

**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

Eastern Highlands Health District
Board of Directors Regular Meeting Minutes
Audrey Beck Municipal Building, Mansfield
Thursday, December 12, 2013

Members present: J. Elsesser (Coventry), R. Field (Tolland) M. Hart (Mansfield), M. Kurland (Mansfield), J. Luiz (Columbia), 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 (4:50pm), J. Frost, R. Kornblum

E. Paterson called the meeting to order at 4:31 PM.

R. Miller introduced the Board to Rita Kornblum, Community Health and Wellness Coordinator, and Jordana Frost, Project Specialist. Both were welcomed by the Board

Election of Board Officers (Chair, Vice Chair, Assistant Treasurer)

MOTION made by D. Walsh seconded by S. Werbner to nominate and elect the same board officers. The officers are E. Paterson, Chair, J. Elsesser, Vice Chair and J. Stille, Assistant Treasurer.

E. Paterson asked if there were any other nominations. No nominations were made.

MOTION PASSED unanimously.

MOTION MADE by J. Stille, seconded by M. Kurland to approve the minutes of the October 17, 2013 regular meeting as presented. MOTION PASSED unanimously. J. Luiz and R. Field abstained.

Public Comments: None

Old Business: None

Board of Directors 2014 Regular Meeting Schedule

M. Hart made a MOTION seconded by J. Stille to adopt the Eastern Highlands Health District Board of Directors 2014 regular meeting schedule as presented.

R. Miller noted that not all meetings were scheduled for a third Thursday and the reasoning for the changes.

MOTION PASSED unanimously.

Proposed transfer from General fund to capital nonrecurring fund

R. Miller reported that the finance committee met prior to the regular board meeting to review the proposed FY 13/14 equity transfer from the General fund to the capital nonrecurring fund. The recommendation by the finance committee is to amend the FY 13/14 capital nonrecurring budget for the purposes of funding strategic planning priorities.

The amendments include an increase in the FY 13/14 transfer to a total of \$140,000, and an equivalent increase in the expenditures. The timing and specific appropriation are to be determined at a later date. D. Walsh inquired about the reasoning for the modification. J. Elsesser stated that the finance committee felt it was better to make the transfer in one fiscal year rather than 2, thus making the funds available sooner for funding strategic planning initiatives.

S. Webner requested that the Community Health Needs Assessment be moved up in the priority list.

R. Miller noted that the finance committee authorized the FY 13/14 transfer of \$8750 of ECHIP proceeds to the capital nonrecurring fund to be used to fund the Community Health Needs Assessment.

J. Luiz requested that Rob summarize the IT infrastructure upgrade. R. Miller informed the Board that the IT consultant will be at the January meeting to provide an overview of the IT plan. CNR fund as proposed has identified the following critical components cloud based platform for permit tracking, financing smartphones and tablets to make the inspectors more mobile, training component and licensing of software.

D. Walsh made a MOTION seconded by J. Stille to authorize an equity fund transfer of \$140,000 by the Chief Financial Officer from the General fund (634) to the Capital nonrecurring fund (635), with such transfer taking place no later than January 30, 2014. MOTION PASSED unanimously.

Proposed Fiscal Year 2014/2015 Budgets and fee schedule

R. Miller updated the Board on the meeting of the finance committee that was held prior to the regular Board meeting. At this meeting the finance committee amended the proposed budget. In specific, the contingency line was re-appropriated to the respective wage and wage associated benefit accounts.

R. Miller outlined the salient features of the proposed budget as amended. These include a 4.9% increase in town contribution rate, a 5% increase in service fee rates, a spending increase of 5.6% for a total proposed spending budget of \$766,159. Major drivers of the budget were an increase in medical insurance coverage, an anticipated decrease in grand deductions for wage and benefits and general wage increases. R. Miller presented additional details on each budget category.

R. Miller opened the floor to questions.

M. Hart initiated discussion regarding employee compensation and the wage study that will be done by the personnel committee. The information from the study will not be available in time to act on the FY14/15 budget. Information from the wage study will be incorporated into the FY 15/16 budget. It was agreed that the proposed 2% wage increase be left in the FY14/15 budget.

It was discussed that pending no material changes in budget revenues wage increases will be effective July 1, 2014.

P. Schur inquired about the expectations of staff. R. Miller informed the board that staff has been told there is a proposed general wage increase of 2% but it is not a guarantee. Staff is also aware of the proposed 1% increase in health premium cost sharing.

J. Stille made a MOTION seconded by R. Field to set a public hearing date of Thursday, January 9, 2014 at 4:30 pm, Audrey Beck Municipal Building, Town Council Chambers, to hear the public's comments regarding the proposed fiscal year 2014/2015 Eastern Highlands Health District operating budget as amended, proposed capital non-recurring budget as amended, and proposed fee schedule.

MOTION PASSED unanimously.

Town Reports

Coventry: J. Elsesser reported that the town of Coventry will be challenging CT Water & OPM on the proposed UConn project. OPM has decided that the town of Coventry cannot ever tap into the water line.

CT water will be replacing water mains in the village with hydrant stubs.

Mansfield: M. Hart reported on Mansfield's agreement with CT water. Town Council received draft agreement and referred it out to various advisory committees. These committees will report back by January 13th. Authorization may be received from the Town Council by the end of January. A public information session on the project will be held. December 18th.

Subcommittee Reports

Personnel Committee

M. Hart reported that at the last personnel committee meeting, they talked about the role of the personnel committee, the recruitment process, the salary survey and set schedule for 2014. Their primary focus was R. Miller's review, a draft of which will be shared in executive session.

J. Stille questioned if the full board received subcommittee minutes. It was agreed that the minutes could be sent out to the full board.

Directors Report

Quarterly activity report period ending 9/30/13

R. Miller presented an overview of the activities for the quarter. Most notable is that Food service inspections have increased. R. Miller is anticipating that we will be at 85% of the mandated inspections.

Strategic Plan Update

R. Miller reported that most efforts are going toward the IT plan. Other items include providing an orientation for new board members, subcontracting for cosmetology inspections and preliminary discussions on office space issues.

Communications

DHHS re: High quality source list

R. Miller informed the Board that this is a list compiled by the State health department to identify priority water sources for source protection.

CDC re: Meningococcal disease associated with Princeton University

M. Kurland reported that UConn has a plan for an outbreak, but there is no vaccine available.

DPH re: Influenza Season

R. Miller noted that rates are below where they were last year.

K. Dardick reported that he receives reports of flu testing activities from Windham and Backus hospital. Also statewide there has been a scattering of cases in Connecticut; none in Tolland county, a few in Windham county and a few in New London county.

K. Dardick reported on the CDC report of lyme disease related sudden death. Heart block or a lowering of the heart rate can occur as a result of lyme disease. However, it is a rare event.

M. Hart made a MOTION, seconded by J. Stille to go into Executive session in accordance with CGS 1-2006a for the purpose of discussing the director's performance review. M. Hart asked that the record reflect that at a certain point in time the board will invite executive director R. Miller to join the session. MOTION PASSED unanimously.

The board came out of executive session at 6:15 pm

MOTION made by J. Stille seconded by J. Luiz to add to the agenda Compensation for the Director of Health. MOTION PASSED unanimously

MOTION made by J. Elsesser seconded by J. Stille to approve a 2% annual salary increase for the Director of Health, effective 7/1/2013. MOTION PASSED unanimously.

J. Stille made a MOTION seconded by R. Field to adjourn at 6:20 pm. MOTION PASSED unanimously.

Next Board Meeting – January 9, 2014 at the Mansfield Town Hall.

Respectfully submitted,



Robert Miller
Secretary

AGRICULTURE COMMITTEE
Mansfield Town Hall
Conference Room B
7:30 pm
Minutes
November 5, 2013

1. Meeting was called to order at 7:35 pm
2. Attendance: Al Cyr, Charlie Galgowski, Ed Hall, Bryan Kielbania, Shep Stearns, Kathleen Paterson and Jennifer Kaufman (staff).
3. Minutes of the October meeting were approved unanimously.
4. No public comment received
5. Old Business
 - Mansfield Tomorrow Update- Jennifer updated members regarding Mansfield Tomorrow. A draft plan should be ready by early December for committee review and comment.
 - Agriculture Leases
 - **Town Council Meeting 11/12-** Jennifer said that the Ag Leases would not be on the 11/12 TC agenda. Instead, they will be on the 11/25 agenda. The Town Council will be asked to refer the leases to PZC for an 8-24 review. The TC will then hopefully accept the leases at their first December meeting.
 - **Baxter Road long term lease request-**As discussed at an earlier meeting, Shundahai Farm has requested a longer term lease for the Baxter Property. The RFP that was published stated that the Town will execute a five-year lease agreement with an option to extend once for five additional years. The RFP also stated that the either the Town or the applicant may suggest an alternate lease term.

Shundahai Farm, requested that the term of their lease be extended for 35 years to allow them to use the land to its full potential. They are interested in expanding their farm, which currently supports 170 families. Currently they grow vegetables. As part of this expansion, they would establish an orchard and other fruit crops that would take 3-10 years to become fully established and pasture animals to provide milk and meat, improve organic matter in the soil, and allow for carbon sequestration. To protect their crops from deer and contain the animals they would need to install fencing. They would amend the soil, drill a well and develop an irrigation system. They estimate that for the fencing, well, and irrigation system, they would need to invest between \$24,000 and \$36,000. This represents a significant long-term time and financial investment that could not be recouped in the standard 5 to 10-year lease. In addition to the above, they are considering a pick your own operation.

The Agriculture Committee reviewed their proposal and business plan. After a great deal of discussion, Paterson motioned to offer them a 10 year lease with an option to renew for an additional 10 years, provided they demonstrated that they had made a significant investment in the property. The motion was seconded by Kielbania. They felt that this was fair to other farmers that only received a 5 year lease with an option to renew for an additional 5 years. Also, they suggested that the amount of investment and proper stewardship should be a consideration in reviewing the RFPs after the second 10 year term. The motion passed with Cyr, Kielbania, Hall, Stearns, and Paterson in favor and Galgowski opposed. Charlie Galgowski

stated that he opposed because he felt that the Town should be offering long term leases to allow for proper stewardship of the property and to make land available to farmers with viable businesses.

- **Hunting on leased lands-** At the August 2013 meeting the Agriculture Committee requested that staff look into whether or not farmers who lease land from the Town could allow hunting to prevent crop damage. For many of the Town's farmers, deer are significantly impacting farm viability by damaging crops. However, it may not be feasible to allow hunting because of liability, size of the properties, proximity to recreational uses and housing. After discussions with the Town's insurance carrier, CT Interlocal Risk Management Agency (CIRMA), staff feels that if a farmer is experiencing significant damage due to deer, they request that the Town consider allowing hunting on the property. If the lessee could demonstrate that the hunting was in compliance with a crop damage permit issued by CT DEEP and the Town could be held harmless, then the committee or staff could bring this issue to the Town Council for review on a site by site basis.

6. New Business

- Al Cyr motioned to add the Laguardia Easement to the property. Galgowski seconded . Motion passed unanimously. Jennifer updated the committee on the Laguardia property acquisition and stated that the Town was working with Joshua's Trust to put a permanent easement on the property that would protect the natural, cultural/ historic, and agricultural resources on the property. The easement would allow farming activities pursuant to CGS 1-1(q), the state's definition of agriculture. Currently there is a hay field on the property.

3. Executive Session in accordance with CGS section 1-200(6)(D)

- Sale or purchase of real property
- Discussion of possible site selection

The committee went into executive session at 8:45 pm and came out at 9:05 pm. Recommendations will be forwarded to the Town Council.

7. Future Agendas

- Easement Projects-to be discussed in January.
- Coordination with other Agriculture Commissions- Jennifer announced that the AGvocate program would be having a workshop for new and beginning farmers on Nov. 21. Part of this meeting will be a joint meeting of other Town Agriculture Commissions.
- Upcoming Workshops
- Outreach Projects- The committee would like to have another farmers forum in Feb. They will discuss this at the Dec. meeting.

8. Announcements

- Committee Updates-none

9. Adjourn- The meeting adjourned at 9:30 pm.



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

YSB Advisory Minutes
November 12, 2013
12:00 noon @ Mansfield Town Hall
Conf. Rm. B

Board Members

Present:

Ethel Mantzaris, Chair
Frank Perrotti, Assistant Chair, Resident
Chuck Leavens, E O Smith Counselor
Patricia Michalak, YSB Coordinator
Eileen Griffin, LCSW
Trooper Stephen King
Candace Morell, MMS Vice Principal
Pat Schneider, Director of Human Services
Kate Bohannon, YSB Social Worker
Sonya Poulin, MSW intern

I. Call to Order

- Meeting called to order at 12:00 PM by Ethel Mantzaris.

II. Approval of minutes

- October 8, 2013 minutes were approved.

III. Reports

- Director's Report – Patricia Schneider
 - **Holiday Program:** 84 families are involved with the Foodshare Thanksgiving turkey giveaway
 - **Adopt-a-family Program:** they are accepting applications and getting donors for the program
 - **Holiday Hill funds**
 - The department is planning to survey recipients and donors about how the programs are going and what improvements could be made
- Coordinator's Report – Patricia Michalak
 - **Grief Matters:** Monthly group continues to meet. Members feel this is a very important program and acknowledge that it is very emotional and difficult for potential participants, so we are continuing to work on ways to reach out to those who are grieving to feel comfortable utilizing this

service. The December potluck has been well received in the past and we are planning it again to help families prepare for the holidays, as we know it can be a difficult time of year for many.

- **Grandparent's Raising Grandchildren:** They had their first meeting of the academic year and had great attendance. They talked about how helpful it is to get the support from each other.
- **Cope:** Cope is up and running in all of the schools. We completed our in-school volunteer orientation, which was well-received by both the volunteers and the school staff. We have an average of about 20 students in each school and 30 very active volunteers.
- **Big Friends:** The Big Friends program is at capacity with almost 50 people participating on Tuesday nights, including Littles, Bigs, and parents. Carrie Holman, the special education teacher, has expanded the program by reaching out to teachers in order to better incorporate homework into the program.
- **Holiday programs:** YSB will assist Adult Services with the distribution of food and turkeys to families for Thanksgiving. Kate Bohannon, YSB social worker, is participating in the planning for the department's holiday program.
- **Kidtrax:** We have officially started Kidtrax this month. Last month was spent importing client information from MySeniorCenter. This month we are participating in training and working on inputting all of our client information into the database and our interns have been a big help.
- **MMS X-Block in-school counseling:** We finished our assessments of fifth grade students who were formerly in Cope and are working on building a client list of students to be seen at this time.
- **Joy:** Tickets were offered to families to attend the Aladdin and Other Stories program at Jorgensen and it was well-received.
- **Psychological Services:** We toured Psychological Services' new facility and we continue to work with Dr. Barton, the director, to coordinate services. We feel this has the potential to be an excellent resource for Mansfield families.

IV. Old Business:

- **Police Explorer's Program:** had an introductory meeting and is looking for a few more students

V. New Business:

- **Update from Kate Bohannon, YSB Social Worker:** she has been working here for 2 months and it is going well. The schools have been supportive. She is attending seminars to be a certified supervisor.

VI. Other:

- Chuck went to a JRB meeting in Hebron and it was an effective meeting. The Board decided not to have a presentation about JRB's because we do not have a need for a JRB at this time.

- December 7 there will be a Stuff-a-Cruiser toy drive
- VII. Adjournment**
- Meeting adjourned at 12:45 p.m. November 12, 2013 is the next meeting.

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF DECEMBER 9, 2013

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

Other Council Members Present: Steve Kegler, Betty Wassmundt

Staff Present: Cherie Trahan

Guests: Mary Stanton, Mary Landek

1. Meeting called to order at 6:00pm.
2. Minutes from 11/20/13 meeting approved.
3. Opportunity for Public Comment – None
4. Cemetery Committee – Mary Stanton (Town Clerk) and Mary Landek (Sexton) joined the Finance Committee to discuss the fee structure and operating expenditures of the town's cemeteries. They reviewed Mansfield's current fees as compared to other communities in the area. Future capital needs include a new roof on the shed. They will discuss the fee structure with the rest of the Cemetery Committee to determine if any adjustments are appropriate. Mary Stanton informed the committee that the Town is obligated by State Statute to accept and maintain local cemeteries. The Cemetery Fund balance is currently at \$273,000 with approximately \$230,000 being permanent principal. The Finance Committee discussed the possibility of a town subsidy beginning in the next fiscal year.
5. Proposed Budget Transfers - FY 2013/14 – The Committee discussed the proposed budget transfers and agreed to recommend acceptance to the Town Council.
6. PA 13-60 - Consolidation of Non-education Services – The Committee discussed the services we currently share with the Board of Education and options for furthering these efforts. Paul Shapiro suggested that one item we could include on the list to be reviewed would be labor counsel. The Committee will continue to discuss this item as we move into the budget.
7. Other business/future agenda items – no additions at this time.
8. Adjournment. The meeting adjourned at 6:53 pm.

Motions:

Motion to approve the November 20, 2013 minutes by Paul Shapiro. Seconded by Virginia Raymond. Motion so passed.

Motion to recommend approval of the proposed budget transfers as presented, by Paul Shapiro. Seconded by Bill Ryan. Motion so passed.

Motion to adjourn.

Respectfully Submitted,
Cherie Trahan, Director of Finance

**Ad hoc Committee on Responsible Contracting
Friday, December 13, 2013
Council Chambers, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Chair), Elizabeth Paterson, Elizabeth Wassmundt

Other Council Members Present: Steve Kegler, Alex Marcellino, Paul Shapiro

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

The meeting was called to order at 9:02 am.

1. MINUTES

The minutes of November 15, 2013 were moved by Wassmundt and seconded by Paterson. The minutes were approved as presented with Moran and Wassmundt voting in favor and Paterson abstaining.

2. DISCUSSION ON UCONN CODE OF CONDUCT FOR VENDORS

Special guest speakers from the University included Gina Devivo-Brassaw, Shareen Hartel, and Leslie Parkhurst. Ms. Devivo-Brassaw and Ms. Hartel provide an overview on the background/development of the Code of Conduct for Vendors. Ms. Parkhurst discussed how the Code is being implemented by the University's Procurement Services Department. She also reviewed the enforcement/complaint/investigation process for when a potential violation of the Code has occurred. Components of the Code, and how Mansfield might be able to apply those concepts or practices to our work, were discussed.

3. DISCUSSION ON RESPONSIBLE CONTRACTING ORDINANCE FOR MANSFIELD

Three topics were discussed: apprenticeship/training requirement; goals for local hires or contractors; pre-qualification of contractors. Draft language being prepared on these topics will be used as a starting point for discussion purposes only.

The Committee did not support language that requires apprenticeship programs. The Committee is interested in reviewing draft language that requires contractors to submit their safety and training records.

The merits of having language that provides for local preference in the procurement process for public construction projects was discussed. The Committee is interested in reviewing draft language that gives preference to local contractors for projects that fall below \$300,000. It was suggested that "local" be defined as a 50 mile radius from Mansfield; this will be used as a starting point for discussion purposes only.

The concept of a pre-qualification process for contractors on small projects (under \$300,000) was discussed. The Committee is open to the idea of reviewing draft language to that affect.

4. REQUESTED INFORMATION

Brief discussion occurred regarding the Massachusetts court cases relevant to this topic. No action taken.

5. FUTURE AGENDA ITEMS

Staff has been asked to invite representatives of the Windham and Tolland Chambers of Commerce to the next meeting. The Committee is interested in local data (both employee and employer) for the construction field.

6. PUBLIC COMMENT

None.

The meeting adjourned at 10:52am.

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



MANSFIELD ADVOCATES FOR CHILDREN
Wednesday, December 4, 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, Katherine Johansen, Kathleen Krider (staff), Rachel Leclerc, Brett Reynolds (staff), Esther Soffer-Roberts, Judy Stoughton and Jillene Woodmansee.

Regrets Cindy Guerreri, Mark LaPlaca, Mary Jane Newman, Pat Schneider

Guests: Rita Kornblum, Delaney Turner, Linda Williams, Kelly Zimmerman

<i>WHAT</i>	<i>DISCUSSION</i>	<i>OUTCOME</i>
CALL TO ORDER	T. Cook called the meeting to order at 5:37pm.	
CONSENT AGENDA	Approval of the Minutes of November 6, 2013 meeting.	<i>The November 6, 2013 Minutes were approved with amendments.</i>
TEAM UPDATES	<p>Terry Cook announced that Susan Daley has offered to serve on the Executive Council as the representative of School Readiness.</p> <p>Staff Reports: Kathleen Krider</p> <ul style="list-style-type: none"> • United Way no longer wants to be the fiscal sponsors of the Mansfield Advocates for Children. The new Collaborative Sponsor will be Mary Esposito from CECC. Funds from the Graustein grant must be held by a separate entity by a 501c3 organization, not the Town. • ECS has received the PEP grant in collaboration with Coventry. This will fund a 14 week class with 10 weeks of class time and 4 weeks for a special project. The classes will be held at Mansfield Discovery Depot on Tuesday evenings and will follow the format of the MAC meetings with dinner served at 5:00pm and the class running from 5:30 – 7:30pm. Childcare will be provided. This program will target parents of children birth to 8. • Scorecard Demonstration – Delaney Turner gave an online demonstration of the Scorecard software. The plan is to go live sometime in January. • Website Demonstration – Brett Reynolds has been working on re-designing the MAC website. He gave a demonstration of the 	

	<p>elements in place so far. He hopes to have the website up and running by January or February. Members suggested having the search parameters include phrases like kids, children, and families.</p> <p>Playground Committee: Sara Anderson</p> <ul style="list-style-type: none"> • The mass mailing is going out soon. • The last meeting was a mid-project check. The consultant thinks the committee is doing very well. • The Volunteer Committee needs MAC actively engaged in attracting and retaining volunteers. Also, the Volunteer Committee needs a Coordinator to keep track of and organize all the volunteers. Suggestions from the membership included contacting new UConn hires, looking for a student to coordinate the Volunteer Committee for a thesis project, and contacting the spousal group at UConn. • There will be no Playground Committee meeting in December. <p>School Readiness: Kathleen Krider</p> <ul style="list-style-type: none"> • The School Readiness program is doing well. <p>EHHD: Rita Kornblum</p> <ul style="list-style-type: none"> • Rita is the replacement for Ande Bloom. • She showed the membership a new sign for Tobacco-free areas such as playgrounds and recreational trails. • The sign is free to schools and Daycare Providers. • EHHD is also going to urge landlords of multi-family units to <i>implement smoke-free policies</i>. 	
<p>OLD BUSINESS</p>	<p>Development of Executive Council: Terry Cook</p> <ul style="list-style-type: none"> • Revision of By-Laws – there was a suggestion to create a By-Law Revision Subcommittee. • The members of the Subcommittee include Terry Cook, Susan Daley, Jillene Woodmansee, Kathleen Krider and Sarah Delia. • The time of the current Executive Council meeting is not convenient for the members of the subcommittee. <p>Physical Education Survey: Esther Soffer Roberts</p> <ul style="list-style-type: none"> • Esther looked up the Physical Education information online. • She also talked with Betsy Parker, the Physical Education Teacher at Southeast. Betsy would be happy to come to a MAC meeting and 	<p><i>Sarah Delia will conduct a Doodle Poll to determine an appropriate meeting time for the Subcommittee members.</i></p>

	<p>Speak to the membership once questions have been formulated</p> <ul style="list-style-type: none"> This item will go on the January agenda. 	<p><i>Sarah Delia will check in with Esther as we get closer to the January meeting date.</i></p>
PARKING LOT	1. Transportation	
ADJOURN	<p>The meeting adjourned at 7:23pm.</p> <p>Next MAC Meeting, Wednesday, January 8, 2014, 5:30pm – 7:30pm at the Community Room in the Mansfield Community Center. <i>Please note this is the second Wednesday as the first Wednesday is New Year's Day.</i></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 Community Playground Project
Meeting Minutes

Date: November 14, 2013

Present:

Steering Committee members present:

Sara Anderson, Ellen Tulman, Brett Reynolds, Julia DeLapp, Megan Huff, Jean Johnson, Kelly Zimmerman, Chad Rittenhouse, Heather Bunnell, Curt Vincente

Members of the community present:

Jane Goldman, Laura Martin, Melica Bloom and Ben Keller

Next Meeting: Thursday December 12, 2013, 7-8 pm, conference room B

- I. Welcome & Introductions
- II. Approval of Minutes from 10/10/13 meeting
- III. Build date discussion – Town of Mansfield is considering providing significant support to help with the completion of the playground, however they request that the Build Date be moved to October 2014. All in attendance agreed that building in October with town support was a good decision.
- IV. Update from Curt Vincente (Parks & Recreation Dept)
 - a. He and Kathleen have met with the department heads of some of the town departments and a list of support each department can provide has been generated.
 - b. UCONN School of Engineering students are assisting in planning the site, as this is important to the decision to lease property from the university.
- V. Sara will be speaking with Leathers & Associates on Friday 11/15/13 to get some specific information regarding next phase.
- VI. Coordinator Updates & Mid-project summaries:
 - a. Fundraising – Julia DeLapp
 - i. “House Parties” continuing to raise funds and community interest
 - ii. Julia is requesting assistance from committee members to reach out to local businesses
 - iii. The mailing (to all Mansfield households) is getting underway
 - iv. Handtile event on 11/1/13 was successful in selling tiles and sharing information (particularly the drawing) with community
 - v. Moving forward with Silent Auction, we are looking for someone(s) to chair this.
 - b. Children’s Committee – Kelly Zimmerman. Requested assistance in framing what the children should be doing.
 - c. Public Relations/Marketing – Brett Reynolds (UCONN Marketing intern). Focusing upon the mailing to all Mansfield households (design, printing, managing pledges/donations) as well as our website.
 - i. The marketing video is complete

- ii. MCC is willing to put a long term display (poster, etc) regarding the playground.
 - d. Tools – Chad Rittenhouse & Materials – Jean Johnson. The support from the town is a great contributing factor in the gathering of both tools & materials. Work has been done to find sources of those materials the town will not be able to provide.
 - i. Jean has a contact interested in providing site preparation; the current estimate is \$4500.
- VII. Volunteers – Megan Huff. Cristina (who has stepped down from her role as Volunteers Coordinator) is compiling a list of all those who have expressed interest in volunteering. There is a significant need for 1 or 2 Volunteers Coordinators, as Megan anticipates moving from Mansfield prior to the Build Date.
- VIII. Design & Special Features – Heather Bunnell. We now have the support of some local artists, including mural artists Melica and Ben.
 - a. Heather explained her idea for a fundraising activity at the high school (a Robot-a-thon) that will utilize existing clubs to raise funds for the playground.
- IX. Special Needs – Ellen Tulman. The majority of the work for this committee has been completed as the accessible features have been incorporated into the design.
- X. Food & Childcare – These 2 committee chair positions are currently empty and need to be filled in the near future. We are looking for community members to take on these roles.

Minutes prepared & respectfully submitted by Ellen Tulman on 11/16/13.