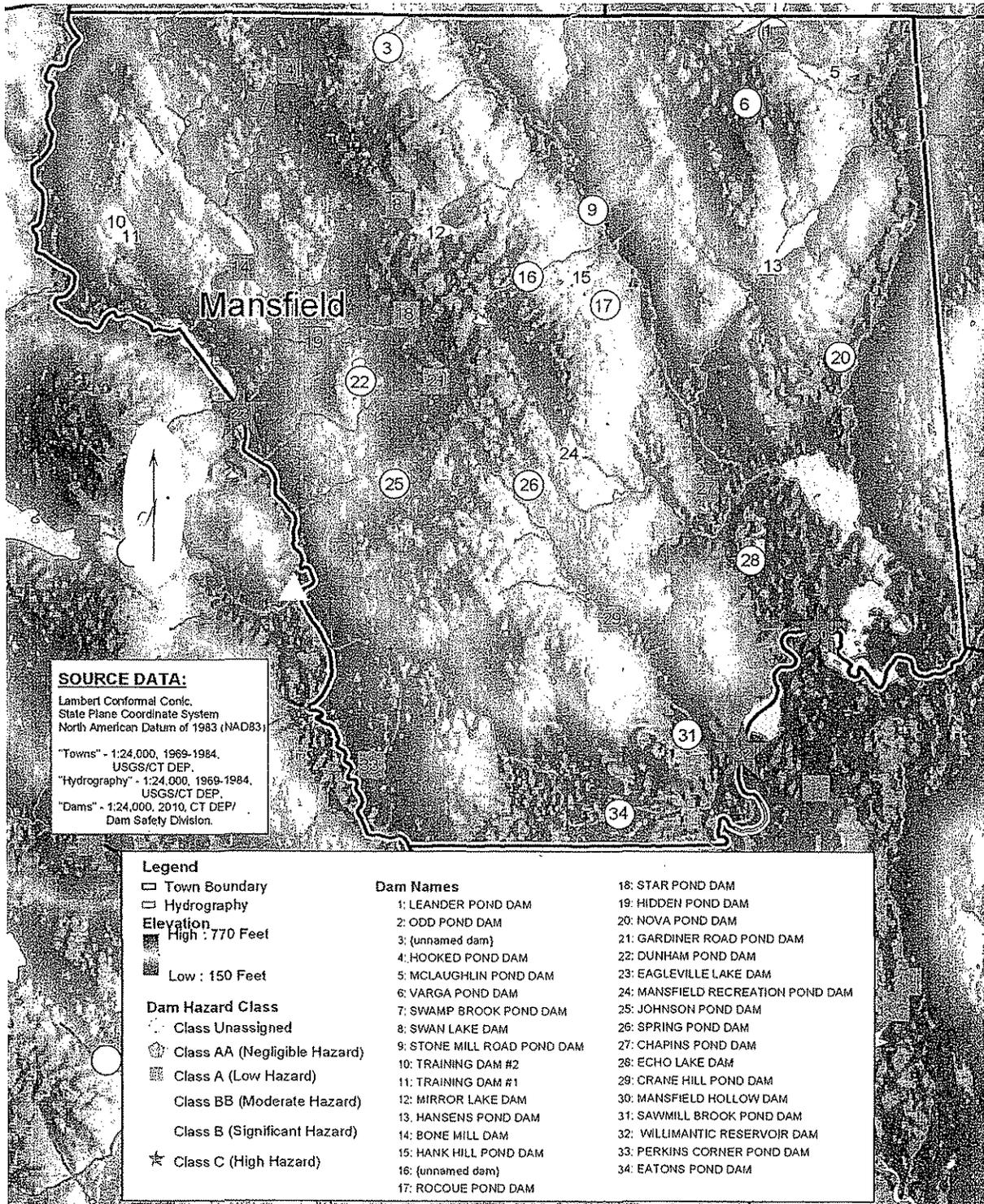
There are thirty-four dams in Mansfield ranging from Hazard Class A (low hazard) to Hazard Class C (high hazard). Eleven dams in the town are classified as low hazard (Class A); failure of any of these dams would hardly be of concern. Three dams are classified as moderate hazard (Class BB) and their failure would cause some damage, but no major disruptions. The failure of any of the four dams classified as significant hazard (Class B), or the three high hazard (Class C) dams could cause serious damage. The failure of the significant hazard (Class B) dams could cause severe damage and is of great concern in the town; however the greatest concern would be the failure of the high hazard dams in the town, Eagleville Lake Dam, Mansfield Hollow Dam or Willimantic Reservoir Dam. There are also thirteen unassigned dams in the town, but the fact that close watch is kept over significant and high hazard dams suggests that these structures are either a moderate, low, or negligible hazards.

Vulnerability

The failure of any Class B or Class C dam brings with it damages, economic loss and the potential for loss of life. One of three Class C dams is located on the south end of the Eagleville Pond, another is located on a section of the Mansfield Hollow Lake and the last is located on the south end of the Willimantic Reservoir. Their high hazard classification means that in the event of their failure, besides the definite loss of property and economic losses, the loss of life is probable. Figure 32 shows the placement of all thirty-four dams in the town.

Town of Mansfield Dams

Figure 32



Mitigation Efforts

Current state mitigation measures are described on a regional level on page 17, section II.B of the Natural Hazards Mitigation Plan. Among these mitigation measures are periodic dam inspections. Periodic inspections help to determine if dams are structurally sound. If a dam's structural integrity is questioned, recommendations made to ensure the safety of the structure may include:

- any emergency measures or actions, if required to assure the immediate safety of the structure;
- remedial measures and actions related to design, construction, operation, maintenance and inspection of the structure; additional detailed studies, investigations and analyses; or
- recommendations for routine maintenance and inspection by the owner.

Out of the 164 dams in the WINCOG Region 112 are privately owned, of which 19 are in Mansfield. Private owners of dams are generally reluctant to make repairs, which tend to be costly. In these instances, needed repairs may not be done in a timely manner.

Whether it is a structurally sound dam or a weak dam, Emergency Operation Plans (EOPs)/Emergency Action Plans (EAPs) are very important mitigation measures. There are currently no statutory mandates for EOPs. However, the DEEP works with owners of dams at greatest risk to make certain EOPs are in place and up-to-date. Hurricanes, flooding, ice jams and tornadoes may breach even a well-built dam, given a destructive enough event. Having a plan that lays out how to respond to a disaster, prior to the disaster occurring, is a very important tool in reducing loss of property and life. Mitigation measures for flooding (see below), which is a risk commonly associated with a dam failure, should also be encouraged.

While the state assumes responsibility for inspecting dams and recommending measures to lessen the risk of dam failure, the municipality can take the following mitigation actions:

- for municipally-owned dams, make sure that EOPs are in place and current, and implement recommendations resulting from state inspections; and
- for privately-owned dams, encourage each dam owner to have an EOP in place and current, and implement recommendations resulting from state inspections; monitor compliance.

Drought

Risk & Vulnerability:

Drought risk and vulnerability is discussed on pages 17-18, section II.B.

Mitigation Efforts

As with any rural community that depends on aquifers and local well systems, Mansfield's vulnerability to drought increases with population growth and the accompanying increased demands for water. Good land use planning and helping the community to understand the importance of water conservation can reduce the threat of drought.

The State's Automated Flood Warning System and the "Connecticut Drought Preparedness and Response Plan" (see page 18) are statewide mitigation efforts already in place. Other specific measures that should be considered include:

- completing a town-wide groundwater study, including recharge into existing aquifers to develop recommendations for future land use patterns;
- implementing site design techniques and criteria such as strict regulation of vegetative buffers for stream and river corridors, rain gardens for site drainage, and prohibition of wetlands alteration;
- studying effectiveness of conservation measures; and
- implementing water conservation awareness programs.

Earthquake

Risk & Vulnerability:

Earthquake risk and vulnerability is discussed on pages 18-22, section II.B.

Mitigation Efforts

Occurrences of large earthquakes in the region are infrequent. While many mitigation measures may not be cost-effective, the community should consider the following:

- enforcing effective building codes and local ordinances;
- encouraging emergency facilities such as hospitals to be constructed to withstand seismic events; and
- encouraging a low-cost earthquake rider for homeowners and businesses.

Flooding

Risks

The Town of Mansfield is at risk of flooding because of a number of streams, brooks and ponds in the town. According to the 1980 Federal Emergency Management Agency's (FEMA's) updated Flood Insurance Study (FIS) for the town:

"Floods in Mansfield have occurred in every season of the year. Spring floods are common and are caused by rainfall in combination with snowmelt. Floods in late summer and fall are usually the result of hurricanes or other storms moving northeastward along the Atlantic coast. Winter floods result from occasional thaws, particularly in years of heavy snowfall.

Major floods of the past 50 years occurred in Mansfield in March 1936, September 1938, and August 1955. The 1936 and 1938 floods are equivalent to a 20-year frequency flood and a 100-year frequency flood, respectively. Of these, the hurricane-caused flood of August 1955 was by far the most severe in terms of amount of runoff and property damage. The Willimantic River at the U.S. Geological Survey (USGS) gaging station (no. 01119500, with 40 years of operation) located just upstream of Route 31, recorded a peak discharge of 24,200 cubic feet per second (cfs) on August 19, 1955. This is equivalent to a flood having a recurrence interval of more than 200 years. The Natchaug River valley was spared serious flooding in 1955 because of the tremendous storage capacity in Mansfield Hollow Lake, which rose to within 8 feet of its spillway elevation (4)."

Vulnerability

Areas studied for vulnerability, as noted in FEMA's 1980 FIS for the town, are as follows:

"The areas studied by detailed methods were selected with priority given to all known flood hazard areas, and areas of projected development or proposed construction until 1980.

Approximate methods of analysis were used to study those areas having low development potential and/or minimal flood hazards as identified at the initiation of the study. The scope and methods of study were proposed to and agreed upon by the Federal Insurance Administration and the community.

The streams studied in detail were the Natchaug River from the downstream corporate limit to Hollow Dam; the Willimantic River from the downstream corporate limits, the limit of flooding affecting the community (a point about 6,350 feet downstream from Cider Mill Road) to the upstream corporate limits; Mount Hope River from its mouth to the upstream corporate limit; and Conantville Brook from its downstream corporate limit to Pleasant Valley Road. Streams studied by approximate

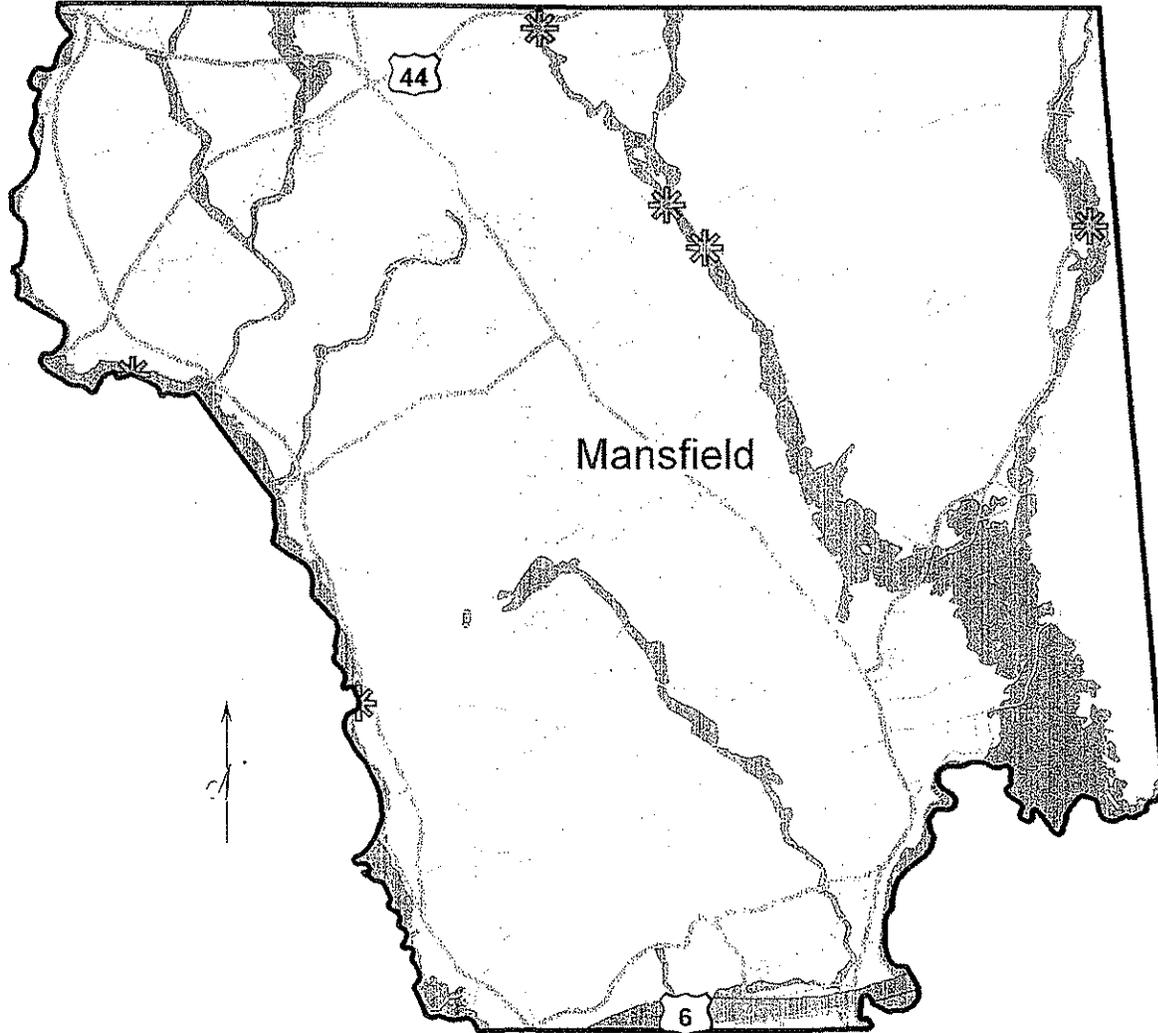
methods were the Fenton River, Fishers Brook, Eagleville Brook, Cedar Swamp Brook, Nelson Brook and Sawmill Brook (2)."

A map of the flood risk areas is provided on Figure 33.

In addition to these areas noted by the FIS, Mansfield also has four "scour bridges". This is a term used by ConnDOT to describe a bridge whose structure may be undermined by soil erosion during certain rainfall or stream flow events, thus affecting its stability and safety. The structures located on Old Turnpike Road, Stonemill Road and Gurleyville Road all cross the Fenton River, while the structure located on Laurel Lane crosses the Mount Hope River.

Flood Risk Zones of Mansfield

Figure 33



Legend

-  Scour Bridges
-  Major Highways
-  Highways
-  Local Roads
-  100 Year Flood Zone
-  500 Year Flood Zone

SOURCE DATA:

Lambert Conformal Conic,
 State Plane Coordinate System
 North American Datum of 1983 (NAD83)

"Towns" - 1:24,000, 1969-1984, USGS/CT DEP.
 "Roads and Trails" - 1:24,000, 1969-1984, USGS/CT DEP.
 "FEMA Flood Insurance Rate Maps (FIRM)" - scale varies, collection
 date varies, FEMA.
 "Dynamap Transportation v11.3 streets" - Scale varies, 2009,
 Tele Atlas North America Inc.
 "Scour Critical Town Bridges" - Conndot Bridge Safety + Evaluation, 10/10/2012.



Scale: 1:84,000

January 2012

Prepared for: The Windham Region Council of Governments Hazard Mitigation Plan.

FOR ADVISORY PURPOSES ONLY

Mitigation Efforts

The Town of Mansfield's current zoning regulations include, but are not limited to, the following limitations in the flood zone^y:

- No structures to be used for residential occupancy are allowed within designated Flood Hazard Areas. The lowest floor elevation, including basement, of all non-residential structures located within designated flood hazard areas shall be elevated to at least one (1) foot above the base flood level (100-year flood level) or be flood proofed with structural certification by a registered professional engineer or architect certifying that the building will withstand a flood equivalent to the 100-year storm without damage (Article 10.E.4.a).
- In all Flood Hazard Areas and areas subject to a base flood, any new construction or any substantial improvements shall be: anchored to prevent flotation, collapse or lateral movement of the structure; constructed with materials resistant to flood damage; and constructed by methods and practices that minimize flood damage (Article 10.E.4.b.1-3).
- All existing manufactured homes to be replaced or to be substantially improved shall be elevated so that the lowest floor is at least one (1) foot above the base flood elevation. It shall be placed on a permanent foundation which itself is securely anchored and to which the structure is securely anchored so that it will resist flotation, lateral movement, and hydrostatic and hydrodynamic pressures. Anchoring may include, but not be limited to, the use of over-the-top or frame ties to ground anchors (Article 10.E.4.c).
- Within designated floodways, including zone A as designated in the flood Insurance Rate Map, all development is prohibited, unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed development would not result in any increase in flood levels within the community during the occurrence of the base flood discharge (Article 10.E.4.f).

Mansfield prohibits residential structures from being constructed within designated flood hazard areas. All non-residential proposed structures must meet elevation requirements and strict construction demands. Proposed structures may be required to be constructed with certain materials, elevated, flood proofed or anchored. Manufactured (mobile) homes are required to meet further elevation, anchoring and tie down requirements. It must be shown that any proposed development in the 100-year flood plain will not alter the flood levels in the

^y The flood zone being the Flood Hazard Areas, designated as land within flood encroachment lines administered by the State Department of Environmental Protection, and other land subject to 100-year flooding.

community. These types of regulations help to keep structures out of areas at risk of flooding. Structures that are allowed in the flood plain must meet requirements put in place to greatly reduce the risk of damage to property and the loss of life, should a flood occur.

Additional mitigation measures recommended for all towns in the region include:

- educating the public on
 - risks of flooding,
 - risks of building in hazard-prone areas,
 - Federal Emergency Management Agency (FEMA) floodplain maps (and making these maps easily available to the public);
- implementing a maintenance program to clear debris from storm water drainage areas;
- developing sediment control to prevent clogged drainage systems, such as street sweeping, curb and gutter cleaning, paving dirt roads, and planting vegetation on bare ground;
- investigating the use of flood-prone areas as open spaces;
- encouraging individuals in flood-prone areas to purchase flood insurance;
- elevating structures above the 100-year flood level; and
- considering the conservation of open space by acquisition of repetitive loss structures.

Stormwater

Stormwater runoff can significantly exacerbate flooding; therefore, managing stormwater runoff is a priority mitigation measure. Residential and commercial development increases impervious land area, reduces the infiltration of stormwater runoff into the ground, and increases the volume and velocity of stormwater runoff causing flooding. Enforcing appropriate maintenance programs for stormwater facilities will therefore help reduce the impact of these events and subsequently reduce the damage caused by flooding. A good stormwater management system promotes groundwater recharge and controls peak flows, while reducing local flooding and maintaining stream bank integrity. An example of a good stormwater management system would be one that calls for removing sediment accumulation from catch basins yearly. This may make the difference in whether or not flooding occurs. Mansfield is encouraged to develop a municipal stormwater management plan. All towns within the region are also encouraged to consider the effects of proposed future development on stormwater runoff.

Hurricanes

Risk & Vulnerability:

Hurricane risk and vulnerability is discussed on pages 23-27, section II.B.

Mitigation Efforts

Some of the greatest damage from hurricanes is caused by flooding, high winds and tornadoes. Mitigation measures for these events are looked at separately in the flooding and tornado/wind damage sections. Other mitigation efforts that should be considered include:

- providing emergency shelters;
- implementing a tree hazard management program, which would encourage responsible planting practices and minimize future storm damage to buildings, utilities, and streets;
- practicing a tree trimming maintenance program; and
- relandscaping with native species.

Ice Jams

Risk & Vulnerability:

Ice jam risk and vulnerability is discussed on page 28, section II.B.

Mitigation Efforts

During ice jams the biggest concern is the risk of flooding. See mitigation measures under flooding (above).

Severe Winter Storms

Risk & Vulnerability:

Severe winter storm risk and vulnerability is discussed on pages 29-30, section II.B. Key risks are the relative isolation of the rural communities from emergency services; loss of electrical power to large areas from ice accumulation or high winds, and fire from improper use of alternative heating sources, candles and gas stoves. The leading cause of death is from automobile and other transportation accidents. Property damage can also occur from frozen water pipes and falling trees or branches from ice accumulation and/or wind.

Mitigation Efforts (see also flooding and tornado/wind damage)

Some of the greatest damage from winter storms is caused by flooding and high winds, and mitigation measures for such hazards are discussed under those headings.

It is particularly important to encourage people to stay indoors and out of harm's way when severe winter weather threatens. Such conditions increase the frequency of traffic accidents and emergency responders take longer to reach accident scenes because of vehicles unnecessarily on the roads.

Power outages can cause a number of problems, from loss of heat and the risk of frozen pipes to fire hazards. Tree-trimming programs can lessen the risk of power outages to some extent. Putting utility wires underground can lessen the risk even further. In any event, the municipality should develop a plan to restore power as quickly as possible.

The National Weather Service's Early Warning System is an important mitigation measure for winter storms. Other hazard-specific mitigation efforts that should be considered include:

- educating the public on
 - the risks of hypothermia,
 - the risks of carbon monoxide poisoning in motor vehicles and from portable heaters and power generators in homes,
 - the risk of fires from portable heaters and candles,
 - the importance of staying off the roads,
 - landscaping practices that encourage the planting of species that are less susceptible to damage from ice storms to reduce the risk of damage to structures;
- implementing a tree trimming maintenance program;
- encouraging underground utility wires; and
- providing emergency shelters before, during, and after the event.

Thunderstorms

Risk & Vulnerability:

Thunderstorm risk and vulnerability is discussed on pages 30-31, section II.B.

Mitigation Efforts (see also wildfires, flooding and tornado/wind damage)

Some of the greatest damage from thunderstorms is caused by fires, flooding, high winds, and (on occasion) tornadoes. Mitigation measures for such hazards are discussed under those headings.

The National Weather Service's Early Warning System is an important mitigation measure for thunderstorms. Other hazard-specific mitigation efforts that should be considered include:

- educating the public on how to minimize risk of injury both indoors and outdoors (more specific);
 - when to turn off gas, electricity, and water; and
 - when and how to avoid contact with water and metal.
- clearing dead or rotting tree branches;
- securing outdoor objects that could become projectiles; and
- installing lightning rods.

Tornado/Wind Damage

Risk & Vulnerability:

Tornado/Wind Damage risk and vulnerability is discussed on pages 31-34, section II.B.

Mitigation Efforts

While the region has a very low risk of experiencing a tornado with great destructive potential, basic measures to minimize damage from high winds can be implemented and public education efforts can help to prepare residents. Owners of older mobile homes should be particularly aware of mitigation measures that could protect their homes from damage.

The National Weather Service's Early Warning System is an important mitigation measure for tornado/wind damage events. Other hazard-specific mitigation efforts that should be considered include:

- being aware of, and educating the public through pamphlets and web-based information on
 - the warning signs for a tornado,
 - the importance of securing outdoor objects that could become projectiles,
 - what kinds of buildings are most vulnerable to damage from tornadoes or high winds (such as manufacture housing),
 - structural alterations to protect against wind damage,
 - when and where to seek shelter;
- encouraging upgrading of existing buildings to meet current building codes;
- enforcing and updating building code standards for light frame construction, especially wind resistant roofs. FEMA articles on bracing for gable trussed roofs and bracing for doors and windows are available

for review. Information is also available on placement of HVAC systems and electrical utilities to resist both wind and flood damage; and encouraging underground utility wires.

Wildfire Hazards

Risk & Vulnerability:

Wildfire Hazard risk and vulnerability is discussed on pages 35-36, section II.B.

Mitigation Efforts

Long periods of drought are one of the primary natural causes of wildfires. Mitigation measures for drought are discussed under that heading.

The State's Automated Flood Warning System (which monitors precipitation levels to determine both flood and drought potential) is a mitigation measure already in place. Other mitigation efforts that should be considered include:

- educating the public on safe fire practices;
- using fire-resistant material when renovating, building, and retrofitting structures;
- moving shrubs and other landscaping away from structures;
- periodically clearing brush and dead grass from property; and
- acquiring land susceptible to wildfires to maintain it as open space.

Mitigation Strategies

The Town of Mansfield has reviewed the "Risk and Vulnerability Assessment," the strengths and weaknesses of its existing mitigation strategies, and developed proposed mitigation strategies. Based upon internal resources, discussions and meetings with local officials and the general public, this section presents goals, objectives and proposed mitigation strategies. These mitigation strategies guide future efforts to reduce the loss of life and property as a result of natural disasters and attempt to break the expensive cycle of repeated damage and reconstruction. The proposed mitigation strategies are further prioritized to help guide the implementation schedule.

Mansfield gave a "High" priority rating to thirteen mitigation projects as listed on the following page. These projects mitigate the most significant natural hazards that affect the town or multiple natural hazards, are considered feasible, would be effective in avoiding or reducing future losses, seem reasonable for the size of the problem and likely benefits, have political and public support, and improve upon existing programs or support other municipal priorities. All other supporting tasks were assigned a "Medium" or "Low" priority

rating based on the same criteria. Based on an internal review by the town the following costs for various projects were determined:

- Purchase or rehabilitate Vac-all equipment for silt removal - \$60,000.
- Study catch basin silt capacity to determine quickest filling catch basins to upgrade - \$5,000 to \$15,000 (bid contract).
- Upgrade all eight of the town's front-line plows with liquid spreaders (including brine maker) - \$65,000.
- Budget appropriate money necessary to maintain and remove dead, dying, dangerous or diseased trees from the town rights-of-ways - \$35,000.
- Increase the amount of preventative tree maintenance - \$50,000 (\$10,000 per year for 5 years).
- Improve and expand the town's GIS application to assist town personnel in the event of an emergency of natural disaster (including planimetrics & work stations):
 - Planimetrics –
 - Roads - \$5,000.
 - Buildings - \$115,000.
 - Additional fire ponds and minor water ways - \$10,000.
 - GIS work stations –
 - Fire Marshall, Fire Admin, Garage, Town Manager and CD Ops Center (5 machines) - \$15,000.
 - GIS training for personnel getting new workstations -
 - 5 persons – \$7,500.

Goal: To reduce the loss of life and property and economic consequences as a result of natural disasters.

Objective 1: To reduce the likelihood of flooding by improving existing natural and artificial drainage systems.

Task	Who	When	Priority
Study catch basin silt capacity to determine quickest filling catch basins to upgrade	Public Works	[update]	[use checklist]
Purchase or rehabilitate Vac-all equipment for silt removal.	Public Works	Completed	[use checklist]

Objective 2: To reduce the likelihood of flooding by bridge conditions.

Task	Who	When	Priority
Improve Bassett Bridge crossing the Naubesatuck Lake; this structure is in the flood plain and gets closed frequently in high water events.	Public Works, contracted out	[update]	[use checklist]
Study catch basin silt capacity to determine quickest filling catch basins to upgrade	Public Works	[update]	[use checklist]
Examine Hillyndale Road Bridge crossing the Eagleville Brook; this structure is eligible for funding under the Local Bridge Program FY '06 for structures under 20 feet.	Public Works, contracted out	[update]	[use checklist]
Examine Shady Lane Bridge crossing the Eagleville Brook; this structure is eligible for funding under the Local Bridge Program FY '06 for structures under 20 feet.	Public Works, contracted out	[update]	[use checklist]
Examine Old Turnpike Road Bridge crossing the Fenton River; this is a scour bridge and was rated as "fair" on ConnDOT's 2004 inspection report.	Public Works, contracted out	[update]	[use checklist]
Examine Gurleyville Road Bridge crossing the Fenton River; this is a scour bridge and was	Public Works, contracted out	[update]	[use checklist]

WINCOG Region Natural Hazards Mitigation Plan
May 2013 - DRAFT

rated as "fair" on ConnDOT's 2004 inspection report.			
Examine Depot Road Bridge crossing the Willimantic River, this structure is a scour bridge for 10-year river flow events and is eligible for funding under the Local Bridge Program FY'06 for structures over 20 feet.	Public Works, contracted out	[update]	[use checklist]
Examine Plains/Brigham Road Bridge crossing the Willimantic River, this structure is a scour bridge for 10-year river flow events and is eligible for funding under the Local Bridge Program FY'06 for structures over 20 feet.	Public Works, contracted out	[update]	[use checklist]
Examine Laurel Lane Bridge crossing the Mount Hope River; this is a scour bridge and was rated as "fair" on ConnDOT's 2004 inspection report. This structure is eligible for funding under the Local Bridge Program FY'06 for structures over 20 feet.	Public Works, contracted out	Completed [date]	[use checklist]
Construct new Stone Mill Road #1 Bridge crossing the Fenton River; this is a scour bridge and was rated as "fair" on ConnDOT's 2004 inspection report. This structure is eligible for funding under the Local Bridge Program FY '06 for structures under 20 feet.	Public Works, contracted out	Completed [date]	[use checklist]

Objective 3: To reduce the likelihood of flooding, evaluate property prone to flooding.

Task	Who	When	Priority
Home on Laurel Lane is isolated during flooding events. (Acquire property?)	Emergency managers	[update]	[use checklist]
Six homes on Thornbush Road are in the flood zone and at times become inundated during high water events	Emergency Managers	[update]	[use checklist]

WINCOG Region Natural Hazards Mitigation Plan
May 2013 - DRAFT

Objective 4: Reduce costs associated with providing emergency services and other public services in the event of a natural disaster.

Task	Who	When	Priority
Upgrade all 8 of the town's front-line plows with liquid spreaders (including brine maker).	Public Works	[update]	[use checklist]

Objective 5: Reduce the amount of debris from severe storms through preventative tree maintenance.

Task	Who	When	Priority
Budget appropriate money necessary to maintain and remove dead, dying, dangerous or diseased trees from the town rights-of-ways.	Public Works	[update]	[use checklist]
Increase the amount of preventative tree maintenance.	Public Works	[update]	[use checklist]

Objective 6: Expand activities related to emergency preparedness and improve natural hazard response capabilities

Task	Who	When	Priority
Implement a reverse 911 or similar system to alert residents of natural phenomenon and if necessary, evacuation procedures.	Emergency Management Director	2014	High
Obtain additional cots and bedding to adequately serve the emergency shelters in the event of an emergency or natural disaster.	Emergency Management Director	2014	Med
Ensure that the emergency shelters have adequate supplies to respond to natural emergencies.	Emergency Management Director	2014	Med
Acquire and install generators at critical local facilities	Emergency Management Director	[update]	[see checklist]
Develop a GIS application to assist town personnel in the event of an emergency of natural disaster (including planimetrics & work stations).	Public Works, Engineering, [??], Fire Dept.	2014-2018	High

Objective 7: Whenever practical, incorporate natural hazard mitigation strategies into existing town projects.

Task	Who	When	Priority
Use the Government Access Channel to inform the Mansfield public about how to prepare and respond to hazards and emergencies and to encourage residents to be prepared to help others in need.	Manager, Emergency Management Director	[update]	High
Educate public on preventative tree planting around power lines using CL&P pamphlets and generator safety including installation and use.	Emergency Management Director	2013-2014	High

Objective 8: To reduce the likelihood of wildfire hazards by improving water availability.

Task	Who	When	Priority
Identify places in need, throughout town, and add alternative water sources.	Fire Dept./Planning	2014-2018	Med

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MattH*
CC: Maria Capriola, Assistant Town Manager; Patricia Schneider, Director of Human Services
Date: November 12, 2013
Re: Human Services Holiday Giving Programs

Subject Matter / Background

At Monday's meeting, Director of Human Services Patricia Schneider will update the Council on Mansfield's Holiday giving programs.

PAGE
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**MANSFIELD DOWNTOWN PARTNERSHIP
SPECIAL MEETING BOARD OF DIRECTORS**

Tuesday, September 17, 2013

**Mansfield Town Hall
Town Council Chambers**

8:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Matt Hart, Dennis Heffley, George Jones, Mike Kirk, Philip Lodewick, Paul McCarthy, Toni Moran, Betsy Paterson, Shamim Patwa, Chris Paulhus, and Steve Rogers

Staff: Cynthia van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 8:07 pm.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes of August 1, 2013

Shamim Patwa made a motion to approve the minutes of August 1, 2013. Steve Bacon seconded the motion. The motion was approved unanimously.

4. Review and Consideration of Storrs Center Town Square Zoning Permit application

Betsy Paterson made the following motion "In accordance with Mansfield Zoning Regulations Article X, Section S ("Storrs Center Special Design District regulations"), the Mansfield Downtown Partnership held a public hearing on September 17, 2013 for the purpose of hearing public comment on the consistency of the zoning permit application for the town square in Storrs Center with the Storrs Center Special Design District regulations. Based on its review, and on the recommendation of the Partnership's Planning and Design Committee, and subject to the Mansfield Director of Planning and Development's review and consideration of technical issues and public comment, related to the Town Square Zoning Permit Application, the Partnership Board of Directors finds that, to the best of its knowledge and judgment, the Town Square Zoning Permit Application fully complies with the requirements of the Storrs Center Special Design District regulations, in general. President Philip Lodewick is

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authorized formally to convey this advisory opinion to the Mansfield Director of Planning and Development." Chris Paulhus seconded the motion.

Matthew Hart asked Brian Kent from Kent+Frost Architecture to comment on some of the public comment made during the public hearing on the zoning permit application for the town square, particularly the comments by Rudy Favretti with respect to the tree alternative and the use of stone dust.

Mr. Kent said that there is no problem changing out the Littleleaf Linden tree which Mr. Favretti had indicated can incur a mold problem on the leaves.

Mr. Kent said he is not wedded to using stone dust around the green area but it is more expensive than pavers. Mr. Favretti had expressed concern about the maintenance of stone dust which would be considerable if it is not to have an effect on the lawn grass. Mr. Kent said that pavers can be considered if there is funding available. He also said it is easy to modify stone dust if it is put in initially and then found that pavers can replace the stone dust.

Mr. Kent said if stone dust is used, it would need to have a polymer stabilizer on a hard surface.

He said that mechanical snow removal could disrupt the stone dust. Lon Hultgren agreed that vigilant maintenance is key if stone dust is to work.

Mr. Kent said if a switch is made to pavers, there may need to be a wall bracket for the surrounding walls.

The motion was approved unanimously.

In response to discussion on whether a hard surface is more attractive to skateboarders, Steve Bacon asked how to enforce a no skateboarding rule in the town square. Mr. Hultgren said it is up to each municipality to determine how to address skateboarders. He said some signage may be required.

5. Adjourn

George Jones made a motion to adjourn. Mr. Paulhus seconded the motion. The motion was approved. The meeting adjourned at 8:30 pm.

Minutes taken by Cynthia van Zelm

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE
MEETING
TOWN HALL
CONFERENCE ROOM B**

THURSDAY, JUNE 27, 2013

3 PM

MINUTES

Present: Chair Harry Birkenruth, Phil Barry, Tom Callahan, Matt Hart, Toni Moran, Dave Pepin, Bill Simpson, Frank Vasington

Staff: Cynthia van Zelm

Guest: Lon Hultgren, Mansfield Director of Public Works

1. Call to Order

Chair Harry Birkenruth called the meeting to order at 3:05 pm.

2. Approval of Minutes from May 23, 2013

Bill Simpson made a motion to approve the minutes from May 23, 2013. Dave Pepin seconded the motion. Toni Moran abstained. The motion passed.

3. Review of Insurance Options

Mike Gergler, owner of Wilcox & Reynolds Insurance, updated the Committee on the status of the change to a new carrier for Directors and Officers insurance. He said the change will go into effect on July 1, 2013.

Mr. Gergler said he thought he could obtain worker's compensation insurance for about 20 percent less than what the Partnership is now paying for coverage. He passed out a proposal from AmTrust North America.

Mr. Gergler has also reviewed the Partnership's property insurance and believes he could find savings there as well. He will bring back a proposal at the next Finance and Administration Committee meeting.

He suggested that all policies run parallel to the Partnership's fiscal year of July 1 to June 30.

Mr. Gergler left the meeting.

Matt Hart made a motion to change the Partnership's workers' compensation coverage to AmTrust North America. Mr. Simpson seconded the motion. The motion was approved.

4. Review of Intermodal Transportation Center Operations

Lon Hultgren, Mansfield's Director of Public Works, and Cynthia van Zelm, gave a Power Point presentation of a preliminary plan for operations of the Transportation Center. The Council received a similar presentation last week.

Mr. Hultgren said the process would be to review ideas for operation of the Center with the Partnership's Board, the Town's Parking Steering and Transportation Advisory Committees.

Mr. Hultgren said the Center should open in late October and an operations plan needs to be in place to be ready to open.

Mr. Hultgren said the goal is for the Center to accommodate bus and bike commuters with storage space, showers, and bike lockers.

He said one idea is to move the Partnership's offices to the 2nd floor of the Center. He is working with the architect and the contractor to see if there is available funding in contingency to finish out the 2nd floor.

Frank Vasington asked how many bikes could be accommodated in the storage area. Mr. Hultgren said that 30 to 40 bikes could fit in the storage area which is in the garage.

Mr. Hultgren reviewed a preliminary budget with the Committee. He said the operating cost of the Center would be covered by tax revenues coming in from Storrs Center.

The Committee asked several questions about the UConn Transportation Research Fellow in terms of duties, and cost. Mr. Hultgren said that budget is being evaluated but said the Fellow is very important in terms of helping Mansfield to promote its key goals of alternative transportation and sustainability.

Tom Callahan asked if there would be a Memorandum of Understanding between the Town and the Partnership if the Partnership was to operate the Center. Matt Hart replied in the affirmative.

Mr. Callahan also asked if there are other revenue streams that would be available. Mr. Hart said there are possibilities for some retail which would need to be negotiated.

Mr. Callahan said the decision for the Partnership to manage the Center, is a serious one in terms of an additional mission for the Partnership. Ms. van Zelm said this was contemplated during the Partnership Board's strategic planning process and the decision to operate the Center is one that the Board needs to evaluate. The current job duties of Partnership staff should be evaluated against a possible role in the Center.

Mr. Callahan, noting the important role that Central parking would play in overseeing the Center, asked if a written agreement was in place with Central and the Town. Mr. Hultgren said, if the proposed operations plan is approved, an agreement would be put in place. Ms. van Zelm reiterated that both LeylandAlliance (who employs Central) and Central had signed off on staffing the Center for 60 hours a week. Mr. Hultgren said Central had actually indicated they could work more but it was agreed that the 60 hours would be appropriate for a starting point.

Mr. Hart left the meeting.

Mr. Callahan said it will also be important to identify who gets called (particularly on off hours) if there is an emergency.

Toni Moran asked if a qualified person for the Transportation Coordinator position could be hired for only 20 hours a week. Others agreed that it is important that the Center be managed effectively with the appropriate dedication of time.

Mr. Hultgren said an important distinction is the time required to start up the Center in the first few months, which will be a much larger commitment than the on-going operations.

Mr. Birkenruth suggested that Ms. van Zelm and Mr. Hultgren also look at alternatives to those presented to operate the Center.

Mr. Callahan asked that the budget be presented on an annual basis.

The Committee also discussed looking at a one year plan for operations to evaluate the best long term solution for managing the Center. The Partnership could be one option. Mr. Callahan said if the Partnership is the likely entity, what is needed by the Partnership to be successful?

In preparation for the Partnership Board meeting on July 11, the Committee suggested that the following be addressed: key issues (what needs to be done to be ready to open doors at end of October), timetable to get to opening, and a decision date on who operates the Center.

5. Review of Benchmarks for Executive Director Compensation

The Committee delayed this agenda item until the next meeting.

6. For-Sale Housing Update

Ms. van Zelm said that Monica Quigley from LeylandAlliance would be preparing a summary of the status of for-sale housing. Three focus groups were held with persons interested in the housing about three weeks ago.

Mr. Callahan will follow-up with Howard Kaufman of Leyland on that report.

7. Finance and Administration Committee Chair

Mr. Birkenruth said he asked Tom Callahan if he would take over as Chair of the Committee and he accepted.

8. Adjourn

The Committee will not meet in July due to Ms. van Zelm's absence. The next meeting will be August 22.

Mr. Simpson made a motion to adjourn. Mr. Barry seconded the motion. The meeting adjourned at 5:10 pm.

Minutes taken by Cynthia van Zelm

Mansfield Board of Education
October 10, 2013
Minutes

Attendees: Mark LaPlaca, Chair, Randy Walikonis, Vice Chair, Martha Kelly, Secretary, April Holinko, Jay Rueckl, Carrie Silver-Bernstein, Superintendent Fred Baruzzi, Board Clerk, Celeste Griffin

Absent: Susannah Everett, Sarah Lacombe, Katherine Paulhus

The meeting was called to order at 7:31pm by Mr. LaPlaca.

SPECIAL PRESENTATION: Nancy Titchen, Enrichment Teacher at Goodwin School, and E.O. Smith volunteer, Max Briere, discussed the Goodwin Afterschool Robotics Program and the students involved in the program demonstrated the robots.

HEARING FOR VISITORS: None

COMMUNICATIONS: None.

ADDITIONS TO THE PRESENT AGENDA: None

GOODWIN PTO: The President of the PTO was unable to attend.

COMMITTEE REPORTS: Policy Committee: Motion by Mr. Rueckl on behalf of the Policy Committee to approve the Mansfield Board of Education Policy Updates as proposed. Vote: Unanimous in favor.

REGIONAL DISCUSSION ON ENROLLMENT PROJECTIONS: Mr. LaPlaca reported he attended a meeting of Region 19 and sending schools' Board Chair and Superintendent to discuss declining enrollment. The group will meet again once the Superintendents' have compiled information requested.

REPORT OF THE SUPERINTENDENT:

- 2014 – 2015 Budget Calendar: Mr. Baruzzi presented a draft schedule for Board Budget Meetings.
- Draft 2014 Board of Education Meetings: Mr. Baruzzi presented a draft schedule of meetings to be held in 2014. Board will review and adopt on October 24, 2013.
- Board of Education 2013-2014 Goals: Revised Strategies and Evidence: Mr. Baruzzi shared the revised strategies and evidence discussed at the Board Retreat on September 26, 2013.
- 2012-2013 Group Testing Report: Mr. Baruzzi reviewed the 2013 Connecticut Mastery Results and district plans to help children attain the confidence needed to reach mastery.
- Professional Improvement: Motion by Mr. Walikonis, seconded by Mrs. Holinko to approve the increase in salary, retroactive to the start of the school year as outlined in the current contract between the Mansfield Board of Education and the Mansfield Education Association for Melissa Batulevitz, Michael DiCicco, and Kelly Haggerty. Vote: Unanimous in favor
- Enhancing Student Achievement: Nine new projects will be implemented at the schools in support of this activity.
- Class Size/Enrollment: The principals reported no significant change in class size or enrollment.

APPROVAL OF MINUTES:

- Motion by Mr. Rueckl, seconded by Ms. Silver-Bernstein, to approve the minutes of the September 12, 2013 Meeting. Vote: Unanimous in favor.

NEW BUSINESS: None

CONSENT AGENDA: MOTION by Mr. Rueckl, seconded by Mr. Walikonis, to approve the following items for the Board of Education October 10, 2013 meeting. VOTE: Unanimous in favor.

That the Mansfield Public Schools Board of Education approves the employment of Kimberly Shepherd, Special Education Teacher at Mansfield Middle School effective September 25, 2013.

That the Mansfield Public Schools Board of Education approved the request for maternity/unpaid childrearing leave effective February 10, 2014 through the end of the 2013-2014 school year by Danielle Heersink, Speech and Hearing Therapist, Vinton School.

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: None

MOTION by Mr. Walikonis, seconded by Mrs. Holinko to move into Executive Session for discussion of strategy with respect to collective bargaining at 9:20pm. VOTE: Unanimous in favor.
Mr. Baruzzi joined the Board in executive session.

The Board returned to open session at 9:41pm. Motion by Mr. Walikonis to ratify contract with the Mansfield Education Association (MEA) for the period of July 1, 2014 to June 30, 2018. VOTE Unanimous in favor.

Motion by Mrs. Holinko, seconded by Ms. Silver-Bernstein, to adjourn at 9:42pm. Vote Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk

EHHD Personnel Committee
Special Meeting
Minutes
May 21, 2013
Town of Mansfield Council Chambers

Meeting Called to Order at 9:02 AM

Present: M Hart, S Werbner, E Paterson, R Miller, J Luiz, M Capriola (arrived 9:50 AM)

E Paterson MOVED, S Werbner seconded to approve the 4/23/13 minutes as presented. Motion PASSED unanimously.

Pay Plan

R Miller provided an over view of the health district pay plan. A discussion ensued regarding the current concerns regarding the existing pay plan as identified in R Millers 5/20/13 memo. This discussion developed into a discussion on the pros and cons of a "broad band, merit based" pay plan. It is the sentiment of the committee that the current pay plan be improved.

By consensus of the committee, two pay plans shall be studied and developed for review and consideration. One plan shall be based on a broad band, merit based structure. The second pay plan shall be a reasonable alternative such as a modified step structure. Both plans should apply to all health district staff, with the exception of the Director. Feedback from health district staff will be solicited before any formal recommendation to the board.

Chief Sanitaricians Pay

Discussion ensued regarding the best option to address that fact that the Chief Sanitarian has reached the top of the pay range, with no explicit provisions in the personnel rules to increase his pay for FY13/14.

M Hart MOVED, J Luiz seconded to increase the maximum end of the Chief Sanitaricians pay range by 2%. Motion PASSED unanimously. (Authority provided by Article 3.5 (c) of the Personnel Rules)

FY13/14 staff wage increases

Discussion ensued regarding to concerns with state budget and possible impacts to town and health district budgets. Discussion transitioned into questions regarding the personnel committee's authority to affect FY13/14 staff wages.

M Hart MOVED, S Werbner seconded to recommend to the full board that the 2% FY13/14 wage increase included in the FY13/14 adopted health district budget be contingent upon the state's adoption of the per capita grant as included in the board's adopted FY13/14 budget. Motion PASSED unanimously.

M Hart MOVED, S Werbner seconded to reopen and amend the motion regarding staff FY13/14 wages.
Motion PASSED unanimously.

M Hart MOVED, S Werbner seconded to amend said motion as follows: recommend to the full board that the 2% wage increase included in the FY13/14 adopted health district budget for all staff, including the chief sanitarian, be contingent upon the state's adoption of the per capita grant as included in the board's adopted FY13/14 budget. Motion PASSED unanimously.

Meeting adjourned at 10:38.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Miller', written in a cursive style.

Robert L. Miller
Secretary

Eastern Highlands Health District
Board of Directors Regular Meeting Minutes
Thursday, August 15, 2013

Members present: A. Bray (Chaplin), R. Field (Tolland), R. Fletcher (Ashford), M. Hart (Mansfield), M. Kurland (Mansfield), J. Luiz (Columbia), P. Schur (Willington), J. Stille (Bolton), D. Walsh (Coventry),

Staff Present: C. Trahan, R. Miller, M. Brosseau

J. Stille called the meeting to order at 4:32 PM.

MOTION was made by M. Hart, seconded by D. Walsh to approve the Minutes of the 6/20/13 regular meeting as presented. MOTION PASSED unanimously. R. Fletcher and R. Field abstained.

PUBLIC COMMENTS - None

OLD BUSINESS

ECHIP PROJECT REPORT/NEXT STEPS

R. Miller presented basic outcomes of ECHIP project. R. Miller is generally pleased with the project outcomes. Feedback from ECHIP is generally positive. A proposal for a full scope of services has been submitted to ECHIP for approval. If ECHIP accepts the proposal, the contract will be brought to the board for consideration. This may require a special meeting.

NEW BUSINESS

MANSFIELD EMPLOYEE WELLNESS AGREEMENT FY14

R. Miller presented the draft agreement and program budget. He stressed to the board that this is a draft agreement and he does not anticipate any material changes to the language as it is finalized.

MOTION made by J. Luiz seconded by D. Walsh to authorize the Director of Health to finalize and execute Town of Mansfield/Eastern Highlands Health District Employee Wellness Service Agreement for Fiscal Year 2013/2014, as presented August 15, 2014.

M. Hart expressed his appreciation of support from the Board.

A. Bray inquired about the benefit percentages. R. Miller informed the board that the benefits percentages are individualized.

MOTION WAS AMENDED by J. Luiz, seconded by D. Walsh to authorize the Director of Health to finalize and execute Town of Mansfield/Eastern Highlands Health District Employee Wellness Service Agreement for Fiscal Year 2013/2014, as presented. MOTION PASSED unanimously.

TOLLAND EMPLOYEE WELLNESS AGREEMENT FY14

MOTION MADE by R. Field seconded by D. Walsh to ratify the Town of Tolland/Eastern Highlands Health District Employee Wellness Service Agreement, as executed July 22, 2013. MOTION PASSED unanimously.

STATE DPY FY14 LEAD GRANT APPLICATION

R. Miller presented an overview of the grant funding that is awarded to health districts to help monitor lead cases in children. The funding covers staff time managing and investigating cases, supporting educational programs for local health care providers to increase awareness of lead screening protocols, and educational programs to daycares to promote healthy children. The award is based on a formula that is a reflection of the number of cases in the previous year.

D. Walsh asked how many cases EHHD had this past year. R. Miller informed the board that EHHD managed 4 or 5 cases. P. Schur mentioned that the level at which a child is considered poisoned, has been dropped.

MOTION MADE by D. Walsh seconded by M. Hart to approve the Eastern Highlands Health District SFY 2014 Lead Poisoning Financial Assistance Application as presented on August 15, 2013. MOTION PASSED unanimously.

DOT CLEAN FUEL PROGRAM AUTHORIZATION OF SIGNATURE RESOLUTION

R. Miller reminded the board that EHHD received an award from DOT to offset the purchase of 2 hybrid vehicles.

DOT requires the Board of directors to adopt a resolution to execute the agreements.

MOTION MADE by J. Luiz seconded by R. Field to adopt the "Resolution Signature Authorization" for fiscal year 2013/2014 contracts with the Connecticut Department of Transportation, as presented on August 15, 2013.

Discussion revealed that the wording of the Resolution needed to be changed to reflect the Department of Transportation not the Department of Public Health. The document will be changed and J. Stille will sign the new resolution.

MOTION PASSED unanimously.

TOWN REPORTS

Mansfield – M. Hart reported that the University of Connecticut has endorsed the CT Water company. There was discussion about where the line would be installed and who would be hooked to the line.

Chaplin – A. Bray reported that Ribbits has applied to do renovations they may reopen, and that the town will be doing work to rebuild the dam across from Lynch Road.

Ashford – R. Fletcher reported that a new restaurant has opened. The name of the restaurant is Dizzie's.

Tolland – R. Field reported that Tolland will be holding a dedication ceremony on September 20th for the new Tolland High School Stadium; Improvements will be made on route 195 from the area of exit 68 to the fire training center; The town will be working with consultants to do a walkthrough on town buildings to see where money can be saved; And a new pizza restaurant has opened.

Bolton – J. Stille reported that Bolton has received a grant for Bolton Lake this will help to cover costs incurred should there be a toxic algae bloom this season. Currently the algae at Bolton Lake is under control. The sewer project continues to move forward as more connections are made.

SUBCOMMITTEE REPORTS

FINANCE COMMITTEE – AMENDMENT TO EHHD/TOWN OF MANSFIELD SERVICE AGREEMENT

J. Stille informed the board that the finance committee met immediately prior to the regular board meeting and reviewed the proposed amendments to the service agreement between Eastern Highlands Health District and the Town of Mansfield. The subcommittee recommends adoption of the proposed amendments.

R. Miller presented a brief overview of the amendments background. The objective is to incorporate in the agreement an existing practice of providing health district interest income as partial payment to the town of Mansfield. He stated that the language of the amendments has been vetted by the finance department and the Mansfield town managers department.

MOTION MADE by D. Walsh seconded by J. Luiz to authorize the execution of the amendments to the agreement titled, "Agreement Between the Eastern Highlands Health District and the Town of Mansfield for Accounting, Bookkeeping, Data Processing and Human Resources Services" as presented August 15, 2013. MOTION PASSED unanimously.

DIRECTORS REPORTS

QUARTERLY FINANCIAL STATEMENTS

R. Miller presented and overview of the quarterly financial statements, highlighting the savings in the operating budget due to unbudgeted increases in grant money received and program revenue. The finance committee has reviewed and accepted the report.

QUARTERLY ACTIVITY REPORTS

R. Miller presented the highlights of the quarterly activity reports bringing attention to the histograms that reflect an increase in revenue from deep hole tests, septic permits and B100a permits. Food service inspections have increased by 100% due to the filling of a quarter time position dedicated to food service inspections and improvements in existing staff productivity.

D. Walsh inquired about the definition of "complaints". R. Miller informed the board that these are various complaints made by individuals about health concerns, not about EHHD.

D. Walsh asked about the inspections done at the Farmers Markets. R. Miller informed the board that these are done only at markets that have food vendor permits and they are conducted approximately 4 times per season.

INFORMATION TECHNOLOGY PLAN UPDATE/ASSESSMENT

R. Miller informed the board that the selection committee conducted 3 interviews and has selected Blum Shapiro. The first meeting will be held next week to work out the details of the scope of work. DPH administrative appeal process

R. Miller reported that the DPH has changed the appeal process in 2 ways: the burden of proof is now on the local health director and non-attorneys are limited to presenting witness and first-hand knowledge of the testimony. This may require that attorneys and attorney fees will be needed in the future.

J. Stille inquired about the average number of appeals per year. R. Miller stated that on average it is 1 per year.

COMMUNICATIONS/OTHER ITEMS

DPH RE: POTABLE WATER PROGRAM

In the past DEEP has had a program in which they investigated groundwater contamination that has polluted a private residence well. In the absence of an identified responsible party they funded the installation and management of a treatment system to ensure potable water for the residence. This funding has been discontinued. Burden will now be on local municipalities by state statute.

DPH RE: PHEP FUNDING

R. Miller reported that DPH has removed funding for regional partners. EHHD will no longer be getting support from regional partners for regional emergency response planning.

DPH re: State participation in National Public Health Law and Policy Program

R. Miller reviewed a press release from DPH that announces CT will be one of 8 states participating in a program to review how law and policy can advance the state health priorities. CT will examine regionalization of local public health services to equitably serve all residents.

DPH RE: BLUE/GREEN ALGAE BLOOM GUIDELINES

R. Miller informed the board that DPH has finalized interim guidelines for managing a blue/green algae bloom.

OTHER ITEMS

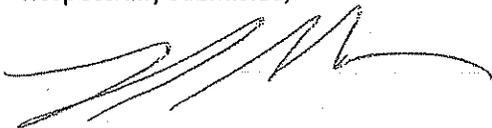
M. Hart requested that an educational presentation on the general permitting process be added to a future meeting agenda.

D. Walsh asked if there was any news on West Nile. R. Miller said there was nothing in our direct area. EEE was reported at a nearby town a few weeks ago.

MOTION made by M. Hart and seconded by R. Field to adjourn at 5:42 pm. MOTION PASSED unanimously.

Next Board Meeting – October 17, 2013

Respectfully submitted,



Robert Miller
Secretary

EHHD Finance Committee
Special Meeting Minutes
August 15, 2013
Coventry Town Hall Annex

Present: J Stille, P Schur, R Field, R Miller, C Trahan

Meeting called to order by J Stille at 4:03 PM.

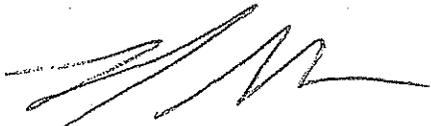
P Schur MOVED, J Stille seconded to approve the minutes for the 6/20/13 special meeting as presented. R Field abstained. Motion PASSED unanimously.

R Miller presented financial quarterly reports for the period ending 6/30/13. R Field MOVED, P Schur seconded to accept the financial quarterly reports as presented. Motion PASSED unanimously.

R Miller presented proposed amendments to the Town of Mansfield service agreement. R Field MOVED, P Schur seconded to recommend the EHHD Board authorize execution of amendments to "Agreement Between the EHHD and the Town of Mansfield for Accounting, Bookkeeping, Data Processing, and Human Resources Services" as presented August 15, 2013. Motion PASSED unanimously.

Meeting adjourned at 4:22 PM.

Respectfully submitted,



Robert L. Miller

Secretary

**MANSFIELD DOWNTOWN PARTNERSHIP
MEMBERSHIP DEVELOPMENT COMMITTEE MEETING
Mansfield Town Hall, Conference Room B
September 23, 2013
4:15 PM**

MINUTES

Present: George Jones (Chair), John Armstrong, Dennis Heffley, Shamim Patwa

Staff: Cynthia van Zelm

1. Call to Order

George Jones called the meeting to order at 4:20 pm.

2. Approval of Minutes from August 27, 2013

Dennis Heffley made a motion to approve the Minutes of August 27, 2013. Shamim Patwa seconded the motion. John Armstrong abstained. The motion was approved.

3. Update on Storrs Center

Cynthia van Zelm updated the Committee on the town square, the proposed Educational Playcare day care, the status of the Planning and Zoning Commission's review of adding a hotel as a use to Storrs Center, and the estimated opening of the UConn Co-op, Ballard Institute & Museum of Puppetry, and Haru Aki restaurant in mid-November.

4. Revised Calendar

The Committee reviewed the revised meeting calendar through the end of the year which moves the meetings to the third Monday at 4:15 pm.

5. Committee Recruitment Letter

Mr. Jones reiterated his opinion that the key mission of the Committee is to retain and recruit members.

One of our goals should be to help recruit members on other committees.

He shared his draft letter to Partnership members to recruit them to serve on committees.

The Committee agreed that a letter will be sent to current members to ask them about serving on a committee that has openings. Mr. Armstrong suggested adding a link to the Partnership website with committee charges.

6. Membership Renewal Brochure – January 2014

The Committee brainstormed ideas for the new membership brochure. Mr. Jones suggested a picture of Storrs Center that shows the vibrancy of the downtown including lots of people.

The Committee agreed that one accompanying letter should be sent to people who are being asked to renew and new members.

Ms. van Zelm will check with the Town on whether an electronic payment system could be used which would encourage payment of membership dues.

Mr. Armstrong will check what UConn does to set up a system where postage is not required by the person who sends back dues to encourage them to pay their dues.

Mr. Jones asked committee members to review the draft changes to the membership letter and brochure and bring back comments to the next meeting. Committee members suggested there be less words in the letter and more pictures.

Ms. Patwa said the EO Smith High School has a Panther discount card for a defined amount of time. She will check with EO Smith on how this works. Perhaps it is a model for something that could be used for Partnership members. Mr. Jones thought this could be a one shot deal for new members as an introductory benefit.

Ms. Patwa reiterated that an event for members who are patrons would be a good idea.

Mr. Jones and Ms. Patwa will ask for advice on the brochure from Robin Cutler who is a marketing professor at UConn. Ms. van Zelm can also run it by Tysen Kendig who is a Vice President for Communications at UConn. What is the best selling point for membership?

7. Adjourn

Ms. Patwa made a motion to adjourn. Mr. Heffley seconded the motion. The motion was approved and the meeting adjourned at 5:37 pm.

Minutes taken by Cynthia van Zelm.

TOWN OF MANSFIELD
Ethics Board
Thursday, July 18, 2013
Audrey Beck Municipal Building, Conference Room B

Minutes

Members Present: John DeWolf, Saul Nesselroth, Jim Raynor, Nora Stevens (Chair)

Staff Present: Maria Capriola, Assistant Town Manager

The meeting was called to order at 4:30pm.

I. PUBLIC COMMENT

Mr. Raynor made the motion, seconded by Mr. DeWolf to add public comment to the agenda. The motion passed unanimously.

Martha Kelly, Bundy Lane. Ms. Kelly disclosed her affiliation with the Mansfield Board of Education but indicated she was speaking as an individual. Ms. Kelly spoke to her opposition of gift giving between students and teachers. Ms. Kelly would like to see the practice of gift giving between students and teachers ended.

Betty Wassmundt, Old Turnpike Road. Ms. Wassmundt spoke to the gift provisions of the Ethics Code and stated her opinion that gifts should not be allowed under any circumstances.

II. APPROVAL OF 5/2/2013 MINUTES

Mr. Raynor made the motion, seconded by Mr. DeWolf to adopt the minutes of May 2, 2013 as presented. The minutes were unanimously approved.

III. ADVISORY OPINION

The Board reviewed and discussed a self-initiated advisory opinion regarding Code applicability to the Mansfield Board of Education, including gift provisions. Mr. Raynor made the motion, seconded by Mr. Nesselroth to issue the advisory opinion as presented to the Mansfield Board of Education. The motion passed unanimously.

IV. BOARD VACANCIES.

Ms. Barry's resignation from the Board (and secretary position) was announced. By consensus, the Board agreed to inquire with Mr. Smith about serving as the Board's secretary. Ms. Stevens asked Board members to think about potential members to serve as the Board's alternates. Suggestions for alternate members will be provided to the Committee on Committees.

Meeting adjourned at 5:05p.m.

Respectfully Submitted,
Maria E. Capriola, Assistant Town Manager

Town of Mansfield Traffic Authority
Minutes of the Special Meeting – September 12, 2013

Present: Hart, Hultgren, Painter, Meitzler, Raiola, van Zelm (MDP), Paterson (MDP), Kaufman (SCA), Marquet (SCA), Lastro (SCA), Porterfield/Pastor/Cutler (Educational Playcare).

The meeting was convened at approximately 4:05 PM.

Paterson requested that the already approved closing of Dog Lane for the Storrs Center grand opening be extended from 7 PM to 8 PM so that there was time for breaking down the set-up after the 7 PM event ending. This was approved by consensus.

Mssrs Kaufman, Marquet, Pastor and Porterfield explained the operation of the proposed child care center in the VS-11 building site on the east side of Wilbur Cross Way. They explained that their employees would park in the garage, but that they needed places to allow parents to drop-off and pick-up children during the day and particularly at their peak periods from 7 to 9 AM and 4 to 6 PM. They said they had counted cars in their other facility parking areas at these times and figured that when they have achieved full enrollment they could need as many as 15 spots. Considerable discussion followed and several parking options were discussed and contrasted. As there are 17 spaces constructed along this portion of WCW with one designated as handicapped parking only, it was moved by Raiola, seconded by Hart to designate 12 spots towards the northerly end of this parking area as 30 minute parking and 4 spots towards the southerly area as 2 hour parking. The motion passed unanimously.

Some discussion followed regarding the need for fire vehicle access to the lower portion of the building. This will be addressed in the proposed site plan which will be submitted with the application for a zoning permit in the Storrs Center design district.

The meeting was adjourned at approximately 4:45 PM.

Respectfully submitted,

Lon Hultgren
Director of Public Works

Town of Mansfield Traffic Authority
Minutes of the Meeting – September 24, 2013

Present: Hultgren, Painter, Meitzler, Raiola

The meeting was convened at approximately 10:30 AM.

The August 27, 2013 and September 12, 2013 minutes were reviewed and no corrections made.

Route 275 pedestrian/bicycle concerns – the written report from DOT Traffic has not been received, but Hultgren said that he was told they will not be making any pedestrian or bicycle improvements on this stretch of Route 275, so this item will be removed from the agenda.

Storrs Center Traffic:

-- Parking on Royce Circle and Wilbur Cross Way. It was decided unanimously to make the diagonal parking on Wilbur Cross Way temporarily for construction only and the parking on Royce Circle 2 hour parking and 30 minute parking as planned. At such time as the construction along Wilbur Cross Way is done, the diagonal parking spots will be returned to the normal 2 hr or 30 min parking.

Willowbrook Road cut through traffic concerns – This has not materialized as a problem, so this will be removed from the agenda.

Speed Hump Requests – the classifying equipment is unavailable (drill is being repaired). An update of the Davis Road counts is next.

Speed concerns on Meadowbrook Lane – the speed data was reviewed at the August meeting and the average and 85% speeds were not above action levels. This item will be removed from the agenda.

Parking around the Town Hall and Community Center – is being reviewed by the Town Manager and Dept Heads.

Parking on Meadowood Road – Is being handled by Zoning and Housing Code enforcement. Authority members were reluctant to designate no parking zones in residential neighborhoods unless there is a clear public safety reason.

MMS AM/PM new busway – no progress, engineering has yet to be able to review this request.

Northwood Road house numbering issue – the sign approved at the last meeting is on hold pending a consensus from the residents on the north end of the road.

Equestrian sign request on Crane Hill Road – equestrian signs were approved for both directions.

Hidden drive sign request on Hunting Lodge Road – Meitzler said that he had looked at this driveway and it did not really classify as a “hidden drive” with reasonable sight distance in each direction. As such the request for a sign was denied.

Slow children sign request on Wormwood Hill Road – Meitzler reported that because of the large buffer between these new houses and the edge of the road, this area met the “unexpected” or “a-typical” criteria for the placement of slow children signs. As such two signs were approved.

Accidents at the Pleasant Valley/Mansfield Avenue intersection – referred to Engineering for investigation to determine if signage is appropriate (stop ahead, T intersection warning sign, double arrow, reflectorized diamonds/posts, etc.

Traffic concerns at the Montessori school on Pleasant Valley Road – School warning signs were approved in each direction.

Safety concerns at the Bundy/Farrell intersection – referred to Engineering to for a report and recommendation.

Request for a crosswalk on 195 at the Moulton Road intersection – as this is across a state highway, this will be referred to DOT.

Old Mill Court signage request – referred to Engineering for investigation and to determine if a “No Outlet” sign is present or in need of relocation.

The meeting was adjourned at approximately 11:45 AM.

Respectfully submitted,

Lon Hultgren
Director of Public Works

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From: tulay luciano <tulayluciano@yahoo.com>
Sent: Monday, October 28, 2013 3:55 PM
To: Town Mngr; Town Council
Subject: Letter of Intent

Oct. 28, 2013

Dear Town Manager Matt Hart and the Town Council Members:

Although "Letter of Intent" is not binding, it is, nevertheless, halfway to signing the contract. I would highly recommend you delaying the signing the letter till there is a meeting with the Mansfield residents to explain and answer their questions on the subject.

For tonight's meeting, I would like you to know that I am supporting Conservation Commission's concerns (below) and wish that the council take the CC's recommendations into its considerations.

Tulay Luciano
808 Warrentville Road
Mansfield Center, CT 06250

Town Council Meeting Packet for Oct. 28, 2013, p.66:

University Authority

The CC is concerned about statements made by the University's Tom Callahan at the August 8, 2013 TC meeting that the Tech Park legislation would put the University in charge of any offcampus improvements somehow related to the Tech Park: "Section 92

The university shall

have the charge and supervision of all aspects of the project

authorized under this section (as

provided for pursuant to UConn 2000), as provided in section 10a-109n of the general statutes.

Such

charge and supervision shall extend to any off-campus improvements

undertaken as part

of said project. The

university shall work in consultation with the town of Mansfield regarding

any on-site or off-site utilities

that are financed pursuant to this section." (slide 3, emphasis in

original) This is an odd statement to make when the Tech Park is projected to increase water demand by about only 10% over the next 45 years- sort of like the tail wagging the dog. Also, Mr. Callahan's statement about "normalization" of the University role in Town development decisions (slide 14) is worrisome. This does not seem to bode well for an equitable governance agreement between the Town and the University. The CC recommends that the Town pursue legal opinions on the intent and extent of the powers granted to the University by Public Act 11-57. The Town's rights, or lack of rights should be established before entering into negotiations with the University and CWC.

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Matthew W. Hart, Town Manager

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

November 5, 2013

Dr. Susan Herbst, President
 University of Connecticut
 Office of the President
 352 Mansfield Road, Unit 1048
 Storrs, Connecticut 06269-1048

Re: Next Generation Connecticut Initiative

Dear Dr. Herbst:

As you know, the Town Council and town staff have had the opportunity to discuss the *Next Generation Connecticut* initiative with representatives of the university. The town understands and values the potential benefits that the project has for the university, the state and our local community.

Next Generation Connecticut is a substantial project and will likely impact the region and the town in a significant way. From Mansfield's perspective, it is essential that the initiative is planned and implemented in a manner that is consistent with sound land use principles and environmental practices, and respects the region's rural character. In addition, it is very important to the town that the state provide our municipality with the resources we need to satisfy the anticipated service demands associated with the project.

To facilitate these objectives, the town has three requests for the university's consideration:

- 1) We are seeking formal staff representation in the university's planning process for the *Next Generation Connecticut* initiative. I would suggest that Linda Painter, our Director of Planning and Development, and I serve in that capacity.
- 2) We request that the university or the state fund an impact study to assess the economic benefits of the project, such as job creation and tax revenue, as well as the potential service impacts on Mansfield. The scope of study would include key municipal service areas such as public safety, public works, education, transportation, code enforcement and human services, as well as impacts to issues such as land use, housing and traffic.

- 3) We request that the university assist and support Mansfield's efforts to strengthen the payment in lieu of taxes program (PILOT) and other state grants to help fund the cost of providing additional municipal services associated with the *Next Generation Connecticut* initiative. Mansfield is probably the only municipality in the state where the value of state property exceeds the value of private property assessed by the town. Presently, state grants comprise 38 percent of Mansfield's general fund revenue (this figure has decreased from 44% in FY 2008/09). Our PILOT grant has been cut by \$1,795,012 since FY 2008/09, while the university has continued to develop and the value of its property has increased. Fortunately, our state representatives have managed to protect Mansfield through use of other state grants to offset the loss in PILOT funding but this important revenue source remains vulnerable in the state's current economic condition.

I greatly appreciate the university's consideration of the town's requests and would welcome an opportunity to discuss these issues in more detail. I respect your personal commitment to maintaining a productive town-university relationship for the benefit of our larger "town-gown" community.

Sincerely,



Matthew W. Hart
Town Manager

CC: State Senator Donald Williams
State Representative Gregory Haddad
State Representative Linda Orange
Town Council
Town-University Relations Committee
Linda Painter, Director of Planning and Development



United States Department of the Interior

FISH AND WILDLIFE SERVICE

300 Westgate Center Drive
Hadley, MA 01035-9589



In Reply Refer To:
FWS/Region 5/ES

Item #13

OCT 22 2013

Dear Connecticut Official:

I am sending you this email because the Endangered Species Act (ESA) requires the U.S. Fish and Wildlife Service (Service) to notify appropriate counties or equivalent jurisdictions when we publish a proposed rule to list a species. I work in the Service's Hadley, Massachusetts, Regional Office Endangered Species Program and received your name and address from a list provided to our Headquarters Office by the National Association of Counties.

I wanted to let you know about two recent rangewide listing proposals for species that may occur in your areas and for which you may have heard about through local media outlets.

First, on Monday, September 30, 2013, the Service published a proposed rule in the Federal Register to list the *rufa* red knot (*Calidris canutus rufa*), a shorebird that can use inland areas during migration, as threatened under the ESA. For more information about the *rufa* red knot, please see our Web site: <http://www.fws.gov/northeast/redknot/>. The proposed rule can be accessed here: <http://www.gpo.gov/fdsys/pkg/FR-2013-09-30/pdf/2013-22700.pdf>. The proposal opens a 60-day public comment period which closes on November 29, 2013. If you would like to submit formal comments, please use this direct link: <http://www.regulations.gov/#!docketDetail:D=FWS-R5-ES-2013-0097>. If you are having problems using the direct link, please go to the www.regulations.gov Web site and search for the Docket #: FWS-R5-ES-2013-0097.

Second, on Wednesday, October 3, 2013, the Service published a proposed rule to list the northern long-eared bat (*Myotis septentrionalis*) as endangered. For more information about the northern long-eared bat, please see our Web site: <http://www.fws.gov/midwest/endangered/mammals/nlba/index.html>. The proposed rule can be accessed here: <http://www.gpo.gov/fdsys/pkg/FR-2013-10-02/pdf/2013-23753.pdf>. The northern long-eared bat proposal opens a 60-day public comment period which closes on December 2, 2013. If you would like to submit formal comments on the proposed listing of the northern long-eared bat, please use this direct link: <http://www.regulations.gov/#!submitComment:D=FWS-R5-ES-2011-0024-0020>. If you are having problems using the direct link, please go to the www.regulations.gov Web site and search for the Docket #: FWS-R5-ES-2011-0024-0020. In addition, the proposed rule is also combined with a related determination that another bat species, the eastern small-footed bat (*Myotis leibii*), does not need ESA protection.

If you have questions about either of these actions, please do not hesitate to contact me at, (krishna_gifford@fws.gov; 413-253-8619) or Tom Chapman, Supervisor, New England Field Office (tom_chapman@fws.gov; 603-223-2541, ext. 26).

Sincerely,

Krishna Gifford
Candidate and Classification Coordinator

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Dannel P. Malloy
Governor

STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION



James E. Dzurenda
Interim Commissioner

OFFICE OF THE COMMISSIONER

November 1, 2013

The Honorable Matthew W. Hart
Town of Mansfield
Audrey P. Peck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

Dear Town Manager Hart:

Pursuant to Section 18-81j of the Connecticut General Statutes, the Department of Correction is required to provide annual notification to each chief elected official of a municipality in which a correctional facility is located with the actual capacity and inmate population of the facility at that time. The purpose of this correspondence is to notify you of these population counts.

Although the Department does not utilize an overall capacity number, for purposes of meeting the notice requirement, the current number of fixed beds in the facility in your community is as follows:

Bergin Correctional Institution: 962 (There are currently no inmates housed at Bergin CI.)

The capacity of a correctional institution is a fluid number based upon the determined needs of the Department. These needs are dictated by security issues, population, court decrees, legal mandates, staffing and physical plant areas or facilities that are currently serving other purposes. As such, the actual capacity of a facility is always subject to change.

The Public Safety Committees continue to do an outstanding job in addressing the issues and concerns at the local level. I am committed to maintaining a 'good neighbors' relationship and look forward to a continued open dialogue between the Department of Correction and the Public Safety Committee in your community.

Please feel free to contact me directly if I can be of assistance to you.

Sincerely,

A handwritten signature in cursive script that reads "James E. Dzurenda".

James E. Dzurenda
Interim Commissioner

Phone: 860.692.7482 ♦ Fax: 860.692.7483
24 Wolcott Hill Road ♦ Wethersfield, Connecticut 06109
Website: www.ct.gov/doc

An Affirmative Action/Equal Opportunity Employer

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STATE OF CONNECTICUT
CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051
Phone: (860) 827-2935 Fax: (860) 827-2950
E-Mail: siting.council@ct.gov
www.ct.gov/csc

Item #15

November 4, 2013

John Morissette
Project Manager - Siting
Northeast Utilities Service Company
P.O. Box 270
Hartford, CT 06141-0270

RE: **DOCKET NO. 424** - The Connecticut Light & Power Company Certificate of Environmental Compatibility and Public Need for the Connecticut portion of the Interstate Reliability Project that traverses the municipalities of Lebanon, Columbia, Coventry, Mansfield, Chaplin, Hampton, Brooklyn, Pomfret, Killingly, Putnam, Thompson, and Windham, which consists of (a) new overhead 345-kV electric transmission lines and associated facilities extending between CL&P's Card Street Substation in the Town of Lebanon, Lake Road Switching Station in the Town of Killingly, and the Connecticut/Rhode Island border in the Town of Thompson; and (b) related additions at CL&P's existing Card Street Substation, Lake Road Switching Station, and Killingly Substation. Development and Management Plan for New 345-KV Transmission Lines and Related Minor Modifications to Adjacent Lines.

Dear Mr. Morissette:

At a public meeting of the Connecticut Siting Council (Council) held on October 31, 2013, the Council considered and approved the Development and Management (D&M) Plan submitted for the Connecticut portion of this project on August 30, 2013, for the new 345-kV transmission lines and related minor modifications to adjacent lines, with the following conditions:

- CL&P shall use syncopated silt fencing in project work areas around vernal pools.
- CL&P shall immediately notify the Council in any case when an environmental permit is issued to CL&P by a federal and/or state regulatory agency that contains a provision inconsistent with the record in Docket 424.
- CL&P shall provide the Council with a final report containing all agreements with abutters or other property owners regarding special maintenance precautions; significant changes to the D&M Plan that have been approved by the Council; locations of special planting and seeding; and actual construction cost of the project.
- CL&P shall comply with the notice and reporting requirements of § 16-50j-62 of the Regulations of Connecticut State Agencies.
- CL&P shall provide copies to the Council upon receipt of federal and state regulatory permits.



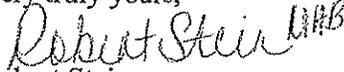
- CL&P shall provide to the Council a copy of the U.S. Army Corps of Engineers conveyance of the easement in the Mansfield Hollow area.
- CL&P shall submit to the Council mitigation strategies for National and State Registers of Historic Places sites prior to construction.
- Requests for any significant changes to the D&M Plan shall be approved by Council staff in accordance RCSA §16-50j-62(b).

This approval applies only to the D&M Plan submitted August 30, 2013. Any changes to the D&M Plan require advance Council notification and approval. Furthermore, the Certificate Holder is responsible for reporting requirements pursuant to Regulations of Connecticut State Agencies Section 16-50j-62.

Please be advised that changes that deviations from this plan are enforceable under the provisions of the Connecticut General Statutes § 16-50u. Enclosed is a copy of the staff report on this D&M Plan, dated October 31, 2013.

Thank you for your attention and cooperation.

Very truly yours,



Robert Stein
Chairman

RS/CMW/laf

Enclosure: Staff Report, dated October 31, 2013

- c: Parties and Intervenors
- The Honorable Austin T. Tanner, First Selectman, Town of Brooklyn
 - Chester Dobrowski, Zoning Enforcement Office, Town of Brooklyn
 - The Honorable William H. Rose, IV, First Selectman, Town of Chaplin
 - Demian Sorrentino, Zoning Enforcement Officer, Town of Chaplin
 - The Honorable Carmen L. Vance, First Selectman, Town of Columbia
 - Paul Stahl, Town Planner, Town of Columbia
 - The Honorable Elizabeth Woolf, Chairman Town Council, Town of Coventry
 - John Elsesser, Town Manager, Town of Coventry
 - Eric M. Trott, Director of Planning & Development, Town of Coventry
 - The Honorable Allan Cahill, First Selectman, Town of Hampton
 - Martha Fraenkel, Zoning Enforcement Officer, Town of Hampton
 - The Honorable Dennis Alemian, Chairman Town Council, Town of Killingly
 - Bruce Benway, Town Manager, Town of Killingly
 - Roget Gandolf, Zoning Officer, Town of Killingly
 - The Honorable Joyce R. Okonuk, First Selectman, Town of Lebanon
 - James Jahoda, Planning/Zoning Comm. Chrm., Town of Lebanon
 - The Honorable Elizabeth Patterson, Mayor, Town of Mansfield
 - Mathew Hart, Town Manager, Town of Mansfield
 - Linda M. Painter, Director of Planning and Development, Town of Mansfield
 - The Honorable James S. Rivers, First Selectman, Town of Pomfret
 - Walter P. Hinchman, Planning and Zoning Chairman, Town of Pomfret
 - The Honorable Larry Groh, First Selectman, Town of Thompson
 - John E. Mahon, Jr., Zoning Enforcement Officer, Town of Thompson
 - The Honorable Ernest S. Eldridge, First Selectman, Town of Windham
 - Neel Beets, Town Manager, Town of Windham
 - James E. Finger, Town Planner, Town of Windham

DOCKET NO. 424 - The Connecticut Light & Power Company } Certificate of Environmental Compatibility and Public Need for the } Connecticut portion of the Interstate Reliability Project that traverses } the municipalities of Lebanon, Columbia, Coventry, Mansfield, } Chaplin, Hampton, Brooklyn, Pomfret, Killingly, Putnam, Thompson, } and Windham, which consists of (a) new overhead 345-kV electric } transmission lines and associated facilities extending between CL&P's } Card Street Substation in the Town of Lebanon, Lake Road Switching } Station in the Town of Killingly, and the Connecticut/Rhode Island } border in the Town of Thompson; and (b) related additions at CL&P's } existing Card Street Substation, Lake Road Switching Station, and } Killingly Substation. }	Connecticut Siting Council October 31, 2013
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**Development and Management Plan
Interstate Reliability Project – New 345-kV Transmission Lines
Staff Report**

Introduction

On August 30, 2013, The Connecticut Light and Power Company (CL&P) submitted to the Connecticut Siting Council (Council) a Development and Management (D&M) Plan for the construction of the Connecticut portion of the Interstate Reliability Project (Interstate) transmission line, which extends through 11 towns in northeastern Connecticut from Card Street Substation in Lebanon, Lake Road Switching Station in Killingly, to the Connecticut/Rhode Island border in Thompson. The Connecticut portion of the approved Interstate consists of 36.8 miles of new 345-kV electric transmission lines aligned adjacent to the existing 345-kV overhead transmission lines that presently occupy existing CL&P rights-of-way. The D&M Plan was submitted consistent with the Council's Decision and Order (D&O) dated December 27, 2012.

This D&M Plan includes construction activities for the new 345-kV transmission lines and related modifications to adjacent 345-kV, 115-kV, and 69-kV transmission lines as well as distribution lines presently within the rights-of-way (ROWS) to be used for Interstate. The new 345-kV lines will be within CL&P's pre-existing easements, with the exception of an approximately five-acre easement expansion across approximately 1.4 miles of federally-owned lands in Mansfield and Chaplin (referred to as the Mansfield Hollow area). CL&P is now in the process of finalizing the acquisition of the approximately five acres of easement from the U.S. Army Corps of Engineers (USACE).

Permits and consultations

CL&P received Connecticut Department of Energy and Environmental Protection (CT DEEP) permits, including:

1. The CT DEEP *General Permit for the Discharge of Stormwater and Dewatering Wastewaters Associated with Construction Activities* for the management of discharge of stormwater and dewatering wastewaters from construction sites; and
2. The CT DEEP Stream Channel Encroachment Line Permit and Section 401 Water Quality Certification for Interstate, issued May 7, 2013.

CL&P has applied to the USACE for a Section 404 Clean Water Act Compliance with National Historic Preservation Act (NHPA), Section 106.

During the preparation of this D&M Plan, CL&P consulted with representatives of the 11 municipalities traversed by the 345-kV transmission lines and with state and federal agencies, including USACE, CT DEEP, the State Historic Preservation Office (SHPO), and the Connecticut Department of Agriculture.

CL&P also contacted property owners along the transmission line ROWs, including lessees of active farmlands.

Municipal and other public consultations

In mid-May 2013, CL&P mailed a postcard to residents and businesses along and near the project route that invited them to participate in the D&M Plan review process.

On June 3-4, 2013, CL&P provided the draft D&M Plans to the Chief Elected Officials (CEOs) of all municipalities along the Interstate transmission line route and all parties and intervenors of the Docket 424 proceeding. CL&P invited written comments from the CEOs and other town officials.

In May and June 2013, CL&P met with town officials for each of the 11 towns crossed by the project and with targeted stakeholders, to review the D&M Plans.

CL&P held two public review sessions on June 12 and June 13, 2013 in Mansfield and Brooklyn, respectively. The public review sessions were designed to solicit public input regarding the draft D&M Plans. Information about the public review sessions were sent to landowners adjacent to the stations and project route. Additionally, notifications were posted on the project website, in local newspapers, and issued to the media via a press release. Also, signs were placed at the meeting facility on the day of the event.

CL&P received comments on the project from the public, either at the public review sessions in Mansfield and Brooklyn or during the associated comment period. The Towns of Mansfield and Coventry also provided comments on the project. Most comments were regarding property-specific concerns, such as the disposition of wood removed in tree clearing, long-term ROW vegetation management, farmland soil preservation, and construction access roads. The Town of Mansfield's comments included issues such as the minimization of impacts to businesses, protection of stone walls, protection of active farmland, the schedule for ROW restoration, and coordination regarding construction activities across town open spaces, public trails, and Mansfield Hollow State Park and Wildlife Management Area (WMA). The Town of Coventry's comments pertained to transmission line design and location over property at 199 Flanders River Road.

Community outreach during the construction process

CL&P has conducted community outreach during the project planning and siting processes. The company will continue its outreach efforts throughout construction and will notify affected stakeholders of upcoming construction activities.

CL&P has established a project hotline (1-866-99-NEEWS) and a dedicated email address for communications with residents, businesses and other stakeholders throughout construction. CL&P has also established a project website (www.NEEWSprojects.com) to provide an overview of the project, a map of the project facilities, a project fact sheet, and CL&P contact information. After construction begins, the project website will also include regular town-by-town construction updates.

CL&P will hold briefings with landowners most affected by construction of the project and other stakeholders to provide updates on the construction progress, milestones and timelines. Project representatives will also contact adjacent landowners to discuss construction activities and questions or concerns.

Negotiations related to the Mansfield Hollow Area

CL&P negotiated with the USACE for the expansion of its ROW in the Mansfield Hollow Area, which consists of Mansfield Hollow State Park, Mansfield Hollow Lake, and Mansfield Hollow Wildlife Management Area (WMA) and is leased to and managed by CT DEEP.

CL&P currently has a 150-foot ROW on the federal property across 0.9 miles in Mansfield (which includes Mansfield Hollow State Park and WMA) and 0.5 miles in Chaplin (which includes the WMA). To accommodate Interstate, CL&P proposed to expand the easement on federal property by 25 feet to the north in Mansfield (2.6 acres) and by 35 feet to the north in Chaplin (2.4 acres), totaling approximately 5 acres.

The new 345-kV transmission lines will be on steel monopoles with vertically arranged conductors located north of the existing 345-kV line.

Following analysis of the project, the USACE issued a signed Finding of No Significant Impact on February 5, 2013, endorsing the five acre easement expansion. The USACE is preparing documentation for the conveyance of the additional 5-acre easement to CL&P.

Negotiations related to the Hawthorne Lane shift

CL&P finished negotiations with private landowners in the Hawthorne Lane area in Mansfield. The landowners granted CL&P new easement rights to allow a shift in the ROW that will place the new and existing transmission lines farther from four of the homes in the area.

Schedule

Construction activities are expected to begin in the first quarter of 2014 and be completed by the end of 2015. Restoration activities will likely continue into 2016. Project construction will require some line outages of existing transmission and distribution lines on the project ROWs. Line outages must be coordinated with and approved by the Connecticut Valley Electric Exchange (CONVEX).

Construction work hours will typically be over a 10-hour period between 7:00 a.m. and 7:00 p.m., six days per week (Monday through Saturday). However, certain activities may require work outside of the typical construction hours, in some cases on a 24-hour basis and/or on Sundays. Such non-typical work includes activities that must be performed during a CONVEX-approved outage.

Construction

Interstate transmission lines will be placed adjacent to existing transmission lines. Most of the new 345-kV line conductors will be horizontally arranged and supported by multi-pole steel-pole structures (H-frame family). Steel monopole structures will be used in certain locations, including, but not limited to, Highland Ridge Golf Range, the Hawthorne Lane and Mansfield Hollow Areas in Mansfield, between

Lake Road Junction and Lake Road Switching Station in Killingly, and at several right-of-way (ROW) angles where the line conductors will be supported in vertical or delta configurations.

CL&P will require construction field offices, contractor yards, and staging areas for the construction of the new 345-kV transmission lines. The Interstate construction contractor will be responsible for identifying proposed locations for such areas, and for entering into agreements with the property owner for use during construction. CL&P proposes submitting the locations of these construction support areas to Council staff for review and approval prior to use. Staff recommends that the Council grant staff the authority to review and approve the locations of the construction support areas.

Active Farmlands

Consistent with Condition 3(r) of the D&O, CL&P identified areas of active farmland along project ROWs and off-ROW access roads and consulted with the property owners and lessees of active farmlands to discuss protection measures for agricultural soils.

The primary areas of concern of the farmers included:

1. The proposed locations of and improvements to construction access roads;
2. Topsoil preservation; and
3. The potential effects of the construction schedule on cropland use.

CL&P will implement measures to protect active farmlands during construction and restore any temporarily affected farmlands to productive farmland use after the completion of construction. CL&P will follow its existing guidelines regarding transmission line ROW activities in agricultural lands, which includes scheduling, restoration of disturbed or compacted soils, soil preservation and erosion controls, excess soil removal, ROW restoration, and addressing damage to property or other losses.

Wetlands and Watercourses

The new 345-kV transmission lines will span 104 watercourses, including the Tenmile River, Hop River, Willimantic River, Mansfield Hollow Lake, Quinebaug River, and Fivemile River. No new transmission line structures will be located within waterbodies or watercourses; however the project construction will require temporary construction access, permanent culverts, and replacement of existing culverts.

Work within wetlands includes the removal of approximately 48 acres of forested vegetation within the new 345-kV conductor clearance zones and as otherwise required for construction, the installation of temporary access roads and work pads where no upland alternatives exist, and installation of permanent access roads and new transmission line structures where no upland alternatives are available.

CL&P has provided a Wetland Invasive Species Control Plan (WISCP) to avoid or minimize the potential for the spread of invasive plant species in wetlands affected by construction of the project. The overall goal of the WISCP is to protect the ecological conditions of wetlands within CL&P's Interstate ROWs by minimizing the spread of invasive plant species within affected wetlands and avoiding the introduction of invasive plant species in wetlands where they do not already occur. In areas where invasive species are identified, measures will be implemented such as cleaning of equipment and any other materials (including swamp mats) to eliminate excess soil, debris, and vegetation before being mobilized into the project ROWs; installation of timber mats for clearing and construction of access roads; construction equipment and excavated soil from wetlands will be contained within the wetland work area boundaries;

and excavated soil from wetlands or riparian areas containing target invasive plants will be stockpiled separately and contained.

Along project ROWs are 88 vernal pools and 29 amphibian breeding habitats. While no new transmission structures will be located within vernal pools, improvements to four existing on-ROW access roads will affect vernal pools. The project is designed to minimize or avoid work in amphibian breeding habitat areas where possible. However, some habitats are large and extend linearly along the ROWs and cannot be avoided.

CL&P has provided an Avoidance and Minimization Protocol for Vernal Pools. This protocol identifies vernal pools and the construction activities that may directly or indirectly affect them. CL&P has designed Interstate so that no new transmission line structures will be located directly in vernal pools along the project ROWs; however a number of work pads and temporary and permanent access roads must be placed in vernal pools or in wetlands that contain cryptic vernal pools. Measures to avoid or minimize impact to vernal pool breeding habitats during construction include:

1. Avoiding access through vernal pools, as practicable, during vegetation clearing. Where access through vernal pools is unavoidable, low-impact clearing techniques would be used and/or work during frozen ground conditions would be considered;
2. Trees that are removed from the project ROW will not be intentionally felled into vernal pools;
3. Maintaining existing scrub-shrub vegetation within 25 feet of vernal pools, except where access roads and work pads must be installed;
4. Leaving in place low-growing vegetation that must be removed adjacent to vernal pools to serve as recruitment for leaf litter and coarse woody debris;
5. Installing and maintaining erosion and sedimentation controls along construction access roads and around work pads to protect water quality to limit the potential for soil deposition into vernal pools;
6. Using swamp mats or corduroy roads if practicable where improvements to on-ROW access roads through vernal pools are required;
7. Scheduling vegetation clearing and installation of access roads in and around vernal pools so it does not interfere with amphibian breeding and migration seasons;
8. Implementing measures to facilitate unencumbered amphibian access to and from vernal pools when activities must occur within and around vernal pools during amphibian migration periods; and
9. Removing erosion and sedimentation devices promptly upon final re-vegetation and stabilization of the ROW.

In Putnam, approximately 3.3 acres of the ROW are located within a Level A Aquifer Protection Area (APA). Two new structures will be placed in the APA area, but three new structures will be located adjacent to the edge of the APA. To avoid or minimize potential spills in the APA, vehicle maintenance, storage, and refueling will be performed a minimum distance of 100 feet from the APA, to the extent practicable. For any emergency maintenance, storage or refueling of equipment within 100 feet of the APA, the construction contractor will be required to use appropriate secondary containment devices. Additionally, each construction vehicle will be required to have a spill kit with materials able to absorb up to five gallons of liquid.

Rare and endangered species

The eastern ribbon snake, a state-listed Species of Special Concern, is located in wet sedge meadows and upland edges of ponds and streams. This species may be located along sections of the ROW in Chaplin,

Hampton, Killingly and Putnam. The construction field personnel will be informed regarding identification of the eastern ribbon snake and its habitat; and procedures to follow should the species be found in an active work area.

The eastern hognose snake, a state-listed Species of Special Concern, is found in woodlands with sandy soil, fields, and farmland. This species has habitat along portions of the ROW in Mansfield. The construction field personnel will be informed regarding identification of the eastern hognose snake and its habitat; and procedures to follow should the species be observed in an active work area.

The aquatic snail, a state-listed Species of Special Concern, is found in inland bodies of fresh water. This species may be found along portions of the ROW in Mansfield near Mansfield Hollow Lake. CL&P will inform construction contractors regarding the need to adhere to erosion and sedimentation control requirements to minimize potential for sediments to reach Mansfield Hollow Lake during construction. Also, a minimum 25-foot buffer along the shoreline of Mansfield Hollow Lake will be established and maintained. Within the buffer, tree and shrub species capable of growing to heights of greater than 30 feet will be removed; however, all other vegetation removal will be minimized to the extent practicable.

The moustached clubtail dragonfly, a state-listed Threatened species, is found in habitat with cold-water rivers with gravelly or rocky bottoms. While this species may be found near portions of the ROW in Chaplin near the Natchaug River, project construction is not expected to directly impact the river. CL&P will inform construction contractors regarding the need to adhere to erosion and sedimentation control requirements to minimize potential for sediments to reach the Natchaug River. Also, a minimum 25-foot buffer along the banks of the Natchaug River will be established and maintained. Within the buffer, tree and shrub species capable of growing to heights of greater than 30 feet will be removed; however, all other vegetation removal will be minimized to the extent practicable.

The brook floater, a state-listed Threatened species, and the eastern pearlshell mussel, a state-listed Species of Special Concern, are both found in the habitat of the Natchaug River. While these species may be found near portions of the ROW in Chaplin near the Natchaug River, project construction is not expected to directly impact the river. CL&P will inform construction contractors regarding the need to adhere to erosion and sedimentation control requirements to minimize potential for sediments to reach the Natchaug River. Also, a minimum 25-foot buffer along the banks of the Natchaug River will be established and maintained. Within the buffer, tree and shrub species capable of growing to heights of greater than 30 feet will be removed; however, all other vegetation removal will be minimized to the extent practicable.

Lepidoptera

Lepidoptera (moths and butterflies) species identified along the CL&P ROWs include:

1. Burgess cutworm – Special Concern
2. Frosted elfin – Threatened
3. Sleepy duskywing – Threatened
4. Persius duskywing – Endangered
5. Scrub euchaena – Special Concern
6. *Eucptocnemis fimbriaris* (no common name) – Special Concern
7. Slender clearwing - Threatened
8. Buck moth – Endangered
9. Barrens metarranthis – Endangered
10. Scribbled sawfly – Special Concern

Five plant communities and host plant species that support the lepidoptera populations are:

1. Bluestern grassland
2. Low bush blueberry
3. Scrub oak
4. Wild indigo
5. Bluestem-scrub oak-low bush blueberry mosaic

Site specific mitigation measures will be implemented at two locations during construction, including:

1. between existing Structure 9258 west of the Quinebaug River in Putnam and existing Structure 9273 northeast of Park Road in Putnam; and
2. between existing Structure 9323 northeast of Elmwood Hill Road in Thompson and the Connecticut/Rhode Island border.

The project will have a long-term beneficial impact on the moth and butterfly species that use scrub-shrub habitat because of the increase in scrub-shrub area due to the construction and management of the new 345-kV transmission lines. Also, CL&P intends to implement measures to avoid and minimize impacts to the host plants and host plant community associations during construction and to promote plant habitat during ROW management in the future.

Short-term construction measures will be implemented to minimize temporary, short-term impacts to host plants and plant community associations include minimizing mowing and ground disturbance outside the areas required for safe completion of vegetation removal and construction. Also, CL&P will inform construction contractor personnel of the approximate boundaries of host plants and the plant community associations. Additionally, the boundaries of the host plant and plant community associations will be flagged by CL&P's Environmental Inspectors prior to commencement of construction activities.

Future management measures for the preservation of the above mentioned plant species include identifying scrub oak as a compatible ROW species so it is not removed during future ROW management activities. The other host plant species are shrub or grassland species that are already compatible with ROWs. Additionally, the management of invasive species is a measure that will conserve and promote host plant populations.

Public trails and recreational areas

The new 345-kV transmission lines will cross several public trails and recreational areas. CL&P has or will consult with the owners and managers of each recreational and open space property crossed by Interstate to minimize disruptions to the public while maintaining public safety.

In Mansfield Hollow State Park and WMA, CL&P intends to install construction warning signs along Bassetts Bridge Road near the ROW, and along hiking trails; creating hiking trail detours, and using fencing around work sites, as necessary. Forested vegetation along federal properties in the Mansfield Hollow area will be removed between August 1 and April 1, outside of the typical bird nesting season, to the extent possible.

In the project area near Mansfield Hollow Lake, in accordance with CT DEEP's 401 Water Quality Certification for the project, CL&P will install "tree drops" along both sides of the lake shoreline along the ROW. Tree drops involves submerging felled trees and securing them to the lakeside using either a hinge-cut technique or by direct anchoring to create and enhance in-lake habitats for resident fish

populations. CL&P will coordinate with CT DEEP Inland Fisheries staff at least 14 days prior to and during this work.

Cultural Resources

CL&P's consultants have coordinated with the Office of State Archaeology, which represents the SHPO, and conducted surveys of the transmission line ROWs. Various archaeological sites and features determined to be of importance were identified.

Sites that are eligible for the National or State Registers of Historic Places (NRHP/SRHP) will be avoided or protected, if possible. If any NRHP/SRHP eligible sites cannot be avoided or protected, CL&P will create mitigation strategies developed in consultation with the Office of State Archaeology, as applicable.

Since the locations of cultural resources are sensitive, they will only be provided to the Office of State Archaeology through a separate *Historic Resources Management Plan*.

Part of the construction contractor's required environmental training will be procedures for generally identifying and protecting cultural resources.

Access roads

On-ROW access roads will be primarily used during construction. In some areas, off-ROW access roads will be necessary to avoid rugged terrain or sensitive environmental or cultural resources. CL&P has initiated discussions with private landowners regarding the use of off-ROW access roads.

Typically, new permanent access roads will not be located across active farmlands, within 100-year floodplains or floodways, on residential properties, within state-designated threatened and endangered species habitat, or sensitive cultural resource areas. Following construction of the project, access roads will be left in place in upland areas only if CL&P obtains landowner approval.

This project also includes the installation of guy-wire and anchor relocations and ground wire additions on some of the existing transmission structures on the ROW; the addition of a new pole on the existing 69-kV transmission line in Columbia; and the relocation of several poles of an existing distribution line in Putnam to maintain clearance from the new 345-kV line conductors.

FAA notice of presumed hazard structures

The Windham Airport in Willimantic is 3,700 feet away and the Danielson Airport in Killingly is 2,850 feet away from segments of the project's ROW. In CL&P's consultation with the Federal Aviation Administration (FAA), it identified nine structures near the Windham Airport and 11 structures near the Danielson Airport that may require mitigation measures to improve visibility to air traffic. Mitigation measures are currently being reviewed by the FAA and may include using lights and/or marking on the new structures and marker balls on the shield wires. The FAA also issued Notices of Presumed Hazards (NPH) for several existing line structures near both airports.

EMF Monitoring Plan

Consistent with the Council's D&O, CL&P has submitted an Electric and Magnetic Field Monitoring Plan for Interstate. Electric and magnetic field (E & MF) measurements are made near transmission lines

to make comparisons to levels predicted by calculations. CL&P chose several E & MF measurement locations including a minimum of one readily accessible monitoring location for each new 345-kV overhead line configuration along the ROW of each new 345-kV line as well as locations along sections of the route where 69- or 115-kV lines share the ROW; and measurements on an continuous path along the perimeter fence of Card Street Substation. E & MF measurements will be recorded at a height of one meter above ground level, consistent with international protocol.

Within 12 months of the in-service date of the new 345-kV lines, CL&P will submit a report to the Council containing the results of the measurements with “true-up” comparisons to predicted values. CL&P’s report will also include aerial photographs (at 1 inch = 100 feet) to mark each measurement location.

Hawthorne Lane ROW Shift

CL&P’s existing 300-foot ROW extends across Hawthorne Lane in Mansfield, as well as four driveways extending from Hawthorne Lane to homes. CL&P had originally proposed to locate the new 345-kV line north of the existing 330 Line, which would have required the removal of existing vegetative screening between some of the homes on Hawthorne Lane and the electric transmission lines. The owners of the four Hawthorne Lane homes negotiated a ROW shift with CL&P that will allow the ROW, with the existing and new electric transmission lines, to be shifted south away from the four homes.

Two existing 330 Line structures will be removed from the ROW and the lines will be relocated to the new ROW where the 330 Line conductors will be supported by steel monopoles in a vertical configuration. One new steel-monopole will be needed to support the new 345-kV line in a vertical configuration north of the relocated 330 Line.

Mount Hope Montessori School Landscaping

On April 11, 2013, CL&P met with officials of the Mount Hope Montessori School to discuss the design of vegetative screening. CL&P and the school agreed to a plan that would install a combination of tall-growing evergreen and deciduous species mostly on the school’s property. Some smaller-growing arborvitae will be placed on the edge of CL&P’s property, outside of vegetation limits to maintain conductor clearances. CL&P will plant approximately 8-foot evergreen trees and 12 to 14-foot red maples on the school property, which CL&P will warranty for two-years. The plantings are expected to be installed prior to the commencement of transmission line construction activities near the school.

Independent Environmental Inspector

On September 19, 2013, the Council approved BSC Group as the independent environmental inspector for construction of the Interstate facilities. This inspector will monitor construction of the new 345-kV transmission lines, related modifications, and station modifications, including restoration. The inspector will provide a bi-weekly monitoring report to the Council with copies to the Chief Elected Officials, or representatives, of the municipalities traversed by the project. Additionally, the inspector will coordinate with CL&P’s environmental compliance team and will have the authority to stop construction practices that are inconsistent with the Decision and Order or approved D&M Plans or that may cause significant environmental impact that is not otherwise approved in the D&O or Interstate environmental permits.

Vegetative Clearing

The vegetation within managed portions of transmission line ROWs, typically consist of shrubs and small trees that are less than 20 feet in height, and herbaceous species. Outside of the managed portions of the ROWs, vegetation consists predominantly of mixed deciduous forest, farmlands, open fields, and low-growing vegetative communities.

Construction of the project will require vegetation removal along the ROW to allow the installation of the new 345-kV lines, to provide and maintain access to transmission line structures, and to provide safe distances between the conductors and woody vegetation. CL&P provided a Vegetation Clearing Plan to describe vegetation clearing that will be performed during project construction to ensure compliance with established minimum vegetation clearances when operating the new transmission lines.

Vegetative clearing will occur along the portions of the ROW to be used for construction of the new transmission lines and in areas of tall-growing woody species that could interfere with the operation of the proposed transmission lines. Mechanical methods will be used for clearing.

Along stream banks and within wetlands, low-growing vegetation will be maintained to the extent practicable. Near streams, vegetation removal will be performed selectively, preserving desirable vegetation within a 25-foot-wide riparian zone on either side of the stream bank. In wetlands, vegetation clearing will be conducted to minimize rutting.

Vegetation removal in and around vernal pool habitats will be limited to the extent practicable. In locations where access across vernal pools is unavoidable, lower impact clearing techniques and/or temporary swamp mats, corduroy roads, or equivalent will be used to support vehicles and equipment. CL&P will attempt to schedule clearing activities to not interfere with amphibian breeding and migration seasons, when circuit outage and other construction timing constraints allow. CL&P will also consider work during frozen ground conditions, if construction and/or transmission line outage schedules allow.

Trees to be removed will be analyzed for potential uses such as lumber, firewood, mulch, or biomass chips. Wood will be left for landowners within the transmission line corridor who indicate they wish to use it. It will be up to the contractor to determine what to do with wood not wanted by landowners.

A danger tree is one that could damage the transmission structures or conductors if it fell toward the transmission lines. A hazard tree is one that exhibits a defect or damage that increases the risk of it falling into the transmission lines. During and after construction of the project, danger and hazard trees will be identified and removed or pruned as necessary. CL&P will inform the landowner prior to the removal of any off-ROW danger and hazard trees.

Spill Prevention and Countermeasures Plan

As part of its D&M Plan, CL&P submitted a Spill Prevention and Countermeasures Plan (SPCP). The SPCP describes measures to minimize potential for a spill of petroleum products or hazardous or toxic substances and, if a spill does occur, to contain the release of the spill and minimize effects.

Snow Removal and De-Icing Procedures

Project construction will occur over a two-year period including winter, when ice and snow may occur. Ice and snow removal may be necessary to allow construction to proceed safely and will be performed to protect the environment.

Snow disposal sites will only be located in upland areas. For the project transmission line ROWs, procedures for snow removal include careful removal of snow from access roads and crane pads and disposal in dump trucks or approved locations; careful removal of snow along access roads and crane pads in and near wetlands and waterbodies; and prohibition on plowing snow into any restricted access areas or other environmentally-sensitive areas as shown in the D&M Plan maps. If soil or erosion controls are damaged during the snow removal and/or stockpiling process these controls will be promptly repaired.

D&M Plan Changes

All D&M Plan changes that are deemed “significant” in accordance with RCSA § 16-50j-62, will be submitted to the Council for approval prior to implementation of the change. A significant change to the project is one that would substantially reduce environmental protection, substantially increase potential public concern, or result in a meaningful effect on the environment, the public, or other project permits and approvals.

Significant change to the D&M Plan will be categorized as either “urgent” or “non-urgent.” If a change is deemed urgent, and it cannot wait until the next Council meeting for consideration, CL&P will provide verbal notification of the change to Council staff and request expeditious approval of the change. If verbal permission is granted, CL&P will continue construction as stated in the approved change and file documentation regarding the change with 48 hours. If verbal permission is not granted or if the change is not urgent, CL&P will file documentation regarding the change and hold construction on that portion of the project until the Council reviews the change.

Non-significant changes to the D&M Plan will be documented. Although changes that are not deemed significant will not be submitted to the Council for approval, CL&P will document all changes in its monthly construction progress reports.

Council staff recommends that approval of future requested significant changes to the approved D&M Plan be delegated to Council staff in accordance with Section 16-50j-62(b). In accordance with that section, if advance written notice is impractical, the Certificate Holder shall provide verbal notice of the changes and shall submit written specifications to the Council within 48 hours after the verbal notice. All changes pursued without advance notification and approval shall be subject to a penalty, enforceable by the Attorney General pursuant to C.G.S. §16-50u.

Reports

The following reports will be provided to the Council:

1. **A Monthly Construction Progress Report:** As required by RCSA § 16-50j-62(b)(3), this report will identify changes and deviations to the approved D&M Plan.

2. **A Bi-Weekly Independent Environmental Inspector Report:** As required by the D&O condition 8, this report will be provided to the Council and the Chief Elected Officials of each involved town (or their designated representatives) and will describe the status of construction and environmental protection.
3. **A Final Report:** As required by RCSA § 16-50j-62(c), CL&P will provide this report to the Council no later than 180 days after completion of all site construction and rehabilitation. The report will identify:
 - a) All agreements with abutters or property owners regarding special maintenance precautions
 - b) Significant D&M Plan changes that were necessary because of property rights or underlying and adjoining owners or for other reasons.
 - c) The location of any construction materials left in place.
 - d) The location of areas where special plantings and reseeded have been performed.
 - e) The actual construction cost of the facility.
4. **An Operating Report:** As required by the D&O condition 9, CL&P will provide this report to the Council within three months after the conclusion of the first year of the operation of all project facilities, and annually thereafter for three years. The report will describe the overall condition, safety, reliability, and operation of the transmission systems.

Recommendations

Council staff recommends approval of the Interstate D&M Plan for the new 345-kV transmission lines and related minor modifications to adjacent lines, with the following conditions:

CL&P shall use syncopated silt fencing in project work areas around vernal pools.

CL&P shall immediately notify the Council in any case when an environmental permit is issued to CL&P by a federal and/or state regulatory agency that contains a provision inconsistent with the record in Docket 424.

CL&P shall provide the Council with a final report containing all agreements with abutters or other property owners regarding special maintenance precautions; significant changes to the D&M Plan that have been approved by the Council; locations of special planting and seeding; and actual construction cost of the project.

CL&P shall comply with the notice and reporting requirements of § 16-50j-62 of the Regulations of Connecticut State Agencies.

CL&P shall provide copies to the Council upon receipt of federal and state regulatory permits.

CL&P shall provide to the Council a copy of the USACE conveyance of the easement in the Mansfield Hollow area.

CL&P shall submit to the Council mitigation strategies for NRHP/SRHP sites prior to construction.

Requests for any significant changes to the D&M Plan shall be approved by Council staff in accordance RCSA §16-50j-62(b).



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CONNECTICUT SITING COUNCIL

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NOTICE OF SERVICE

I hereby affirm that a photocopy of this document was sent to each Party and Intervenor on the service list dated October 4, 2012, with method of service to each party and intervenor listed via e-mail and U.S. mail on November 4, 2013.

Dated: November 4, 2013

Lisa Fontaine
Custodian of Docket No. 424

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Office of the Executive Vice President for
Administration and Chief Financial Officer
Richard D. Gray
Executive Vice President
for Administration
and Chief Financial Officer

Item #16

October 29, 2013

Lyle Wray, Executive Director
CRCOG
241 Main Street
Hartford, CT 06106

Re: Corridors to UConn: Sustainable Intermodal Study

Dear Mr. Wray,

These are exciting times at the State of Connecticut's Flagship University as we move forward with significant long term growth plans that will play an important part in Connecticut's economic growth and sustainability for the future. The *UConn Technology Park, Next Generation Connecticut* and *Bioscience Connecticut* initiatives envision significant growth of the University's main campus in Storrs and the UConn Health Center in Farmington, along with the development of a new campus in Downtown Hartford. UConn's growth brings both opportunities and challenges for the communities surrounding these employment centers, particularly with regard to regional transportation.

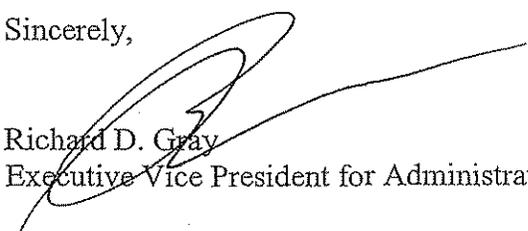
The *Corridors to UConn: Sustainable Intermodal Study* will help to address impacts of the University's expansion on the regional transportation network, in particular Route 195 through Tolland, Coventry, Mansfield and Windham; Route 44 through Bolton, Coventry and Mansfield; as well as Route 4 in Farmington. These State roads are the primary pathways to the University's main campus in Storrs and the UConn Health Center campus in Farmington.

As the University of Connecticut and local businesses grow, it is imperative that we approach associated traffic generation in a comprehensive and coordinated manner. The proposed corridor study will focus on multiple modes of transportation, including transit corridors, improving bicycle travel and pedestrian safety to minimize the impacts of additional traffic and to help to maintain the character of our communities.

The ultimate success of the University's expansion is contingent upon ensuring that our regional transportation network is capable of moving people to these destinations in an efficient and sustainable manner that does not jeopardize the character of surrounding communities. As a stakeholder in this process, UConn is interested in working in partnership with adjacent communities to mitigate traffic impacts in a sustainable manner. In addition, the University encourages the Department to support the corridor application and its implementation given this exciting time of University expansion.

At my request, William Wendt, Director, Logistics Administration, will serve as UConn's representative on this project.

Sincerely,



Richard D. Gray
Executive Vice President for Administration and Chief Financial Officer

cc: State Senator Donald Williams
State Representative Gregory Haddad
State Representative Linda Orange
James Redeker, Commissioner, CTDOT
Jennifer M. Carrier, Director of Transportation Planning, CRCOG
Matthew Hart, Town of Mansfield
Laura Cruickshank, University of Connecticut
Michael Kirk, University of Connecticut
William Wendt, University of Connecticut