



**TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
Monday, January 27, 2014  
COUNCIL CHAMBERS  
AUDREY P. BECK MUNICIPAL BUILDING  
7:30 p.m.**

**AGENDA**

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REGULAR MEETING – MANSFIELD TOWN COUNCIL  
January 13, 2014  
DRAFT

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

I. ROLL CALL

Present: Kegler, Kochenburger, Marcellino, Moran, Paterson, Raymond, Ryan, Shapiro, Wassmundt

II. APPROVAL OF MINUTES

Mr. Ryan moved and Ms. Raymond seconded to approve the minutes of December 4, 2013 special meeting, as presented. Motion passed with all in favor except Ms. Moran and Mr. Shapiro who abstained. Mr. Shapiro moved and Mr. Ryan seconded to approve the minutes of the December 9, 2013 meeting, as presented. Motion passed with all in favor. Ms. Moran moved and Ms. Raymond seconded to approve the minutes of the December 23, 2013 special meeting, as presented. Motion passed with all in favor except Mr. Ryan who abstained.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Brian Coleman, Centre Street, urged the Council not to sign the Connecticut Water Company agreement and cautioned against the use of public private partnerships. (Statement attached).

Pat Suprenant, with the Mansfield Independent News and a resident, questioned if the Council has the power to commit the Town to a water supply and asked how assessments are to be determined.

Arthur Smith, Mulberry Road, asked if there is a limit to the amount of water Connecticut Water Company can withdraw from local aquifers and expressed concern with a number of aspects of the proposed agreement.

Ron Baker, Storrs, Road, thanked the Town Council for their service to the community.

IV. REPORT OF THE TOWN MANAGER

Mr. Hart reviewed a number of items in his report.

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Paterson congratulated Mr. Kochenburger on his election to the American Law Institute. The Mayor also noted the passing of longtime Mansfield resident and active volunteer Kathryn Jan Scottron and extended condolences to her family.

VI. OLD BUSINESS

1. Water Supply Project/Agreement between the Town of Mansfield and Connecticut Water Company

Mr. Ryan moved and Ms. Moran seconded to approve the following resolution:  
Resolved, to authorize the Town Manager to execute the Water Supply Definitive Agreement between the Town of Mansfield and the Connecticut Water Company, dated January 13, 2014.

Representative of Connecticut Water Company and the Town's legal counsel for water issues were available to answer questions.

Council members discussed the proposed agreement including the role of PZC in connection approvals, the requirement that the completion date be realized prior to any requests for connection being accepted, possible impacts of an interbasin transfer and

January 13, 2014

the fact that all of Connecticut Water Company's provided water will be brought in and not extracted from local aquifers.

The motion to approve the Water Supply Definitive Agreement passed with all in favor except Ms. Wassmundt who voted no.

Ms. Moran moved and Mr. Shapiro seconded to move Item 5, Meeting with State Legislators re 2014 Legislative Session and Related Issues, as the next item of business. The motion passed unanimously.

2. Deed Adjustment – Wilbur Cross Way at Supermarket Southeast Corner

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

RESOLVED, that Matthew W. Hart, Town Manager, be, and hereby is authorized to sign the attached Quit Claim Deed to convey the property depicted as "Area To Be Conveyed to Storrs Center Alliance, LLC" in the map to be filed in the Mansfield Town Clerk's Office entitled "Lot Line Modification Plan Storrs Center Storrs Road (Route 195), Charles Smith Way & Wilbur Cross Way Mansfield, Connecticut," subject to the condition that the developer relocate the existing light pole to facilitate pedestrian access.

Motion passed unanimously.

3. Community/Campus Relations

Mr. Hart reviewed the interactions between UConn and the Town with regards to the NextGen project. UConn has agreed to include Town staff in the planning process, to assist the Town in efforts to retain PILOT funding and to join in a partnership with the Town to assess the benefits and impacts of the project on Town services. By consensus the Council agreed to authorize Town staff to meet with their UConn counterparts to define the scope of an analysis and its potential cost. Council members suggested other towns affected by the project be included in the analysis. The Town Manager will report back to the Council.

4. Storrs Center Update

The Town Manager updated the Council regarding the most recently signed leases for Royce Circle.

VII. NEW BUSINESS

5. Meeting with State Legislators re 2014 Legislative Session and Related Issues

State Senator Don Williams and Representative Gregory Haddad reported that, to date, the biennial budget is holding and cuts to municipal aid are not expected. The Representatives also spoke to the impact of UConn's NextGen on the Town and of their support for an impact analysis. Council members and staff also discussed potential changes to the MERS program supported by CCM; the cost of fringe rates for state troopers; the Councils of Government consolidation and the fear the Windham area might lose its identity as a region; the Minimum Budget Requirement for educational spending and its detrimental impact on a municipality's ability to save cost in non-educational areas and plans for a state water plan.

The Town Manager will summarize the discussed issues and forward the information to the representatives.

6. Resolution to Approve \$500,000 Small Town Economic Assistance Program (STEAP) grant for the Mansfield Town Square

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

RESOLVED, That the Town Council of the Town of Mansfield, Connecticut authorizes the submittal of the FY 2014 STEAP grant application to the Connecticut Department of Economic and Community Development for the Mansfield Town Square in the amount of \$500,000.

Motion passed unanimously.

January 13, 2014

7. UCONN Main Accumulation Area Environment Impact Evaluation (EIE)

Mr. Shapiro moved and Ms. Moran seconded, to authorize the Mayor to co-sign the attached letter in support of the University of Connecticut's efforts to relocate the Main Accumulation Area, as recommended by the environmental impact evaluation dated November 19, 2013.

Motion passed by all present.

8. Comprehensive Annual Financial Report

Mr. Ryan, Chair of the Finance Committee, moved effective January 13, 2014 to accept the Comprehensive Annual Financial Report and State and Federal Single Audit Reports for the year ended June 30, 2013, as endorsed by the Finance Committee.

The Finance Committee reviewed and approved the audit report which was very complimentary to the Finance Department.

Motion passed unanimously.

9. Appointment of Municipal Representative to Mansfield Downtown Partnership Board of Directors

Ms. Moran moved and Mr. Kegler seconded, to appoint Councilor Paul M. Shapiro to the Board of Directors for the Mansfield Downtown Partnership, for a term commencing on January 13, 2014 and expiring on June 30, 2016.

Motion passed by all present.

10. Town Manager's Goals

Ms. Moran, Chair of the Personnel Committee moved January 13, 2014, to adopt the Town Manager's Goals for FY 2013/14.

Motion passed unanimously.

11. Presidents' Day Ceremonial Presentation Planning Subcommittee

Councilors Kochenburger, Moran and Raymond volunteered to prepare the program for the Presidents' Day Ceremonial Presentation

VIII. DEPARTMENTAL AND COMMITTEE REPORTS

No comments offered.

IX. REPORTS OF COUNCIL COMMITTEES

Mr. Ryan Chair of the Finance Committee, reported on recently passed legislation which requires Towns and Boards of Education to have a uniform system of accounting.

Mr. Kochenburger, Chair of the Committee on Committees, recommended the following names for consideration:

The appointments of Lisa Boree, Kelly Zimmerman, Chelsea Burns, Jeff Smithson and Linda Williams to the Mansfield Advocates for Children. All terms will end on 6/30/2016.

The appointment of Lon Hultgren to the Transportation Advisory Committee, effective February 4, 2013. Mr. Hultgren's term will end on 2/4/2017.

The appointment of Kristopher Perry to the Committee on Persons with Disabilities for a term ending 6/30/2016.

The reappointment of Jennifer Thompson to the Beautification Committee for a term ending 6/30/2016

The reappointment of James Silva (term ending 9/30/2016) and Gregory Zlotnick (term ending 9/30/2015) to the Building Board of Appeals

The reappointment of Matt Hart to the Eastern Highland Health District for a term ending 10/4/2015

The reappointment of Winthrop Smith to the Board of Ethics for a term ending 6/30/2016

The reappointments of Gail Bruhn and David Spencer to the Historic District Commission for terms ending 11/01/2017

January 13, 2014

The reappointment of Michael Taylor to the Transportation Committee for a term ending 11/30/2015

The motion to approve all recommended appointments passed unanimously.

Ms. Moran, Chair of the Ad Hoc Committee on Responsible Contracting, reported the Committee will hear from the Chamber of Commerce at their meeting in February and then will begin discussions regarding possible language.

Mr. Kochenburger, Chair of the Ad Hoc Committee on Fee Waivers, noted the draft amendments will be reviewed by the Committee.

X. PETITIONS, REQUESTS AND COMMUNICATONS

12. T. Luciano (12/08/13) re: President Herbst's letter
13. T. Luciano (12/19/13) re: Draft Water Supply Agreement between the Town and CWC
14. T. Luciano (01/03/14) re: NextGen Connecticut & Town of Mansfield
15. M. Hart re: Statutory references delineating powers given to the Town Manager/Chief Executive Officer
16. Legal Notice: Comprehensive Annual Financial Report for Regional School District #19
17. Press Release: 2014/15 Non-Profit Agency Grant Application Available
18. Regional School District #19 Board of Education District Budget Sharing Information Meeting
19. State of Connecticut re: Comptroller Lembo Says State Budget Outlook Continues to Slowly Improve
20. State of Connecticut Office of Policy and Management re: boundaries of logical planning regions
21. CCM re: Prescription Discount Card Program Results for Town of Mansfield
22. COST re: Connecticut Town Meeting
23. Mansfield Minute – January 2014
24. Connecticut Water: In Your Community – December 2013

XI. FUTURE AGENDA

No items suggested.

XII. ADJOURNMENT

Mr. Shapiro moved and Mr. Ryan seconded to adjourn the meeting at 9:43 p.m.  
The motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

January 13, 2014

January 13, 2014

Dear Mansfield Town Council,

Tonight you will vote on whether or not to sign an agreement with Connecticut Water Co., the company designated by UConn to provide water to the section of town closest to UConn. This is not a simple decision.

This decision will change the landscape of Mansfield for generations to come. This is not the water supply plan that the Four Corners Committee was charged to study several years back.

Town leaders are telling Mansfield citizens that zoning and conservation plans will keep excessive development in check after the water line comes through. We as citizens have nothing to worry about right? Wrong!

I am referring to the public private partnership or a 3P. What is a public private partnership? Simply put it is a business agreement between government and the private sector. The definition is far less important than what they are used for. They are used to fast track projects, infuse capital into projects that governments don't have. They can be used to side step town referendums and planning zoning as well. We should be familiar with this. Storrs Center.

Perhaps we can refer to our Town Manager, Matthew Hart, who along with Governor Malloy and Bruce Tobey presented at a Conference called "Implementing Public Private Partnerships in Connecticut" on June 14, 2012 at Central Connecticut State University.

Matt Hart spoke for nearly a half hour on the Storrs Center project a P3 project, he stated the town was very much a co-developer in the project. He didn't mention that the town fell short 3 million dollars for public infrastructure at Storrs Center. The town was forced to borrow 3 Million dollars at 8% from the developer EDR. This is now being paid through tax abatements circumventing a referendum.

Our planning and zoning department was presented one plan and got another. You see? Your leaders can use 3Ps to circumvent the will of the people. Rules and regulations as we know them are thrown out the window.

Governor Malloy stated that the new legislation that was created, in the special job session in October 2011, which was highly contested by both republicans and democrats, for the use of 3Ps, which would help build housing and parking facilities for UConn. Governor Malloy stated he was an impatient man and wanted to get things done quickly.

Also presenting at the conference was Bruce Tobey, representing the law firm who was paid to consult the town on the water agreement you are voting on tonight. He thoroughly explained the new legislation and the advantages of fast tracking projects.

You see folks, this is the trend in Hartford and in Mansfield and the water is needed for these types partnerships to proceed, in fact how many of you know you are voting on a 3p tonight?

I would like to ask Mr. Hart and our state legislators Is the town of Mansfield seeking more p3s with the University of Connecticut or any other entity?

Brian Coleman

Centre St.

1-13-14

To: Betty

CAN MANSFIELD

Enter into an

agreement designating

an "Exclusive Service  
Area"

w/o other agency

approval?

Do we know

the answer to this

question?

- A. Smith

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MH*  
**CC:** Maria Capriola, Assistant Town Manager; Robert Miller, Director of Health  
**Date:** January 27, 2014  
**Re:** UCONN Landfill, Long-term Monitoring Program

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**Subject Matter/Background**

Attached please find information regarding the UConn Landfill. The Council is not required to take any action on this item.

**Attachments**

- 1) R. Miller re: UConn Landfill Long Term Monitoring Plan, Report dated November 2013
- 2) Long-Term Monitoring Plan, November 2013



Eastern Highlands Health District

4 South Eagleville Road ♦ Mansfield CT 06268 ♦ Tel: (860) 429-3325 ♦ Fax: (860) 429-3321 ♦ Web: www.EHHD.org

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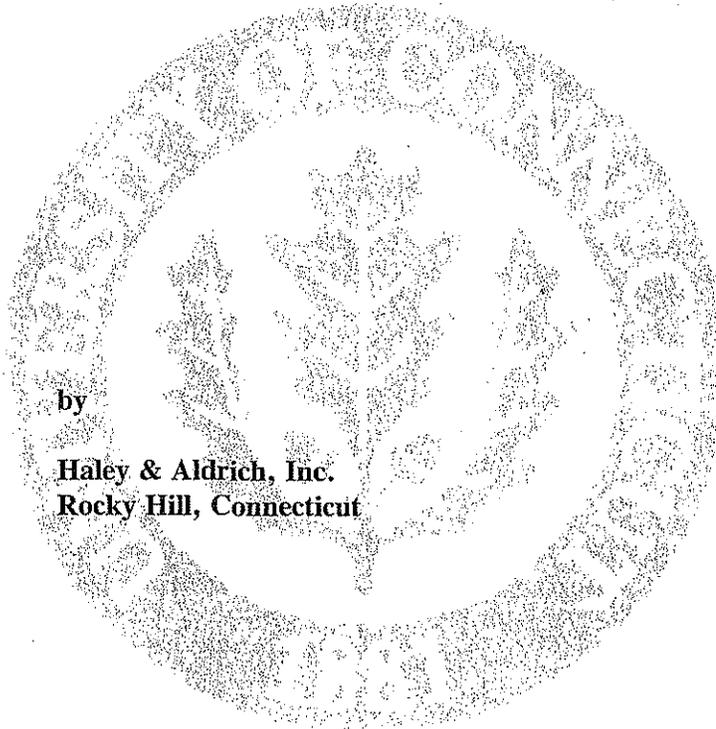
## Memo

**To:** Matt Hart, Mansfield Town Manager  
**From:** Robert Miller, Director of Health   
**Date:** 12/10/2013  
**Re:** UConn Landfill Long Term Monitoring Plan, Report dated November 2013

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Per your request, I have reviewed the above referenced report. The results reported do not suggest an imminent or immediate risk to public health. No material changes in the monitoring program were identified. The results are generally consistent with the historic body of data available for this project. This office will continue to monitor this situation. No action is recommended at this time.

**LONG-TERM MONITORING PLAN  
FALL 2013 SEMI-ANNUAL SAMPLING ROUND #19  
UCONN LANDFILL  
STORRS, CONNECTICUT**



**by**

**Haley & Aldrich, Inc.  
Rocky Hill, Connecticut**

**for**

**University of Connecticut  
Storrs, Connecticut**

**File No. 91221-682  
November 2013**



Haley & Aldrich, Inc.  
100 Corporate Place  
Suite 105  
Rocky Hill, CT 06067-1803

Tel: 860.282.9400  
Fax: 860.721.0612  
HaleyAldrich.com

26 November 2013

Connecticut Department of Energy and Environmental Protection  
Bureau of Water Protection and Land Reuse  
79 Elm Street  
Hartford, Connecticut 06106-5127

Attention: Mark R. Lewis

Subject: Long Term Monitoring Plan  
Fall 2013 Semi-Annual Sampling Round #19  
UConn Landfill  
Storrs, Connecticut

Ladies and Gentlemen:

The following certification is being submitted to the Department of Energy and Environmental Protection in accordance with the terms as delineated in the Consent Order No. SRD-101 issued 26 June 1998 for the document specified below:

- Long Term Monitoring Plan  
Fall 2013 Semi-Annual Sampling Round #19  
UConn Landfill  
Storrs, Connecticut

I have personally examined and am familiar with the information submitted in this document and all attachments and certify that based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief, and I understand that any false statement made in this document or its attachments may be punishable as a criminal offense.

Agreed and accepted as stated above:

Richard P. Standish, P. G., LEP  
Senior Vice President  
Haley & Aldrich, Inc.

Richard A. Miller  
Director,  
Office of Environmental Policy  
University of Connecticut

C: Richard Gray, UConn

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**APPENDIX A - VOC CONCENTRATIONS & CONDUCTIVITY vs. TIME PLOTS**

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1	Sampling Locations - Long-Term Monitoring Plan

## 1. INTRODUCTION

This Long Term Monitoring Plan (LTMP) was prepared pursuant to the Consent Order # SRD-101 between the State of Connecticut and the University of Connecticut (UConn) regarding the solid waste disposal area on North Eagleville Road (Landfill and Former Chemical Pits) and the former disposal site in the vicinity of Parking Lot F (F Lot). An Interim Monitoring Program (IMP) was performed in order to monitor shallow ground water, surface water and bedrock groundwater quality in nearby domestic water supply wells until the LTMP required pursuant to paragraph B.4.e of the Consent Order was implemented. In September 2005, the University transitioned from the IMP to the LTMP. As part of this process, samples were collected from both the IMP and LTMP locations for three sampling quarters. These quarters, referred to as "transition rounds" were conducted in September and December 2005 and May 2006. Beginning with the October and November 2006 monitoring quarter, samples were only collected from the LTMP locations.

The objectives of the LTMP are:

- To assess the effectiveness of the remediation
- To monitor groundwater and surface water quality and trends, and
- To act as sentinel wells to protect human health and the environment.

Groundwater, surface water and soil gas samples are being obtained to verify that the remediation systems are working as planned. The Plan is also designed to protect human health and the environment by evaluating the concentrations of contaminants in groundwater and surface water over time. If increasing concentrations are observed, UConn and the Connecticut Department of Energy and Environmental Protection (CTDEEP) will reassess the remediation system design, expand the monitoring program, and/or take additional measures to protect human health and the environment, if necessary.

The LTMP includes sampling of media at multiple locations as shown on Figure 1:

- (1) six surface water locations;
- (2) five shallow groundwater monitoring wells;
- (3) five deep bedrock monitoring wells;
- (4) six active domestic wells on Meadowood Road and Separatist Road; and
- (5) four soil gas monitoring locations.

Installation of the landfill cap and leachate interceptor trenches (LITs) was completed in the spring of 2007. To date, significant changes to the groundwater quality have not been observed. Analytical results continue to be evaluated and reported to the key parties and to the public.

This report documents the sampling round conducted in September and October 2013, also referred to as Round #19. In a letter to the University dated 16 April 2010, CTDEEP approved a reduction in the LTMP sampling frequency from quarterly to semi-annually to be conducted in the spring and fall seasons. The next sampling event is planned for March 2014.

## **2. SCOPE OF PROGRAM**

The following paragraphs describe the rationale for each sampling location for the Long Term Monitoring Program based upon the approved Comprehensive Hydrogeologic Investigation and Remedial Action Plan, Addendum No. 2, dated July 2004.

### **2.1 Shallow Groundwater Monitoring Wells**

Three shallow wells [B401(MW), B403(MW) & B404(MW)] were constructed in the overburden south, southeast and north of the landfill respectively, and downgradient of the LITs in February and March 2007. These wells function to monitor shallow groundwater quality migrating out of the landfill area and to assess the effectiveness of the landfill cover and LITs.

Two previously existing shallow monitoring wells, MW-3 and MW-4, were reinstalled in August 2007 in the same general area in F Lot however; they were offset several feet from their original locations. They function to monitor shallow groundwater quality downgradient of F Lot.

### **2.2 Deep Groundwater Monitoring Wells**

Five bedrock (125 to 300 ft) groundwater monitoring wells are included in the LTMP. Three existing wells, MW-105R, B201R(MW), and B302R(MW) are located south and west of the landfill and former chemical pits. These wells were selected because they are situated in the direction of either suspected historical or known bedrock groundwater flow. Since permanent packer systems for discrete fracture interval sampling are installed in B201R(MW) and MW-105R, two samples are collected from each well. Two former residential water supply wells, located at 156 Hunting Lodge Road and 202 North Eagleville Road, are included in the LTMP because of their locations and construction depths. The University has not received permission to access the well at 156 Hunting Lodge Road therefore; it continues to be excluded from sampling events.

### **2.3 Surface Water Monitoring Locations**

Six surface water-monitoring locations (SW-A through SW-F) are selected to assess surface water quality migrating from the landfill, former chemical pits, and F Lot areas SW-A through SW-E are strategically placed at the primary surface waters north (wetland and Cedar Swamp Brook drainage) and south (western tributary of Eagleville Brook drainage) of the landfill and former chemical pits area. SW-F is located downgradient of F Lot on an eastern tributary to Eagleville Brook.

### **2.4 Active Residential Water Supply Wells**

Six active residential water supply wells are included in the LTMP:

38 Meadowood Road  
41 Meadowood Road  
65 Meadowood Road  
202 Separatist Road  
206 Separatist Road  
211 Separatist Road

These residential wells are the closest active bedrock wells to the landfill and former chemical pits in the direction of suspected historical and known groundwater migration pathways in the fractured bedrock aquifer.

## 2.5 Soil Gas Monitoring Locations

Four soil gas-monitoring points B501(GW), B502(GW), B503(GW) and B504(GW) were installed in the east, southeast, southwest and northwest quadrants of the landfill immediately outside the cap perimeter to monitor for potential gas migration away from the landfill. The monitoring points are 4-in. diameter PVC wells extending to depths ranging between 7.5 and 9.5 ft bgs with a slotted screen interval from the surface seal (approximately 2.5 ft bgs) to the depth of completion. The locations are lateral to the leachate interceptor trenches (LITs) where the likelihood of soil gas migration is presumed to be greatest.

## 2.6 Sampling Parameters

During the course of the Hydrogeologic Investigation, a comprehensive suite of analytical methods was selected to determine the nature of the contamination in the Study Area. A wide range of methods were used to ensure that any potential contaminant identified during review of historical records or interviews with knowledgeable personnel would be detected if present. Multiple rounds of groundwater and surface water sampling have shown that the contamination is confined to a few classes of compounds. Monitoring a select number of analytical methods accomplishes the objectives of the LTMP, that is, to assess effectiveness of remediation, monitor groundwater quality and trends and be protective of human health and the environment.

Groundwater and surface water samples were analyzed for the following parameters:

- VOCs by EPA Method 524.2

- Total metals by EPA Method 200 Series

- Total mercury by EPA Method 7470/E245.1

- Other Inorganic Parameters

  - ammonia, nitrate and nitrite, total phosphorus, total dissolved solids, total suspended solids, alkalinity, hardness, chloride, sulfate, chemical oxygen demand, total organic carbon, biological oxygen demand and cyanide

- Field Screening Data

  - turbidity, conductivity, dissolved oxygen, ORP, pH, and temperature

Soil gas monitoring points were analyzed for methane and carbon dioxide using a multiple gas detection meter.

## 2.7 Sampling Frequency

As previously mentioned, to date, significant changes to the groundwater quality have not been observed. This round represents the Fall 2013 sampling and we anticipate Spring sampling to occur in or about March 2014.

### 3. SAMPLING PROCEDURES

Sampling procedures and analytical methods for the groundwater monitoring wells and surface water samples were conducted in accordance with the Comprehensive Hydrogeologic Investigation and Remedial Action Plan, Addendum No. 2, dated July 2004.

Sampling procedures for the residential water supply wells were conducted in accordance with procedures previously established by CTDEEP and the DPH for the health consultation study completed in 1999. Samples were collected from the water supply system prior to treatment after running the tap for approximately eight minutes.

Samples from the residential water supply wells were analyzed using EPA drinking water methods as noted on the enclosed Table I.

#### 4. SUMMARY OF RESULTS

The analytical results from the September/October 2013 LTMP round #19 sampling are summarized in Table I. VOC Concentration and Conductivity vs. Time Plots for selected bedrock wells [MW105R, B201R(MW), and B302R(MW)] and selected overburden wells [B401(MW) and B403(MW)] are included in Appendix A. A discussion of the results below is organized by general sample types and locations.

##### 4.1 Shallow Groundwater Monitoring Wells

Samples from monitoring wells B401(MW), B403(MW) and B404(MW) were collected and submitted to Phoenix Environmental Laboratories, Manchester, Connecticut for analysis of VOCs, total metals, and nutrients. Both LITs and associated pumps were in operation at the time of this sampling event.

As in previous rounds, benzene, 1,4-dichlorobenzene, chlorobenzene and toluene were detected in monitoring well B401(MW). Benzene and chlorobenzene were detected in B403(MW) at concentrations below regulatory criteria. VOCs were not detected in the sample collected from B404(MW). Metal concentrations in all samples were below protective criteria with the exception of arsenic in B403(MW) at a concentration of 0.007 mg/l, slightly above the SWPC of 0.004 mg/l. In general, concentrations of selected parameters and compounds appear consistent with previous sampling rounds.

For quality control purposes, a duplicate sample was collected from B401(MW). Results from the duplicate sample were in general agreement.

The VOC chloroethane was detected in the sample collected from MW-4 however; it was also detected in several project trip blanks prepared by the laboratory. Chloroethane has not been detected at this location during previous sampling events. This detection was likely the result of laboratory contamination. VOCs were not detected above reporting limits in MW-3. Metal concentrations were below protective criteria.

##### 4.2 Deep Bedrock Monitoring Wells

Samples from these wells were collected and submitted to Phoenix Environmental Laboratories, Manchester, Connecticut for analysis of VOCs, total metals, and nutrients. VOCs were detected in discrete samples collected from the deeper fracture zone of MW-105R and both fracture zones of B201R(MW). VOCs were not detected above laboratory reporting limits for the shallow fracture (74 ft) in MW105R. Concentrations of 1,2-dichloroethane, benzene, trichloroethene and vinyl chloride exceeded the GWPC in the sample from the deeper fracture zone in MW-105R. Concentrations of 1,2-dichloroethane and benzene exceeded the GWPC in both the upper and deeper fracture zones of B201R(MW). Analytical results of groundwater quality at MW105R and B201R(MW) appear to be generally consistent with previous sampling events. Monitoring wells 202-NERD (unused domestic well at 202 N. Eagleville Road) and B302R-MW which range in depths from 200 to 320 ft do not have discrete sampling systems installed so, integrated samples were collected. VOCs were not detected in the sample collected from 202-NERD or B302R-MW. Metal and nutrient parameters were within typical groundwater water ranges in all of the bedrock well samples.

For quality control purposes, a duplicate sample was collected from the deeper zone of MW105R. Results from the duplicate sample were in general agreement.

### **4.3 Surface Water Samples**

During this sampling event, surface water was collected from four of the six monitoring locations. Samples were not collected from SW-B and SW-C due to dry conditions. The samples were submitted to Phoenix Environmental Laboratories, Manchester, Connecticut for analysis of VOCs, metals and nutrients. VOCs were not detected. Metal and nutrient parameters were within typical surface water ranges and consistent with previous sampling rounds for these locations.

### **4.4 Active Residential Domestic Wells**

Five of the six active domestic wells were sampled as part of this quarterly event. 65 Meadowood Road was sold to new owners. UConn issued a letter to the new owners requesting permission to sample their well however; permission has not yet been granted. Results of the domestic well sampling were consistent with most previous rounds, trace concentration (0.58 ug/L) of chloroform was detected in the sample collected from 211 Separatist Road, below the state action level for groundwater protection (6 ug/L). VOCs were not detected above method reporting limits at any of the other locations sampled. An elevated concentration of manganese (0.378 mg/l) was detected in the sample collected from 38 Meadowood Road, below the State action level of 0.5 mg/L. This is consistent with previous sampling events. Metal and nutrient concentrations at all locations were within acceptable drinking water ranges.

### **4.5 Soil Gas Monitoring**

Landfill gas is the natural by-product of the decomposition of solid waste in landfills and is comprised primarily of carbon dioxide and methane. A GEM2000 Landfill Gas Meter was used to sample and analyze methane, carbon dioxide and oxygen content at soil gas monitoring locations B501(GW), B502(GW), B503(GW) and B504(GW). Oxygen concentrations ranged from 19.6% at B502(GW) to 20.9% at B504(GW). Carbon dioxide readings ranged from 0.0% at B503(GW), and B504(GW) to 0.9% at B502(GW). Methane gas concentrations ranged from 0.0% at B501(GW), B503(GW) and B504(GW) to 0.4% at B502(GW). These readings are generally consistent with previous monitoring events.

### **4.6 Consent Order SRD-101 Progress Report**

From May 2013 through September 2013, the Leachate Interceptor Trench systems collected the following volumes of leachate which were pumped to the UConn Water Pollution Control Facility:

- South Trench: 16,201 gallons or approximately 106 gallons per day
- North Trench: 712,239 gallons or approximately 4,655 gallons per day

The flow was lower in South trench as compared through the previous time period of December 2012 through April 2013. Although the South trench produces less leachate than the North trench, we are having mechanical issues with the South trench pumps. UConn is looking into the matter. North LIT #2 has been repaired and leachate production is up for this time period.

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Mary Stanton, Town Clerk  
**Date:** January 27, 2014  
**Re:** Town Council Goal Setting

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**Subject Matter/Background**

At the January 25, 2014 budget and financial retreat, I am recommending that the Town Council initiate a goal setting session for its 2013-15 term. This exercise is important as the Council's goals will serve to set policy for the staff and the organization, and inform the upcoming FY 2014/15 Operating Budget and capital improvement program (CIP).

We will structure the initial discussion at the budget retreat as an idea-generating session, as time permits. We would then plan to carry the item as old business for the January 27, 2014 regular meeting of the Town Council.

Once finalized, I recommend that the Town Council vote to formally endorse its stated goals and objectives. This action would emphasize the importance of the document as a policy instrument. In addition, I suggest you consider adding the document to the Council's Policy Index as previous councils have done in the past.

I have attached various documents to serve as a reference for this discussion.

**Attachments**

- 1) Town Manager's Goals, Adopted on January 13, 2014
- 2) Town Council Goals, Adopted on December 28, 2009
- 3) Mansfield 2020 Strategic Plan Update



**Town of Mansfield  
Town Council  
Town Manager's Goals for FY2013/14  
January 13, 2014**

General Government

- 1) Prepare FY 2014/15 operating budget and CIP
- 2) Continue efforts to protect state's obligation to provide PILOT funding
- 3) Complete negotiations with professional & technical and public works unions
- 4) Replacement of senior staff
- 5) Assist with the appointment of attorneys for various legal services
- 6) Continue to assess town's needs for public safety personnel

Infrastructure

- 1) Negotiate key terms of agreement with preferred water supply option
- 2) Investigate and plan for necessary extensions of water supply to support town development goals
- 3) Negotiate key terms of sewer service agreement
- 4) Plan for detailed analysis of our buildings, parks, roads and other infrastructure, and to develop a more comprehensive improvement program

Storrs Center and Economic Development

- 1) Complete construction of public infrastructure in Storrs Center
- 2) Negotiate key terms of overrun agreements for Storrs Center parking garage
- 3) Complete operations management plan for Zimmer-Nash Transportation Center
- 4) Assist Mansfield Downtown Partnership with design and fundraising plan for Town Square
- 5) Work with developers on Price Chopper, development of for-purchase housing, and additional retail
- 6) Continue Economic Development efforts with the goal of relieving homeowners of tax burdens, consistent with sustainability goals
- 7) Continue development of Four Corners consistent with sustainability goals

Sustainability

- 1) Continue Mansfield Tomorrow project, including a town-wide economic development strategy
- 2) Complete open space acquisitions as approved by town council
- 3) Continue efforts to reduce Mansfield's carbon footprint

Education

- 1) Continue to work on issues related to school building repair or replacement

#### Regionalism

- 1) Assist WINCOG and Town Council with state COG consolidation effort; recommend successor COG if necessary

#### Human Services

- 1) Fill key vacancies in department of human services
- 2) Work with new director to assess and improve human services delivery

#### Town-University Relations

- 1) Continue professional-to-professional collaboration on UConn expansion and infrastructure projects
- 2) Continue to facilitate partnerships between state police and UConn police
- 3) Monitor development of UConn Technology Park and Next Generation CT initiative; work with Council to develop policy positions for town council as necessary
- 4) Urge UConn to build sufficient housing for additional students

## TOWN COUNCIL GOALS

Adopted 12/28/2009

Goal: Embrace sustainability.

Objective: Use as a principle in decision making.

Goal: Make progress on the physical components of the Mansfield Downtown Partnership "Storrs Center" project.

Objective: Break ground on new building(s) prior to the end of the Council term.

Objective: Develop a fair development agreement between the Town and the developer, Leyland Alliance

Objective: Begin demolition of buildings to be retired.

Objective: Provide Council support to MDP to accomplish the stated objectives.

Goal: Make a decision on the school renovation project

Objective: Send project and funding request to referendum prior to the end of the Council term.

Objective: Provide public forums and opportunities for public input on the school renovation project.

Goal: Maintain core services despite declining revenues

Objective: Define core services

Objective: Avoid major layoffs

Objective: Develop creative solutions to maintain or enhance services

Objective: Research opportunities for revenue diversification

Objective: Explore opportunities for providing services regionally

Goal: Improve quality of life for residents of neighborhoods close to the UCONN campus

Objective: Reduce blight and blighted neighborhoods

Objective: Research and develop additional ordinances and programs to combat negative off-campus student behavior.

Goal: Maintain tradition of open and transparent government

Objective: Develop more mediums for the exchange of ideas between citizens and their government

Objective: Empower and engage seniors in Senior Center programming.

Objective: Complete review and adoption of Council Rules of Procedure.

Goal: Improve active recreation facilities for youth

Objective: Improve Region 19 athletic facilities

Objective: Improve Town owned active recreation facilities such as athletic fields and playgrounds

Goal: Make progress on installation of water infrastructure to Four Corners area.

Objective:

**Mansfield 2020: A Unified Vision  
Developed 2007-2008**

*Sample projects and/or partnerships that have been an outgrowth or strengthened by the strategic plan*



**K – 12 Education and Early Childhood Development**

Mansfield provides high quality, holistic education for all children/youth in town while celebrating the individuality of each child. Funding for education has broad support from the community.

- The Mansfield Advocates for Children (our early childhood initiative for ages birth to eight) developed a strategic plan that linked back to Mansfield 2020. Various initiatives are underway to implement this plan.
- The Mansfield Board of Education and the Mansfield Town Council evaluated numerous renovation and construction options for its elementary and middle schools. The Town Council opted to maintain the existing elementary and middle schools for the next seven to ten years. Currently, \$200,000/yr is budgeted for Information Technology infrastructure needs and \$200,000/yr for building repairs and maintenance.
- The Community Playground initiative is underway. The playground is meant to serve as a centrally located, well-designed, accessible playground in which children can have the time and space to develop their physical and mental dexterity. In spring 2013, the Jeffrey P. Ossen Family Foundation awarded the Town \$200,000 to benefit the playground.



**Historic and Rural Character, Open Space and Working Farms**

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

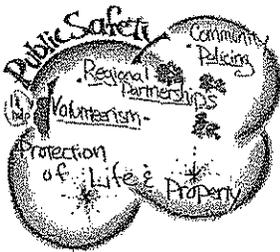
- The Town has continued its commitment to open space acquisitions. Notable acquisitions in recent years include the Moss Sanctuary and Dorwart properties. In 2013, the Town purchased two parcels to expand Dunhamtown Forest and Sawmill Brook Preserve.
- Adopted new ordinances to promote and sustain agriculture in Mansfield: Right to Farm Ordinance and Municipal Tax Incentives for Farms.
- Completed a comprehensive Agriculture Strategy as part of the Mansfield Tomorrow Project.
- Held two annual farmers forums with agricultural stakeholders to understand how the Town can encourage a viable farm economy.



## Housing

Mansfield has varied types of affordable and accessible housing that meets the needs of everyone, especially families, working adults, seniors and students.

- In 2007, received a \$500,000 grant to install a fire suppression/sprinkler system at the cottages in Juniper Hill Village. The project was completed in 2009.
- In 2008, through the use of CDBG funds, installed modern, energy efficient water heaters in all units of Holinko Estates.
- In 2012, received a \$300,000 grant to provide no interest loans to low and moderate income homeowners to finance home repairs and energy efficiency improvements.
- Expanded the inspection zone for the Housing Code program in 2007.
- Adopted the Ordinance Regarding Residential Rental Parking in August 2010. The Ordinance was implemented to reduce unsafe, blighted and congested conditions and other negative neighborhood impacts within the Town related to issues at rental properties not having adequately sized and delineated off-street parking areas to safely accommodate all residents and their guests.
- Adopted the Ordinance to Prevent Neighborhood Nuisances in July 2011. The Ordinance was implemented to reduce behavior which constitutes a nuisance such as but not limited to: disturbances of the peace; disorderly conduct; underage drinking; obstruction of public streets by crowds or vehicles; crimes against property; and excessive noise.



## Public Safety

Mansfield's public safety services—police, fire and EMS—have appropriate resources to serve the present and future needs of the community. The community emphasizes the protection of life and property, and the importance of regional partnerships, volunteering and community policing.

- Mansfield engaged in a police services study (2010-2012) to determine present and future needs as well as options for providing police services in Mansfield. Alternative Two, the enhanced Trooper model was endorsed by the Council. Implementation of Alternative Two has begun; an additional trooper was added in FY 12/13. Alternative Two calls for the gradual addition of three more troopers.
- The Mansfield Resident Trooper's Office has improved community policing efforts and collaborated with UCONN PD, most notably conducting joint patrols beginning in 2012.
- During Hurricane Irene, Storm Alfred, and Hurricane Sandy, operated shelter for community members in need during the emergencies. Sample services provided included: showering facilities, respite center, food, potable water, and electric charging stations.
- The Mansfield Firefighters Association's Personnel Committee has worked diligently to improve Mansfield's Fire and Emergency Services membership program. The Committee, along with the EMS Officer, has improved the number of volunteers qualified to respond to EMS incidents.
- Fire and Emergency Services has received an additional ambulance certification from the State of Connecticut Department of Public Health. This improves resource allocation by enabling the Department to have a minimum of two ambulances available to respond at all times and a third ambulance during peak volume periods.

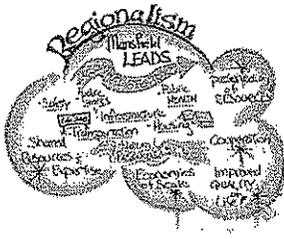
- Fire and Emergency Services has standardized equipment on two apparatus. Standardization has improved the effectiveness of Department apparatus response assignments and enhanced the safety of victims and response personnel.
- Station 307 has had a Base Radio installed to improve interagency communications with the UCONN Fire Department. Grant funds were used to cover the cost to purchase the equipment and installation.
- Fire and Emergency Services received a grant for the purchase of Tone and Voice Pagers. This improves the Department's ability to alert members to calls for service, provide updates en route to an incident, and effectively manage in-coming resources.
- The GIS (Geographic Information Systems) program provides infrastructure information relevant to Fire Department operations. It has been critical to identifying water supply infrastructure upgrades that have improved the effectiveness of the Department's emergency response operations.



### Recreation, Health and Wellness

The Town of Mansfield has a variety of quality recreation facilities and programs that build a sense of community and citizen health and wellness. The community center is a key asset that promotes health, fitness and well being. Outdoor parks and facilities assist in this effort. These resources provide safe, affordable and accessible places to enhance the quality of life of people of all ages and socioeconomic levels.

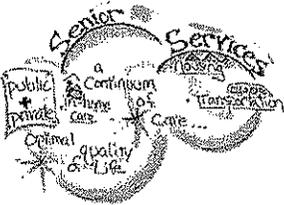
- Parks and Recreation participated in the 2011-2012 UCONN MPA capstone project. A public opinion survey of Parks and Recreation departmental programs and services was completed. The survey findings are being used to assist the department with long-term planning for capital needs, budgeting, programs and services.
- Parks and Recreation participated in the 2012-2013 UCONN MPA capstone project. The analysis assisted in determining optimal levels of pricing for membership to the Mansfield Community Center and Parks and Recreation Department programs to maximize revenues.
- In spring 2011, the Town received a grant to help fund improvements to the tennis courts at E.O. Smith high school. The grant afforded improvements to the tennis courts to promote tennis use amongst children.
- In 2009 the construction of the concession and restroom facilities at Southeast athletic fields was completed. Many community volunteer hours contributed to this project's completion.
- In 2010, through the use of CDBG funds, installed a second ADA compliant, fully accessible family changing room at the Mansfield Community Center.
- In 2009, the Town accepted ownership and responsibility for Lions Memorial Park.
- In 2009, River Park officially opened. The park is providing river access for the public for canoe and kayak use. A multi-use ball field was installed and is in use as well.
- In 2009, the Skate Park opened for use. This project was funded by the Town and through donations. Many community volunteer hours contributed to this project's completion.
- In November 2012, Sunny Acres Park playscape was replaced with modern and safe equipment.
- In February 2013, through a Recreational Trails Program Grant, the Town completed a design and bid specs for a Universal Access Trail around Bicentennial Pond. The trail will improve access from the Middle School for educational opportunities and fitness opportunities for the community at large. Future funding is needed to complete this project. A grant to build the trail was submitted in March 2013.



### Regionalism

Mansfield is a leader in developing regional strategies for addressing common concerns such as public works and infrastructure, public health and safety, education, economic development, transportation, natural resources, housing, health and recreation. Shared resources and expertise and other cooperative efforts lead to economies of scale, preservation of resources, and improved quality of life.

- Mansfield Parks and Recreation joined with Windham Parks and Recreation to participate in the 2010-2011 UCONN MPA capstone project. The project identified opportunities for sharing services between the two towns. Some recommendations from the study have been implemented.
- In 2011 and 2012, Mansfield partnered with Tolland and Coventry on Regional Performance Incentive Program grant applications to fund regional economic development efforts. A 2013 application is currently being prepared; Bolton has been added as a new partner in this year's application.



### Senior Services

Through public and private efforts, Mansfield provides a continuum of care services such as: housing, transportation and in-home care to create an optimal quality of life for an aging population.

- Developed, implemented and funded a volunteer transportation program for seniors. Hired part-time coordinator for the program, identified town vehicle for program use, and was awarded a grant and acquired a 10 passenger van.
- Since FY 2007/2008 the Town has received grant funding to provide out-of-region medical transport for senior residents.
- In 2010, through the use of CDBG funds, replaced the Senior Center roof, installed new gutters and down spouts, and repaired soffit and fascia board work.
- Undergraduate students in the HDFS program concentrating in gerontology have been shadowing the Mansfield Senior Center Coordinator. Students conduct a variety of work assignments and projects and work 16 hours per week for one semester. Six students have participated in this shadowing program since 2010.



for a reduced price for Mansfield residents. 636 residences pledged to reduce their energy usage through the Challenge, 148 participated in the home energy audits, and 9 residents made further energy upgrades such as furnace replacements or insulation improvements.

- Mansfield collaborated with the University of Connecticut on an Environmental Impact Evaluation to find a new water supply source for the University and the Town, particularly for the Four Corners area. The study was completed in 2013 and identified an interconnection with the Connecticut Water Company system in Tolland as the preferred source.
- The Four Corners sewer collection system is currently under design; it is anticipated that the design will be completed in time to allow for the new water and sewer systems in the Four Corners area to be constructed concurrently.



### University/Town Relations

Mansfield, home to the University of Connecticut main campus, has built an enviable college-town community. Mansfield has established and maintained a good relationship with UConn through many cooperative ventures and partnerships including sustainable environmental and economic partnerships.

- The Mansfield Community-Campus Partnership has been active and have conducted the following in recent years: Off-campus welcome visits (fall); Off-campus “be a good neighbor” visits (spring); Underage drinking prevention initiatives and grants; and implemented a recycling program for Celeron and Hunting Lodge apartments, large off-campus complexes primarily inhabited by students.
- Since September 2009, Mansfield has been a participant in the UCONN work study program and has approximately a dozen students gaining work experience with various town departments. Just in the past three years, work study students have completed 3,970 hours of work and nearly \$50,500 in value – all at no direct cost to the Town.
- In July 2011, executed an education affiliation agreement with UCONN to allow students to gain professional experience in an education setting academically oriented for their personal, professional, and academic development. Through this agreement, students are able to volunteer with the Town through Community Outreach. Last year, our Youth Services Division had over 60 student volunteers.
- Since 2008, Public Works has benefited from hosting a UCONN engineering student intern. The student assists with: researching and developing information; helping plan and coordinate projects; inspecting construction sites; reviewing plans and specifications; designing elements of engineering projects; preparing maps; maintaining permit records and files; and preparing engineering reports.
- The Town has hosted many UCONN MSW students with our Youth Services and Senior Services divisions over the years. Students complete 20 hrs/wk practicums during the academic year. Sample work includes managing programs, facilitating groups, providing services to clients, and working in the schools. This past academic year (12/13), Youth Services had 2 MSW students working a combined 40 hrs/wk at no direct cost to the Town.
- The UCONN masters of pharmacy program has recently been working with Youth Services to assist in providing services to clients; students work in conjunction with Dr. Haney, a long-time contractor with Youth Services.
- For approximately 5 years doctoral students in the psychology program have been providing clinical services to families through the Youth Service Division free of charge.



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Linda Painter, Director of Planning and Development; Planning and Zoning Commission  
**Date:** January 27, 2014  
**Re:** UCONN Innovative Partnership Building Comparative Evaluation

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**Subject Matter/Background**

The University of Connecticut is proposing to build a ±112,000 square foot Innovative Partnership Building (IPB) on Parcel C in the UCONN Technology Park. The building will be located to the north and west of the existing terminus of North Hillside Road and will contain research and development uses including laboratories, tenant space, office and administration space, and amenities for building occupants. Parking to support the building will include between 215 and 250 spaces, including overflow turf parking.

In accordance with the Connecticut Environmental Policy Act (CEPA), in 2001 UCONN completed an Environmental Impact Evaluation (EIE) for the new Technology Park. The analysis of potential environmental impacts was updated in 2011 as part of the Final Environmental Impact Statement for the North Hillside Road extension. As part of the Connecticut Office of Policy and Management's (OPM) approval of the 2001 EIE, the University was required to prepare comparative evaluation reports for specific developments within the technology park. These reports must be made available for public review and comment for a period of 14 days. All comments received during the review period must be forwarded to OPM along with the Comparative Evaluation report.

*Comparison of Impacts*

On January 21, 2014, the University of Connecticut released a Comparative Evaluation for the new Innovative Partnership Building. A full copy of the evaluation can be viewed at [http://www.envpolicy.uconn.edu/IPB\\_CE\\_Final\\_011714.pdf](http://www.envpolicy.uconn.edu/IPB_CE_Final_011714.pdf). Table 1 of the Comparative Evaluation report summarizes how the impacts of the proposed construction compare with the impacts identified in both the 2001 EIE and 2011. A copy of the table is attached to this memo for your information, along with graphic exhibits depicting the location and design of the project.

With the exception of potable water use, all impacts are identified as either less than or equivalent to the impacts identified in both the 2001 and 2011 analyses. For potable water use, the summary notes that projected actual water need for the building (51,500 GPD) is significantly higher than what was originally estimated in 2001 for this parcel (17,300 GPD). Based on updated information, the tech park at build-out is now projected to need 423,500 GPD as compared to the 89,600 GPD identified in 2001. On a percentage basis, the revised projections reflect Parcel C using approximately 12.1% of total water demand for the tech park, as compared to 19.3% estimated in 2001.

While the increase in projected water demand is significant given the concerns raised with regard to impacts on the Fenton River as part of the original tech park EIE process, much has changed since 2001 with regard to water use and availability. The report notes that the projected water demand for this building can be accommodated even if the Fenton River wells are unavailable due to low stream flow conditions. Limitations on the use of the Fenton River wells were established as part of a Fenton River study. Completion of this study was the only other condition OPM placed on approval of the EIE.

The availability of water for this project is primarily due to the increase in potable water capacity made possible through the UCONN reclaimed water facility that became operational in 2013. This facility recycles wastewater for use at the UCONN central utility plant, which had been the largest water user in the system. Additionally, the new interconnection with the Connecticut Water Company system will further supplement available water supplies when it comes on-line in the next two to three years.

#### *Consistency with Previous Town Comments*

In addition to the concerns regarding water usage noted above, the Town issued comments in response to the 2001 EIE that addressed a variety of topics, including communication with the Town on proposed projects, stormwater management system design and wildlife impacts. The Town also issued comments in response to the 2011 Final EIS for North Hillside Road. (Copies of both sets of comments are attached for the Council's reference.) As noted previously, OPM only attached two conditions to the approval of the EIE related to preparation of comparative evaluations and completion of a Fenton River study; therefore, all other comments issued by the town in 2001 remain advisory in nature.

Based on previous comments issued by the Town, staff has reviewed the Comparative Evaluation Report and identified the following items for inclusion in formal comments to the University:

- *Project Communication/Timeframe for Review.* While the University is only required to provide a 14 day public review period for proposed projects within the technology park, the Town urges the University to

develop a framework for more open communication and discussion of projects apart from that mandatory requirement.

- *Stormwater/Drainage.* The Town appreciates the inclusion of Low Impact Development (LID) techniques such as permeable pavement and rain gardens into the stormwater management plan for the subject site. Use of porous pavements should also be considered for pedestrian plazas in addition to the parking areas.

Additionally, there was no mention of how the proposed stormwater system for this site integrates with the comprehensive stormwater management plan that was to be prepared for the entire development pursuant to the 2001 EIE. Due to potential impacts on downstream property owners as well as the Town's roadway and drainage systems, the Town would like additional information and details on both the stormwater management system for this site as well as the tech park as a whole. These details should also address potential impacts of stormwater drainage on the landfill leachate plume and long-term maintenance responsibilities.

- *Access/Traffic Management.* The Town reiterates its request that improvements to the South Eagleville Road/Separatist Road intersection be made a priority due to existing traffic concerns. While this intersection is not directly impacted by the IPB building construction, it was projected to operate at an LOS F for both the 2010 and 2030 no-build conditions analyzed as part of the North Hillside Road EIS. As such, it is imperative that these improvements be expedited for installation as soon as possible.
- *Surface Parking.* The report notes that the amount of proposed parking on the subject site has been significantly reduced from what was proposed in 2001. However, there are inconsistencies between the number of parking spaces noted in the narrative section (215) and the number shown on Figure 5 (250). This discrepancy needs to be remedied. Portions of the northern and southern parking lot also appear to extend beyond the approved development envelope. These areas should be redesigned to eliminate the encroachments.

Additionally, both of the proposed parking lots are located adjacent to North Hillside Road. Significant landscaping and screening of these parking lots is needed to ensure that parking lots do not become the defining gateway feature along North Hillside Road. This screening should include planted berms and terracing of parking areas as identified in the 2012 Master Plan to reduce visibility of surface parking areas.

With regard to proposed turf overflow parking areas, detailed designs need to include wheel stops to prevent vehicles from straying from these

areas, particularly along the development envelope boundary. Additionally, plans should be put in place to monitor these areas for oil and other vehicular fluid leaks and immediate corrective action to prevent these fluids from infiltrating groundwater or washing off into nearby wetlands.

- *Wetland/Habitat Impacts.* It is our understanding that no additional wetland permits will be required for construction of this project provided the building and site design is consistent with the wetland impacts identified as part of the North Hillside Road construction. While no additional permits are necessary, measures should be taken to provide the maximum protection possible to the adjacent wetland areas and nearby vernal pools including timing of construction, strict clearing limitations, designated laydown areas and vigilant monitoring of erosion and sedimentation controls.

Figure 3 shows a proposed gravel path leading into the forest; however, it is unclear as to whether the path is connecting into an existing trail. If it is connecting to an existing trail, it appears that the trail will be impacted by the southern parking lot, in which case the existing trail should be clearly rerouted. Furthermore, materials used for new trail construction should be chosen based on projected trail use and volumes, with a goal of minimizing impacts to the environment. The Town's Natural Resources and Sustainability Coordinator can provide assistance in choosing the proper materials.

- *Stone Walls.* Exhibit 5 indicates that significant portions of existing stone walls will be impacted by the road, parking lot and building construction. Stone walls should be preserved wherever possible as they are a distinctive cultural feature of this area. While the note indicates that stones will be stockpiled on site for reuse, specific uses for those stones should be indicated on the plans, with priorities given to repair and extension of remaining stone walls. Another option would be to construct a stone wall along the North Hillside Road frontage to reinforce the history of the area.

### **Recommendation**

The PZC will review the Comparative Evaluation at its next regular meeting on February 3, 2014. Under normal procedure, the PZC would review the proposed project and submit recommendations to the Council for inclusion in a joint letter to the University. However, the PZC's February 3<sup>rd</sup> meeting will occur towards the end of the 14-day comment period for the Comparative Evaluation.

Therefore, staff recommends that the Mayor be authorized to co-endorse a letter with the Chair of the Planning and Zoning Commission that addresses the above comments as well as any other comments identified by the PZC.

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

\_\_\_\_\_ moves, \_\_\_\_\_ seconds to authorize the Mayor to co-endorse a letter to the University regarding the Innovative Partnership Building Comparative Evaluation. The letter shall include the comments identified in the Town Manager's Memo dated January 27, 2014 and any additional comments suggested by the Planning and Zoning Commission.

**Attachments**

- 1) IPB Comparative Evaluation-Table 1
- 2) IPB Comparative Evaluation – Figures 1-5
- 3) April 10, 2001 Comments on North Campus Master Plan EIE
- 4) January 23, 2012 Comments on North Hillside Road
- 5) August 13, 2001 OPM Memo

**Table 1**  
**Summary Comparison of Potential Environmental Impacts**  
**North Campus Master Plan EIE Parcel C and Proposed IPB**

Resource Area	North Campus Master Plan EIE	Proposed IPB Project	Comparison of Impact	Comments
<b>Natural Environment</b>				
Geology, Soils & Farmland	No impacts to prime farmland	No impacts to prime farmland; excavation not anticipated to reach bedrock. Building design integrates surrounding topography thereby minimizing cuts and fills and overall site disturbance	Equivalent	Impacts would be equivalent to those outlined in the 2001 EIE.
Hydrology & Groundwater	With stormwater management plan and BMPs, no significant impacts to water quality	With stormwater management plan and BMPs, no significant impacts to water quality; Low Impact Development (LID) measures to be included in the design	Less	The project is now required to comply with more stringent erosion and sedimentation controls (CTDEEP 2002) and stormwater management guidelines (CT DEEP 2004) that were not in existence at the time of the 2001 EIE. Also, incorporation of a green roof, rain gardens, and other LID measures, coupled with less parking requirements, will reduce the impervious footprint.
Floodplains	No direct impacts to the 100-year or 500-year floodplain	No direct impacts to the 100-year or 500-year floodplain	Equivalent	The project site does not lie within the 100-year or 500-year floodplain. Impacts would be equivalent to those outlined in the 2001 EIE.

Resource Area	North Campus Master Plan EIE	Proposed IPB Project	Comparison of Impact	Comments
Wetlands	Wetlands located on the northern and western periphery of the site, but no other wetlands were delineated on the parcel.	Would impact 0.22 acres of wetlands	Equivalent to the 2011 EIS	The 1992 wetland survey by CTDOT did not delineate wetlands on the project site. However, wetlands were delineated on Parcel C in 2008 and impacts from the proposed concept development were evaluated in the 2011 EIS and found to be 0.22 acres. Permitting was pursued and a wetland mitigation area has been identified. Thus, wetland impacts are unchanged and mitigation has already been planned to offset the impact.
Vegetation & Wildlife	Potential reduction in forest dwelling species; listed species that use fields during migration would not be impacted by loss of forest	Potential reduction in forest dwelling species; some disturbance within the 750-foot critical habitat buffer defined by Calhoun & Klemens (2002) with respect to vernal pools but the project meets specified vernal pool habitat management and conservation objectives.	Less than the 2001 EIE and equivalent to the 2011 FEIS	The project footprint has been designed to preserve greater than 75% of the 750-foot critical upland habitat surrounding nearby vernal pools and as such meets the conservation and habitat management guidelines for vernal pools as specified by Calhoun & Klemens (2002). Due to the location of several vernal pools near Parcel C, it is impossible to completely avoid impacting the 750-foot critical habitat buffer but the project has been located strategically on the parcel and has been designed to reduce this impact to the greatest extent possible. Refer to the CT DEEP NDDDB correspondence letter contained in Appendix B, as well as the mitigation outlined in Section 5.0, for precautions to be taken during construction to protect bird species, amphibians and wood turtles so as to minimize project impacts to the greatest extent practicable.
<b>Cultural Resources</b>				
Historic Resources	No impacts to historic resources	No impacts to historic resources	Equivalent	National Register GIS does not identify any above ground resources in the vicinity of the parcel. In addition, the 2011 EIS does not identify any above-ground historic resources in proximity to the site. Impacts would be equivalent to those outlined in the 2001 EIE.
Archaeological Resources	Moderate to high prehistoric potential on north side of parcel; recommend survey	Phase 1B conducted; no additional survey required	Less	2012 Phase 1B Archaeological Survey did not identify any significant prehistoric or historic archaeological resources on the site. Impacts would be less than those identified in the 2001 EIE.

Resource Area	North Campus Master Plan EIE	Proposed IPB Project	Comparison of Impact	Comments
<b>Public Utilities</b>	<p>No utility impacts; sufficient water supply; ability of sanitary sewer system to meet demands of full build-out unclear. Daily water use based on a planning metric of 0.1 gallons per day (gpd) per square foot of building. Thus the 173,000 SF building was estimated to use 17,300 gallons per day (gpd). This water use estimate includes use of reclaimed water for heating and cooling.</p>	<p>No utility impacts; the IPB is now 112,000 SF – or 61,000 SF less than that proposed in 2001. Despite being less in overall area, the building is projected to use 28,000 gpd of potable water and 23,500 gpd of reclaimed water (serving the cooling towers).</p>	<p>Equivalent for all utilities except for water use, which is greater than reported in the 2001 EIE and 2011 EIS for the IPB building. Refer to the explanation provided in the column to the right.</p>	<p>Utilities, including electricity, telecommunications, steam, gas, water, reclaimed water, and sewer, are accessible to the project site. With respect to overall water demand (both potable and reclaimed water), the 2001 EIE and 2011 EIS predicted a total average water demand for the North Campus Technology Park of 89,600 gpd. The 173,000 SF building planned for the subject parcel (Parcel C) in the 2001 EIE was estimated to require 17,300 gpd of the total 89,600 gpd, or 19.3% of the total water demand predicted for the Technology Park in 2001. The present total water demand for the North Campus Technology Park is now forecast to be higher. The new water demand is predicted to be 423,500 gpd. Thus, the 51,500 gpd demand for the IPB (which includes both potable and reclaimed water) is now only 12.1% of the total water demand predicted for the Technology Park. Despite the increase in predicted water demand for the IPB, the UCONN water system can meet the IPB's expected water use even in the event that the Fenton wellfield is unavailable. This is primarily due to the UCONN reclaimed water utility which, starting in 2013, recycles the wastewater from the UCONN wastewater treatment plant and returns the water to the UCONN Central Utility Plant for non-potable re-use. The utility plant had been the highest consumer of potable water on the UCONN system. Further, to address the water demands of the entire North Campus as well as other additional demands, UCONN will have successfully supplemented its public water supply as described elsewhere in this comparative evaluation through a new interconnection with another water supply utility.</p> <p>Lastly, UCONN's WPCF has adequate capacity to treat wastewater from the IPB. THE WPCF has a design capacity of 3.0 mgd. Average daily flows at the WPCF currently range between 0.81 mgd and 1.32 mgd.</p>

Resource Area	North Campus Master Plan EIE	Proposed IPB Project	Comparison of Impact	Comments
<b>Socio-Economic Resources</b>				
Land Use	Consistent with existing uses at UCONN campus	Consistent with existing uses at UCONN campus	Equivalent	Would convert woodlands to Research and Development use, but new development would be consistent with existing land uses at the UCONN campus. Impacts would be equivalent to those outlined in the 2001 EIE.
Neighborhood	Job creation, primarily high wage; new tax revenues or state grants in lieu of taxes	Creation of approximately 179 jobs, primarily high wage; potential increase in housing demand; new tax revenues or state grants in lieu of taxes; EJ community impact not anticipated	Equivalent	Overall beneficial impacts to neighborhoods. Impacts would be equivalent to those outlined in the 2001 EIE.
Aesthetics	Vegetated buffers would minimize impacts	Vegetated buffers would minimize impacts	Equivalent	Impacts would be equivalent to those outlined in the 2001 EIE.
Area, Municipal, State & Federal Concerns	Consistent with Town of Mansfield Plan of Development, and CT Conservation and Development Policies	Consistent with Town of Mansfield Plan of Conservation and Development; Conservation and Development Policies: The Plan for CT; and Windham Region Land Use Plan 2010	Equivalent	Would be located within an area designated as a development area within municipal and state planning documents; would concentrate development where existing utility infrastructure exists; the parcel was defined to avoid sensitive habitats to the greatest extent possible. Overall, impacts equivalent to those outlined in the 2001 EIE.

Resource Area	North Campus Master Plan EIE	Proposed IPB Project	Comparison of Impact	Comments
Zoning	Not subject to zoning in the Town of Mansfield	Not subject to zoning in the Town of Mansfield	Equivalent	Because land is owned by the University, development on the parcel is not subject to zoning. Impacts would be equivalent to those outlined in the 2001 EIE.
Energy	Will consider environmentally friendly technologies for energy efficiency	Building LEED Silver; employing environmentally friendly technologies for energy efficiency	Equivalent or less	The facility will be developed following the University's Sustainable Design & Construction Policy and thus will meet the requirements for LEED Silver.
<b>Transportation</b>				
Traffic and Parking	With mitigation, all but one intersection will operate at acceptable level of service (LOS)	The overall intersection LOS in the project study area would remain unchanged and all intersections would experience a LOS C or better; operations would mostly remain the same and in those cases where the LOS would degrade, it would not do so beyond LOS D. Because the IPB is only part of the proposed North Campus Master Plan, its impact on the existing network is small. Extension of North Hillside is not required for a functional road network.	Equivalent or less	A traffic study conducted by BETA Group, Inc. for the IPB for the purposes of securing a Major Traffic Generator Administrative Decision from the State Traffic Administration demonstrates that the proposed IPB would have minimal impact on traffic operations in the project area. While the proposed action can be accommodated without full implementation of actions in the Master Plan EIE, the IPB project can be developed as an initial stage of the overall North Campus Plan without major mitigation measures.

Resource Area	North Campus Master Plan EIE	Proposed IPB Project	Comparison of Impact	Comments
<b>Physical Environment</b>				
Solid Waste & Recycling	Increase in municipal solid waste	Increase in municipal solid waste	Equivalent or less	Impacts could be less due to the fact that the building is smaller than that proposed in the 2001 EIE.
Toxic Waste	University's system of management of regulated waste would be extended to new facilities	Toxic and/or hazardous wastes would be disposed of in accordance with State and federal regulations	Equivalent or less	Impacts could be less due to the fact that the building is smaller than that proposed in the 2001 EIE.
Air Quality	Impacts at peak travel times	Air quality impacts not anticipated to be significant.	Equivalent or less	Air quality impacts are not anticipated to be significant and would be less than that outlined in the 2001 EIE, including during peak times. This is due to a reduction in the size of building; a reduced parking capacity and corresponding reduction in vehicle trips; and cleaner burning engines since 2001.
Noise	Noise typical of commercial developments and due to traffic	Noise typical of commercial developments and due to traffic	Equivalent or less	In addition to traffic noise, potential noise sources include power transformers, HVAC units, and elevator banks. However, the equipment will be located inside the buildings and thus won't significantly impact ambient noise. Impacts could be less than those outlined in the 2001 EIE due to the reduction in the size of the building and thus the reduction of cars on the roads.
<b>Cumulative Impacts</b>				
Public Utilities	Not evaluated	Additional demand for utilities and services with the continued development of the North Campus	Equivalent or less	With the exception of water, the demand for utilities and services associated with the IPB may be less than that evaluated in the 2001 EIE due to the reduction in the size of the building. Therefore, cumulative impacts to most utilities could be diminished. With respect to water, the UCONN water

Resource Area	North Campus Master Plan EIE	Proposed IPB Project	Comparison of Impact	Comments
				<p>system can meet the IPB's expected water use even in the event that the Fenton wellfield is unavailable because the UCONN reclaimed water utility has allowed the UCONN Central Utility Plant, which had been the system's largest consumer of potable water, to come off the potable water system. Further, to address the water demands of the entire North Campus as well as other additional demands, UCONN will have successfully increased their public water supply as described elsewhere in this comparative evaluation through a new interconnection with another water supply utility. A CEPA EIE and ROD for Potential Sources of Water Supply was completed in July 2013. The preferred alternative involves an interconnection with the Connecticut Water Company (CWC). A contract agreement between UCONN and CWC is in place as of December 2013 and permitting for the project is expected to be completed by mid-2015. Thus, cumulative impacts associated with expanding the campus water supply to meet demands attributed to future development have already been identified in an approved EIE and ROD.</p>
Traffic and Parking	Not evaluated	Additional traffic and parking demand with continued development of the North Campus	Equivalent or less	The proposed IPB may generate less traffic than that evaluated in the 2001 EIE due to the reduction in the size of the building and the reduction of parking. Therefore, cumulative impacts to transportation systems may be diminished.
Hydrology	Not evaluated	Impacts to hydrology and water quality due to increase in impervious surfaces and stormwater pollutants	Equivalent or less	Impervious surfaces would be less than planned for within the 2001 EIE. The corresponding water quality impacts may also be less, due in part to low-impact development measures and more stringent erosion and sedimentation control and stormwater management requirements. Therefore, cumulative impacts to hydrology and water quality may be diminished.

Innovative Partnership Building,  
University of Connecticut,  
Storrs, CT

UConn North Campus  
Master Plan, October 2012

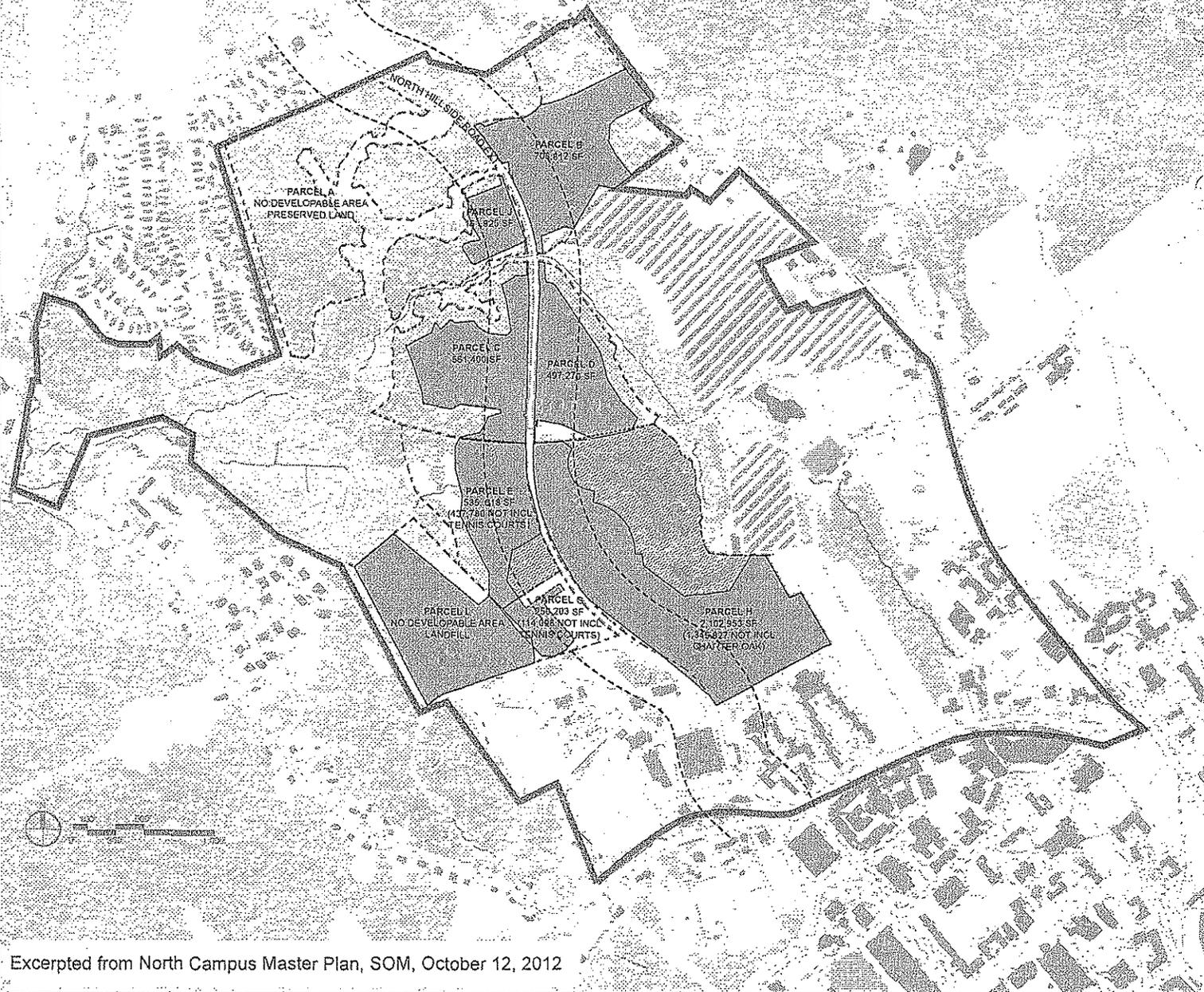
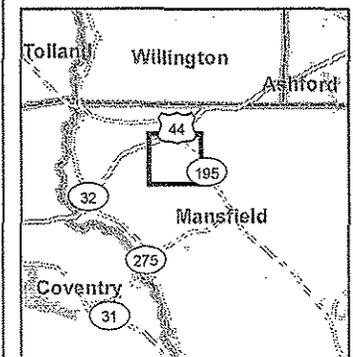


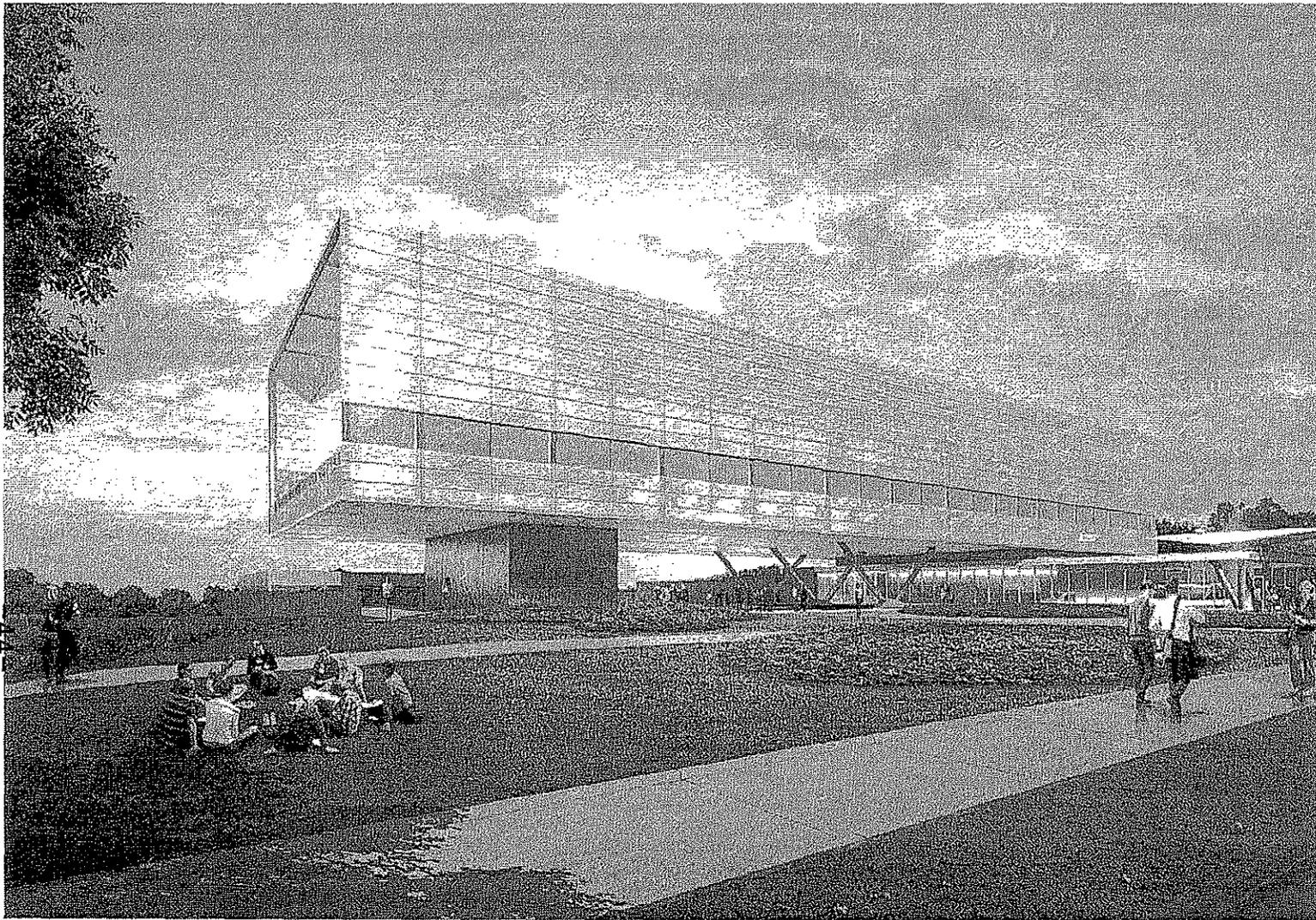
Figure 1

North Campus Master Plan  
Parcels



Excerpted from North Campus Master Plan, SOM, October 12, 2012



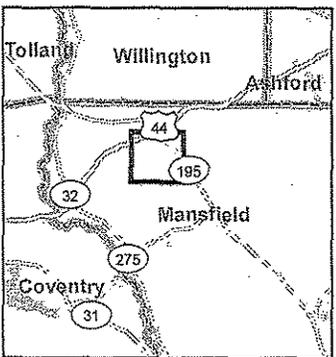


Innovative Partnership Building,  
University of Connecticut,  
Storrs, CT

SOM, February 2013

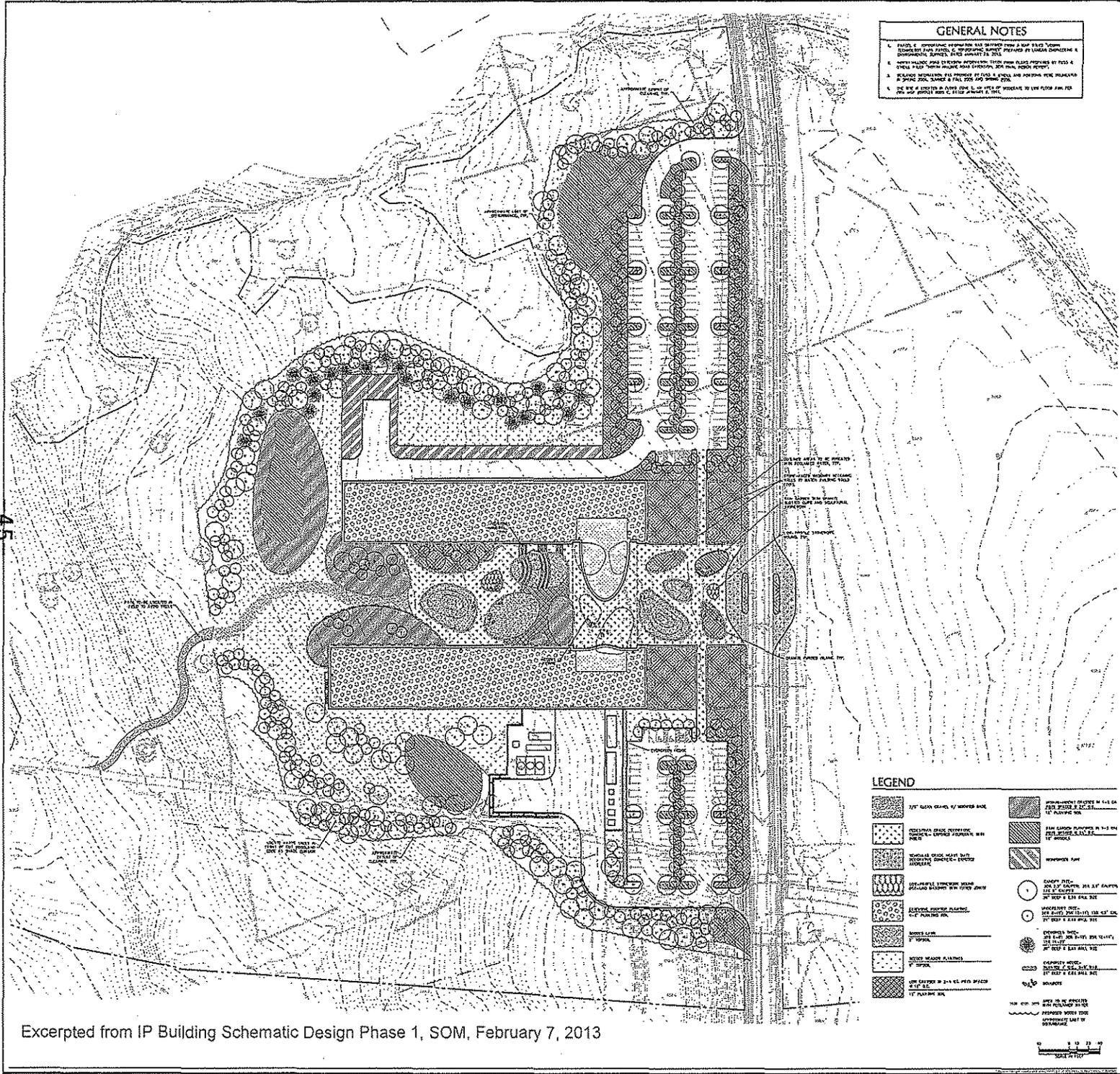
Figure 2

IP Building  
Conceptual Rendering



SOM, November, 2013





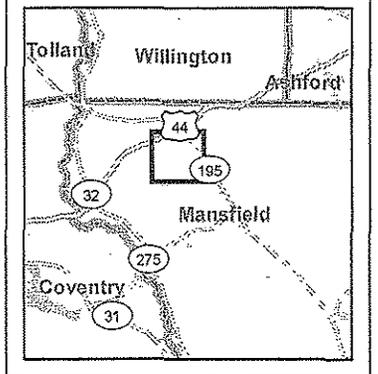
**GENERAL NOTES**

1. EXIST. E. TOPOGRAPHIC INFORMATION WAS OBTAINED FROM A MAP SHOWING TOPOGRAPHY OF THE STATE OF CONNECTICUT, PREPARED BY LORAIN DANFORTH & COMPANY, INC., 1910. DATE: 1910.
2. EXIST. BUILDING AND SITE INFORMATION WAS OBTAINED FROM PLANS PREPARED BY FOSTER & WHEELER ARCHITECTS, INC., 1998. DATE: 1998.
3. EXIST. BUILDING AND SITE INFORMATION WAS OBTAINED FROM PLANS PREPARED BY FOSTER & WHEELER ARCHITECTS, INC., 1998. DATE: 1998.
4. ALL DIMENSIONS ARE IN FEET AND INCHES. DIMENSIONS IN FEET SHALL BE ROUNDED UP TO THE NEXT WHOLE NUMBER.
5. SEE SITE PLAN FOR ALL DIMENSIONS AND NOTES. SEE ALSO THE SITE PLAN FOR ALL DIMENSIONS AND NOTES.

**Innovative Partnership Building,  
University of Connecticut,  
Storrs, CT**

SOM, February 2013

Figure 3  
IP Building  
Site Plan



**LEGEND**

1/2" GRASS GRAVEL, 4" WORKED SAND	APPROXIMATE DISTANCE IN 1/4" ON PLAN TO CENTER OF 12" DIA. TREE
EXISTING PAVED DRIVEWAY	EXISTING PAVED DRIVEWAY
EXISTING PAVED DRIVEWAY WITH CURB	EXISTING PAVED DRIVEWAY WITH CURB
EXISTING PAVED DRIVEWAY WITH CURB AND SIDEWALK	EXISTING PAVED DRIVEWAY WITH CURB AND SIDEWALK
EXISTING PAVED DRIVEWAY WITH CURB AND SIDEWALK AND BIKEWAY	EXISTING PAVED DRIVEWAY WITH CURB AND SIDEWALK AND BIKEWAY
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EXISTING PAVED DRIVEWAY WITH CURB AND SIDEWALK AND BIKEWAY	EXISTING PAVED DRIVEWAY WITH CURB AND SIDEWALK AND BIKEWAY

Innovative Partnership Building,  
University of Connecticut,  
Storrs, CT

Study Area  
Natural Resources

Legend

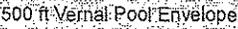
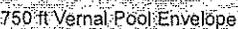
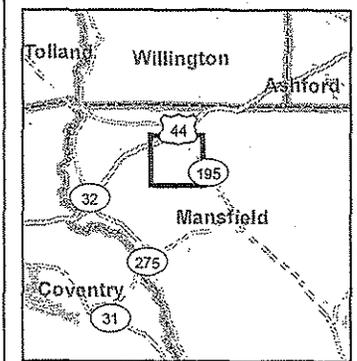
-  Master Plan Parcel C
-  Wetland Soils
-  Natural Diversity Database  
Dec. 2013 CT DEEP
-  Open Water
-  Proposed Structure
-  Proposed Parking and  
Circulation
-  North Hillside Road Extension
-  10-Foot Contour Interval
-  100-ft Vernal Pool Envelope
-  500-ft Vernal Pool Envelope
-  750-ft Vernal Pool Envelope
-  Identified Vernal Pool

Figure 4

USGS Quadrangle  
South Coventry, Spring Hill





RECEIVED

TOWN OF MANSFIELD



APR 11 2001

Architectural &  
Engineering Services  
University of Connecticut

AUDREY F. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
STORRS, CONNECTICUT 06268-2598

April 10, 2001

Mr. Larry Schilling, University Architect  
Architectural and Engineering Services  
University of Connecticut  
31 LeDoyt Rd., U-Box 3038  
Storrs, CT 06269-3038

Post-It <sup>®</sup> Fax Note	7671	Date	4/10/01	# of pages	7
To	L. Schilling	From	G. Padriak		
Co./Dept.		Co.	Town		
Phone #		Phone #			
Fax #		Fax #	486-3255		

Re: February, 2001 Draft Environmental Impact  
University of Connecticut North Campus

Dear Mr. Schilling:

Mansfield's Planning and Zoning Commission and Town Council, with the assistance of the Town's Conservation Commission and staff, have reviewed the above referenced Environmental Impact Evaluation (EIE). The following comments should be addressed in accordance with Connecticut Environmental Policy Act (CEPA) processes and, where applicable in the design, permit, construction and maintenance elements of project development:

1. The North Campus Master Plan is considered to be generally consistent with local, regional and State land use plans, and it is noteworthy that, in association with the former Connecticut Technology Park project on this site, Mansfield's Planning and Zoning Commission and Inland Wetland Agency approved a roadway link to Route 44, a hotel/conference center and three office/research buildings. However, the magnitude of the project will have significant impacts for the Town. It is recognized that there is value in comprehensively analyzing the cumulative impacts for the entire North Campus area, but it is very difficult to fully assess potential impacts without more specific project details. The uncertainty about development timing and infrastructure phasing further complicates the review. Accordingly, it is recommended that Town officials and residents be given future opportunities to comment on various elements of development, including specific stormwater management plans; individual project designs, particularly with respect to neighborhood impacts, visual impacts, infrastructure needs, preservation of historic structures, and erosion and sediment control; and the phasing of roadway and intersection improvements. In acting on this EIE, the Office of Policy and Management should incorporate specific approval conditions that include a subsequent development-by-development review, with opportunities for public comment, in order to verify that commitments and mitigation measures cited in the approved EIE are incorporated into final plans.
2. Development of the North Campus Master Plan will have significant direct and indirect impacts for the Town of Mansfield. In addition to the traffic and environmental impacts, the project will result in infrastructure as well as municipal and educational service costs. It is recognized that the project is projected to contribute direct tax payments or State grants in lieu of taxes. It is essential that these contributions are adequate to address Town costs and, as each project site is developed, offsite infrastructure costs should be incorporated into the project.

3. The water supply data utilizes registered wellfield capacities which have been questioned in the past, and projected margins of safety are not significant. It is anticipated that more information on water supply issues will be available upon the completion of the Town's Water Study, finalization of UConn's level A aquifer studies and approval of UConn's pending Water Supply Plan Update. Water supply problems are not anticipated for initial projects in the North Campus area, but there may be increasing uncertainties as this area and other portions of the UConn campus are developed. The EIE should clarify the role the State Dep't. of Health will have in reviewing future projects and the Office of Policy and Management should incorporate a specific approval condition that ensures that water supply issues can be revisited once additional information becomes available.
4. The EIE emphasizes that a comprehensive stormwater management plan will be prepared for the entire North Campus and that peak runoff will be limited to pre-development levels. The report also notes that, working with DEP, vegetated swales and other non-structural measures will be implemented and that structural measures, including catch basins with deep sumps and hoods, gross particle separators and/or detention/retention basins, and possibly cyclonic gross particle separators, will be implemented and "maintained to insure continued effectiveness." These drainage elements are a significant component of the project and inappropriate design, implementation and maintenance could have significant impacts for downstream property-owners and on the Town of Mansfield's roadway and drainage systems. As previously emphasized, it is essential that the Town be given future opportunities to review and comment upon specific storm water management designs, and all mitigation measures and long-term maintenance responsibilities must be documented in construction plans and contractual documents.
5. The EIE notes that the UConn landfill area is designated for surface parking and that an impervious cover may reduce leachate movements. Potential impacts on landfill leachate movements also must be considered with respect to site drainage and the stormwater management system design. This issue has not been addressed in the EIE.
6. The submitted traffic impact analysis does not adequately address potential impacts on Town and State roads and it does not adequately address the timing of traffic mitigation measures, including the extension of North Hillside Road. The EIE should emphasize the need to incorporate specific roadway and intersection improvements, as well as public transit access, walkways and bicycle paths, into specific project designs. The attached report from Mansfield's Assistant Town Engineer provides more details on traffic safety issues that need to be addressed.
7. The North Campus Master Plan includes areas of preserved prime farmland, areas where prime farmland will be developed and a proposal to replace on an acre-by-acres basis, in an offsite location, farmland which is lost due to development. A recent study by E. Pagoulatos, head of UConn's Agricultural and Resource Economics Department, underscores the high value of farmland, and a concerted effort must be made to prevent any loss of prime farmland, which is considered a unique and irreplaceable resource. The proposed offsite creation of new farmland to replace lost farmland on North Campus has not been documented in any detail and cannot be supported as an appropriate mitigation measure. The EIE should be revised to incorporate all identified prime farmland into depicted preservation areas.
8. The Rosebrooks House and barn, which are situated along Route 195 on parcel f, are listed on the State Register of Historic Places and are older than represented in the EIE. Public Hearing testimony from R. Smith, Mansfield's Town Historian, and others, reported that the Rosebrooks house was built in the 1700's and that the barn was built in 1875. The Rosebrooks house and barn have historic significance and should be preserved on site, not potentially 'displaced,' as indicated in the EIE.

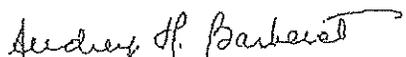
9. The plan notes the importance of buffering new development from neighboring properties, but appears to inappropriately rely on a planned 30-foot-wide vegetated buffer to address potential neighborhood impacts. In many locations, such as parcel a, which is adjacent to the Rolling Hills mobile home park, the proposed 30-foot buffer likely will not be adequate to address potential visual, noise and lighting impacts. As previously emphasized, there needs to be a process to analyze neighborhood impacts on a project-by-project basis. Additionally, in developing individual site plans, all lighting should be the minimum necessary to address safety and security needs and help minimize light spill and the illumination of night skies.
10. The North Campus Master Plan indicates that convenience retail uses are appropriate on parcel g. This area is in close proximity to Town-designated commercial areas at Four Corners and King Hill Road, and the maximum planned buildout of 10,000 sq. ft. of commercial space could undermine efforts to revitalize and strengthen these areas. Parcel g has a potential buildout of 60,000 square feet, which could increase the commercial square footage beyond what is represented in the EIE. The EIE should more thoroughly address this commercial competition issue and, if a limited amount of accessory commercial use is deemed appropriate, emphasis should be placed on support/convenience commercial uses that are complementary to the Four Corners and King Hill Road areas.
11. Parcel h, which is designated for student housing and associated accessory uses including parking and recreation, abuts the Storrs Burial Ground, and setback and buffering issues have not been addressed in the EIE.
12. The EIE specifies that, since the North Campus development will take place on University land, the projects are not under municipal zoning authority. While it is anticipated that the proposed developments will be directly linked to UConn's educational function and would be exempt from municipal jurisdiction, neither the State Statutes nor CT case law address this jurisdictional issue, and future uses may be subject to municipal regulation. The EIE and Record of Decision should acknowledge this jurisdictional issue and potential land use regulation by the Town of Mansfield.
13. The EIE lists various State permits that need to be obtained, but does not comment on the timing of these permits. It should be clarified whether identified State permits need to be obtained on a site-by-site, development-by-development basis or on a more generic entire project area basis.
14. The EIE recognizes there is evidence of the existence of three protected avian species within the areas of proposed development. Other potential wildlife corridors should also be investigated. This is recommended because a visual inspection by an archaeological consultant for a 1994 EIE raised concerns (p. 3-49). The EIE should not be considered final until after field investigations have been completed by professional biologists and archaeologists. To minimize impacts on agricultural land as well as wildlife habitats, a more specific sequence for developing designated technology/research parcels should be required. Based on existing information, it appears that parcel e should be the first parcel to be developed, followed by c and d. Lower-impact uses should be considered for parcels a and j.
15. There appears to be an inconsistency between the North Campus Plan recommendation for parcel b, which recommends technology and research as the primary use, and the chart on page 1-9, which indicates the primary use as remote parking with a secondary use as recreation. This should be clarified.

16. Pages 3-55 through 3-61 provide data about Mansfield's population, employment, income characteristics and educational characteristics. While this information is not critical to the environmental impact evaluation, it does contain inaccurate or outdated population totals, and the EIE does not adequately explain how the reported demographic information is affected by the University's presence in town. This should be clarified and appropriately updated.

17. Figure 7 indicates that portions of parcel a are within the area of influence for the Rolling Hills mobile home park's supply well, but does not address this issue in the impact analysis.

Thank you for the opportunity to comment. We anticipate continued cooperation regarding this project area and other issues of mutual interest. Town officials are available to discuss any of the issues identified in this letter. We respectfully request a copy of the University's written responses. If you have any questions regarding this letter, please contact Mansfield's Town Planner, Gregory J. Padick, at 429-3329.

Very truly yours,

  
Audrey H. Barberet, Chairman  
Mansfield Planning & Zoning Commission

  
Elizabeth C. Paterson  
Mayor of Mansfield

encl.

cc: J. Petersen, Chancellor, Univ. CT  
T. Callahan, Vice-Pres., Univ. CT  
K. Fox, Co-Chair, Univ. Master Plan Comm.  
R. Schwab, Co-Chair, Univ. Master Plan Comm.  
J. Smith, State Off. Policy & Mgm't.  
B. Buddington, Dir., Windham Region Council of Gov'ts.  
Mansfield Conservation Commission

Memorandum:

April 4, 2001

To: Traffic Authority  
From: Grant Meitzler, Assistant Town Engineer  
Re: UConn North Campus Master Plan - Traffic Impact Study  
dated February 19, 2001

There are one or two inconsistencies in the report but by and large it seems to be digested from a more detailed report having more information which would be of interest, especially with regard to specific intersection analyses and movement breakdowns for specific movements. I think this report treats off campus impacts lightly.

1. Table 3 indicates 49% traffic increase on Hunting Lodge Road. Page 19, last line next to last paragraph indicates a reduction in traffic on Hunting Lodge Road.

This needs explanation.

2. North Eagleville Rd & Route 32 intersection does not seem to be addressed. This is presently a poor intersection carrying considerable UConn traffic.
3. North Eagleville Rd & Bone Mill Rd intersection has long been a problem location and will likely be increasingly so with the growing Depot Campus operation. This is also true for the Birch Road & Hunting Lodge Road intersection but this has not yet been a serious problem location.
4. The Separatist Road section between Route 275 and Stadium Road is mentioned as having increase in traffic but is not mentioned otherwise. The road is narrow, has horizontal and vertical curves that restrict sight distance and is likely to suffer from this increase. This intersection is noted as reaching level of service F which is not acceptable operation.
5. A reduction in provided parking from 4800 to 3600 is indicated without an accompanying reduction in building area.

Page 3:

6. As in past reports - Routes 89 and 289 had their Route numbers changed many, many years ago. These are now Routes 195 and Route 89 - which does not lead to Route 6.
7. Route 195 is only 40 to 44 feet wide through the campus and possibly between Route 44 and Route 32. Most of it is two 12' lanes and shoulders varying from 1' to 3'.
8. There is also an active pedestrian light on Route 195 in front of the dormitories near Gurleyville Road.

Page 4:

9. Route 275 speed limit is 30 and 35 mph, not 40 mph.
10. Route 275 is only 30' wide between Separatist Road and Route 195.
11. Separatist Road runs from Route 275 to North Eagleville Road. State route 430 ends at Hunting Lodge Road.

Page 5:

12. Speed humps have been installed on Eastwood and Westwood Roads.

Page 6:

13. Mansfield Road doesn't operate effectively as a two lane exit from campus because it has only one approach lane away from the intersection, after a few cars make the permitted right turn others are blocked from doing so. Widening to two lanes will make this true.

Page 7:

14. The comment regarding long queues northbound on Route 195 at Gurleyville Rd may be less now with recent light control repairs. This bears watching.

Page 8:

15. The table 2 figures are averages only, and don't present specific movement levels of service.
16. Table 2 doesn't include the North Eagleville & Route 32 intersection.

Page 12:

17. Increases on Cedar Swamp Rd and Baxter Rd are noted. Speed humps we have approved should go in on these roads.

Page 13:

18. Hunting Lodge Rd is shown as having a 49% increase reaching 676 vehicles per hour in 2010. Present traffic has been higher than this. Does this include the completed Hillside

Extension ?

19. 47% increase in traffic on Separatist Rd at route 275 should be dealt with.

Page 14:

20. Eastwood-Westwood Roads show 50 and 55% increase in traffic.

Page 15:

21. Analyses should be included with movement breakdowns.

Page 20.

22. The separate right turn lane on Hillside southbound at Stadium Road may encourage traffic on Separatist Road.
23. Regarding upgrade and optimization of signalization - this monitoring should include a commitment to main unsignalized intersection monitoring as well.
24. I think it worthwhile to spell out the improvement process in some detail to achieve mutual understanding of the upcoming processes.

**TOWN OF MANSFIELD  
OFFICE OF THE TOWN MANAGER**



Matthew W. Hart, Town Manager

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

January 23, 2012

Transmitted via Email

Ms. Amy Jackson-Grove  
Division Administrator-FHWA  
628-2 Hebron Avenue, Suite 303  
Glastonbury, CT 06033  
Email: Amy.Jackson-Grove@dot.gov

Mr. Richard A. Miller  
Director of Environmental Policy  
University of Connecticut  
31 LeDoyt Road U-3055  
Storrs, CT 06269-3055  
Email: rich.miller@uconn.edu

**Re: Final Environmental Impact Study (FEIS) for North Hillside Road**

Dear Ms. Jackson-Grove and Mr. Miller:

Thank you for providing the opportunity to comment on the Final Environmental Impact Study for North Hillside Road. As was noted in the Town's comments on the 2008 Draft EIS (DEIS), the Town Council and Planning and Zoning Commission agreed with the conclusion of the DEIS that the North Hillside Road Extension project and associated development of UConn's North Campus could be implemented without significant environmental impact. The only request made as part of our DEIS comments was that Mansfield residents and representatives be given adequate notice and opportunity to review and comment on construction plans prior to their approval and implementation.

The FEIS maintains the preferred roadway alignment identified in the DEIS and incorporates several new mitigation measures to further reduce the environmental impact of the project, including:

- Significant measures to protect wetlands along the roadway alignment through the construction of two bridges where previously culverts had been proposed.

- Further reduction in wetland impacts through changes to the preferred North Campus Development by replacing development Parcel A with a ±76 acre conservation easement and reallocating development previously proposed for Parcel A to Parcel B.
- Incorporation of additional measures to further mitigate impacts on wetlands and water quality, including:
  - Use of Low Impact Development (LID) techniques as part of the overall stormwater management plan for the roadway construction and the development of the North Campus
  - Measures to reduce impacts of deicing and anti-icing activities
  - Measures to mitigate impacts of lighting on night skies and nocturnal habitats
  - Implementation of a monitoring program to control invasive species
  - Timing of construction to maximum extent possible to minimize impacts on impacts to amphibian habitats.
- Acknowledgement of impacts on Greenhouse Gas Emissions (GHG) and measures to mitigate those impacts.
- Acknowledgement of the potential secondary and cumulative impacts that may occur to various environmental resources in Mansfield and the region through the development of housing and other services to support the anticipated growth in employment resulting from the development of North Campus.

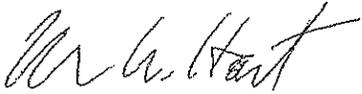
Based on the above summary, staff has found the FEIS to be consistent with the comments provided by the Town Council and Planning and Zoning Commission in 2008. Additionally, we provide the following comments for your consideration:

- While the response to our 2008 comments included in Appendix N indicated that opportunities for review and comment on construction plans would be provided during subsequent stages of the design and permitting process, we would like to take this opportunity to reiterate that request for the record.
- To ensure that the change from culverts to bridges as referenced above meets the desired goals of reducing wetland impacts and protecting wildlife habitat connectivity, specific measures should be put in place during construction such as restricted laydown areas and location of 'no equipment' areas, etc. to minimize impacts on those areas during construction.
- While no significant changes were made to the assessment of traffic impacts and mitigation measures, it is important to note that the intersection of South Eagleville Road and Separatist Road/Sycamore Drive has been of ongoing concern to the Town due to the number of accidents at the intersection and resident complaints. The FEIS recognizes that the Separatist Road approach will operate at a LOS F during PM Peak hours under both the 2010 and 2030 No Build Conditions. As such, we respectfully request that signalization of this intersection be made a priority and installed prior to full build-out of the North Campus area.
- As with any document of this magnitude and duration, there are projects referenced whose status has changed since the drafting of the document, including:
  - Water Reclamation Facility. This project is referred to in various places as being under consideration or design. These references should be updated to reflect current construction status and anticipated completion date. (Pages ES-12, 95)

- Storrs Center. References should be updated to reflect that the project is under construction.
- University Water Supply Plan. References should reflect completion date of May 2011 instead of 'anticipated completion date.' (Page 98)
- It appears that the reference at the bottom of page 30 to 'Alternative 2B' should be revised to 'Alternative 2C' to correctly reflect the new number for the plan being described in the following parcel descriptions.

In closing, we look forward to your continued cooperation regarding the review and implementation of construction plans for the North Hillside Road extension and the associated development of UConn's north campus. If you have any questions regarding the comments included in this letter, please contact Linda Painter, Director of Planning and Development.

Sincerely,



Matthew W. Hart  
Town Manager

Enclosure: February 10, 2009 Letter from Town Council and PZC

C: Town Council  
Planning and Zoning Commission  
Conservation Commission  
Linda Painter, Director of Planning and Development  
Lon Hultgren, Director of Public Works



STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT

TO: Larry Schilling, University Architect  
University of Connecticut, Storrs

FROM: Pam Law, Deputy Secretary  
Office of Policy and Management

A handwritten signature in cursive script, appearing to read "Pam Law".

DATE: August 13, 2001

SUBJECT: EIE for the North Campus Master Plan, UConn

Based on a review of the subject environmental impact evaluation and related documentation conducted pursuant to C.G.S. 22a-1e, I am herewith advising you of my finding that this evaluation satisfies the requirements of the Connecticut Environmental Policy Act.

In the future, site-specific projects proposed for development within UConn's North Campus Master Plan area will be reviewed by OPM to ensure that impacts are substantially equivalent to or less than those identified for that site in the Master Plan EIE. If impacts are greater than identified in the Master Plan an environmental review pursuant to CEPA must be conducted.

In your letter dated July 19, 2001, UConn has agreed to draft and make available for a 14-day public review period a site-specific project comparison evaluation. Upon completion of the public review, UConn shall send the comparative evaluation, along with any comments received thereon, to OPM for a timely review.

The comparative project evaluation shall contain sufficient detail that OPM can evaluate consistency of specific projects with the approved North Campus Master Plan EIE.

Further, a study is required to determine the long-term impacts of the University's withdrawal of water from the Fenton River. In the next phase of the North Campus expansion an evaluation of the use of the Fenton River should be undertaken in consultation with the Department of Environmental Protection in order to minimize potential impacts to the Fenton River from future expansions.

cc: John Bacewicz, OPM



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Patricia Schneider, Human Services Director  
**Date:** January 27, 2014  
**Re:** Classification – Outreach Social Worker

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**Subject Matter/Background**

Staff is seeking Council's approval on the Outreach Social Worker classification. Traditionally, the Personnel Committee reviews and the Council as a whole approves pay grades for new non-union classifications.

Based on feedback gathered from the various Human Services advisory committees in late spring 2013 and an assessment of departmental and client needs, staff believes a reorganization of Human Services staff is warranted. Due to two vacancies, a reorganization of staff will not result in the layoff or reassignment of any employees. The reorganization consists of the following changes:

- Replacing the vacant 28-hr/week Social Worker position with a new 19-hr/week Outreach Social Worker position
- Replacing the vacant 35-hr/week Administrative Assistant position with a new 35-hr/week Senior Center Program Coordinator position (pay grade to be negotiated with the CSEA Professional and Technical union)
- Increasing the hours of the existing Receptionist position from 17.5 to 35 hours per week (the incumbent had split her time between the Senior Center and the Community Center; under the reorganization she would work all 35 hours at the Senior Center)

This reorganization will increase direct service provided to seniors at the Senior Center by over 415 hours per year while remaining cost neutral from a budgetary perspective.

The Outreach Social Worker position will primarily work with senior clients. The selected candidate will normally work 19 hours per week and be a non-union position. Details of the job duties are in the attached.

Staff utilized the Springsted point factor system when conducting the classification analysis (see attached). The Personnel Committee was scheduled

to review this classification proposal at its January 21, 2014 meeting; that meeting was cancelled due to inclement weather. The Personnel Committee will review this classification proposal at its January 27<sup>th</sup> meeting and report out to the Council as a whole during tonight's Council meeting.

**Financial Impact**

There are sufficient funds budgeted within the Senior Services program budget to cover salary expenses for the position (see attached). The rate of pay for grade 15 of the Town Administrators pay plan is \$25.57/hr-\$33.21/hr.

**Recommendation**

Staff recommends that the Outreach Social Worker position be classified at grade 15 of the Town Administrators (non-union) pay plan.

If the Council as a whole supports this recommendation, the following motion is in order:

*Move, effective January 27, 2014, to create the classification of Outreach Social Worker and set the pay grade for the position at grade 15, salary range of \$25.57/hr-\$33.21/hr of the Town Administrators pay plan.*

**Attachments**

- 1) Job Description
- 2) Classification Analysis
- 3) Financial Analysis – positions as currently budgeted
- 4) Financial Analysis – positions as proposed

**TOWN OF MANSFIELD  
POSITION DESCRIPTION**

**Class Title:** Outreach Social Worker  
**Group:** Town Administrators  
**Pay Grade:** Town Administrators Grade 15  
**FLSA:** Exempt  
**Effective Date:** January 28, 2014

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**General Description/Definition of Work**

This position performs intermediate professional work primarily in the support and assistance of older adults with personal, social, health and economic needs as well as related work as required. Duties include assessing client needs; determining available programs and services; preparing and maintaining files, records and reports. Work is performed under regular supervision. Position reports to the Director of Human Services or his/her designee.

**Essential Job Functions/Typical Tasks**

- Assesses the extent of independent functioning, informal and formal support systems, environment, safety, needs for additional services and resources and coordinates services available to meet needs. Conducts both in office visits and home visits as appropriate to meet the needs of the client.
- Works as a partner with clients, family members and caregivers to determine needs and select appropriate services to meet those needs. Recognizes the individual's rights of self-determination.
- Makes appropriate referrals, coordinates with service providers to ensure the provision of necessary services. Monitors and modifies services on an ongoing basis.
- Maintains appropriate statistics, case notes and files.
- Maintains linkages with organizations, agencies and businesses in the community.
- Gathers and maintains current information on the needs of clients and the services and programs available to meet those needs. Keeps abreast of changing legislation that affects seniors.
- Uses a variety of approaches and media to get information out to the community including such as press releases and public speaking engagements.
- Assists clients in applying for federal, state and local services and benefits.
- Advocates on behalf of clients to assist them in meeting their needs.
- Encourages and supports family and other caregivers in their efforts to provide assistance to their senior and disabled adult relatives.
- Coordinates support groups and educational series to benefit clients, their families and caregivers and the community at large.
- Responds to referrals from other Town departments, members of the community and concerned persons. Responds to crisis referrals by coordinating in a timely fashion with Protective Services, the Police Department, Mental Health Crisis Services and/or other appropriate parties.
- Maintains an outreach focus in order to find and service those residents who are less visible and less vocal in the community.

**Knowledge, Skills and Abilities:**

- Skill and ability to perform general social work practice including engagement, assessment, intervention, monitoring and evaluation. Excellent crisis intervention skills.
- Knowledge of the issues and needs of the senior, disabled adult and the financially at risk population and the resources available to meet those needs.
- Ability to demonstrate good judgment, empathy, sensitivity and flexibility.
- Ability to work independently within the community as well as cooperatively with department staff and other organizations and agencies.
- Ability to work with Microsoft applications including Outlook, Word, PowerPoint and Publisher.

**Education and Experience:**

Bachelor's degree from an accredited college in Social Work or a related field and two years of work experience with seniors in a similar setting. Master's degree in Social Work preferred.

**Physical Demands and Work Environment:**

(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, standing, walking, and fingering.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

**Special Requirements:**

Must possess and maintain a driver's license valid in the state of Connecticut.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

Approved by: \_\_\_\_\_  
Matthew W. Hart, Town Manager

Date: \_\_\_\_\_

Town of Mansfield  
 Classification and Pay Plan  
 Pay Grade for Outreach Social Worker

Title	Grade	Skill	Training	Experience	Level	HR	Physical	Conditions	Independ	Impact	Supervision	Total
Outreach Social Worker Proposed	NU 15	5	80	40	60	15	0	0	40	40	0	280

Information Technology Specialist	NU 15	4	80	20	45	15	10	0	35	35	5	245
Executive Asst. to Town Manager	NU 15	4	40	40	45	35	10	5	50	40	0	265
Accountant	NU 15	5	80	40	45	10	0	0	50	50	5	280
Social Worker (Youth, Adult/Senior)	P/T 20	5	120	80	60	15	0	0	50	40	0	365

Recommendation:

Outreach Social Worker, NU GR 15 , Salary Range \$25.57/hr, \$46,537/yr - \$33.21/hr, \$60,442/yr (7/1/12 rate)

January 9, 2014.

**Budgeted Human Services Staffing Structure - Positions to be Impacted**

Position	Hrs/ wk	Salary	FICA or Alt.	Medicare	MERS	LTD	STD	Life Ins.	Health Insurance/ Pymt in Lieu	Total
Social Worker (vacant)	28	\$41,175	\$2,553	\$597	\$4,933	\$250	\$225	\$133	\$9,649	\$59,515
Admin. Asst. (vacant)	35	\$46,956	\$2,911	\$681	\$5,625	\$285	\$256	\$152	\$1,200	\$58,067
Receptionist (incumbent)	17.5	\$22,393	\$1,388	\$325	\$2,683	\$136	\$122	\$72	\$6,534	\$33,652
<b>Total</b>	<b>80.5</b>	<b>\$110,524</b>	<b>\$6,852</b>	<b>\$1,603</b>	<b>\$13,241</b>	<b>\$671</b>	<b>\$603</b>	<b>\$358</b>	<b>\$17,382</b>	<b>\$151,234</b>

Assumptions:

Uses FY 12/13 wage rates as 13/14 not yet determined

Uses FY 13/14 health insurance rates

Uses FY 13/14 MERS rates

Receptionist position is shared with Parks and Recreation; each department has 17.5 hrs per week; incumbent currently filling in 35 hrs/wk on a temporary basis

**Proposed Human Services Staffing Structure - Positions to be Impacted**

Position	Hrs/ wk	Salary	FICA or Alt.	Medicare	MERS	LTD	STD	Life Ins.	Health Insurance/ Pymt in Lieu	Total
Outreach Social Worker (vacant/new)	19	\$25,312	\$506	\$367	--	--	--	--	--	\$26,185
Senior Center Program Coordinator (vcant/new)	35	\$40,841	\$2,532	\$592	\$4,893	\$248	\$223	\$132	\$11,721	\$61,182
Receptionist (incumbent)	35	\$44,699	\$2,771	\$648	\$5,355	\$271	\$244	\$145	\$13,067	\$67,201
Total	89	\$110,852	\$5,810	\$1,607	\$10,248	\$519	\$467	\$277	\$24,788	\$154,568

Assumptions:

Uses FY 12/13 wage rates as 13/14 not yet determined

Uses FY 13/14 health insurance rates

Uses FY 13/14 MERS rates

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Cynthia van Zelm, Executive Director, Mansfield Downtown Partnership  
**Date:** January 27, 2014  
**Re:** Building Permit Fee for Educational Playcare LLC

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**Subject Matter/Background**

Attached please find a communication from Educational Playcare LLC requesting a reduction in the building permit fee for its project in Storrs Center.

As provided in Section of 107-6 of the Building Construction Ordinance (see attached), the Town Council has the ability to contractually establish a reduced fee for certain "large" projects to more accurately reflect the cost to the Town of inspecting the project. This section is part of a series of amendments to the ordinance that went into effect in January 2013. Via a Building Permit Fee Fixing Agreement, the Council has to date approved a lower fee for Leyland Storrs LLC and EDR Storrs LLC for phases 1C and Market Square of Storrs Center.

**Financial Impact**

The anticipated building permit fee for the Educational Playcare project totals \$38,420.76, based on an estimated construction value of \$1,726,000 and the current fee of \$22 per \$1,000 of construction value. Staff's estimate of the cost to inspect the building from receipt of the application through the issuance of a certificate of occupancy is \$31,068, or \$18 per \$1,000 of construction value.

**Recommendation**

Staff recommends that the Council refer this item to the Finance Committee for review.

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

*Move, effective January 27, 2014, to refer the request from Educational Playcare LLC for a reduction in the building permit fee for its project in Storrs Center to the Finance Committee, to review and to develop a recommendation for Council's consideration.*

**Attachments**

- 1) Educational Playcare LLC re Building Permit Fee for Storrs Center Project
- 2) Excerpts from Chapter 107, Mansfield Code of Ordinances



Box 129  
West Simsbury, CT 06092

Tel: 860-989-9302  
Fax: 860-651-4447

January 15, 2014

RE: Building Permit Fee for Educational Playcare LLC

Project location is Storrs Center

We are requesting a reduction in the permit fee for this project. The estimated value of the building is \$1,726,000. Of this amount, \$150,000 we have already received a permit at the full rate.

We are making this request because the original project budget has increased substantially. Numerous delays on many fronts have forced us to begin our project in the dead of winter thus increasing the site work and concrete work costs dramatically. The structural engineering and site engineering fees are substantially greater than what we have experienced in past projects. The requirements, especially the site development, are more complex than we anticipated. While we initially recognized the specific nature of the site might cause small issues, over time these issues have been substantial. Until final engineering was complete it wasn't possible for us to have known this. And lastly, as a result of delays by all parties (we had hoped to begin construction last March), over the past year building materials and labor costs have increased substantially.

We are struggling at this point to come close to our original budget for the project and meet the limits of the financing that has been approved by our lenders. Every little bit helps and we hope we might receive some assistance by way of reduced permit fees. We are still planning to construct a state-of-the art childcare facility which will make the citizens and workers in Mansfield proud.

Thank you for your consideration in this matter.

Respectfully submitted,

Jane Porterfield and Gerry Pastor

## Chapter 107. BUILDING CONSTRUCTION

### § 107-1. Legislative authority.

Pursuant to Chapters 541, 98 and 99 of the Connecticut General Statutes, as amended, the following penalties and schedule of fees are hereby established in accordance with the provisions of the State Building Code, Connecticut Fire Prevention Code and Connecticut Fire Safety Code, as amended.

### § 107-2. Schedule of fees.

- A. The fee for a building permit required under the provisions of the State Building Code, as amended, shall be at the rate of \$15.25 for each \$1,000 or fraction thereof of construction value, except as provided in Subsections **B**, **C** and **D**, below.
- B. The fee for a building permit required under the provisions of the State Building Code, and requiring plan review and/or inspection by the Fire Marshal pursuant to the Connecticut Fire Safety Code and/or Connecticut Fire Prevention Code, as amended, shall be at the rate of \$22 for each \$1,000 or fraction thereof of construction value.
- C. The fee for a permit for the demolition of a building or structure shall be at the rate of \$12.50 for each \$1,000 or fraction thereof of the cost of such demolition. A copy of the work contract shall be submitted for the purpose of determining permit fees, except that permit fees for demolition not requiring a licensed demolition contractor shall be based on the actual cost of the demolition activity.
- D. The fee for a building permit required under the provisions of the State Building Code, as amended, for one- and two-family residences, townhouses and associated accessory buildings to those structures shall be at a rate of \$13.25 for each \$1,000 or fraction thereof of construction value.
- E. A fee of \$25 for all permits required pursuant to Subsections **A**, **C** and **D** of this section shall be applied when the cost of the work is valued at less than or equal to \$1,000 of construction value. A fee of \$50 for all permits required pursuant to Subsection **B** of this section shall be applied when the cost of work is valued at less than or equal to \$1,000 of construction value.
- F. The fee for the inspection of any existing fuel-burning appliance is \$35 per unit, and must be submitted prior to the inspection. Applicants requesting an inspection shall apply to the Building Department.
- G. Except as provided under Subsection **H** of this section, all permit fees are due when an application is submitted to the Building Department.
- H. A nonrefundable plan review/administrative fee of \$350 per dwelling unit must be submitted with the application for all new permits submitted pursuant to Subsection **B**.

The fee shall be \$250 for all permits submitted pursuant to Subsection **D**. The plan review/administrative fee will be subtracted from the total fee as calculated pursuant to the fee schedule set out in this section. The balance of the permit fee will be due upon the approval of the building permit.

- I. Construction value, used for the determination of all fees within this schedule, shall be determined by the Building Official pursuant to the State Building Code, as amended.

### § 107-3. Refunds.

- A. When a permit has been issued in accordance with the State Building Code and the owner/applicant abandons or discontinues the building project, or, if the permit is revoked by the Building Official, the owner/applicant can make a written request for a refund. That portion of the work actually completed shall be computed and any excess fee shall be returned, less a nonrefundable plan review/administrative fee equivalent to a minimum of \$50 or 15% of the cost of the permit, whichever is greater.
- B. When a permit application submitted under this section has been denied in accordance with the State Building Code, the owner/applicant can make a written request for a refund. Any excess fee shall be returned, less the nonrefundable plan review/administrative fee prescribed in § 107-2H. In all other cases, the refund shall be \$50 or 15% of the cost of the permit, whichever is greater.
- C. The Building Official will calculate the refund due to the owner/applicant and forward it to the Finance Department for processing.

### § 107-4. Penalties for offenses.

- A. Any person who violates any provision of the State Building Code shall be fined not less than \$200 nor more than \$1,000 or imprisoned not more than six months, or both, as provided in C.G.S. § 29-254a.
- B. Any person who shall continue any work in or about the structure after having been served with a stop-work order, except such work as that person is directed to perform to remove a violation or unsafe conditions, shall be liable to a fine of not less than \$200 nor more than \$1,000 or imprisoned not more than six months, or both, as provided in C.G.S. § 29-254a.
- C. Starting work prior to obtaining a building permit.
  - (1) A penalty of \$250 will be added to a permit fee for starting work without a permit.
  - (2) A penalty will not be assessed to emergency repair work.

### § 107-5. Agencies exempt from fees; education fee.

Agencies of the Town of Mansfield and the Mansfield Board of Education are required to comply with the provisions of the State Building Code, as amended, but shall not be required to pay any permit fees required under said State Building Code, any amendment thereto or under any Town ordinance relating thereto, except that the Building Official shall assess an education fee on each building permit application, including any application filed by an agency of the Town of Mansfield or the Mansfield Board of Education, as required by C.G.S. § 29-263 (b), as amended, and the regulations promulgated thereunder.

### § 107-6. Exception.

Except for the mandatory education fee noted in the preceding § 107-5, nothing in this chapter shall limit the authority of the Town Council as set forth in Town of Mansfield Charter § C303 to contractually establish any alternative schedule of fees for any large multifamily, commercial or mixed use construction project to reflect more accurately the cost to the Town of providing the services related to such fees.



**PLANNING AND ZONING COMMISSION  
TOWN OF MANSFIELD**

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CONNECTICUT 06268  
(860) 429-3330

Item #7

To: Town Council  
From: Planning and Zoning Commission  
Date: Tuesday, January 14, 2014  
Re: Proposed Definitive Agreement with Connecticut Water Company

At a meeting held on 1/13/14, the Mansfield Planning and Zoning Commission adopted the following motion:

“To authorize the Chair to report to the Town Council that the terms contained in the draft Definitive Agreement between Connecticut Water Company and the Town of Mansfield sufficiently address the concerns raised by the Commission in its September 2013 memo provided the PZC is consulted in regards to the terms of the Advisory Committee Memorandum of Understanding, particularly membership.”

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**TOWN OF MANSFIELD  
TOWN COUNCIL**

Elizabeth Paterson, Mayor

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

January 15, 2014

Mr. James Mark  
Chairman  
Board of Education  
Regional School District 19

**Re: FY 2014/15 Budget**

Dear Mr. Mark:

For the coming FY 2014/15 budget year, we have heard that it is likely that the state will maintain its grant funding for municipalities. While this is good news, there is no guarantee that the state funding will remain intact or that we will not see a mid-year rescission. As you know, we have seen mid-year cuts from the state in the past. This issue is particularly important to Mansfield, where state grant funds collectively comprise 40-percent of our general fund revenues. Consequently, we encourage the Region 19 Board of Education and the administration to continue your efforts to control expenditures to the extent possible, while maintaining the integrity of Region 19's fine education program.

On behalf of the Mansfield Town Council, I thank the Board for its consideration of this important issue.

Sincerely,

Elizabeth Paterson  
Mayor, Town of Mansfield

CC: Bruce Silva, Superintendent of Schools  
Town Council  
Matthew W. Hart, Town Manager  
Cherie Trahan, Director of Finance

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## TOWN OF MANSFIELD



Elizabeth Paterson, Mayor

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

January 13, 2013

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

**Subject: Main Accumulation Area Environmental Impact Evaluation (EIE)**

Dear Mr. Coite:

Thank you for the opportunity to review and comment on the Environmental Impact Evaluation (EIE) for the relocation of the Main Accumulation Area (MAA). As you know, the current facility is located in close proximity to the Level A Aquifer Protection Area for the University's Fenton River wellfields and is within the watershed for the Willimantic Reservoir, which is the source of the public drinking water supplied by Windham Water Works to Windham and southern Mansfield. The potential for contamination of this critical natural resource has been a significant cause of concern for town residents and agencies for many years.

The efforts of the MAA Advisory Group, university staff and consultants have resulted in a clearly superior location for the MAA that minimizes the potential environmental and public safety impacts of the facility. As such, the Town strongly supports relocation of the facility to Parcel G of the new Technology Park as recommended in the November 19, 2013 EIE. We are hopeful that the successful completion of this EIE will lead to the relocation of the facility within the next one to two years, particularly given past efforts that have resulted in no action. To this end, we encourage the University to dedicate the necessary financial resources to ensure the implementation of the EIE preferred alternative.

Thank you for providing us with the opportunity to participate throughout this process. If there is any way that we can be of assistance in the implementation of this project, please contact Matthew Hart, Town Manager.

Sincerely,

*Elizabeth Paterson*  
Elizabeth Paterson  
Mayor

*JoAnn Goodwin*  
JoAnn Goodwin  
Chair, Mansfield Planning and Zoning Commission

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

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**TOWN OF MANSFIELD  
OFFICE OF THE TOWN MANAGER**

Matthew W. Hart, Town Manager

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

December 18, 2013

Blum, Shapiro & Company, P.C.  
29 South Main Street  
P.O. Box 272000  
West Hartford, CT 06127-2000

Ladies and Gentlemen:

This representation letter is provided in connection with your audit of the financial statements of the Town of Mansfield, Connecticut, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information as of June 30, 2013, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your audit:

**Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 10, 2013 including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.

2. The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America and include all properly classified funds and other financial information of the primary government and all component units, if any, required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates are reasonable.
6. Related party relationships and transactions, if any, including revenues, expenditures/expenses, loans, transfers, leasing arrangements and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of accounting principles generally accepted in the United States of America.
7. All events subsequent to the date of the financial statements and for which accounting principles generally accepted in the United States of America require an adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.
8. The effects of all known actual or possible litigation, claims and assessments have been accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.
9. Guarantees, if any, whether written or oral, under which the entity is contingently liable have been properly recorded or disclosed.

**Information Provided**

10. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the Town Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
11. All material transactions have been recorded in the accounting records and are reflected in the financial statements, the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance.
12. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
13. We have no knowledge of any fraud or suspected fraud that affects the entity that involves:
  - a. Management,
  - b. Employees who have significant roles in internal control, or
  - c. Others where the fraud could have a material effect on the financial statements.
14. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators or others.
15. We have disclosed to you all known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse whose effects should be considered when preparing financial statements.
16. We have disclosed to you all known actual or possible litigation, claims and assessments whose effects should be considered when preparing financial statements.

17. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

**Government Specific**

18. We have made available to you all financial records and related data and all audit or relevant monitoring reports, if any, received from funding sources.
19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. We have a process to track the status of audit findings and recommendations.
21. We have identified to you any previous audits, attestation engagements and other studies related to the audit objectives and whether related recommendations have been implemented.
22. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities or equity.
23. We are responsible for the compliance with laws, regulations and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and we have identified and disclosed to you all laws, regulations and the provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts, or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
24. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving and amending budgets); provisions of contracts and grant agreements; tax or debt limits; and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance.
25. As part of your audit, you assisted with the preparation of the financial statements and related notes and schedule of expenditures of federal awards and schedule of expenditures of state financial assistance. We have designated an individual with suitable skill, knowledge or experience to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved and accepted responsibility for those financial statements and related notes and

- schedule of expenditures of federal awards and schedule of expenditures of state financial assistance.
26. The Town has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
  27. The Town has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
  28. We have followed all applicable laws and regulations in adopting, approving and amending budgets.
  29. The financial statements include all component units, as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
  30. The financial statements properly classify all funds and activities.
  31. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such, and all other funds that are presented as major are particularly important to financial statement users.
  32. Components of net position (invested in capital assets, restricted and unrestricted) and equity amounts are properly classified and, if applicable, approved.
  33. Investments and land are properly valued.
  34. Provisions for uncollectible receivables have been properly identified and recorded.
  35. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
  36. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
  37. Interfund, internal and intra-equity activity and balances have been appropriately classified and reported.
  38. Deposits and investment securities are properly classified as to risk and are properly disclosed.

39. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported and, if applicable, depreciated.
40. We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position is properly recognized under the policy.
41. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines, and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
42. We acknowledge our responsibility for presenting the combining and individual nonmajor fund financial statements in accordance with accounting principles generally accepted in the United States of America, and we believe the combining and individual nonmajor fund financial statements, including their form and content, are fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the combining and individual nonmajor fund financial statements have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
43. With respect to federal award programs:
  - a. We are responsible for understanding and complying with, and have complied with, the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, including requirements relating to preparation of the schedule of expenditures of federal awards.

- b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards in accordance with OMB Circular A-133, ss310b, and we believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133 ss310b. The methods of measurement or presentation of the schedule of expenditures of federal awards have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the schedule of expenditures of federal awards.
- c. If the schedule of expenditures of federal awards is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date we issue the schedule of expenditures of federal awards and the auditors' report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to OMB Circular A-133 and included in the schedule of expenditures of federal awards made during the audit period for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with, and have complied with, the requirements of laws, regulations and the provisions of contracts and grant agreements related to each of our federal programs and have identified and disclosed to you the requirements of laws, regulations and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major federal program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to federal programs that provides reasonable assurance that we are managing our federal awards in compliance with laws, regulations and the provisions of contracts and grant agreements that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.

- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you, if any) including, when applicable, those set forth in the *OMB Circular A-133 Compliance Supplement*, relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the requirements of federal awards.
- j. We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken up to the date of the auditors' report.
- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments*, and OMB's *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.
- mi. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- ni. We have made available to you all documentation related to compliance with direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.

- q. No changes have been made in internal control over compliance, and no other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies in internal control over compliance (including material weaknesses in internal control over compliance), have occurred subsequent to the date as of which compliance was audited.
  - r. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
  - s. The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
  - t. We have charged costs to federal awards in accordance with applicable cost principles.
  - u. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by OMB Circular A-133.
44. With respect to State of Connecticut award programs:
- a. We are responsible for understanding and complying with, and have complied with, the requirements of the State Single Audit Act, including requirements relating to the preparation of the schedule of expenditures of state financial assistance.
  - b. We acknowledge our responsibility for presenting the schedule of expenditures of state financial assistance in accordance with the requirements of the State Single Audit Act, and we believe the schedule of expenditures of state financial assistance, including its form and content, is fairly presented in accordance with the Act. The methods of measurement and presentation of the schedule of expenditures of state financial assistance have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the schedule of expenditures of state financial assistance.
  - c. If the schedule of expenditures of state financial assistance is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the schedule of expenditures of state financial assistance no later than the date we issue the schedule of expenditures of state financial assistance and the auditors' report thereon.

- d. We have identified and disclosed to you all of our government programs and related activities subject to the State Single Audit Act and included in the schedule of expenditures of state financial assistance made during the audit period for all awards provided by state agencies in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, direct appropriations and other assistance.
- e. We are responsible for understanding and complying with, and have complied with in all material respects, the requirements of laws, regulations and the provisions of contracts and grant agreements related to each of our state programs and have identified and disclosed to you the requirements of laws, regulations and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major state program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to state programs that provide reasonable assurance that we are managing our state awards in compliance with laws, regulations and the provisions of contracts and grant agreements that could have a material effect on our state programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with state agencies or pass-through entities relevant to state programs and related activities.
- h. We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you, if any) including when applicable those set forth in the OPM's *Compliance Supplement to the State Single Audit Act*, relating to state awards and have identified and disclosed to you all amounts questioned and any known noncompliance with the requirements of state awards.
- i. We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the applicable compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.

- j. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken up to the date of the auditors' report.
- k. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- l. We have made available to you all documentation related to the compliance requirements, including information related to state program financial reports and claims for advances and reimbursement.
- m. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- n. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- o. No changes have been made in internal control over compliance, and no other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies in internal control over compliance (including material weaknesses in internal control over compliance), have occurred subsequent to the date as of which compliance was audited.
- p. State program financial reports and claims for advances and reimbursement are supported by the books and records from which the basic financial statements have been prepared.

Blum, Shapiro & Company, P.C.

December 18, 2013

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- q. The copies of state program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective state agency or pass-through entity, as applicable.

Sincerely,

Town of Mansfield, Connecticut



Town Manager



Finance Director