

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF NOVEMBER 20, 2013

Members Present: Bill Ryan (Chair), Paul Shapiro, Virginia Raymond

Other Council Members Present: Alex Marcellino, Betty Wassmundt

Staff Present: Matt Hart, Cherie Trahan

1. Meeting called to order at 5:32pm.
2. Minutes from 09/09/13 meeting approved as amended.
3. Opportunity for Public Comment – Arthur Smith asked for bond maturity dates.
4. PA 13-60 - Consolidation of Non-education Services. The Committee reviewed this public act calling for the Council to make recommendation to the local school board on how the board may consolidate non-educational services to realize financial efficiencies. These suggestions must be made within 10 days of the date the Board submits its budget estimates to the Council. The Board may accept or reject these suggestions however it must submit a written explanation of the reason for any rejection. This act specifically applies to **local** boards of education and not **regional** boards of education.

The Committee will discuss at their next regular meeting any suggestions for additional consolidation.

5. Capital Improvement Program Adjustment for Town Square – Cherie Trahan reviewed the Nov. 20, 2013 memo to the Finance Committee regarding the upcoming agenda item summaries for the Town Council's review on Monday, November 25th. No action was asked of the Committee at this time. The purpose of this discussion was to explain the necessity for a capital improvement program adjustment for the Town Square project.
6. Quarterly Financial Statements – Cherie Trahan and Matt Hart highlighted a few items in the quarterly financial statements dated September 30, 2013 and answered questions from the Committee. Virginia Raymond asked about whether a letter had been sent to the State regarding the Town's concerns about the State Trooper benefit rate. Matt Hart will follow up on this item. The Committee would also like to see if the Cemetery Committee can look into the cost for a plot in the Town cemeteries. Cherie will ask Mary Stanton and Mary Landeck to come to a future Finance Committee meeting to discuss.

The Committee discussed the statements, accepted them, and agreed to recommend acceptance by the Town Council at the next meeting.

7. Transit Services Enterprise Fund (Parking Garage/Intermodal Center) – Cherie Trahan reviewed the June 30th, 2013 Transit Services Enterprise Fund statements with the Committee. Cherie explained that this is a new enterprise fund to account for the activities of both the Parking Garage and the Intermodal Center.

8. Regular Meeting Schedule for 2014 – The Committee reviewed the draft schedule and agreed to continue meetings before the first Council meeting of the month.
9. Other business/future agenda items – no additions at this time.
10. Adjournment. The meeting adjourned at 6:28 pm.

Motions:

Motion to approve the September 9, 2013 minutes by Paul Shapiro. Seconded by Bill Ryan. Motion passed with Virginia Raymond abstaining.

Motion to accept the Quarterly Financial Statements dated September 30, 2013 and recommend acceptance to the Town Council by Paul Shapiro. Seconded by Virginia Raymond. Motion passed unanimously.

Motion to set the 2014 Finance Committee meetings prior to the first Council meeting of each month at 6:00pm (per the attached) by Paul Shapiro. Seconded by Virginia Raymond. Motion passed unanimously.

Motion to adjourn.

Respectfully Submitted,

Cherie Trahan, Director of Finance

ARTS ADVISORY COMMITTEE
Meeting of Tuesday, 03 December 2013
Mansfield Community Center (MCC) Conference Room

MINUTES

1. The meeting was **called to order** at 7:04p by Kim Bova. *Members present:* Kim Bova, Tom Bruhn, Anke Finger, Scott Lehmann, David Vaughan. *Members absent:* none. *Others present:* Jay O'Keefe (staff).
2. The draft **minutes** of the meetings of 05 Nov 13 meeting were approved as written.
3. **Art Donation Policy.** Jay has let the Town Manager's office know that the Committee approved the wording of the proposed art donation policy.
4. **Committee vacancies.** There remain two vacancies on the Committee. David mentioned that several acquaintances might be interested and was authorized to see if they are.
5. **StoDoArts** will not be showing films in the winter, as attendance this fall was too low; however, the group plans to run another film series next summer. A committee has been formed with the Downtown Partnership to organize summer outdoor art shows in Storrs Center. Anke wondered if the Greek Theatre could be used for such exhibits. Eventually, perhaps, but Scott noted that this facility is unfinished and probably does not yet have the equivalent of a certificate of occupancy.
6. **Town support for the arts.** Jay thought the Town will support suitable special arts events, but it needs a clear and attractive proposal. The Parks and Recreation Department sponsors a series of summer concerts at the MCC; perhaps an expanded series given at Storrs Center in conjunction with the films and art shows would qualify as special event worthy of Town support. This should be discussed at the January meeting.

There is a form that the Committee should use to propose spending in the next fiscal year; the budget process will get under way early in 2014. It would be useful to know how much the Town does contribute annually to support special events like the concert series or Tour de Mansfield vs. how much is contributed by businesses. The Town Manager's office has not yet given Jay an estimate. Anke asked if the \$500 in the Committee's annual budget line could be spent to support arts events, but nobody could say "Yes" or "No" with any confidence; in the past, it has been used for printing and postage, and rarely.
7. **Meeting dates for 2014.** The Committee will meet at 5:00p on the first Tuesday of each month, save July and August, when it will not meet.
8. **MCC exhibits.**
 - a. Tom e-mailed **Guocun Yang** to ask for photos of the fabric baby carriers he proposes to exhibit, but has not received a reply. Tom will follow up with a phone call to see if he is still interested. If the display cases are needed, he could have them until 15 January.
 - b. **Sherie Gage**, who teaches a ceramics class for adults at the Community School of the Arts, proposes to exhibit tiles, bowls and sculptural forms made by class members. Her application does not include photos. Kim will let her know that the display cases won't be available until 15 April at the earliest.

Exhibit Period	Entry cases		Sitting room		Hallway	
	Double-sided	Shelves	Upper (5)	Lower (3)	Long (5)	Short (2)
09/01 – 10/14	<i>Festival on the Green advertising & art show</i>				<i>Janice Trecker (paintings)</i>	
10/15 – 01/14						
01/15 – 04/14	<i>David Corsini (assemblages)</i>					

9. Adjourned at 8:05p. Next meeting: 5:00p, Tuesday, 07 January 2014.

Scott Lehmann, Secretary, 05 December 2013; approved 07 January 2014.

Historic District Commission

Minutes

Meeting Tuesday, November 12, 2013

The meeting convened at 7:00 pm

Members Present: G. Bruhn, D. Spencer, and L. Dyson

Others Present: JoAnn Paul, attorney representing Jannabeth Johnson (owner of property at 985 Storrs Rd.),* Edward Pelletier, surveyor hired by Ms. Johnson, Marla Ludwig, friend of Ms. Johnson, Tammy Armogida, assistant to Ms. Johnson, Russ Darling, caretaker for Ms. Johnson's property.

*** Ms. Johnson was unable to attend the meeting in person and asked Ms. Paul to represent her as a private person, not on Ms. Johnson's behalf.**

The meeting was called to order at 7:05 p.m.

New Business:

Fence at 981 Storrs Road, Spring Hill Historic District:

Background:

G. Bruhn explained to the HDC members that a fence had been erected on the property at 981 Storrs Road in the Spring Hill Historic District without review by the HDC. The fence is solid and approximately 6 feet high. It was recently brought to G. Bruhn's attention by neighbor, Ms. Jannabeth Johnson of 985 Storrs Road. G. Bruhn delivered a letter to Luba Roshko, owner of 981 Storrs Road, explaining that she was in violation of HDC requirements and asking that construction be discontinued until she could meet with the Historic District Commission at the November meeting. Ms. Roshko stated that she would try to rearrange previously made travel plans in order to attend the meeting. It was noted that construction of the fence was already completed. In addition, G. Bruhn contacted Curt Hirsch to see if a building permit for the fence was required or had been obtained. It had not been obtained, and had it been requested, the project would have been directed to the HDC for approval first.

11/12 Meeting:

Because Ms. Johnson was unable to attend the meeting, she asked representatives to attend on her behalf. The above named attendees presented photos of the property before and after erection of the fence, showing removal of vegetation, including historic grape vines, demolition of a stone wall that served as the boundary between the properties and loss of the traditional open flow of land between the properties in the historic farming community of Spring Hill.

A letter sent by Ms Johnson was read, as was a letter sent by Lisa Marella, neighbor at 989 Storrs Rd. (see below).

The Committee voted to write to Ms. Roshko, informing her that she was in violation of the HDC regulations and requesting that the fence be removed and the stone wall reconstructed. L Dyson volunteered to compose the letter, and G.Bruhn stated that she would first go to the town to discuss how to proceed with our concerns and see if the fence violated building requirements.

Old Business:

The September meeting minutes were approved and it was noted that the October meeting was cancelled.

Meeting dates and times for 2014-2015 were approved.

There has been no activity related to the sign for the Congregational Church, and we are awaiting word from attorney Dennis O'Brien on a meeting date acceptable to the various parties.

G.Bruhn stated that she stopped at the Mansfield Center General Store and asked the owner to bring his plans for the porch railing system to the Commission for review as soon as possible.

The meeting adjourned at 8:30 p.m

Respectfully submitted,

Gail Bruhn,
Chair

November 12th, 2013

To The Review Board,

I am Jannabeth Johnson's immediate next door neighbor to the north at 989 Storrs Road in Mansfield. I have owned my home since 2004. One of the main reasons I bought my home was the unique and classic nature of the historic district in town. I appreciate that Mansfield preserves these areas and wanted to join such a neighborhood. I am dismayed that a large, solid barrier fence was recently erected between Ms. Johnson's house and her immediate next door neighbor to the south. The fence abruptly cuts off the open expanse of nature and disrupts the historic stone walls that have been part of this district for centuries. The panoramic views of nature along with the natural stone walls are important feature of our neighborhood. The fence changed the look and feel of our historic district

neighborhood. I am distressed that it was erected without any conversation between neighbors to see if we could develop an outcome meet everyone's interests.

Thank you for your consideration.

Sincerely,

Lisa Marella

989 Storrs Road

Storrs, CT 06268

860.429.3087

Note: Ms. Johnson's letter will be submitted separately to the Town Clerk.

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

THURSDAY, NOVEMBER 7, 2013

2:30 PM

MINUTES

Present: Chair Tom Callahan, Phil Barry, Harry Birkenruth, Mark Hammond, Matt Hart, Dave Pepin, Bill Simpson

Board member Steve Bacon

Staff: Cynthia van Zelm

Guest: Howard Kaufman, Managing Partner, LeylandAlliance

1. Call to Order

Chair Tom Callahan called the meeting to order at 2:37 pm.

2. Approval of Minutes from September 26, 2013

Dave Pepin made a motion to approve the minutes from September 26, 2013. Bill Simpson seconded the motion. The motion passed.

3. Review of Partnership September 30, 2013 Financials

The Committee reviewed the September 30, 2013 Financials.

The Committee agreed that the quarterly report could include financials from fiscal year 2010 going forward with a year falling off as a fiscal year moves into the next fiscal year.

Ms. van Zelm confirmed that the \$100,000 for the town square would come out of the Partnership's fund balance.

4. Review of Property Insurance

Mr. Simpson made a motion to approve a new property insurance policy from AmTrust North America. Mr. Birkenruth seconded the motion. Mark Hammond said the company is rated high. The motion was approved.

Phil Barry made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not required by statute and given in confidence by the Storrs Center Master Developer's representatives. Mr. Simpson seconded the motion. The motion was approved.

5. Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5)

Present: Mr. Barry, Mr. Birkenruth, Mr. Callahan, Mr. Hammond, Mr. Hart, Mr. Pepin, Mr. Simpson

Also Present: Mr. Bacon, Ms. van Zelm, Mr. Kaufman

The Committee reconvened in regular Session.

6. Adjourn

The Committee cancelled its November 21, 2013 meeting. The meeting adjourned at 4 pm.

Minutes taken by Cynthia van Zelm

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

ANNUAL MEETING MINUTES

Housing Authority Office

November 21, 2013

8:30 a.m.

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

The meeting was called to order at 8:34 a.m. by the Chairperson.

MINUTES

A motion was made by Mr. Eddy and seconded by Ms. Ward to accept the minutes of the October 16, 2013 Annual Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the September Financial Reports. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy reported that the meetings have been changed to the fourth Wednesday of each month and that there will not be a meeting in December.

General Reports

Mr. Eddy reported that according to the Mansfield Minute, the current off campus customers of UConn will become customers of Connecticut Water Company at the current University water rates. He stated that a Water System Advisory Group was going to be created and suggested someone representing the Housing Authority might be a part of it.

COMMITTEE REPORTS

Quality of Life Committee

Ms. Ward and Ms. Fields updated the Board on the work performed by Milrick Lawn Service, LLC, New View, and Duffy Works. The landscaping has been completed, five trees were removed and stumps have been ground up, stump debris removed and replaced with top soil and seeded. The approved project cost was \$16,000. The total cost of the project was \$16,101.

Ms. Fields along with all Board members formally extended their thanks to Ms. Ward for the management of the landscaping project and the endless watering she did every day until the plants were established.

UNFINISHED BUSINESS

Holinko Estate Solar Panels/Exterior Lighting Upgrades

Ms. Fields received a lighting recommendation for Sunlight Solar. To replace the exterior light heads and the lights on the buildings with LEDs, the cost would be \$15,605 before any possible rebates. Reducing our electrical usage first with new lighting will reduce the number of solar panels needed which will eliminate the need to remove trees at the property.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the proposal submitted by Sunlight Solar for the installation of new lighting in the amount of \$15,605. Motion approved unanimously.

Committee Charters

After review of the Budget Committee Charter, Policy Committee Charter, and the Quality of Life Committee Charter a vote was taken on each.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the Budget Committee Charter. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the Policy Committee Charter. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the Quality of Life Committee Charter.

Real Estate

Ms. Fields asked the Chairman to request a vote to go into Executive Session in order to provide a real estate update which contains privileged information. The Chairman requested a motion be made.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to invite Ms. Fields and to go into Executive Session at 9:58 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:18 a.m.

NEW BUSINESS

RAP - Inadequate Funding

Effective January 1, 2014 through June 30, 2014 there will be insufficient RAP funding for all current participants. There will be a shortfall totaling \$120 for two existing participants. If new participants could be added, two new participants would be added in January at the cost of \$132. Hopefully, there will be additional funds for the 2014-2015 fiscal year to cover all individuals.

New Fax Number

Ms. Fields stated that the fax machine stopped working and rather than buying a new machine the Housing Authority has changed to faxing through email with Fax87.com. The cost will be \$59.88 annually which is significantly less expensive than purchasing a new fax machine, ink, and paper and further move the office in the direction of paperless. This also reduces the waste of paper and ink from unsolicited advertisements.

Meeting with Matt Hart

- **Section 8 Financing**

Ms. Fields met with Mr. Hart, Maria Capriola and Patricia Schneider, the new Human Services Director. Ms. Fields discussed the financial situation, created by the lack of HUD administrative fee reimbursement, impacting the Housing Authority's ability to administer the Section 8 Voucher Program. Mr. Hart agreed to set up a meeting with his counterparts in the four partner towns after the November elections where Ms. Fields could explain the Section 8 program benefits, its current financial situation and discuss solutions.

- **Holinko Expansion**

Regarding additional water for a Holinko Estates expansion, Mr. Hart stated that the any expansion may have to wait until the Connecticut Water pipeline is construction. If a construction schedule and estimated water demand was established, the Town could review it with Connecticut Water and UCONN to determine its feasibility.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to hire an engineer to develop a plan that could be presented to Planning and Zoning to expand Holinko Estates at a cost not to exceed \$7,500 which cost will be charged to the Operating Reserves. Motion approved unanimously.

Blueprint for Housing Website

Ms. Fields attended the Website launch on November 15, 2013 at Eastern University. Representatives from local organizations involved in all aspects of affordable housing and homelessness in this area including Liberty Bank and Willimantic Savings Institute as well as Michael Santoro from the Department of Housing and State Representative Susan Johnson.

The website provides comprehensive data profiles for each town and maintains information and records for the group Windham Region Ten Year Plan to End Homelessness. Ms. Fields suggested Board members may want to access it at www.BlueprintforHousing.com.

Section 8 Administrative Plan Updates

Ms. Fields requested that the Board approve the updates to the Administrative Plan as submitted by Nan McKay dated April 1, 2013. They include minor changes, revised text for clarity, new HUD requirements and minor formatting changes.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to accept the changes made in the April 1 2013 updated Nan McKay Administrative Plan and the changes made to Chapter 4 by the Housing Authority.

MEEETING DATE REVIEW

None

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 11:10 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson

Mansfield Open Space Preservation Committee

APPROVED minutes of July 16, 2013 meeting

Members present: Jim Morrow (chair), Vicky Wetherell, Quentin Kessel, Michael Soares, Ken Feathers.

1. Meeting was called to order at 7:35.
2. Vicky was appointed acting secretary.
3. Minutes of the June 20, 2013 special meeting were approved.

Old Business

4. *Mansfield Tomorrow* Committee members reviewed a draft of a proposed Forest Section for the updated POCD as well as a draft Open Space definition and list of Open Space features in Mansfield. The committee also reviewed the existing POCD's Appendix J "Listing of significant conservation and wildlife resources" and Appendix K "Open space acquisition priority criteria." These amended drafts and revised appendices will be forwarded to Jennifer Kaufman.

New Business

5. *Consideration of holding a conservation easement at the Atwood property* Joshua's Trust has asked the Town to consider holding an easement on their newly acquired Atwood property. The committee discussed potential issues with this easement and possible opportunities for the Trust to reciprocate. Recommendations will be forwarded to Jennifer.

6. Meeting adjourned at 9:15.

Mansfield Open Space Preservation Committee

APPROVED Minutes of August 20, 2013 meeting

Members present: Jim Morrow (chair), Vicky Wetherell, Quentin Kessel, Ken Feathers, Jennifer Kaufman (staff).

1. Meeting was called to order at 7:35.
2. Vicky was appointed acting secretary.
3. Minutes of the July 16, 2013 meeting were approved.

Old Business

4. *Mansfield Tomorrow* Committee members reviewed a draft of the Natural Systems and Open Space sections for the new Plan of Conservation and Development.

5. *Consideration of holding a conservation easement at the Atwood property* Joshua's Trust has asked the Town to consider holding an easement on their newly acquired Atwood property. The committee discussed potential issues and requested that the Trust provide information about Atwood's intent and restrictions before the committee makes a recommendation.

6. Meeting adjourned at 9:00.

Mansfield Open Space Preservation Committee
APPROVED Minutes of September 17, 2013 meeting

Members present: Jim Morrow (chair), Vicky Wetherell, Quentin Kessel, Ken Feathers, Michael Soares, Jennifer Kaufman (staff).

1. Meeting was called to order at 7:30.
2. Vicky was appointed acting secretary.
3. Minutes of the August 20, 2013 meeting were approved.

Old Business

4. *Mansfield Tomorrow* Jennifer updated the Committee on this project. A draft of the Plan of Conservation and Development will be reviewed by the committee at their October 15 meeting.
5. *Executive Session* The committee voted to go into executive session at 7:25 and to come out of executive session at 8:25. The committee's recommendations will be forwarded to the Town Manager.
6. *PZC Referral -- Storrs Center Town Square* The committee reviewed materials and discussed the proposed plan for the Square. Comments will be forwarded to the PZC.
7. Meeting adjourned at 8:40.

Mansfield Open Space Preservation Committee

APPROVED Minutes of October 15, 2013 meeting

(Joint special meeting with Conservation Commission, followed by OSPC meeting)

Members present: Jim Morrow (chair), Vicky Wetherell, Ken Feathers, Quentin Kessel, Michael Soares. Conservation Commission members: Quentin Kessel (chair), Michael Soares, Joan Buck, Neil Facchinetti, Aline Booth. Jennifer Kaufman and Linda Painter (staff).

1. Meeting was called to order at 7:35.
2. Vicky was appointed acting secretary.

Old Business

3. *Mansfield Tomorrow* Linda Painter reviewed the status of the Mansfield Tomorrow project to update the POCD. Draft copies of the goals, policies and strategies for two chapters were presented for review: Natural Systems and Open Space, Parks and Working Lands. Comments were limited due to the short time available to review the material, and they focused on strategies concerning water resources. Jennifer made notes and will forward the comments to Goody Clancy.

4. The joint special meeting adjourned at 9:19.
5. The Open Space Preservation Committee convened at 9:24.
6. Minutes of the September 17, 2013 meeting were approved.

Old Business

7. *Mansfield Tomorrow* The committee voted to add to the agenda a committee review of the proposed definition of "open space" for the updated POCD. The committee approved a revised definition, which will be forwarded to Goody Clancy.

New Business

8. *LaGuardia easement* Jennifer informed the committee about the proposed easement, which Joshua's Trust has agreed to hold. The committee recommended items to be included in the easement, and they authorized Vicky to forward the committee's report to PZC for the public hearing on October 28.

9. Meeting adjourned at 9:47.

Mansfield Board of Education
November 14, 2013
Minutes

Attendees: Randy Walikonis, Vice-Chair; Susannah Everett, John Fratiello, Martha Kelly, Sarah Lacombe, Mark LaPlaca, Katherine Paulhus, Carrie Silver-Bernstein
Excused: Jay Rueckl

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

SPECIAL PRESENTATION: Vinton School Enrichment teacher, Michelle Terry, discussed the 2nd grade enrichment students project with paper airplanes. Students in her class demonstrated the airplanes and discussed what they learned with the project.

ELECTION OF OFFICERS: Mr. Walikonis, Vice-Chair, conducted the elections. Motion by Ms. Lacombe, seconded by Ms. Everett, to appoint Mr. LaPlaca as Chair. Vote: Unanimous in favor. Mr. LaPlaca appointed Mr. Walikonis Vice-Chair. Motion by Mrs. Paulhus, seconded by Mr. Walikonis, to appoint Mrs. Kelly as Secretary. Vote: Unanimous in favor. Mr. LaPlaca congratulated Ms. Everett, Mr. Fratiello, and Mrs. Lacombe on the recent elections and welcomed Mr. Fratiello to the Board.

HEARING FOR VISITORS: None

COMMUNICATIONS: The Board received a copy of a letter to Mr. Nguyen, Principal Mansfield Middle School, from Michele Boskovic regarding initiatives at the school. The Board also received a copy of Mr. Nguyen's response to the parent.

ADDITIONS TO THE PRESENT AGENDA: None

VINTON SCHOOL PTA: Kelly Wilburn, President, reported on activities the group participates in to support programs at Vinton School.

Committee Reports:

Personnel Committee: Mr. Walikonis reported the Town Council ratified/approved the four year successor agreement between the Mansfield Board of Education and the Mansfield Education Association beginning July 1, 2014.

Goodwin Bequest Committee: Mrs. Kelly reported the Committee will meet on December 2, 2013 at 4:00pm.

Mr. LaPlaca asked Board members to inform him the committees on which they would be interested in serving.

REPORT OF THE SUPERINTENDENT:

- **Mansfield Food Service Program Update:** Beth Gankofskie and Janice Mills, Co-Directors Mansfield Food Service Program, reviewed the school food program and answered questions from the Board.
- **Quarterly Financials:** Cherie Trahan, Director of Finance, reported the first quarter expenditures and revenues were as expected. Motion by Mr. Walikonis, seconded by Ms. Everett, to accept the Town of Mansfield/Mansfield Board of Education Quarterly Financial Statements for the Quarter ending September 30, 2013. Vote: Unanimous in favor.
- **Salary Transfers:** Mrs. Trahan reported there was a reduction in budget salaries. Motion by Mr. Walikonis, seconded by Ms. Silver-Bernstein to approve the Salary Budget Transfers for the 2013-2014 school year. Vote: Unanimous in favor.
- **Capital Improvement Funds:** Mr. William Hammon, Director of Facilities Management, and Mr. Jaime Russell, Director of Information Technology, reviewed expenditures (completed and projected) for capital improvements in the four school buildings.
- **2014-2015 Budget Overview:** Mrs. Trahan provided an overview of the Board's budget.
- **Neag School Professional Development Partnership:** Ms. Everett recused herself from the discussion. Mr. Baruzzi reviewed the collaborative partnership and discussed expectations with the Board. Motion by Mr. Walikonis, seconded by Mr. Fratiello, to approve the University of Connecticut Neag School of Education and Professional Development School Collaborative Partnership Memorandum of Understanding. Vote: Unanimous in favor with Ms. Everett in abstention.
- **Enrollment Projection:** Mr. Baruzzi presented Mansfield Public Schools Enrollment Projected to 2023 Report by Peter Prowda, PH.D.
- **Mansfield Professional Learning and Evaluation Plan Revisions:** Mr. Baruzzi reviewed the revisions proposed as a result of the district choosing to participate in the Smarter Balanced pilot testing. Motion by Ms. Everett, seconded by Ms. Lacombe, to approve the Mansfield Professional Learning and Evaluation Plan Revisions. Vote: Unanimous in favor.

- School Calendar: Mr. Baruzzi reported on the State Task Force regarding uniform regional school calendars.
- School Climate Surveys: Mr. Baruzzi reviewed the responses by parents, staff, and students and reported each school's climate committee is reviewing the results.
- 2011-2012 Strategic School Profiles: Mr. Baruzzi shared the recently released report by the Connecticut State Department of Education.
- School Performance Index: Mr. Baruzzi reported the school performance index will be released later in November.
- Enhancing Student Achievement: Three new projects will be implemented at the schools in support of this activity.
- Class Size/Enrollment: There were no significant changes to class size or enrollment in October.

APPROVAL OF MINUTES:

- Motion by Mrs. Kelly, seconded by Mrs. Paulhus, to approve the minutes of the October 24, 2013 Meeting.
Vote: Unanimous in favor with Ms. Everett in abstention.

NEW BUSINESS: None

HEARING FOR VISITORS: Alison Hilding, Southwood Road, spoke regarding the Food Service Program and the Co-Directors position.

SUGGESTIONS FOR FUTURE AGENDA: Mrs. Kelly would like an update on the exterior video cameras on school buses. She would also like Food Service Program follow up on purchasing locally, MMS salad bar pricing, and the Board to discuss feasibility of a subcommittee formed to review the Food Service Program. Mrs. Paulhus would like further discussion on small salad built into lunch and discussion on parent communication received at this meeting. Ms. Everett would like discussion on certified staff appreciation.

Motion by Mrs. Paulhus, seconded by Mr. Fratiello, to adjourn at 11:15pm. Vote Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk

Eastern Highlands Health District
Board of Directors Regular Meeting Minutes
Thursday October 17, 2013, 4:30 PM

Members present: A. Bray (Chaplin), J. Elsesser (Coventry), M. Hart (Mansfield), M. Kurland (Mansfield), E. Paterson (Mansfield), P. Schur (Willington), J. Stille (Bolton), D. Walsh (Coventry), S. Werbner (Tolland)

Staff Present: C. Trahan, R. Miller, M. Brosseau, K. Dardick (5:20pm), J. Polhemus

E. Paterson called the meeting to order at 4:34 PM.

MOTION MADE by J. Stille, seconded by D. Walsh to approve the minutes of the August 15, 2013 regular meeting with changes to the Chaplin town report to read "Ribbits has applied to do renovations they may reopen" and a correction from P. Walsh to read D. Walsh. MOTION PASSED unanimously. J. Elsesser abstained.

Public Comments - None

Old Business - none

Permit review and approval process over view

Jeff Polhemus gave a presentation on the permit review and approval process for environmental health permits.

Proposed Public Swimming Area Regulations

R. Miller reviewed the salient points of his memo regarding the proposed CT DPH changes to swimming regulations, and the comments on the regulations submitted by CADH.

Subcommittee Reports

None

Directors Report

Quarterly Financial Statements

R. Miller gave a brief overview of the quarterly financial report pointing out that the amount reported in revenue reflects the payment in full of the per capita grant.

Finance committee accepted the reports for period ending September 30, 2013.

FY 2012/2013 Annual Reports

R. Miller briefly reviewed the annual reports.

There was discussion about the distribution plan of the annual report with suggestion by K. Dardick that it be distributed to all of the customers of EHHD. E. Paterson suggested that it could be distributed to all the public libraries within the district. Additional suggestions included sending it to medical offices.

R. Miller noted that this will be addressed as part of an action item in the strategic plan to improve awareness of the health district.

Strategic Plan Progress Report

R. Miller highlighted progress made on the strategic plan. In particular, he reported that EHHD has selected an IT consultant and the technology assessment has begun. R. Miller noted that a new objective was added to the action plan for goal 5 reflecting efforts to conduct salary survey and pay plan study.

Federal shut-down implications

R. Miller noted that because the government had reopened, there were no implications to Eastern Highlands Health District. It was suggested that a plan be developed for potential future federal shut downs. E. Paterson suggested that R. Miller put together a list if needed of how the Health District would be affected.

ECHIP update

R. Miller reported that the proposal for a full scope of services was submitted to ECHIP. Feedback from that was that they were looking for disease management, in particular obesity. The pending proposal is on hold until further notice.

Town Reports

MOTION MADE by J. Stille, seconded by J. Elsesser to add TOWN REPORTS to the agenda.
MOTION passed unanimously.

Bolton

J. Stille reported that the presentation done by R. Miller and Dr. Dardick was well received by those in attendance, even though attendance was low. Overall it was a positive experience.

J. Stille also reported that the Cider Mill property was expanded.

Coventry

J. Elsesser reported that they are working with DEEP to allow sewers to expand into town. J. Elsesser also reported that the Town Council authorized the next step to build a water tower on the top of the hill.

J. Elsesser reported that they are still working on a permit to lessen the curve south of 275.

Mansfield

M. Hart reported that the agreements are in the works for the water supply project. It is expected that letters of intent will be completed by the end of the month and a contract will be in place by the end of the year.

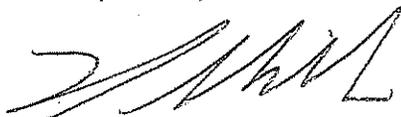
Communications/other items

No discussion.

MOTION MADE D. Walsh, seconded by M. Kurland to adjourn at 6:07 pm. MOTION PASSED unanimously.

Next Board Meeting – December 12, 2013 at Mansfield Town Hall.

Respectfully submitted,

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

Robert Miller

Secretary

EHHD Finance Committee
Special Meeting/Budget Workshop
November 21, 2013
Mansfield Town Hall Council Chambers
meeting minutes

Meeting Called to Order at 8:37 AM

Committee members present: E Paterson, R Field, P Schur, J Elsesser, J Stille

Board members present: S Werbner, M Capriola

Staff present: C Trahan, R Miller

R Miller updated the committee on the current projections for FY13/14. Based on current data a small operating surplus is projected.

R Miller presented a FY14/15 operating budget (fund 634) for discussion purposes. The salient parts of this budget include:

- 6.2% increase in total operating expenditures
- 6.1% in town contribution rate
- 5% across the board increase in service fee rates
- A decrease in grant deductions of \$17,865
- general wage increase of 2% plus steps
- medical insurance premium increase of 24.5%, with a 1%/3% increase in PPO/POE premium cost share for employees
- \$26,179 appropriation from fund balance to balance the budget

R Miller presented the FY13/14 and FY14/15 estimates for the special program fund 636, identifying which grants are anticipated to support operations.

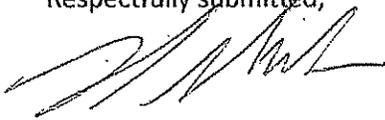
R Miller presented an update five year plan for the capital non-recurring fund 635, which incorporates an estimate IT infrastructure upgrade, and excludes other strategic plan initiatives such as digitizing records, office space, and community health needs assessment.

General committee discussion ensued. It was the general sentiment of the committee that routine services not be impacted, while working to reduce the increase to the town contribution rate, and develop a multi-year capital plan that funds the IT upgrade, fleet vehicle replacement, community health needs assessment, and other identified strategic planning priorities.

The committee provided the following direction to management in developing a proposed FY14/15 operating budget:

- Reduce the town contribution to 5%, or below with offsetting reductions in the office equipment and CNR appropriation line items in the operating budget.
- Fund the IT upgrade initiative and other strategic planning initiatives with an equity transfer from the general fund balance.
- The equity fund transfer shall occur before the final development and presentation of the proposed FY14/15 budget.
- Update the five year CNR fund plan to include IT capital costs and a phase in period for IT operational costs.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Miller', written over the typed name.

Robert L. Miller
Secretary

EHHD Finance Committee
Special Meeting Minutes
October 17, 2013
Coventry Town Hall Annex

Meeting called to order at 4:05 PM by E Paterson

Present: J Elsesser, J Stille, P Schur, E Paterson, C Trahan, R Miller

J Stille MOVED, P Schur seconded to approve of the 6/20/13 meeting minutes as presented. The motion PASSED unanimously, with J Elsesser abstaining.

R Miller presented financial quarterly report for the period ending 9/30/2013. No surprises. J Elsesser MOVED, J Stille seconded to accept the quarterly report as presented. Motion PASSED unanimously.

R Miller noted for the committee an \$8,700 operational surplus in the ECHIP account. R Miller reported that preliminarily the surplus is earmarked for a district wide employee wellness initiative, still to be determined. Any final decision is deferred until the after the new Community Health and Wellness Coordinator is appointed.

Meeting adjourned 4:20 PM.

Respectfully submitted,



Robert L. Miller
Secretary



COMMITTEE ON COMMITTEES
October 11, 2013
Room B

1. CALL TO ORDER

The meeting was called to order by Peter Kochenburger, Chair of the Committee, at 8:05 a.m.

Present: Peter Kochenburger, Paul Shapiro

Guest: Sustainability Committee Staff Coordinator Ginny Walton

2. OPPORTUNITY FOR PUBLIC COMMENTS

No members of the public were in attendance.

3. APPROVAL OF THE MINUTES

Mr. Shapiro moved and Mr. Kochenburger seconded to approve the minutes of the September 13, 2013 meeting as presented. Motion passed unanimously.

4. Discussion of the Composition of the Sustainability Committee

Staff Coordinator Virginia Walton detailed the Committee's concerns with being able to meet a quorum at recent meetings. The Committee on Committees discussed a number of possibilities including having only one Council member designated as a position and possibly having the Town Manager's position designated as a staff position instead of a voting position. The Committee asked that the issue be added to the next agenda of the Sustainability Committee for discussion. The Town Clerk will provide the current charge to the Sustainability Committee. Mr. Shapiro moved and Mr. Kochenburger seconded to recommend the reappointment of William Lennon to the Sustainability Committee for a term ending 4/27/2017. Motion passed unanimously.

4. COMMITTEE VACANCIES/APPLICATION

Mr. Shapiro moved and Mr. Kochenburger seconded to recommend the reappointment of Jane Goldman and Ether Soffer Roberts to the Mansfield Advocates for Children for terms ending 6/30/2016. Motion passed unanimously.

Mr. Shapiro moved and Mr. Kochenburger seconded to recommend the appointment of Jillene Woodmansee to the Mansfield Advocates for Children for a term ending 6/30/2016. The motion passed unanimously.

By consensus the Committee agreed that the composition of the Advisory Committee on Persons with Disabilities should be discussed at a future meeting. Since the Committee also serves as the ADA Grievance Committee any applicable statutory requirements will need to be included in the discussion.

Mr. Shapiro moved and Mr. Kochenburger seconded to recommend the appointment of Douglas Kaufman to the University Town Relations Committee to fill the MCCP position and Nancy Silander to fill the citizen position (term ending 3/13/2014) vacated by Bruce Clouette. The motion passed unanimously.

5. MEETING DATES

By consensus the Committee agreed to cancel the November 8, 2013 meeting as the postelection decisions regarding membership will not yet have been announced. The Committee also agreed that the 2014 meeting dates will be determined by the new membership.

5. ADJOURNMENT

Mr. Kochenburger moved and Mr. Shapiro seconded to adjourn the meeting at 8:30 a.m. Motion passed unanimously.

Respectfully submitted,

Mary Stanton, Town Clerk

Sustainability Committee
Minutes of Meeting
November 13, 2013

Present: Lynn Stoddard, Vera Ward, Paul Shapiro, Kristen Schwab, Don Hoyle, Dave Wanik (guest), George Rawischer (guest), Joyce Rawischer (guest), Jennifer Kaufman (staff), Virginia Walton (staff)

The meeting was called to order at 5:31 by Schwab.

The minutes of September 11, 2013 were not approved due to a lack of quorum.

Kaufman reported that August 30 was the last meeting of the Mansfield Tomorrow Advisory Committee. There were 19 public meetings from January to August with over 400 comments received. Painter and Kaufman have been working with the consulting team on a first draft of the plan of conservation and development. Once the draft is completed it will be reviewed by town committees and department heads. There will be a 65 day comment period before its final review by the Planning & Zoning Commission. The goal of the plan is to provide clear direction and offer incentives so that there is fewer need for special permits.

Walton reported that Mansfield did not receive an award as a bike friendly community. The committee discussed approaches to advance bike friendliness. It was suggested that the Planning & Zoning Commission infrastructure subcommittee consider multi-use sidewalks and prioritize areas of need. Could the sustainability committee provide input? The committee will invite the new Public Works Director to a future meeting and advocate for the formation of a bike task force.

The intermodal center is on schedule to open in December. The Town will be hiring a transportation coordinator after all. A UConn graduate student is working on creating mapping of alternative transportation options in Mansfield that can be accessed through google maps. Walton added that a Toyota Tacoma pick-up is now available in the parking garage through the car share program.

There is another round of grants that will fund micro-grid development. Staff will speak to the Director of Facilities Management regarding this grant opportunity. Wanik, from the UConn Office of Environmental Policy, reported that the UConn micro-grid should be complete in April. Miller will be asked to report on it at a future meeting.

A public hearing is scheduled for November 25, 2013 regarding the draft Regional Hazard Mitigation Plan, which addresses handling of natural disasters. Members were invited to comment on this rough draft and directed to find the portion that applies specifically to Mansfield in the 11-12-13 council packet starting on page 41. Questions about the entire plan should be addressed to the Director of Planning and Zoning.

The Town Council asked the Sustainability Committee to advise them on whether to endorse an expansion of the Bottle Bill, which has been initiated by ConnPIRG. The Committee unanimously supported endorsing an expansion of the bottle bill.

Members agreed to meet the second Wednesdays of the month starting at 5:30 pm for calendar year 2014.

Walton reported on the transition to a new trash hauler using automated collection equipment.

Kaufman reported that the Open Space Committee had a public hearing to purchase the LaGuardia property. Town Council authorized the purchase; the Town is waiting to close on the property. Property features include a hiking trail and hay field. The Open Space Committee will look into putting a conservation easement on the hay field.

There are eight agricultural properties that have been leased over the years to the same farmers. The Agriculture Committee sent out a request for proposals in order to open up opportunities for other farmers. The Committee added a property on Coventry Road to be leased. After reviewing the farm business and stewardship plans, the Committee selected farmers from Mansfield.

The next meeting, scheduled for December 11, may be dedicated to working on the plan of conservation and development. If so, Mike Dietz's presentation on storm water management will be rescheduled.

The Committee stated their appreciation for the good work of Lon Hultgren, Director of Public Works, who is retiring on December 11. He has been a beacon of vision and common sense.

The meeting was adjourned at 7:00 pm.

Respectfully Submitted,

Virginia Walton

Sustainability Committee
Minutes of Meeting
September 11, 2013

Present: Lynn Stoddard, Paul Shapiro, Kristin Schwab, Rich Miller, Vera Ward, Susannah Everett, Sean Santasiere, Don Hoyle, Linda Painter (staff),

The meeting was called to order at 5:31 by Schwab.

The June 12, July 10, August 1 and August 27, 2013 meeting minutes were accepted as written on a motion by Ward/Shapiro.

Painter updated the committee on the adoption of the C-Pace Program and the change to automated collection of trash service. Stoddard arrived at 5:40.

Mansfield Tomorrow

By consensus, the committee agreed to discuss Mansfield Tomorrow before reviewing comments on Connecticut Water. Painter provided an overview of the project for new members and summarized the key elements of the draft Assessment Tool for discussion. The Committee identified the following key themes that they would like to see addressed as the tool is refined:

- *Sustainable Management of Resources.* The Committee would like to see a larger focus on sustainable management of natural resources as opposed to just preservation/protection efforts. For example, with 70% of statewide forest owned privately, it is not possible to protect through regulation and acquisition. Owners need to be educated on stewardship and sustainable maintenance practices. Policies should promote active, productive, sustainable use of land, including the value of multi-functional landscapes and human interaction with the landscape.
- *Connectivity.* The Committee discussed the importance of connectivity, both for ecosystems and human interaction. Key concepts included the need to create interfaces between public and private spaces, and recognition that community facilities are drivers for development. Placement of future community facilities can help to direct growth to appropriate areas and should be considered for their potential to provide linkages. The Committee agreed that connectivity should be added as a guiding principle for sustainability.
- *Innovation.* The Committee suggested that a category be added that addresses and encourages innovation in how we approach sustainability to make sure that we capture things that don't fit neatly into one of the other categories.
- *Incentives.* The Committee identified the need for a broader portfolio of incentives to be included in strategies, not just regulatory. Examples included creation of water budgets as part of water conservation efforts.
- *Education/Awareness.* In addition to policy/regulatory strategies, the Committee requested that the tool identify strategies to boost public education and awareness of sustainability concepts.

Painter noted that staff will work to incorporate these themes into the POCD which is currently being drafted. She expects to have a draft of the plan for Committee review and discussion in October. A revised draft of the assessment tool will be brought back to the community at a later date.

Miller left the meeting at 6:35 pm.

Connecticut Water Company

The Committee reviewed the draft memo to the Town Council prepared based on discussion at the August 27th special meeting. Schwab moved, Ward seconded approval of the memo as drafted. The motion was approved unanimously; Shapiro abstained.

The meeting adjourned at 6:48 pm.

Respectfully Submitted,

Linda M. Painter, AICP
Director of Planning and Development

**Ad hoc Committee on Responsible Contracting
Friday, November 15, 2013
Council Chambers, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Chair), Elizabeth Wassmundt

Other Council Members Present: Steve Kegler, Paul Shapiro

Staff Present: Maria Capriola, Assistant Town Manager, Matthew Hart, Town Manager

The meeting was called to order at 9:00 am.

1. MINUTES

The minutes of September 18, 2013 were moved by Moran. The minutes were approved as presented with Moran voting in favor and Wassmundt abstaining.

2. OVERVIEW OF THE WORK OF THE COMMITTEE

Ms. Moran provided a review of the Committee's work to date: review of sample ordinances from Connecticut municipalities; spoke to a comparable community (Killingly) about their RCO experience; received presentations from various DOL staff members on topics such as apprenticeship programs and worker misclassification; spoke with the Associated Builders and Contractors organization and local contractors to hear their opinion on RCOs; spoke with members and representatives of trades unions to hear their opinion on RCOs and apprenticeship programs; spoke with a representative of Ellis Tech to learn information about the Technical High School system; spoke with Town staff about relevant practices, policies, and ordinances.

3. SPECIAL GUEST SPEAKERS

A number of local contractors presented:

- Greg Zlotnick, Zlotnick Construction
- Phil Desiato, Desiato Sand and Gravel
- Deb and Paul Sarazin, Sarazin General Contractors
- Rocco Sabatino, Pelletier Builders
- Scott Donovan, G. Donovan Associates
- Sharon Beebe, Milton Beebe and Sons

The guest speakers represented 6 area contractors with over 200 employees, 67 of whom reside in Mansfield. Most of the other employees reside in towns contiguous to Mansfield. The guest speakers spoke on a number of topics such as: safety practices exercised by their companies; training provided to their employees; their concerns that RCOs decrease competition and often exclude non-union shops from being able to participate in public projects; Massachusetts municipal RCOs. The guest speakers offered a number of suggestions on the following topics: pre-qualification process; contractor responsibility certifications to ensure quality contractors; safety training; local preference.

4. OTHER DISCUSSION

Ms. Moran outlined the next steps in the process. The hiring of graduates from the Tech High School system was discussed. Local preference and goals for hiring local employees was discussed.

Mr. Shapiro made a request to have the court decisions from the Massachusetts RCO cases provided to the Committee.

Ms. Wassmundt made a request to have the Public Works safety policies provided.

Ms. Moran made a request to have the University's new Code of Conduct for Vendors provided.

5. 2014 REGULAR MEETING SCHEDULE

Through consensus the Committee agreed to meet on the second Fridays of every month at 9am during 2014.

6. FUTURE AGENDAS

Ms. Moran expressed an interest in having a UCONN guest speaker discuss its new Code of Conduct for Vendors.

7. PUBLIC COMMENT

Pat Suprenant, Mansfield. Ms. Suprenant spoke to her opposition to UCONN's involvement with presenting or assisting on Town issues. She also inquired as to tax consequences if a RCO is implemented. Ms. Moran requested that the record note that Ms. Suprenant is the Editor of the Mansfield Independent News. Ms. Suprenant noted that she made her remarks on her own behalf.

Dean Polloti, Willington, New England Regional Council of Carpenters. Mr. Pollotti spoke in support of establishing goals for local workers. Mr. Polloti cited the work of municipalities currently reviewing RCOs and/or that have recently adopted a RCO. Mr. Pollotti spoke to training provided to carpenters by the Union.

Brian Anderson, Mansfield. Mr. Anderson spoke in support of a RCO. Mr. Anderson stated his position that RCOs support the middle class. He further spoke to financial difficulties facing construction families in Connecticut and the tax implications of those families needing assistance when construction workers are out of work. Mr. Anderson also spoke to Connecticut's experience with adopting municipal RCOs.

Bill Jordan, Chaplin. Mr. Jordan spoke to his experience as a former trainer and offered to submit the curriculum for the laborer and equipment operator apprenticeship programs.

The meeting adjourned at 10:58am.

Respectfully submitted,
Maria E. Capriola, Assistant Town Manager
Town of Mansfield

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

THURSDAY, SEPTEMBER 26, 2013

3 PM

MINUTES

Present: Chair Tom Callahan, Phil Barry, Harry Birkenruth, Matt Hart, Mike Kirk, Dave Pepin, Bill Simpson

Staff: Cynthia van Zelm

Guest: Howard Kaufman, Managing Partner, LeylandAlliance

1. Call to Order

Chair Tom Callahan called the meeting to order at 3:10 pm.

2. Approval of Minutes from June 27, 2013

Dave Pepin made a motion to approve the minutes from June 27, 2013. Matt Hart seconded the motion. The motion passed.

Phil Barry made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not required by statute and given in confidence by the Storrs Center Master Developer's representatives. Mr. Hart seconded the motion. The motion was approved.

3. Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5)

Present: Mr. Barry, Mr. Birkenruth, Mr. Callahan, Mr. Hart, Mr. Kirk, Mr. Pepin, Mr. Simpson

Also Present: Ms. van Zelm, Mr. Kaufman

The Committee reconvened in regular Session.

3. Review of Draft Contract Amendment for Consulting Services for Design of Town Square

Mr. Hart made a motion to recommend to the Board of Directors the approval of the draft contract amendment for Kent+Frost consulting services for town square. Mr. Kirk seconded the motion. The motion was approved.

4. Review of Draft Office Space Agreement in Intermodal Transportation Center

Harry Birkenruth made a motion to recommend to the Board of Directors the approval of the draft office space agreement for the Partnership in the Intermodal Transportation Center. Mr. Barry seconded the motion. Mr. Hart abstained as he is a signatory to the agreement. The Committee will review employee parking at a future meeting.

5. Review of Partnership June 30, 2013 End of Year Financials and Fund Balance

The Committee reviewed the June 30, 2013 End of Year Financials.

Mr. Callahan said the Board had discussed moving forward quickly on the town square at its last meeting. He noted that LeylandAlliance/EdR, the University of Connecticut, and the Town will each contribute \$250,000 (either in cash or in-kind) to the cost of the square. He suggested that the Partnership may be able to contribute \$100,000 to the cost from its fund balance. The balance would need to be raised to build the square as designed. The goal is to have the town square grading and landscaping done but the end of the calendar year with the structures to follow. Mr. Pepin made a motion to recommend to the Board that \$100,000 from the Partnership's fund balance be used to help fund the town square. Mr. Birkenruth seconded the motion. The motion was approved.

6. Review of Benchmarks for Executive Director Compensation

Mr. Callahan suggested that he discuss the Executive Director's compensation with Board President Philip Lodewick and the Executive Committee. Mr. Hart should be involved as well.

7. Review of Property Insurance

The Committee deferred the discussion of property insurance changes to its next meeting.

8. Adjourn

Mr. Kirk made a motion to adjourn. Mr. Hart seconded the motion. The meeting adjourned at 4:30 pm.

Minutes taken by Cynthia van Zelm

MANSFIELD ZONING BOARD OF APPEALS – REGULAR MEETING
MINUTES
OCTOBER 9, 2013

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

Present: Members – Accorsi, Hammer, Katz, Welch

Alternates – Aho

Absent: Member – Gotch

Alternates – Brosseau, Clauson

APPROVAL OF MINUTES FROM SEPTEMBER 11, 2013

Katz moved to approve the minutes of September 11, 2013 as presented, seconded by Welch. All in favor.

APPROVAL OF 2014 ZBA MEETING SCHEDULE

Hammer moved to approve the 2014 ZBA schedule as presented, seconded by Accorsi. All in favor.

ZBA MEMBER TRAINING

Curt Hirsch, Zoning Agent for the town of Mansfield, conducted an informational session regarding the role of ZBA members.

ADJOURNMENT

Meeting was adjourned at 8:20 P.M.

Respectfully Submitted,

Sharon Tyler, Acting Secretary

**MANSFIELD DOWNTOWN PARTNERSHIP
BUSINESS DEVELOPMENT AND RETENTION COMMITTEE**

October 10, 2013

5:00 PM

**Mansfield Town Hall
Conference Room B**

MINUTES

Present: Steve Rogers (Chair), Roger Adams, Mona Friedland, Curt Hirsch, Paul McCarthy, Rene Schein, Brian Wells

Staff: Cynthia van Zelm

1. Call to Order

The meeting began at 5:10 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes from July 11, 2013 and September 12, 2013

Curt Hirsch made a motion to approve the July 11, 2013 minutes. Paul McCarthy seconded the motion. Brian Wells asked that the July 11 minutes be corrected to reflect that Charlene Cutler is the Director of The Last Green Valley and Ed Dombrosky and Janice Putnam are involved with the Eastern Regional Tourism District. Mr. Wells continued to advocate working with both organizations on joint advertising. The motion was approved with the change. Roger Adams abstained.

Mona Friedland made a motion to approve the September 12, 2013 minutes. Mr. Wells seconded the motion. The motion was approved.

4. Update on Tenanting and Ideas for future Tenants including the use of NAICS code

Cynthia van Zelm said she has a follow-up meeting with Committee member Girish Punj on the best use of the NAICS data that he suggested would be useful for the further tenanting of Storrs Center. Ms. Friedland thought the data could be helpful in looking at what successful downtown businesses might be replicated in Storrs Center.

Ms. van Zelm said that Horizons Travel has taken over the Travelplanners space and former Travelplanners employees are working at the travel agency. She also said that oneTribe clothing store is now open.

The Committee suggested other potential retailers which Ms. van Zelm will pass on to the development team.

5. Storrs Center Business Welcome Letter

The Committee revised the draft welcome letter to Storrs Center businesses and suggested that it ask for businesses to contact committee members with questions and concerns. Ms. van Zelm will send committee members a final draft for their review before sending out the letter.

6. Marketing of Storrs Center Businesses

Paul McCarthy said the UConn men's basketball team will host a Thanksgiving tournament and will have games on Friday and Saturday. The businesses downtown may get some good foot traffic.

Ms. van Zelm will reach out to the Last Green Valley and the Eastern Regional Tourism District to discuss marketing opportunities.

Mr. Rogers said it is important to market Storrs Center as a regional destination. The current attractions such as the Ballard Institute and Museum of Puppetry and Nathan Hale Inn can be marketed with Storrs Center.

Ms. van Zelm suggested that the format of Winter Fun Week last year whereby the Partnership marketed many events in the downtown area that were sponsored by others, i.e., UConn, Town, etc., was a good model.

The issue of the geographic boundary of Storrs Center vs. a larger downtown district was discussed, with respect to marketing. Ms. van Zelm said it has been brought up at other committee meetings and amongst the Partnership and Leyland staff.

The Committee encouraged the Partnership's Executive Committee to look at this issue.

7. Adjourn

The meeting adjourned at 6:15 pm. The next meeting is November 14 at 5 pm.



MANSFIELD ADVOCATES FOR CHILDREN
Wednesday, November 6, 2013
Council Chambers – Town Hall
MINUTES

Members Present: Sara Anderson, Chelsea Burns, Terry Cook, Lisa Dahn, Susan Daley, Sarah Delia (staff), Jordana Frost (EHHD), Jane Goldman, Cindy Guerreri, Kathleen Krider (staff), Rachel Leclerc, Mary Jane Newman, Brett Reynolds (staff), Pat Schneider, Esther Soffer-Roberts, Jillene Woodmansee and Lisa Young

Regrets Katherine Johansen, Mark LaPlaca, Judy Stoughton

Guests: Lisa Bovee, Jill Coghlan, Jeff Smithson, Linda Williams, Kelly Zimmerman

<i>WHAT</i>	<i>DISCUSSION</i>	<i>OUTCOME</i>
CALL TO ORDER	T. Cook called the meeting to order at 5:30pm.	
CONSENT AGENDA	Approval of the Minutes of October 2, 2013 meeting.	<i>The October 2, 2013 Minutes were approved without changes.</i>
TEAM UPDATES	<p>Staff Reports: Kathleen Krider</p> <ul style="list-style-type: none"> • EHHD is moving us ahead. • School Readiness is continuing forward • ECS is planning a workshop on the Power of Play with the help of Jeff Smithson. This workshop would consist of three clientele; Early Childhood Providers, parents and children. • As mentioned at the October meeting, Scorecard is a computer program that tracks data, runs reports and figures accountability. Delany Turner is working on populating the Scorecard with our data. • The Unmet Needs Survey is due December 16. Providers are working on it. • The Office of Early Childhood is in place. The Director is Myra Taylor-Jones. There is a possible RFP in the works concerning safety, surveillance, upgrades to technology, roofs and boilers. <p><i>Introduced Pat Schneider, the new Director of Human Services.</i></p> <p>Playground Committee: Sara Anderson</p> <ul style="list-style-type: none"> • There are flyers available for the Playground Committee meeting on Thursday, Nov. 14. 	

	<ul style="list-style-type: none"> • There is a possible \$10,000 donation in the works. • The Bulk Mailing will be ready to go out soon. The Committee needs to find a location to stuff the envelopes. • The location of the Playground will be behind the Mansfield Community Center. The build date of the Playground is being determined. <p>Fit by Fourth: Linda Williams</p> <ul style="list-style-type: none"> • Linda Williams reported that Ande Bloom had made up the term "Fit by Fourth" • There is a possibility that members may support another program instead, the "Let's Move" Campaign, sponsored by Michelle Obama. • The "Let's Move" campaign has a lot of resources to help early childhood providers as well as families. • MAC should look at the Physical Education curriculum in the three elementary schools. Benchmarks in the schools may be the same as what we are looking for, just worded differently. • "Let's Move" curriculum contains training for Home Care Providers. • Do we have data on family involvement with their child's physical education? 	<p><i>Esther Soffer-Roberts will look at the Phys Ed curriculum and formulate a list of questions to ask the gym teachers of each elementary school. Sara Anderson and Lisa Bovee will assist and arrange interviews with each Phys Ed teacher.</i></p>
<p>OLD BUSINESS</p>	<p>Educational Playcare: Kathleen Krider</p> <ul style="list-style-type: none"> • Should MAC submit a letter to the Director of Planning regarding parking spaces and water usage? • It was stated that MAC is the Town Committee asked to give advice to the whole town, so its purpose would be to give advice to the Town and to Planning and Zoning. • Ms. Soffer-Roberts made a motion that MAC would read the draft letter. Ms Williams seconded the motion. It was clarified that the letter would be forwarded to the Director of Planning if the majority of members present at today's meeting approved of the content of the letter. 	
<p>NEW BUSINESS</p>	<p>Dates for MAC Meetings in 2014:</p> <ul style="list-style-type: none"> • The calendar for 2014 MAC meeting dates was discussed. Because the first Wednesday in January is a holiday, the January meeting was moved to the second Wednesday of the month, January 8. A different space will need to be procured for the January meeting. 	

	<p>Development of Executive Council:</p> <ul style="list-style-type: none"> • It was decided that the By-laws should be examined and possibly revised. This discussion was tabled to the next meeting. • The concept of the Teams has evolved as members left and were not replaced. <p>Overview of Data: Jill Coghlan</p> <ul style="list-style-type: none"> • Ms. Coghlan submitted written documentation concerning the data in the Mansfield Plan for Young Children. • She asked questions about tracking of data for physical fitness and BMI. • She also mentioned that a MAC member should take responsibility for each strategy. 	<p><i>Sarah Delia will send the existing by-laws to members to review.</i></p>
PARKING LOT	1. Transportation	
ADJOURN	<p>The meeting adjourned at 7:36pm.</p> <p>Next MAC Meeting, Wednesday, December 4, 2013, 5:30pm – 7:30pm at Town Hall, Council Chambers.</p> <p>Agenda topics: Please send to Kathleen at kriderk@mansfieldct.org</p> <p>Respectfully submitted, Sarah Delia Assistant to the Early Childhood Services Coordinator</p>	

"All Mansfield Children ages birth through 8 years old are healthy, successful learners, and their families are connected to the community."

**MANSFIELD DOWNTOWN PARTNERSHIP
MEETING BOARD OF DIRECTORS
Thursday, November 7, 2013
Mansfield Town Hall
Town Council Chambers**

4:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Mona Friedland, Matt Hart, George Jones, Toni Moran, Betsy Paterson, Shamim Patwa, Steve Rogers, Bill Simpson, and Ted Yungclas

Staff: Cynthia van Zelm

1. Call to Order

Steve Bacon, Vice President, called the meeting to order at 4:15 pm, in President Philip Lodewick's absence.

Mr. Bacon asked for a motion to add an Executive Session to the meeting agenda. Toni Moran made the motion. Shamim Patwa seconded the motion. The motion was approved.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes of October 3, 2013 and October 17, 2013

Ms. Moran made a motion to approve the minutes of October 3, 2013. Mona Friedland seconded the motion. Steve Rogers abstained. The motion was approved with one abstention.

Betsy Paterson made a motion to approve the minutes of October 17, 2013. Tom Callahan seconded the motion. Ms. Patwa abstained. The motion was approved with one abstention.

4. Executive Director Report

Ms. van Zelm said the Partnership plans to move into the intermodal transportation center in December.

Ms. van Zelm said that Mansfield Director of Public Works Lon Hultgren's retirement reception is December 5, beginning at 5 pm. The Board agreed to move the Board meeting to 3:30 to allow adequate time for the Board meeting, and for people to attend Mr. Hultgren's reception. Mr. Callahan suggested that the Board meeting be held at the Lodewick Visitors Center which is close to the location for Mr. Hultgren's reception. Ms. van Zelm will follow up on changing the location of the Board meeting to the Lodewick Visitors Center.

Bill Simpson made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not required by statute and given in confidence by the Storrs Center Master Developer's representatives. Ms. Paterson seconded the motion. The motion was approved.

5. Executive Session

Present: Mr. Bacon, Mr. Birkenruth, Mr. Callahan, Ms. Friedland, Mr. Hart, Mr. Jones, Ms. Moran, Ms. Paterson, Ms. Patwa, Mr. Rogers, Mr. Simpson and Mr. Yungclas

The Board reconvened in regular Session.

Due to the late hour, the rest of the Board of Directors' agenda was dispensed with for the day.

6. Adjourn

Mr. Callahan made a motion to adjourn. Mr. Rogers seconded the motion. The motion was approved. The meeting adjourned at 6:30 pm.

Minutes taken by Cynthia van Zelm.

ARTS ADVISORY COMMITTEE
Meeting of Thursday, 05 November 2013
Mansfield Community Center (MCC) Conference Room

MINUTES

1. The meeting was **called to order** at 7:03p by Kim Bova. *Members present:* Kim Bova, Tom Bruhn, Scott Lehmann, David Vaughan. *Members absent:* Anke Finger. *Others present:* Jay O'Keefe (staff).
2. The draft **minutes** of the meetings of 03 Sep 13 and 01 Oct 13 were approved as written.
3. **Art Donation Policy.** The reworded insurance provision (9) in the 01 Oct 13 draft of "Guidelines for the Acceptance of Works of Art by the Town of Mansfield" allows the Town to ask donating artists for a monetary valuation of works to determine whether special insurance coverage is advisable, but also to pass on providing such coverage if its premium cost is too high. The new language seems fine to the Committee, which agreed unanimously (**motion:** Vaughan, Bova) to endorse the 01 Oct 13 draft and recommend its adoption by the Town. Jay will let Norman Stevens know about this and suggest that he approach the Town Manager about donating works by Ken Forman once the donation policy is in place.
4. **Committee vacancies.** There remain two vacancies on the Committee. Kim thought Diane Edington, who attended the October meeting, is probably not interested.
5. **Earlier meeting time.** The Committee agreed to move the meeting time to 5:00p on a trial basis, starting with the 07 Jan 14 meeting.
6. **Town Square.** Jay distributed copies of an article for *Mansfield Minute* on the Town Square (formerly, "The Green") proposed for the small tract between Dog Lane and Rte.195. The Town Green has been reduced to a 52ft-diameter circle of grass, though trees and other plantings are called for. A performance pavilion is planned, though it is quite small and a site so close to Rte.195 is not ideal for performances. Jay reported that the PZC application allows for sculpture in the Square. Kim thought the space could accommodate outdoor art exhibits. StoDoArts, a community group formed to promote arts in and around the new Storrs Downtown, is interested in organizing summer art fairs in the Square, perhaps 5-7 pm on Fridays in good weather before the films at von der Mehden sponsored by StoDoArts.
7. **Town support for the arts.** StoDoArts does not break even on films; it depends upon donations from individuals and businesses. Jay noted that businesses have been generous in supporting special events sponsored by the MCC, but that there is a limit to what can be asked of them. David wondered why the Town does not have a budget line for arts and recreation programs, as do other towns. Jay thought the Town does contribute something to events like Tour de Mansfield and Festival on the Green; he will ask the Town Manager how much the Town contributes annually to such things.
8. **MCC exhibits.**
 - a. **Guocun Yang** has applied to exhibit, in the display cases, fabric baby carriers (and panels for them) made by artisans of an ethnic minority in southwest China. An exhibit catalog depicting striking works of this kind was included in the application; Tom will call to see if he has photos of those he proposes to show. The display cases are available now (until 14 Jan), but another exhibit is scheduled for the winter quarter (15 Jan 14 to 14 Apr 14).
 - b. **Janice Trecker** will leave her work up until January. Applications for the walls are needed!

Exhibit Period	Entry cases		Sitting room		Hallway	
	Double-sided	Shelves	Upper (5)	Lower (3)	Long (5)	Short (2)
09/01 – 10/14	<i>Festival on the Green advertising & art show</i>				<i>Janice Trecker (paintings)</i>	
10/15 – 01/14						
01/15 – 04/14	<i>David Corsini (assemblages)</i>					

9. Adjourned at 8:00p. Next meeting: 7:00p, Tuesday, 03 December 2013.

Scott Lehmann, Secretary, 12 November 2013; approved 03 December 2013.

Town of Mansfield
CONSERVATION COMMISSION
Special Meeting of 08 January 2014
Conference B, Audrey P. Beck Building
(draft) MINUTES

Members present: Aline Booth (Alt.), Robert Dahn, Quentin Kessel, Scott Lehmann, John Silander. *Members absent:* Joan Buck (Alt.), Neil Facchinetti, Peter Drzewiecki, Michael Soares.

1. The meeting was **called to order** at 6:31p by Chair Quentin Kessel, following a presentation in the Council Chambers (attended by the Commission members identified above as “present”) on the proposed agreement between the Town and the Connecticut Water Company. Booth was designated a voting member for this meeting.

2. **Water supply.** The Commission has been asked to comment on the draft of the “Definitive Agreement between Connecticut Water Company and the Town of Mansfield” governing supply of CWC water to the Town. The Commission had previously indicated a preference for obtaining needed water from Willimantic Water Works, but the Water Source Study’s EIE concluded that the CWC option had the least environmental impact. Town Planner Linda Painter prepared a memo for the Commission identifying “provisions in the Agreement that respond to comments provided by the Commission” in August 2013.

Kessel noted that one question raised by the Commission had not been answered: would long-term costs of CWC water to users be reduced if UConn and the Town were to pay the capital costs of importing it (or some portion thereof) up front? Lehmann observed that this issue did not seem closely related to the environmental concerns of the Commission. After some discussion, the Commission agreed (**motion:** Silander, Booth) to comment simply: “The Conservation Commission supports the Town of Mansfield’s selection of the Connecticut Water Company.” All were in favor, save Kessel, who abstained as a CWC stockholder.

3. **UConn Hazardous Waste Transfer Station.** An EIE for relocating UConn’s Hazardous Waste Transfer Station – now blandly dubbed “UConn Main Accumulation Area (MMA)” – out of the Fenton River watershed has been released. After very brief consideration, the Commission decided it didn’t need to add to what it had already said on this issue and unanimously agreed to the following **motion** (Kessel, Silander): “The Conservation Commission reiterates its statement of 18 April 2013 for forwarding to the Town Council”. That statement (04/18/13 minutes, item 7) reads:

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

4. **Adjourned** at approximately 6:53p.

Scott Lehmann, Secretary, 09 January 2014.

MANSFIELD ZONING BOARD OF APPEALS – REGULAR MEETING
MINUTES
DECEMBER 11, 2013

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

Present: Members – Accorsi, Katz, Stearns, Welch

Alternates – Shaiken, Ward

Absent: Member – Gotch

Alternates – Brosseau

SWEARING IN OF NEWLY ELECTED MEMBERS

Sarah Accorsi, Robert Stearns and Alicia Welch were sworn in as regular Zoning Board of Appeals members. Ben Shaiken and Tom Ward were sworn in as Zoning Board of Appeals alternates.

APPROVAL OF MINUTES FROM OCTOBER 9, 2013

Katz moved to approve the minutes of October 9, 2013 as presented, seconded by Welch. All in favor.

JOHN H. SHADLER – 7:00 P.M. HEARING

To hear comments on the application of John H. Shadler for a Variance of Art. X, Sec L.2.a & L.2.a.4 to allow an efficiency unit within a single-family residence that would be larger than permitted and have an occupancy of more than 2 persons at 32 Baxter Rd.

Mr. John Shadler said the basement of the house has been finished. The septic system has been checked and a soil test done.

Mrs. Nancy Banning explained that she has owned the house for 10 years and lived there with her daughter. She had the basement finished with the idea of having her mother live there. She was not aware that the builder did not obtain the proper permits, but the work was completed. Her mother never moved in but her daughter used the bedroom. Last year Mrs. Banning married Mr. Shadler who has 2 sons.

They put the house up for sale, advertising it as a 3 bedroom/2 bathroom house and discovered that the permits were never obtained from the town. They are seeking a variance so that in the event the house does not sell, they can accommodate their newly extended family which consists of 2 adults and 3 children. They do not intend to have more than 2 people staying in the basement living area.

Half of the basement is an efficiency. One quarter of the basement is a playroom and the other quarter is unfinished.

A Neighborhood Opinion sheet was received showing no objections and certified receipts were submitted.

BUSINESS MEETING

The board was unclear if the applicant really was looking for a variance for an efficiency apartment or whether they wanted approval for additional rooms in the basement. They asked the applicant to provide a drawing of the layout of the house, showing square footage of each room. The board will set up a time with the applicant so they can see the interior of the house. The hearing was continued until the next meeting date on January 8, 2014.

ELECTION OF OFFICERS

Chairman – Welch nominated Accorsi as chairman, seconded by Katz. All in favor. Accorsi accepted nomination.

Vice-chairman – Accorsi nominated Welch as Vice-chairman, seconded by Katz. All in favor. Welch accepted nomination.

Secretary – Accorsi nominated Brosseau, seconded by Welch. All in favor.

ADJOURNMENT

Meeting was adjourned at 7:55 P.M.

Respectfully Submitted,

Alicia Welch, Acting Secretary