

**Town of Mansfield
Quarterly Report
Town Manager's Office
October 2013 – December 2013**

Summary of Operations

- Municipal Management
 - Provided staff support to Town Council, Council committees and various advisory committees (e.g. Town/University Relations Committee); prepared agendas and related back-up material.
 - Assisted Fee Waiver Ordinance Committee with review of program. Assistance included drafting revisions to the Ordinance, analyzing data, reviewing program financials and assisting with policy review. Recommendations are expected in winter 2014.
 - Conducted orientation for new Council members and Personnel Committee members (2 of 3 members newly appointed November 2013). Provided the Personnel Committee with an overview of the Municipal Employee Relations Act (MERA) and collective bargaining in Mansfield.
 - Assisted Personnel Committee with issuing RFQ for Town Attorney services. Process anticipated for completion in early spring 2014.
 - Assisted Council with its review and revisions to the Town Council Rules of Procedure, amended on November 25, 2013.
 - Assisted Responsible Contracting Committee with its continued information gathering on responsible contracting. Received a presentation from UConn staff members regarding its Code of Conduct for Vendors. Local contractors spoke on a number of topics such as: safety practices; training; concerns about RCOs; pre-qualification process; and local preference. The Committee began deliberations on the feasibility of implementing such an ordinance for Mansfield.
 - Conducted staff meetings and departmental update sessions with various department heads.
 - Completed annual performance evaluations for various direct reports.
 - Coordinated various special projects and initiatives (see below for more detail).
 - Represented Town at state legislature and various CCM, WINCOG and related activities.
 - Maintained oversight of municipal operations. Provided organizational orientation and training to new Human Services Director. Transitioned management and oversight of Human Services Department to the newly hired Human Services Director. Assumed oversight and management for the Department of Public Works, with the assistance of Mark Kiefer,
- Human Resources
 - Completed recruitments for Public Works Director/Town Engineer, Grounds Crew Leader, and Recreation Coordinator. Conducted 13

recruitments, tested 51 applicants and made 22 appointments to regular positions year-to-date (see attached for more detail).

- Counseled retiring employees on available benefits. Transitioned six employees into retirement year-to-date with another two employees anticipated for spring 2014.
- Assisted in reorganization of Senior Center staff; conducted classification analyses for Outreach Social Worker and Senior Center Program Coordinator positions (December 2013-January 2014).
- Assisted in staffing of new Transportation Center; conducted classification analysis and recruitment for Transportation Coordinator and Transportation Center attendants.
- Successfully managed several complex labor relations issues. Resolved and closed a CHRO complaint, open since fall 2011.
- Continued negotiations for successor collective bargaining agreement with the Public Works and Professional/Technical employee unions.
- Coordinated open enrollment for health insurance and flexible spending accounts.
- Conducted annual notifications for 457 plan participation and creditable coverage for Medicare purposes.
- Administered annual longevity and employee recognition programs.
- Executed contract for labor counsel services; transitioned from previous firm to current firm, Kainen, Escalera, and McHale, PC.
- *Risk Management* – updated statement of values to reflect changes in the municipal fleet. Secured insurance coverage for the new Transportation Center. CIRMA provided an in-depth overview of Workers Compensation claims to the Town’s Safety and Wellness Committee.

Status of Major Projects and Initiatives

- *Economic Development* – provided staff support to Economic Development Commission (EDC); continued work on Economic Development Strategy as part of Mansfield Tomorrow project.
- *Employee Wellness Program* – completed annual Be Well Rewards program; 281 employees participated, with 155 of the participants (56%) receiving an award. Conducted the annual employee health, wellness and open enrollment fair. The fair provides flu shots, health screenings and information on a variety of health, wellness, and benefits topics.
- *Fee Waiver Administration* – provided oversight of the Fee Waiver Program administration, with Parks and Recreation handling the day-to-day administration of the program. Year-to-date, 179 applications (which covers 569 household members), have been approved for this program.
- *Four Corners water and wastewater project* – negotiated non-binding letter of intent (LOI) with preferred water supply provider, the Connecticut Water Company (CWC), and commenced negotiation of a definitive agreement with the CWC.
- *Open Space Acquisition* – assisted Council with review of potential open space and farmland preservation initiatives.

- *Storrs Center* – maintained oversight of project construction. Monitored parking operations and worked with staff to develop budget and staffing plan for Nash-Zimmer Transportation Center. Executed agreement with developer to contribute \$773,000 towards construction overrun for parking garage and continued discussions with garage architect regarding its contribution to the overrun. Participated in various Mansfield Downtown Partnership activities.

Budget Overview

- Expenditures – legal counsel expenses within the Human Resources budget are higher than normal. This is largely due to an arbitration case (in which the Town prevailed), a complex retirement case, and a complex employee resignation case that occurred in the first quarter of FY 2013/14. Advertising expenditures are a bit higher than normal due to the large volume of retirements, and the recruitments necessitated by those retirements. Medical expenditures are higher than normal as a result of functional capacity exams and medical procedures (such as the rabies vaccination series for the new Assistant Animal Control Officer) conducted for the large number of new hires.

Goals for Next Quarter (October-December 2013)

- *Budget and CIP* – develop Proposed FY 2014/15 Operating Budget and Capital Improvement Program for Council consideration.
- *Council of Governments* – coordinate Mansfield’s transition from WINCOG to the Capitol Region Council of Governments (CRCOG), effective July 1, 2014.
- *Economic Development* – continue to staff the EDC and assist commission with its role in the *Mansfield Tomorrow* project. Assist Commission with developing a work plan for its activities.
- *Human Resources* – make substantial progress in negotiations with both CSEA unions. Make recommendations to the Council regarding FY 13/14 nonunion compensation and benefits. Complete a number of open recruitments. Assist employees transitioning to retirement. Continue to work on draft revisions to personnel policies, specifically the Informational Technology Use and Cell Phone Use Policies.
- *Legislative* – monitor legislation of interest to the Town of Mansfield; represent Mansfield at CCM, WINCOG and state capitol; keep Council informed of critical issues and concerns. Participate as member of MORE Commission’s Tax Authority Subcommittee. Submitted Town’s request to join the Capitol Region Council of Governments (CRCOG) upon dissolution of WINCOG to the Office of Policy and Management (OPM).
- *Open Space Acquisition* – continue review of potential open space and farmland preservation initiatives.
- *Storrs Center* – continue oversight of project; continue discussions with architect regarding its contribution to fund parking garage overrun.
- *Ordinances* – provide assistance to Town Council in its review of the Fee Waiver Ordinance and potential ordinance on Responsible Contracting.
- *Personnel Committee* - assist with the Town Attorney RFQ process.

- *Responsible Contracting* – continue to provide staff support to the Ad Hoc Committee for Responsible Contracting.
- *Town-University Relations* – work with UCONN staff to develop scope of fiscal impact study to assess impact of *Next Generation Connecticut* initiative.
- *Water and wastewater* – complete negotiations of definitive water supply agreement with CT Water Company. Continue design of sewer collection system and pump station design for Four Corners district; negotiate successor agreement with UCONN for wastewater services.

FISCAL YEAR 2013/14

Employees Hired (Regular Positions)

<u>Appointment Date</u>	<u>Position</u>	<u>Tested</u>	<u>Name</u>
7-1-13	Asst. Animal Control Officer – PT	Previous FY	Chelsea Leach**
7-29-13	Firefighter/EMT – PT	Previous FY	Tyler Burnham,** John Levasseur,** Joe Molleur**
7-29-13	Accounting Manager-Treasurer – FT	Previous FY	Amy Meriwether
7-31-13	Firefighter/EMT – FT	Previous FY	Mike Carifa**,*
8-26-13	Revenue Specialist – FT	4	Kyler Armando*
9-9-13	Youth Services Counselor - FT	9	Kate Bohannan
9-30-13	Human Services Director – FT	4	Patricia Schneider
9-30-13 & 12-2-13	Library Assistant – PT	4	Stephanie Midwood & Caroline Carbone*
10-3-13	Weekend-Evening Supervisor – PT	4	Randy Amorim* & Tonya Ohlund*
10-21-13	Grounds Crew Leader - FT	1	Will Gresh*
11-26-13	Transportation Coordinator - PT	3	Ryan Visci
11-27-13	Recreation Coordinator - FT	13	Jared Redmond
1-13-14	Laborer – FT	Previous FY	Kaitlyn Cyr**
2-10-14	DPW Director/Town Engineer – FT	5	John Carrington
2-10-14	Truck Driver - FT	4	Alain Bourassa*, Pete Connell*, Rodrick Fontaine*, Tim Tollman*
<i>In Process</i>	Outreach Social Worker - PT		
<i>In Process</i>	Firefighter/EMT - PT		

Total Recruitments Conducted: 13

Total Tested: 51

Total New Hires: 12

Total Promotions or Lateral Transfers: 10

Notes: *Internal hire or promotion
 **Utilized existing certified list
 FT= full-time, PT = part-time

2013 Grant Applications and Awards

Date on Council Agenda	Lead Department	Grant	Funding Agency	Status	Grant Award
3-11-13	Parks & Recreation	Recreation Trails Grant	CT Dept of Energy & Environmental Protection	In Process	--
4-8-13	Town Clerk	Historic Documents Preservation Grant	CT State Library	Awarded	\$6,500
9-9-13	Public Works/ Downtown Partnership	Main Street Investment Fund	State of CT	Awarded	\$500,000
10-15-13	Parks & Recreation	Public Lands Highway Program Discretionary Grant (LaGuardia Property Acquisition)	Federal Highway Administration	In Process	--
11-25-13	Fire & Emergency Services	Assistance to Firefighters Grant	Department of Homeland Security	In Process	--
12-9-13	Planning & Development	Regional Performance Incentive Program	Office of Policy & Management	In Process	--
--	Youth/Human Services	Suicide Prevention Initiative Grant	CT Department of Mental Health & Addiction Services	Awarded	\$2,065
--	Youth/Human Services	Youth Services Bureau Grant	CT Department of Education	Awarded	\$16,484
--	Youth/Human Services	Enhancement Grant	CT Department of Education	Awarded	\$5,000
--	Youth/Human Services	Local Prevention Council Support	NECASA	Awarded	\$4,245
--	Early Childhood/ Human Services	School Readiness Grant	CT Department of Education	Awarded	\$107,000
--	Early Childhood/ Human Services	Quality Enhancement Grant	CT Department of Education	Awarded	\$4,341
--	Early Childhood/ Human	Discovery Grant	Graustein Foundation	Awarded	\$40,000

	Services				
--	Early Childhood/ Human Services	Community Playground	Ossen Family Foundation	Awarded	\$200,000
Total Grant Funds Awarded YTD 2013:					\$885,635

Town of Mansfield
Quarterly Report October/November/December 2013
Animal Control Department

Summary of Operations

- Please see attached activity reports for this quarter

Status of Major Projects and Initiatives

- 2 kennel inspections done in October, Randazzo and Leblond.
- October started door-to-door survey (894 contacts).
- November finished door-to-door survey.
- 11/27/13 animal control presentation at Mansfield Depot School.
- Probation period and training of new assistant Chelsea Leach. Probation period will end 1/1/14.
- UCONN Animal Science student Gina Larkin successfully finished internship in December.

Budget Overview

- Revenues – For this quarter were \$1098, a 54% decrease compared to the same quarter last year.
- Expenditures – on target with 47% of the budget used for the first 6 months of fiscal year 2013/2014.

Issues and Challenges

- Finding a solution for the ongoing barking complaints from Lesley Dyson Minearo.

Goals for Next Quarter

- Develop an official internship program for Animal Science UCONN students.

Animal Control Activity Report

REPORT PERIOD

2013/

2014

PERFORMANCE DATA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	This FY to date	Last FY to date
Complaints investigated:														
phone calls	151	209	168	180	141	140							989	794
road calls	14	32	17	18	11	12							104	97
dog calls	52	85	64	75	59	66							401	350
cat calls	65	92	60	67	55	45							384	280
wildlife calls	15	6	13	5	3	4							46	28
Notices to license issued	2	2	2	28	19	3							56	50
Warnings to license issued	0	0	157	0	0	66							223	195
General warnings issued	3	5	3	6	1	3							21	28
Infractions issued	0	1	1	0	0	1							3	11
Notices to neuter issued	1	3	1	0	0	0							5	0
Dog bite quarantines	1	2	0	0	0	1							4	2
Dog strict confinement	0	0	0	0	0	1							1	0
Cat bite quarantines	0	1	1	1	0	0							3	1
Cat strict confinement	0	1	0	0	0	0							1	0
Dogs on hand at start of month	3	0	4	2	2	1							12	12
Cats on hand at start of month	12	4	8	8	4	5							41	83
Impoundments	8	30	16	17	13	13							97	100
Dispositions:														
Owner redeemed	4	5	5	5	5	2							26	22
Sold as pets-dogs	3	4	3	2	3	3							18	9
Sold as pets-cats	11	11	8	10	3	7							50	68
Sold as pets-other	0	0	0	0	0	0							0	1
Total destroyed	1	2	2	4	2	2							13	4
Road kills taken for incineration	0	0	0	3	0	0							3	0
Euthanized as sick/unplaceable	1	2	2	1	2	2							10	4
Total dispositions	19	22	18	21	13	14							107	104
Dogs on hand at end of month	0	4	2	2	1	2							11	10
Cats on hand at end of month	4	8	8	4	5	3							32	81
Total fees collected	\$1,159	\$ 548	\$ 679	\$ 510	\$ 205	\$ 383							\$3,484	\$ 3,202

Town of Mansfield
Quarterly Report
Housing Department
January 2014

Summary of Operations

- The Department continued enforcement of the Town's Housing Code, Landlord Registry, Residential off Street Parking, Nuisance and Blight ordinances.
- The Department conducted 299 Housing certificate inspections resulting in 131 certificates being issued.
- The Department processed 11 new Landlord Registrations and 5 change of address applications.
- The Department processed 3 parking site plan applications, conducted 5 parking inspections and issued 3 parking certificates.
- The Department processed 5 violation of the Nuisance ordinance and as a result issued 1 citation. (Please recall this is against the landlord. The police handle the initial ticket)
- The Department conducted 21 complaint investigations.
- The Department conducted 10 blight inspections.

Status of Major Projects and Initiatives

- The Department continues to work with other Town departments and CSI as the preferred vendor to implement software that tracks functions related to enforcement of the Housing code.
- The department continues to work with Iparq and other Town departments to implement a system to issue citations electronically and provide a third party collection service.

Budget Overview

Revenues as % of Budget Fiscal Year

- Certificates 62.32%
- Housing Penalties 9.09%
- Landlord Registration 137.31%
- Parking Plan Review 38.5%
- Ordinance Penalties 555.23%

Expenditures

- The Departments' expenditures remained within budget for the fiscal year to date. Revenues exceeded expectations mostly because the two year housing cycle is not split evenly at two year increments and large penalties were collected.

Issues and Challenges

- Staffing concerns due to the workload in the Building department.

Goals for Next Quarter

- Continue daily operations
- Work with Iparq to expand their program to encompass all Town ordinances with an associated fine/penalty which will reduce paperwork and enhance collection.
- Explore software program as stated in the Building report.

Town of Mansfield
Quarterly Report
Building Department
January 2014

Summary of Operations

- The Department continued enforcement of the State Building and Demolition codes.
- The Department conducted 717 inspections during 413 site visits.
- This total does not include the 75 visits to the Downtown project.
- There were 197 Certificates of approval and 14 certificate of occupancies issued.
- We issued 60 letters requesting status of projects with 6 or more month of inactivity and as a result revoked 0 permits.
- There are currently 411 open permits.

Status of Major Projects and Initiatives

- We have chosen a preferred vendor to supply online permitting and code enforcement tracking software. We are in final negotiations with CSI to provide those services.

Budget Overview

Revenue

- Permit fees collected for this quarter were \$44,449 which indicates 26% of the budgeted amount for the fiscal year was collected. The total collected to date within this fiscal year is 67% of the budgeted amount.
- Permit fees collected for the Downtown project were \$8,763 for the quarter.

Expenditures

- The Department remained within the budgeted amount for the fiscal year.

Issues and Challenges

- The Downtown project continues to require a great deal of departmental resources to adequately enforce the Building code. Current staffing levels remain at a critical level and a significant amount of overtime hours have been required to maintain services. I anticipate a need to maintain the approved overtime hours through the next fiscal year and at some point additional staff may be required for both inspection and administrative functions.

Goals for Next Quarter

- Maintain required departmental functions regarding the Downtown and other projects either under construction or proposed to start soon.
- Enforce the Building code on the many photovoltaic projects as part of Solarize Mansfield.
- Work with the Town Planner regarding the Mansfield Tomorrow initiative for sustainable building.
- Continue with other day to day departmental functions.
- Begin implementation of new State Building Code if enacted.
- Begin implementation of Code enforcement software.



Town of Mansfield
Quarterly Report
Facilities Management Department
October 1, 2013 – December 31, 2013

Summary of Operations

- Did extensive cleaning at all schools during Christmas vacation.
- Re-finished exercise floor at Senior Center.
- Moved office areas at Senior Center.
- Approve scheduled work at Buchanan Library during the Library shutdown.
- Completed approximately 400 maintenance work orders this quarter.
- Re-designed cafeteria tables at Goodwin Elementary School.
- Removed four (4) huge pine trees at Goodwin School.
- Painted teacher's lounge at Southeast School; ordered countertops for school.
- Worked with Siemens Corp. to correctly audit our energy usage.
- Installed new sewer vent at Vinton School.
- Conducted OSHA training for entire Facilities Dept. staff.
- Installed energy efficient LED lights in multi-purpose rooms at the elementary schools.
- Removed fuel oil tank at Transfer Station.

Status of Major Projects and Initiatives

- Looking at more, new improved security measures at all town buildings.
- Siemens Corp. due to give us a preliminary report on energy very soon.
- Hire additional substitute custodians.
- Plan for the removal of underground storage (oil) tanks, as funding allows.
- Replace heavy cafeteria tables with redesigned, lighter tables at elementary schools.

Budget Overview

- This department has almost no revenue producing operations.
- The Facilities Management Department is on budget for this year.

Issues and Challenges

- Insure that Siemens Corp. finds all energy saving measures.
- Find funding for underground storage (oil) tank removal and replacement.
- Keep the Facilities Management Department under budget.
- Install improved security measures at all town buildings.
- Find a method to get solar panels installed at town buildings.

Goals for Next Quarter

- Continue to look for energy saving measures.
- Be pro-active on repairs at all school/town buildings.
- Complete 400 work orders.
- Continue training for entire Facilities Department staff.
- Completion of Physical Conditions form for the Fire Stations.
- Upgrade heating controls at the schools, if there is available money.
- Install new emergency generators as funds become available.
- Complete painting at Town Hall, weather permitting.

**Town of Mansfield
Quarterly Report
Finance Departments
December 31, 2013**

FINANCE ADMINISTRATION

Summary of Operations

- Completed the annual audit with Blum, Shapiro & Co.
- Finalized the Comprehensive Annual Financial Reports (CAFR) for the Town, Region 19 and Eastern Highlands Health District writing the transmittal letter and management discussion and analysis.
- Submitted the Town & Region 19 CAFR's to the GFOA for the Certificate of Achievement for Excellence in Financial Reporting program.
- Continued to provide funding analysis and guidance on infrastructure improvements and financial reporting and drawdown requests on the Storrs Center grants.
- Provided Council members with a review of the Town's financial condition, budget process and ongoing financial reporting at the Council Orientation.
- Participated on the Building Security Committee to make recommendations for security improvements at various town facilities.
- Kicked off the FY 2014/15 budget process with the Health District, Mansfield Board of Education, Region 19 and the Town.
- Continued training for the new Accounting Manager.

Status of Major Projects and Initiatives

- Fiscal management of the Storrs Center project continues. Focus remains on grant management and collection of grant funding.

Budget Overview

- Revenues –There are no revenue accounts specific to Finance Administration.
- Expenditures – On track with budget.

Issues and Challenges

- Continue to provide assistance and guidance on the Storrs Center project as it relates to funding infrastructure improvements and begin the process of closing out a significant number of grants.

Goals for Next Quarter

- Monitor all revenues and expenditures as we move through the fiscal year to ensure positive results to fund balance at yearend.

- Continue the annual budget process for all entities, particularly the Town's budget. Continue to improve the presentation of the Town budget report to more fully meet the GFOA requirements for their budget award program.
- Continue to staff the Finance Committee and provide timely fiscal analysis. In addition, assist the Committee with their review of the Town's financial management policies to strengthen Mansfield's financial condition.
- Continue providing funding analysis and guidance on infrastructure improvements and financial reporting and drawdown requests on the Storrs Center grants. Begin the process of closing out completed projects and grants.
- Provide capital improvement program budgeting assistance for all departments and entities, particularly for the Four Corners Water and Sewer project.
- Prepare for issuance of G.O. bonds for the authorized but currently unissued bonds for the purchase of rolling stock and open space.

ACCOUNTING AND DISBURSMENTS

Summary of Operations

- Payroll - Management of payroll functions including but not limited to the timely processing of employee paychecks, maintenance of payroll related information and preparation and submission of quarterly tax reports.
- Accounts Payable/Accounts Receivable – Management of cash receipts/disbursements including completion of monthly bank reconciliations for checking and investment accounts and purchase order monitoring.
- Maintain and reconcile purchases, costs of sale and returns for copy paper inventory.
- Review individual fund expenditures for capitalization.
- Review and analyze individual account balances to prepare accurate and efficient quarterly financial statements for all entities.
- Prepare schedules, tables, journal entries and various reports to assist in the completion of the Comprehensive Annual Financial Report which is issued by the accounting firm, BlumShapiro.
- Comply with grant reporting requirements for various Eastern Highlands Health District grants. Completed the quarterly Community Transformation grant report for this quarter.

Status of Major Projects and Initiatives

- The Office of Policy and Management is in the process of designing and developing a uniform system of accounting for municipal revenues and expenditures. The Uniform Chart of

Accounts (UCOA) will be a standardized account code structure that allows every municipality to use the same account codes and methods for reporting revenues and expenditures. Municipalities are required to implement the new uniform chart of accounts system by June 30, 2015.

Budget Overview

- Revenues – There was about \$281K received in FY14 related to the FY12 and FY13 Municipal Revenue Sharing activity that should have been received in the prior years. It was uncertain as to whether the funds would be received and therefore, no budget created for these funds. There was also about \$625K received for the Municipal Aid adjustment, of which only \$248K was conservatively budgeted due to uncertainty in receiving funds.
- Expenditures – On budget.

Issues and Challenges

- There are no issues at this time.

Goals for Next Quarter

- Continue to process payroll in a timely manner, complete bank reconciliations, manage cash receipts/disbursements, prepare accurate and efficient quarterly statements and grant reports.
- Begin to review and analyze current policies and procedures for effectiveness and efficiency.

REVENUE COLLECTION

Summary of Operations

- Billing: Sent 1,557 supplemental motor vehicle tax bills representing 1,886 motor vehicle accounts on the 2012 Grand list. Club Billing saved 328 separate pieces from mailing which is a savings of \$118.
- Billing: Sent 2,280 quarterly bills in December for refuse, and 175 monthly bills in October, November and December for insurance under Quality Data Services software.
- Collection actions: Sent 36 real estate demand notices, 47 personal property demand notices (24 paid), 1,071 motor vehicle demand notices to unpaid tax accounts, 35 refuse and 23 sewer demand notices to unpaid accounts in November and December.
- Collection actions: Sent 67 personal property accounts to the marshal and 31 refuse accounts to the marshal for collection.
- Collection actions: Submitted 6,453 unpaid motor vehicle records covering all 15 open years to Department of Motor Vehicles for

registration restrictions on December 4, 2013 and released 294 since that time.

Status of Major Projects and Initiatives

- The insurance programming bug is still under discussion with our vendor. We are continuing to work around the small issue of manually calculating interest on a handful of delinquent accounts.
- The online payment systems have had 871 payments for a total of \$423K between July and December 2014 for taxes, refuse, and sewer.
- New central ticketing project: IPARQ began sending letters on outstanding tickets in December. Responses to the letters are coming in.
- Completed audit requirements of the 2012/13 fiscal year. Some recommendations were given regarding cash register controls and safeguarding of cash.
- Supporting new trash hauler program with refuse customers. Provided support for new fee structures with customers and shut off procedures for non-payment.

Budget Overview

- Revenues – Beginning July 2013 - December 31, 2013 were as follows:
 - All Taxes – current levy, delinquent taxes, interest, and suspense collections \$18,389,067 – 66 of budgeted revenues of \$28,156,234.
 - Parking tickets – \$2,752.7 – 62% of budgeted revenues of \$4,500.
 - Refuse – \$518,826 – 55% of budgeted revenues of \$948,000.
 - Sewer – April 2013 to March Budget 2014 – collected \$274537 or 95% of budget of \$291,575 as of December 31, 2013.

Issues and Challenges

- No major issues or challenges other than normal course of business.

Goals for Next Quarter

- Send marshal accounts for unpaid sewer and refuse accounts, and real estate accounts in mobile home parks.
- Begin proceedings for tax sale on outstanding property taxes.
- Continued improvement on processes and procedures.

ASSESSOR

Summary of Operations

- Completed the review and processing of all property transfers for the period covering October 1 – December 31, 2013. There were 95 documents reviewed.
- Completed all sales analysis for the same period. There were 56 sales, which were catalogued for use by the public.
- GIS (map) updates, which are submitted quarterly, are complete thru September 2013. Ownership changes made in the CAMA (Computer Aided Mass Appraisal) system are updated nightly to the GIS program.
- Processed approximately 780 Personal Property Declarations for the October 1, 2013 Grand List.
- Completed field inspections for new construction permits for the 2013 Grand List. Inspections for all other permits taken out prior to October 1, 2013 were conducted by the Property Appraiser. All resultant changes in value will be reflected in the 2013 Grand List.
- Completed processing of the 2012 Supplemental Motor Vehicle grand List in December (1,893 accounts) and began work on the 2013 Motor Vehicle Grand List (11,009 initial accounts).

Status of Major Projects and Initiatives

Storrs Center -

- Phase 1A – Bldgs. TS-1 (1 Dog Lane) and DL ½ (9 Dog Lane) are complete.
- Phase 1A – Parking Garage is complete and Certificate of Occupancy for the Intermodal Center is imminent.
- Phase 1B – Building TS-2 (1 Royce Circle) Residential Condo is complete and the Commercial Condo is assessed at 80% complete as of October 1, 2013.
- Phase 1C (Parcel 1) – Building TS-3 (8 Royce Circle) is under construction and is assessed at 18% complete as of October 1, 2013.
- Phase 4 - Construction of Price Chopper + Retail Building is underway.
- Phase 2B – Wilbur Cross Way Subdivision Plan 11/27/2013 – Daycare Center to be located on Parcel 1.

Revaluation 2014 -

- Conversion to Vision Government Solutions CAMA (Computer Aided Mass Appraisal) database/software is underway. The initial “legal” conversion is done; the project is now in the hands of their Appraisal Department for data verification and entry.

Budget Overview

- Revenues for copies of property records cards and maps are on par with last year.
- Other expenditures are on target with no major outlays or purchases anticipated for the balance of fiscal year 2013/14.

Issues and Challenges

- None to report this quarter.

Goals for Next Quarter

- Complete the 2013 Grand List of Real, Personal Property and Motor Vehicles by January 31, 2014.
- Three upcoming tax appeals to the 2012 Grand List (one residential/two commercial) scheduled for pre-trial in New Britain in February 2014.
- The Board of Assessment Appeals will hold their hearings in March 2014 and the Assessor's Office will process all changes resulting from said hearings.
- Continue to work closely with Vision Governmental Solutions as the 2014 Revaluation project gets into full swing.
- Continue sales and permit inspections for the 2014 Revaluation project.
- Continue processing all property transfers and legal changes post October 1, 2013 in preparation of the October 1, 2014 Grand List.
- GIS updates and reviews between departments is ongoing with the goal of linking the Assessor's maps with other pertinent data from Town departments such as, Fire, Town Clerk, Taxes, Building, Parks & Recreation and Planning and Zoning.



Town of Mansfield Fire and Emergency Services

To: Matthew W. Hart, Town Manger
From: David J. Dagon, Fire Chief
Date: January 3, 2014
Subject: Quarterly Report – 2nd Quarter '13 – '14

FY 2013 / 2014 Major Initiatives

- New volunteer members were voted into the Mansfield Firefighters Association during the September and October meetings. All must complete an orientation and training program to prepare them to become qualified to respond to calls for service.
- Annual medical physicals for all department personnel were initiated.
- The department will meet in January with the vendor selected to replace ET207 on the final vehicle specifications at a preconstruction conference.
- Firefighter Rick Landry has been appointed Program Administrator for the department's Knox Box program. The program provides department personnel with rapid, non-destructive access to occupancies while providing security for property owners.
- Members of the Firefighter Association Explorer program attended the Fire Service College Fair held at the Connecticut Fire Academy. The college fair attracts many schools that offer degrees in fire service related careers.
- The department's GIS (Geographic Information System) mapping continues to assist the department in its on-going dry hydrant installation project.
- The Mansfield Firefighters Association held its annual awards dinner on November 16th.
- The department continues to evaluate Scheduling Software to determine if we can improve the efficiency of scheduling firefighters to staff work shifts.

Fire and Life Safety Education

- Fire and Life Safety education programs were presented in all the elementary schools and the Mansfield Middle School. Participation by many department members is essential to insure successful program delivery.

Equipment Testing/Maintenance

- All department ladders have successfully passed annual service testing.

Training

- Walkthroughs of Storrs Center have resumed; construction has advanced to a point where department personnel can benefit from the walkthroughs.
- Annual Bloodborne pathogen training was conducted this quarter. This training is mandatory for all personnel.
- Annual safety training was conducted to emphasize the need to maintain a safety mindset when operating at all types of incidents (emergency and non-emergency).
- Department members participated in joint live fire training with the Willimantic Fire Department. Joint training promotes efficiency when our departments must operate at an incident. The training was conducted at the Connecticut Fire Academy.
- Selected department members received training in Personnel Accountability utilizing an electronic credentialing program recommended by Emergency Management Region 4.

Personnel

- The department initiated a volunteer officer promotional process for the positions of Assistant Fire Chief and Fire Lieutenant.

FEMA Grant

- The department submitted an Assistant to Firefighters Grant application to replace fire equipment. The department is seeking to replace fire hose. The total cost for replacement of department fire hose is \$105,480.

Special Events

Requests by various community groups or event organizers are often received by the fire department. Requests may include providing services related to Fire Prevention, Emergency Medical Services (EMS), or Fire/Police. Coverage for these events is often in addition to on duty staff.

- Service 307 and Marine 307 were placed on display at the Windham Public Safety Day event.
- EMS coverage was provided for E.O. Smith Home Football games.

Capital Projects

- The replacement for a fire prevention division vehicle has been received and is being outfitted with radios and emergency lighting.

Meetings/Training/Workshops attended:

- 2013 International conference for Fire and Rescue Executives
- State Commission on Fire Prevention and Control
- Connecticut Fair Plan Anti-Arson Committee
- Mansfield Firefighters Association
- Mansfield Fire Department Officer meetings
- Tolland County Mutual Aid Fire Service
 - Board of Directors
 - County meetings
- Connecticut Fire Chiefs Association
- Fire Marshal in-service training programs



TOWN OF MANSFIELD

Mansfield Fire Department

Office of Fire Marshal



FRAN RAIOLA, DEPUTY CHIEF / FIRE MARSHAL
CHARLES G. COSGROVE, ASST. CHIEF / DEPUTY FIRE MARSHAL

AUDREY P. BECK BUILDING
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1st QUARTER REPORT

October – November – December 2013

Summary of Operations

- Enforcement of the Connecticut State Fire Safety Code and Fire Prevention Code through required routine inspections, plan reviews, construction inspections, complaint investigations and abatement.
- The following activity was conducted by the Fire Prevention Division during this quarter.
 - 398 Inspections
 - 18 Plan reviews
 - 7 Fire Investigations
 - 1 Complaints
 - 6 Assist Fire Department
 - 11 Public Education programs
 - 24 Meetings
 - 12 Training programs
 - 6 Storrs Center / MFD training site walks
 - 19 Open Burning Permits
 - 2 Blasting Permits
 - 1 Underground Storage Tank Removals
- Management of the Fire Department Records/Reporting system (NFIRS).
- Provide support and review work for Fire Lane and emergency access to the Planning and Zoning Commission.
- Provide support to Human Services for issues related to fire and safety hazards in the community.
- Administration and planning of Fire Prevention and Safety Programs.

Major Initiatives and Projects

- Continued support and management of the Deputy Fire Marshal Inspection Program.
- Storrs Center Project enforcement and technical support.
- Coordination of the Fire Prevention Committee. This committee plans and administers Fire Prevention and Life Safety Education programs in all public and private schools, and in the community. Presentation of programs at Mansfield Discovery Depot, Southeast School, Goodwin School, Vinton School, Oak Grove Montessori, Mt. Hope Montessori, and Mansfield Middle School.
- Pre- and during Special Event occupancy level reviews and monitoring for local author speech and book-signing sponsored by UConn CoOp at Storrs Center and “Meet the Candidates Night” sponsored by League of Women Voters at Town Hall.

- Continued improvements to electronic reporting and records for the inspection program, complaint investigations, and fire investigations.
- Development of a draft SOG for Fire Investigation.
- Further developed the pilot program for a neighborhood fire prevention & safety and delivered programs to residents of Jensen's.
- Continued to serve as a member of the Windham County Fire Marshal's Association and Connecticut Fire Marshal Association and build professional relationships with State and Local Fire Marshals.
- Continued work on outfitting fire department support vehicle to assist with Fire Marshal investigations.
- Participated in final stages vendor selection process and planning implementation schedule in partnership with Planning and Building Department representatives for possible Town permits and code enforcement software.
- Continued coordination efforts to interface Firehouse software link between Mansfield fire stations and TN Dispatch CAD systems jointly with Mansfield Department of Information Technology, Tolland County Mutual Aid regional 911 center and Firehouse Software Northeast Representative.
- Coordinated with officials for blasting at Storrs Center in connection with area development.
- Provide assistance and support to Fire Department regarding Knox box program and other matters as well as and coordinate MFD / Storrs Center site walks for training purposes.

Training

- Monitor and coordinate that all Deputy Fire Marshals are meeting the state mandated requirement for training hours.
- Support, training, and coordination of the Storrs Center Project as well as other major projects in town with Fire Department personnel through regular site visits and information.
- Training for Deputy Fire Marshals to better standardize and improve quality of inspections and fire investigations.
- Continued participation in training programs for Fire Investigation and Code Enforcement offered by the State Fire Marshal's Office, CT Fire Academy, and professional organizations including CT Fire Marshal Association and International Association of Arson Investigators.

Issues and Challenges

- The Storrs Center project continues to place a large demand on department resources. In addition to the Storrs Center project, the department is required to oversee other development and projects within the town as well as provide and maintain the responsibilities for mandated inspections, fire investigations, hazard complaints etc.
- Office space for staff and coordination/organization of work areas needs attention.
- Administrative staff continues to struggle with large workloads from Storrs Center Project and other assigned duties.

Goals

Continue to maintain all departmental responsibilities and creatively manage resources to meet demands.

**TOWN OF MANSFIELD – FIRE DEPARTMENT
OFFICE OF FIRE MARSHAL**

OVERVIEW – 2ND QUARTER 13/14

ACTIVITY DETAILS:

TYPE	October	November	December	2 ND QUARTER
Inspection	255	131	50	398
Plan Reviews	11	4	3	18
Fire Investigations	2	4	1	7
Complaints	0	0	1	1
Assist Fire Department	3	1	2	6
Public Education Programs	9	2	0	11
Open Burn Permits	3	11	5	19
Blasting Permits	1	0	1	2
UST Removals	1	0	0	1
Training (inc. FM in-service)	4	5	3	12
Meetings	7	8	9	24
Storrs Center (inc. fire watch and training walkthrough)	2	2	2	6

REVENUES:

	October	November	December	SUBTOTALS
PERMIT FEE – STORRS CTR	\$229.50	\$299.25	\$1,590.30	\$2,119.05
DEDUCT TO FUND FOR FUTURE TOWN PERMITTING & CODE ENFORCEMENT SOFTWARE DATABASE SYSTEMS – STORRS CTR	(-8.50)	-12.25	-59.25	-80.00
	\$221.00	\$287.00	\$1,531.05	\$2,039.05
PERMIT FEE - COMMERCIAL	\$1,728.00	\$2,072.25	\$187.00	\$3,987.25
DEDUCT TO FUND FOR FUTURE TOWN PERMITTING & CODE ENFORCEMENT SOFTWARE DATABASE SYSTEMS - COMMERCIAL	(-\$64.00)	(-\$76.75)	(-\$6.00)	(-\$146.75)
	\$1,664.00	\$1,995.50	\$181.00	\$3,840.50
BLASTING PERMIT FEE	\$60.00	\$0.00	\$60.00	\$120.00
FINES	0.00	0.00	0.00	0.00
OTHER (inc. copy)	0.00	0.00	0.00	0.00
	\$60.00	\$0.00	\$60.00	\$120.00
TOTAL REVENUE MONTHLY (before deductions:	\$2,017.50	\$2,371.50	\$1,837.30	
TOTAL REVENUE FOR QUARTER (before deductions:				\$6,226.30



TOWN OF MANSFIELD

OFFICE OF EMERGENCY MANAGEMENT

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FRAN RAIOLA, EMERGENCY MANAGEMENT DIRECTOR
CHARLES G. COSGROVE, ASSISTANT DIRECTOR

2nd QUARTER REPORT

October – November – December 2013

Summary of Operations

- Continue to coordinate and plan for disasters and emergencies.
- Extensive review and update of The Mansfield Emergency Operations Plan for audit by DEMHS.
- Support other departments and organizations with reviewing and implementation of emergency plans.
- Continue to coordinate with the DEMHS and the Region 4 coordinator.
- Continue to meet and coordinate with WINCOG and area Emergency Management Directors to plan and share resources and prepare for transition from WINCOG to Capital Region.
- Coordinated preparation of the Emergency Operations Center for command, response to, sheltering and status of commodities, State DEMHS reporting and recovery from severe weather incidents.
- Improvements to communications with CL&P regarding disaster preparations, critical facilities, update to maps, and road closure reporting.
- Coordinate communications equipment and plan for town resources and operations among departments.
- Continue to be a supporting partner with the University of Connecticut for their Millstone Host Community Program.
- Continue to assist and administer emergency management grants.
- Administer and coordinate the town's AED program (defibrillators), including but not limited to the maintenance update of batteries and adult and child electrodes.
- Monitoring for possible Severe Repetitive Loss projects with local owners and FEMA to prevent future damage to home due to flooding.
- Multi-agency Town/UConn/Landlord/Business efforts to address emergency management issues such as communications, on-site management, policing, parking, security, crowd control/reduction and matters of public safety.
- Provide multiple emergency preparedness workshops for the general public and local organizations.
- Conduct site visits to elementary and middle school for security measure improvements under grant programs.
- Review the Region 19 security checklist with E.O. Smith officials.
- Review and update of the Hazard Mitigation Plan.

Major Initiatives and Projects

- Direct and manage final stages of construction and organization of radio communications tower at MFD station 307 under DEMHS Region 4 Nuclear Safety Fund grant award regarding improvement of operations radio communications between EOC and UConn as part of Millstone Host Community.
- Submitted applications for financial assistance to DEMHS Region 4 and explore other grant options regarding additional improvements to Town's emergency preparedness operations.
- Lead committee review of town mass notification system as option to improve channels of communications with residents during emergency events.
- Conduct review standby power systems at essential public buildings to verify that the buildings will be able to operate during extended periods of power outage.
- Coordinate multi-agency including Red Cross review of town's shelter facilities, restock of shelter box supplies and test operation of amateur radio contacts with local Natchaug Club member facilitating that effort.
- Oversight of Evacuation Crisis Response Drills at elementary, middle school, E.O. Smith High School and Discovery Depot.
- Continued coordination and review of Emergency Plans with Board of Ed, school administrators, public safety officials, facilities maintenance personnel and parents.
- Work with WINCOG and town staff in review and update of the Town's Hazard Mitigation Plan.
- Work with local organizations owner and property management teams to develop respective site Emergency Plans.
- Improved liaison relations with CL&P develop better disaster event communications and fostered meetings with neighborhood resident group having repeated power outage situations in their area of town.
- Serve on town Traffic Authority with current focus on signage and parking at schools, changes to Storrs Road and roadways within Storrs Center complex.
- Participate on the Building Safety Committee safety reviews and walkthroughs of municipal facilities.
- Work with Jensen's community to develop emergency disaster plan for residents and seek opportunities for volunteer team preparedness training.

Training

- Participated in ICS seminars and emergency management personnel training sessions.
- School staff training for crisis response, including but not limited to intruder, gas leak and other possible lockdown scenario events.
- Emergency Operations Center training for staff.
- Town Hall MERT response procedures.

Issues and Challenges

- There is a large demand on department resources. The department is required to oversee development and projects within the town and Storrs Center as well as provide and maintain the responsibilities of emergency management, hazard complaints, etc.
- Office space for staff and coordination/organization of work areas needs attention.
- Administrative staff struggles with large workloads from weather related events, grants administration, emergency preparedness projects and other assigned duties.

Goals

- Review and update the Town's Shelter plan.
- Continue to oversee upgrades to the town's Emergency Operations Center.
- Apply for grant funding to upgrade radio communications equipment at the Firehouses.
- Apply for grant funding to renovate the basement of Station 307 to create a training room, staging area for emergency management supplies and responders.
- Apply for grant funding to upgrade town hall facility emergency generator.
- Coordinate updates to school emergency plans with school administration and Board of Education.
- Update town's hazard mitigation plan with WINCOG and town staff.
- Update emergency plans with local businesses and community areas with owners and property management.

Town of Mansfield
Quarterly Report
Department of Human Services
October 1 – December 31, 2013

Summary of Operations

Administrative and Adult Services:

- 112 families received Thanksgiving baskets through a combination of the Food Share Program and donations from the faith community and civic organizations.
- 64 families received December Holiday assistance which comprised of food, gifts or a combination of the two. This was accomplished through the generous donations of approximately 50 sponsors.
- 45 families (145 individuals) received a monetary gift from the Mansfield Holiday Fund.
- 26 clients received Food Bank assistance.
- Financial assistance was provided in response to 2 Special Needs requests.
- 790 persons have received food distribution from mobile Food Share.
- 80 clients were seen for case management.
- 30 clients were assisted with CHOICES.
- 12 applications for the Renters Rebate program were completed.
- 40 referrals were made for additional services through other agencies/organizations.

Senior Services:

- There were 4,088 visits to the Senior Center by 440 unduplicated members and 858 guests.
- A total of 1,208 meals were served at the Center to 94 individuals. A total of 687 Meals on Wheels were delivered from the senior center along with 280 cold suppers.
- A total of 48 rides were provided through the Volunteer Transportation program to 21 individuals. The program currently has 18 active volunteer drivers.
- The Town Van had a total of 14 trips during this quarter. Seven group outings with 45 riders. The van also did 7 food share trips transporting a total of 56 from Juniper Hill.
- 279 individuals participated in various Enrichment Programs and Community Education events including computer classes, art classes, writing group, quilting, bridge, and chorus for a total of 977 contacts.

- 278 seniors participated in different social and recreational events including special lunches, bingo, jewelry class, drawing, and other games for a total of 1,050 contacts.
- 78 seniors participated in ongoing fitness and exercise programs including yoga, Tai Chi and therapeutic exercise, for a total of 796 contacts.
- 127 seniors received health and wellness services including health screening, podiatry, blood pressure screening and Reiki for a total of 293 contacts.

Youth Service Bureau:

- There were 174 unduplicated clients who received clinical services.

Early Childhood Services:

- Hired a consultant to work with CAN on 2013-14 goals.
- Continued to work with the playground committee on fundraising/budgeting and children's committee activities.
- Received grant approval from Woman and Girls Fund for Playground initiatives.
- Received grant funding for PEP approved from Liberty Bank Foundation and Parent Leadership Foundation.
- Completed second quarter monitoring of centers and visits to all six home care providers and two Montessori schools.
- Continued Web work and playground web improvements.

Status of Major Projects and Initiatives/Grants

Administrative and Adult Services:

- Explored staffing options to fill two vacant positions.
- Successfully implemented the Thanksgiving and December holiday programs.

Senior Services:

- National Senior Center Month was celebrated during a week in September with special activities and an open house.
- The Veteran's Day Celebration was once again held in November at the Mansfield Community Center with a growing attendance.
- Changes/improvements made to the Volunteer Transportation program to improve services and maximize use of the municipal transportation grant.

Youth Service Bureau:

- Converted database system to Kidtrax and are now using the same software as many of the other Youth Service Bureaus. This will

- facilitate accurate data collection for the State Department of Education grant and assist in surveying clients for best practices.
- Co-sponsored a parenting workshop with Goodwin Schools. The workshop was open to all schools and neighboring communities and was well attended.
 - Collaborated with Adult Services to facilitate the holiday program.
 - Established a monthly grief matters support group.

Early Childhood Services:

- Continued fundraising for the Community Playground with approximately \$250,000.00 collected YTD. Received a large grant from the Windham Hospital Foundation.
- Initiated collaborative work with Mansfield Library, Mansfield Discovery Depot, UConn Child Labs and Jeff Smithson on a play based workshop for providers and parents.
- Continued to recruitment new and offered training to new MAC members.
- Trained two facilitators for PEP class starting January 21, 2014.
- Continued planning with EHHD on grant initiatives that intersect with the work of MAC.
- Published and distributed Family Fun in Mansfield.
- Purchased Scorecard and began populating data with the help of EHHD intern and consultant.
- Worked with Coventry and Chaplin on Results Based Accountability training.

Budget Overview

Administrative and Adult Services:

- On target.

Senior Services:

- Revenues – no discrepancy.
- Expenses – Personnel underspent due to staff transition. Supply line item is close to being completely spent for the fiscal year.

Youth Service Bureau:

- On target

Early Childhood Services:

- On target, revised budget sent to GMF.
- SR payments to centers on target.

Issues and Challenges

Administrative and Adult Services:

- Staffing transitions within the department.

Senior Services:

- Lack of space interferes with program expansion.
- Open position for senior social worker.
- The need for improvements to Senior Center building and parking

Youth Service Bureau:

- Transferring client information and converting operations into Kidtrax, new software system.

Early Childhood Services:

- Fundraising for the Playground remains a challenge. The Fundraising group has done a wonderful job of organizing themselves with anticipated positive results.
- Site work, design issues, land acquisition from UConn and coordination of tools and materials are challenges with the Playground project.
- No match from the Board of Education's for the Early Childhood Services Coordinator's (ECSC) position despite the efforts of CAN and School Readiness council.

Goals for Next Quarter

Administrative and Adult Services:

- Successfully recruit and fill department staff vacancies with qualified candidates.
- Offer various team building opportunities to staff to improve communication and integrate new staff members into the department.
- Work with other departments to improve communications, explore cooperative programming opportunities and maximize resources.
- Evaluate the holiday programs by obtaining feedback from staff, volunteers, donors and program participants implement process improvements indicated next year.
- Review current policies and procedures for Human Services programs and make corrections as indicated.

Senior Services:

- The Mansfield Senior Center will continue to provide programs that promote and stimulate health living options for the senior residents of Mansfield by maintaining total participation, continuing to develop the internal review process utilizing the My Senior Center program and reviewing other senior center's programming.
- Coordinator to work on the recommendations of the Senior Center Evaluation.

Youth Service Bureau:

- Conduct program evaluation surveys.
- Conduct QPR suicide prevention education for staff and community members.
- Expand in-school counseling services at the middle school.
- Determine equitable distribution of camperships funds in conjunction with the recreation department and schools.

Early Childhood Services:

- Successfully complete PEP class
- Meet with a consultant to work out the issues in CAN.
- Continue fundraising for Playground
- Work with new MAC Chair on by-law revisions
- Continue working with other town departments to coordinate playground site work and build week.
- Successfully transfer to the new collaborative sponsor.

Town of Mansfield
Quarterly Report
Information Technology Department
October 1, 2013 to December 31, 2013

Summary of Operations

- Handled 273 formal support tickets for computer and telephone assistance. This number does not include frequent informal and ongoing support.
- Supported the mansfieldct.gov website that currently includes 1,913 informational webpages and 39 QNotify email subscription lists.

Status of Major Projects and Initiatives

Discontinue use of the Alpha system to ensure efficient, compatible, and reliable databases.

- All databases except for one (CAMA) are decommissioned on the Alpha. We are storing historical data from these former databases in case it is needed in the future.
- We partnered with the Town of Coventry on a joint RFP to attract the best pricing and greatest interest from vendors (each Town will buy its own system, but working jointly attracted more favorable pricing and vendor interest) and selected Vision Government Solutions as the winning vendor. During this quarter we completed the process of extracting data from the current database and the new vendor completed the conversion of the data for the new system.

Support access to public information and communications with residents through the effective use of technology.

- Selected a Reverse 911 System (Code Red) in collaboration with the Emergency Management Office. This process required evaluating vendors and potential uses of a Reverse 911 system to alert the public and provide timely information.
- Worked with other Town Departments to negotiate a software solution for a permitting process system. We believe that we are close to finalizing the negotiations.
- Programmed updates to Town telephone systems to increase redundancies as well as manage costs over time.
- Continued work addressing telecommunications requirements in buildings with older telephone systems.

- Continued to support a variety of methods for communicating with the public including the website, QNotify, Channel 13, electronic mail, and telecommunications.

Complete necessary infrastructure projects while containing costs.

- Completed overhaul of onsite servers, network services, and public and staff machines and interfaces at the Public Library.
- Awarded two competitive grants to support infrastructure needs. Specifically, a \$133,828 school security grant and a \$165,304 educational technology grant.
- Nearing completion of the extension of the WAN to include the municipality's newest facility (Intermodal Center).
- Installed fiber optic connections at Fire Stations 107 and 307. This infrastructure is programmed to handle internet, intranet, and telephone connectivity. As a result, it will decrease our payments to AT&T and Charter Cable.
- Completed the second portion of the Capital Improvement Budget project to address school infrastructure maintenance requirements in accordance with future decisions about the school building project. Fiscal year to date, we have expended approximately 60% of the funds. The bulk of the work has been school security enhancements; however we have also completed server and network enhancements as well.
- Leveraged virtual and cloud based computing on servers and thin client computers to contain costs, limit consumption of electricity, and reduce bulk waste.
- Carefully managed expenses to stay within budget, limit expenditures, and maximize equipment life while still providing information technology support to all departments including software and hardware troubleshooting and maintenance, new installations, wired telephone access, and direct support of users' questions and needs.

Budget Overview

- The Department adhered to its allocated budget by carefully managing expenses.
- Continuing the third full budget year of the elimination of the IT Manager position. This continues to yield \$65,526 in annual wage savings.

Issues and Challenges

- The Alpha VMS server is incompatible with current technologies and needs to be discontinued. We are nearing completion of the transfer of databases away from this system.

- Our residents use an increasing range of technologies to communicate and seek information resources. As a result, we need to further develop our use of these tools to reach out to and share information with our citizens.
- We need to continue to address infrastructure needs while leveraging emerging technologies to contain costs. It is important to meet additional use of technology in a manner that is sensitive to budget limitations and maximizes existing resources.

Goals for Next Quarter

Discontinue use of the Alpha system to ensure efficient, compatible, and reliable databases.

- Bring the initial phases of the new CAMA database system online as part of phasing out CAMA alpha database.
- Continue to provide support to the databases already migrated to our Windows infrastructure to ensure their success.
- Continue to store archived data from the former alpha databases in case it is needed in the future.

Support access to public information and communications with residents through the effective use of technology.

- Collaborate with the Public Library Director to interview candidates for the part-time Systems Librarian position (recently vacant because employee accepted full-time position with a different organization).
- Implement the Code Red Reverse 911 system in collaboration with the Emergency Management Office.
- In collaboration with staff from other departments, conclude the negotiations for a permitting process system and begin initial installation work.
- Continue to address telecommunications requirements in buildings with older telephone systems.
- Continue to support a variety of methods for communicating with the public including the website, QNotify, Channel 13, electronic mail, and telecommunications.

Complete necessary infrastructure projects while containing costs.

- Bring the WAN connection to the Intermodal Center online.
- Complete the integration of the fiber optic cable at Fire Stations 107 and 307 with the wireless infrastructure.
- Complete the third portion of the Capital Improvement Budget project to address school infrastructure maintenance requirements

in accordance with future decisions about the school building project.

- Continue to leverage virtual and cloud based computing on servers and thin client computers to contain costs, limit consumption of electricity, and reduce bulk waste.
- Continue to carefully manage expenses to stay within budget, limit expenditures, and maximize equipment life while still providing information technology support to all departments including software and hardware troubleshooting and maintenance, new installations, wired telephone access, and direct support of users' questions and needs.

Town of Mansfield
Quarterly Report: October - September 2013
Mansfield Public Library

Summary of Operations

- The library continues to work to correct humidity and mold issues which threaten the collection and computer hardware.
- The library has signed contracts with and will migrate to a new consortium, Library Connection, Inc., in May 2014.
- See attached work measurements.

Status of Major Projects and Initiatives

- **Service Improvements**
 - The library's application to become a Passport Acceptance Facility has been denied.
 - The library has contracted with Library Connection, Inc. (LCI) to provide consortium services. LCI will be providing more services at a more competitive cost than our current consortium.
 - Several maintenance tasks, including the installation of new gutters and downspouts have been completed to alleviate ongoing humidity and mold issues.
 - The library launched an online reader advisory service, allowing our librarians to provide in depth, personally tailored reading lists for those who are looking for new books to read.

- **Community Outreach/Programs**
 - **October:** Our Family Halloween Party was the biggest program this quarter (attendance 238), local storyteller Carolyn Stearns also performed. She has a strong local following among children and adults, and told stories with a Mansfield flavor. The Community School of the Arts held their Halloween Play-In at the library, as they have for the past few years. This featured many library "regulars" playing violin, cello and guitar. For adults, the library hosted a Basic Genealogy workshop, as well as a program by Dr. Matthew Raider on "Beyond Death: Medical Facts, Mysticism and Meditation".
 - **November:** We hosted a Tellabration program featuring the Mystic Paper Beasts. They were wonderful! A combination of storytelling, puppetry and dance that was unlike anything we've had before. Many parents mentioned how much they and their children enjoyed it. Adults enjoyed our two part series on meditation.
 - **December:** We held a series of vacation craft programs on Dec 27, 30 and 31, using leftover materials such as wrapping paper and catalogs.
 - The library hosted a collection box for the Triota honor society, accumulating a large amount of donations designated for the Holy Family Shelter. The library

Mansfield Public Library FY14Q2 Report

also promoted donations to the human services department, providing a collection basket on the circulation desk.

- We worked collaboratively with Mansfield Social Services on their Suicide Prevention Grant by adding 14 new titles to the collection and creating an annotated booklist, display, and bookmark to promote awareness.
- The library co-sponsored programs of the Real to Reel Film Series, in concert with the UConn League.

• **Policy/Plan Review**

- Library staff will begin to assess how the community is using technology and how best practices can be put into place to align future growth and services with community priorities, using the Edge Initiative toolkit provided by the American Library Association and the Gates Foundation.

Budget Overview

- A review of non-salary expenditures indicate library spending remains within projections through the 2nd quarter, with no unexpected purchases.
- Certain costs associated with changing consortia will need to be considered as the library moves into the latter half of the fiscal year. We anticipate the ability to absorb these costs by shifting resources among budget lines, along with savings within certain lines.
- Unless stated otherwise, all activities mentioned in this report are performed by staff during normal work hours, and does not impact the budget beyond already allocated payroll funds.

Issues and Challenges

- Staff turnover has impacted public services and computer support.
- The library building is in need of repair and renovation. It has not had a major renovation since 2001, and we need to begin planning soon to keep the building viable as a public library.

Goals for Next Quarter

- Hire a new systems librarian.
- Continue to coordinate the migration from Bibliomation to the Library Connection consortium.
- Continue to work with maintenance to resolve water and mold issues, as well as other building maintenance issues.
- Participate in the CT Edge Initiative to align digital and technology services with community priorities, to better provide open access to information, communication, and technology services.

Work Measurements

Mansfield Public Library

Q2: October - December 2013

	2nd Qtr 13-14	2nd Qtr 12-13	% Change	FY 14 to Date	FY 13 to Date	% Change
Hours of Service	605	591	2.4%	1,245	1,227	1.5%
# of Programs Provided	115	114	0.9%	163	167	-2.4%
Total Program Attendance	3,134	2,747	14.1%	5,370	5,282	1.7%
Questions Answered	2,996	3,387	-11.5%	6,102	6,027	1.2%
Collection Size: Total	81,763	81,496	0.3%	81,763	81,496	0.3%
Print	72155	72,343	-0.3%	72155	72,343	-0.3%
Audio	4000	3,894	2.7%	4000	3,894	2.7%
Visual	5167	4,847	6.6%	5167	4,847	6.6%
Misc	441	412	7.0%	441	412	7.0%
Number of Library Cardholders	10,816	10,279	5.2%	10,816	10,279	5.2%
Library Visitors	17,973	19,190	-6.3%	42,483	43,300	-1.9%
Volunteer Hours*	147	223	-34.1%	315	414	-23.9%
Total Circulation	53,779	55,282	-2.7%	116,524	117,144	-0.5%
Local Circulation	50,618	52,884	-4.3%	109,423	110,957	-1.4%
Items Circulated In-House	1,437	1,151	24.8%	3,119	3,193	-2.3%
Downloadable audio/ebooks	1,246	605	106.0%	2,414	1,099	119.7%
Interlibrary Loan to Other Libraries	1,724	1,247	38.3%	3,982	2,994	33.0%
Loans to Nonresidents	10,242	11,291	-9.3%	21,975	23,759	-7.5%
Total Inter-Library Loans	3,843	3,111	23.5%	8,480	7,264	16.7%
ILL from other libraries	2,119	1,864	13.7%	4,498	4,270	5.3%
ILL to other libraries	1,724	1,247	38.3%	3,982	2,994	33.0%
Wireless Internet Users	2,719	657	313.9%	5,103	1,236	312.9%
Public Computer Use	2,323	3,223	-27.9%	5,741	7,000	-18.0%
Website Visitors	6,506	4,718	37.9%	14,247	11,322	25.8%
*does not include Friends of the Library hours, which average 234/quarter.						

Town of Mansfield
Quarterly Report
Parks & Recreation Department
Fall Quarter – Oct., Nov., Dec., 2013

Summary of Operations

- Administration
 - Marketing & Membership
 - Launched Open House membership campaign.
 - Prepared and distributed monthly e-newsletter.
 - Held annual Member Appreciation Week, including a special 10th Anniversary Celebration.
 - Sold/renewed 518 memberships (1,012 members) and maintained 1,802 memberships (3,702 members).
 - Coordinated 23 birthday parties.
 - Attended UConn Work Life Expo.
 - Hosted Charter Member Reception.
 - Personnel & Training
 - Oversaw interview and hiring practices for part-time staff.
 - Directly supervised full-time professional level staff, part-time professional staff, and part-time seasonal staff.
 - Provided direct supervision to weekend supervisor staff.
 - Provided indirect supervision and direction to custodial and maintenance staff.
 - Provided direction, oversight and approval of staff work schedules.
 - Provided on-going guidance and management oversight of all programming service divisions.
 - Financial Management
 - Managed and maintained over 150 fee waiver household accounts.
 - Miscellaneous
 - Assisted the Town Council Ordinance Development and Review Sub-committee with agendas, minutes and supporting information in regards the Fee Waiver program.
 - Participated on the Town's Building Security Committee
 - Assisted the Veteran's Day Celebration Committee and hosted the Veteran's Day Celebration
 - Hosted Town employee Health Fair
 - Hosted an election day polling district

- Hosted Senior Health Fair in conjunction with Senator Williams and UConn Physical Therapy students.
 - Worked with UConn Engineering students on a project to design site improvements for the use of Town and UConn land adjacent to the Community Center.
 - Hosted an ECSU Facilities class
- Aquatics
 - Conducted 57 learn-to-swim and aquatic classes with 373 participants.
 - Provided 165 private swim lessons.
 - Conducted interviews, hired and trained 11 new lifeguard staff for the fall season.
 - Continued programs and services with the delivery of aquatic programs and pool supervision at the Community Center.
 - Hosted E.O. Smith Girls/Boys Swim Team for practices including 6 home swim meets and the EO Smith Boys fundraiser swim on Dec, 15, 2013.
 - Registered our Masters swim program with USMS and now have a sanctioned state club team called Mansfield Master Marlins Swim Club.
 - Participated in Member Appreciation Week events in the pool, including Fitness Swimming Seminar and Family Fun Night.
- Fitness
 - Provided fitness seminars free to members: Basic Self Defense, Putting the Right Foot and Right Shoe together, Basic Foam Rolling and Stability Ball basics.
 - Offered two Giving weeks – classes free to members and non-members in exchange for donation to benefit Mansfield Food Pantry – Over 400 lbs of food and personal hygiene items were collected, as well as over \$60 in cash and gift card donations. 45 classes were held for these two weeks during the week of Thanksgiving and Christmas.
 - Offered 9 clinics or classes during Membership Appreciation Week (free to members) topics included: Yoga, Iron Yoga, Is Boot Camp right for you?, TRX and Kettlebells. Offered Mini Session week – following Christmas Holiday – 16 various class offerings free to members.
 - Offered Open House Fitness classes, free classes to members and non-members during the week of December 30-January 5. 14 various classes held on the last two days of December and many more offered for the year's beginning.
 - Conducted 115 fitness classes with 726 participants.
 - Provided 321 personal training sessions.

- Increased Fitness Flex offerings to offer increased variety of options. 75, 25 and 15 class cards. Added Fitness Flex Plus to highlight Premium class offerings.
- Added Non-member drop-in card to allow for non-members to try a class without registering.
- Programs & Special Events
 - Hosted 6 Family Fun Nights at the Community Center.
 - Provided 4 free Mansfield days at the Community Center.
 - Lead programming team meetings; set team goals, benchmarks, evaluations of programs, assessment of fall needs, and maintained effectiveness and cohesiveness of programming team.
 - Assisted with organization and implementation of special events; Halloween Party, Parents' Nights Out, Parents' Morning Out.
 - Supervised Recreation Rescues on school professional development days
 - Continued to oversee before and after school programs at Southeast and Vinton Elementary Schools as well as the after school at the Community Center.
 - Continued to co-sponsor all bus trips with 6 surrounding towns.

Parks

- Worked on open space acquisition projects.
- Completed agriculture leases for Town Council Approval.
- Completed 2013 tasks for USDA NRCS Wildlife Habitat Incentive Program.
- Attended a Farmland Access and Affordability Workshop sponsored by American Farmland Trust.
- Oversaw Natural Area Volunteer workdays, Parks education and outreach events.
- Continued to assist an Eagle Scout in a project for improving access to the Lions Memorial Park picnic pavilion.
- Coordinated ballfield scheduling and field maintenance needs.

Status of Major Projects and Initiatives

- Participated on the Mansfield Community Playground Committee.

Budget Overview

- Revenues
 - Collected \$449,908.03 in revenue for memberships, programs, daily admissions, and contributions.

- Expenditures
 - It was necessary to replace the shower unit in Family Changing Room 1 due to an unreparable surface. This was a non-anticipated expense of \$7,550.

Issues and Challenges

- None

Goals for Next Quarter

- Oversee Community Center facility operations.
- Supervise and evaluate winter programs.
- Develop Capital Improvement Program for Fiscal Years 2015-19.
- Organize and supervise youth basketball program.
- Develop spring programs and produce program brochure.
- Coordinate on-going and upcoming Capital Improvement Projects.
- Prepare preliminary budget for fiscal year 2014-15.

Attachments

- Summary Program Statistical Report
- Winter 2014 Part-time Staff List
- Community Center Facility Usage Reports

MANSFIELD PARKS and RECREATION DEPT.
Statistical Report
Fall Programs 2013
SUMMARY SHEET

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Adult Programs	8,324.00	385.10	4,519.01	193%	184	23
Youth Programs - General	5,868.67	1,256.00	4,639.20	154%	157	20
Vacation Camps	3,915.00	675.00	2,579.63	178%	87	2
BASP	57,275.41	10,267.38	22,187.42	304%	77	3
Swim Lessons Public	28,111.00	2,037.01	4,373.23	689%	373	57
Swim Lessons Private	6,000.00	0.00	2,475.00	242%	165	165
Fitness	29,574.03	921.60	13,956.00	219%	726	115
Drop-in	1,050.00	0.00	0.00	#DIV/0!	30	n/a
Fitness Flex	6,289.61	450.00	0.00	#DIV/0!	38	n/a
Personal Training	17,064.30	0.00	7,170.00	238%	321	321
Child Care	2,648.00	n/a	7,613.08	35%	1,324	n/a
Trips	1,668.00	0.00	706.82	236%	43	4
Special Events	445.00	162.00	1,638.19	37%	600	3
TOTAL	168,233.02	16,154.09	71,857.58	257%	4,125	713
Notes:						
1) Program report only, includes direct program finances,						
does not include facility and indirect supervision overhead						
2) Community Center Child Care enrolled numbers are equivalent to visits purchased						
3) Community Center Membership Fee Waivers for this quarter - \$11,720.08						
4) Fitness drop-in expenses are included in general fitness						
5) Fitness Flex revenue from passes purchased during this period, but that may be used in other quarters						

**Mansfield Parks & Recreation
Part Time Staff List
Winter 2013-14**

AQUATICS:

Kelsey Adamson
Doug Adil
Kendra Andrada
Maureen Chapman
Joe Damico
Nicole Davies
Jack Dunn
Kaela Drzewiecki
Shawna Glenney
Shannon Gruda
Jeanne Goffinet
Louis Goffinet
Wyatt Haynosch
Craig Hodgins
Melissa Hodgins
Nick Kyparidis
Mehnaz Madraswalla
Jeff Mailhot
Gavin Metsack
Michael Mohammad
Becky O'Brien
Sara O'Brien
Katie Ouimette
Molly Potter
Olivia Rudd
Kevin Shin
Annie Szarka
Linde Thatcher
Nora Claus
Amy Mckenzie

YOUTH PROGRAMS:

Mia Pomeranke
Sam Avis
Becca Levine
Vikki Thomas
Dot Burnworth
Sue Harrington
James Mathews

ADULT PROGRAMS:

Jan Weston
Martin Fox
Becca Levine
Jim Gabianelli

Dot Burnworth
Vin Rogers
Drew Page
Kelly Madenjian
Arlene Albert
Sandra Burbage
Bonnie Starr Chemerka
Bi Zhang
Elsa Nielson

CHILD CARE:

Ariel Blair
Vikki Thomas
Becca Levine
Jackie Rivard
Alison Adams
Krista Fitzgerald
Sam Avis
Kathryn Eichner

**AFTERSCHOOL, TEEN CTR. &
SPECIAL EVENTS:**

Jed Lane
Linda Geer
Julia DiVivo
Caitlyn Metsack
Allison Koehler
Darlene Boyd
Kai Estes
Taylor Hennessey
Morgan Siniscalco
Sam Telequen
Johanna Fichner
Jackie Rivard
Kelsey Gross
Justin Kaeser
Matt Abell
Louis Goffinet
Jesse Williams
Melanie Furman

BASKETBALL REFEREES

Joe Evans (Mentor)
Bruce Hodgins
Michael Hunter
Chris LaCour
Katie Akerley

Dan Corwin
Brendon Evans
Nick Paez
Kyana Powers

RECEPTIONISTS/OFFICE HELP:

Janet Avery
Ethan Avery
Ariel Blair
Kim Blair
Tonya Ohlund
Lazarus Pittman
Nikole Farrell
Kelsey Pajer
Sam Telequen
Louis Goffinet
Janet Stephens
Jeff Mailhot

FITNESS:

Assistants:

Conor Hackett
Nicholas Godino
Paul Secola
Randy Amorim
Kristy Clements
Lizzie Hochdorfer
Thomas Chadwick
Zach Pittman
Abdullah Hasan
Kelsey Gross
Alec Choleva
Alex Lefevre
Morgan Stewart
Bryan Martinez
Taylor Hennessey
Morgan Siniscalco
Morgan Olander
Lazarus Pittman
Kelsey Pajer

Instructors:

Nancy Alder
Paul Bushey
Sharon Coriaty

Anne Crone
Jodi Farno
Patty Flubacher
Todd Friedland
Penny Gagne
Amy Goodwin
George Hoffman
Lizzie Hochdorfer
Melissa Hodgins
Kelly Madenjian
Ron Manizza
Bryan Martinez
Eileen Melody
Dorinda Miller
Elle Noel
Karen O'Connor
Kathy O'Conner
Deborah Pepin
Margherita Shaw
Fran Storch
Nanette Tummers
Patricia Vinsonhaler

Personal Trainers:

Jodi Farno
Jerry Kleinman
Lynn Mardon
Jessica Tracy
Paul Secola

MANAGER ON DUTY:

Kim Blair
Lazarus Pittman
Kelsey Pajer
Randy Amorim

SPECIAL NEEDS ACTIVITIES COORD.

Jackie Rivard

Mansfield Community Center

October 2013 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Tuesday, October 01, 2013	473	120	16		2	144	755	EOS Swim Meet
Wednesday, October 02, 2013	461	93	10		5	44	613	
Thursday, October 03, 2013	466	131	7		4	61	669	
Friday, October 04, 2013	408	24			11	30	473	
Saturday, October 05, 2013	344	119		15	13	12	503	
Sunday, October 06, 2013	315	55			12	18	400	
Monday, October 07, 2013	557	123	5		14	53	752	
Tuesday, October 08, 2013	477	120			9	223	829	EOS Swim Meet
Wednesday, October 09, 2013	456	94	16		5	281	852	8-Marlins Swim Meet
Thursday, October 10, 2013	459	135	4		5	45	648	
Friday, October 11, 2013	402	24	10		17	28	481	
Saturday, October 12, 2013	308	113			17	21	459	Family Fun Night
Sunday, October 13, 2013	280	55		25	13	38	459	
Monday, October 14, 2013	449	84	10		28	25	411	
Tuesday, October 15, 2013	480	120	28		7	19	596	Free Mansfield Day
Wednesday, October 16, 2013	488	105	25		9	38	654	
Thursday, October 17, 2013	463	129	4		2	77	675	
Friday, October 18, 2013	411	24			8	124	567	EOS Swim Meet
Saturday, October 19, 2013	293	119		50	12	17	491	
Sunday, October 20, 2013	268	44	7	70	10	12	411	
Monday, October 21, 2013	471	95			32	61	659	
Tuesday, October 22, 2013	491	121	20			22	654	
Wednesday, October 23, 2013	479	99	10		6	45	639	
Thursday, October 24, 2013	427	122			6	48	603	
Friday, October 25, 2013	393	24			8	149	574	EOS Swim Meet
Saturday, October 26, 2013	280	107	6		9	820	1,222	Halloween Party
Sunday, October 27, 2013	297	44		40	11	11	403	
Monday, October 28, 2013	541	122	12		16	63	754	Member Appreciation
Tuesday, October 29, 2013	584	123	8		24	60	799	Member Appreciation
Wednesday, October 30, 2013	505	98			8	51	662	Member Appreciation
Thursday, October 31, 2013	448	116			6	25	595	Member Appreciation
MONTHLY TOTAL	13,174	2,902	198	200	329	2,665	19,468	

Mansfield Community Center

November 2013 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Friday, November 01, 2013	527	24	18		30	230	829	Family Fun Night
Saturday, November 02, 2013	336	122			16	63	537	1- Member Rewards Grab
Sunday, November 03, 2013	330	34		35	20	25	444	2 - Free Mansfield Day
Monday, November 04, 2013	545	128	25		13	26	737	
Tuesday, November 05, 2013	534	119	28		12	865	1,558	Marlins Swim Meet
Wednesday, November 06, 2013	498	38	17		16	101	670	5 - Election
Thursday, November 07, 2013	503	123			4	13	643	
Friday, November 08, 2013	465	26			13	23	527	
Saturday, November 09, 2013	320	122			18	54	514	
Sunday, November 10, 2013	353	34			26	34	447	
Monday, November 11, 2013	511	19	10		28	54	622	
Tuesday, November 12, 2013	554	95			6	31	686	
Wednesday, November 13, 2013	514	41			10	23	588	
Thursday, November 14, 2013	508	120	4		5	34	671	
Friday, November 15, 2013	480	26			10	22	538	
Saturday, November 16, 2013	354	23		40	56	35	508	Family Fun Night
Sunday, November 17, 2013	344	34	23		19	31	451	
Monday, November 18, 2013	537	64			16	19	636	
Tuesday, November 19, 2013	567	121	21		7	48	764	
Wednesday, November 20, 2013	493	38	19		13	21	584	
Thursday, November 21, 2013	478	120	4		11	181	794	Marlins Swim Meet
Friday, November 22, 2013	460	24			13	21	518	
Saturday, November 23, 2013	374	12		37	32	24	479	
Sunday, November 24, 2013	392	3			27	17	439	
Monday, November 25, 2013	529	104			14	21	668	Giving Week
Wednesday, November 26, 2013	450	70			14	30	564	
Thursday, November 27, 2013	469	37	10		56	32	604	
Thursday, November 28, 2013	0	0		0	0	0	0	
Friday, November 29, 2013	401	20			51	46	518	
Saturday, November 30, 2013	327	8		25	63	37	460	
MONTHLY TOTAL	13,153	1,749	179	137	619	2,161	17,998	

Other includes: child care, personal training, private swim lessons, drop-in programs, Mansfield Day, guest passes

Mansfield Community Center

December 2013 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Sunday, December 01, 2013	333			25	27	15	400	
Monday, December 02, 2013	536	56			11	114	717	Free Mansfield Day
Tuesday, December 03, 2012	528	56	53		10	50	697	2nd - Marlins Banquet
Wednesday, December 04, 2013	475	35	57		8	54	629	
Thursday, December 05, 2013	425	63			7	36	531	
Friday, December 06, 2013	418	15	9		22	45	509	
Saturday, December 07, 2013	345	11		25	33	172	586	
Sunday, December 08, 2013	323	2		35	17	67	444	9th - sr. health fair
Monday, December 09, 2013	427	106	10		6	35	584	AM classes canceled.
Tuesday, December 10, 2013	322	48			3	10	383	PM classes canceled.
Wednesday, December 11, 2013	437	36	25		8	56	562	
Thursday, December 12, 2013	425	76	4		10	59	574	
Friday, December 13, 2013	412	15			18	44	489	
Saturday, December 14, 2013	259	22			12	160	453	
Sunday, December 15, 2013	228	2		45	16	8	299	
Monday, December 16, 2013	516	35			20	49	620	
Tuesday, December 17, 2013	300	58	10		12	22	402	Evening classes canc.
Wednesday, December 18, 2013	383	33			9	70	495	
Thursday, December 19, 2013	394	98	30		8	26	556	
Friday, December 20, 2013	399	15			13	28	455	
Saturday, December 21, 2013	355	11		40	15	181	602	Family Fun Night
Sunday, December 22, 2013	331	2		25	21	53	432	
Monday, December 23, 2013	490	13			41	57	601	Giving Week thru 29th
Tuesday, December 24, 2013	361	31			12	81	485	Open 530am - 5pm
Wednesday, December 25, 2013	0	0	0	0	0	0	0	CLOSED
Thursday, December 26, 2013	451	25			43	61	580	
Friday, December 27, 2013	473	16			43	82	614	
Saturday, December 28, 2013	352	3		20	21	30	426	
Sunday, December 29, 2013	345	4			42	28	419	
Monday, December 30, 2013	579	42			0	355	976	Open House begins
Tuesday, December 31, 2013	421	44			0	171	636	Open 530am - 5pm
MONTHLY TOTAL	12,043	973	198	215	508	2,219	16,156	

Town of Mansfield
Quarterly Report
Department of Planning and Development
October 1, 2013-December 31, 2013

Summary of Operations

- *Planning and Zoning Commission/Inland Wetlands Agency.* Key projects reviewed included: changes to the Zoning Regulations for the Pleasant Valley Residence/Agriculture and Commercial/Agriculture zones; these changes resulted in the withdrawal of a pending appeal in Superior Court. Other projects approved included a special permit for the relocation of Joshua's Trust to the Isabel Atwood estate and three efficiency units.
- *Planning Administration.* Key activities/accomplishments included authorization of a zoning permit for a new childcare facility in Storrs Center on Wilbur Cross Way. Planning staff also worked with the Departments of Building and Housing Inspection, Finance and Information Technology to finalize a contract with the preferred permitting/code enforcement software vendor. A final contract is anticipated in January, with implementation starting soon after.
- *Economic Development.* The focus this quarter was on development of a work plan for the Economic Development Commission based on the Economic Development Strategy report prepared as part of Mansfield Tomorrow. It is expected that the work plan will be finalized next quarter.
- *Zoning Enforcement.* Zoning Permit activity is on par with the same quarter last year and includes permits for 4 new single-family homes, one of which is a replacement for an existing house on the same lot.

Status of Major Projects and Initiatives

- *Water Supply Environmental Impact Evaluation (EIE).* A Letter of Intent with the Connecticut Water Company was executed in September. Staff worked with the Town's legal counsel and CWC on the drafting of the definitive agreement that was presented to the Council in December.
- *Mansfield Tomorrow.* Activity on the *Mansfield Tomorrow* initiative has been focused on the preparation of a new Plan of Conservation and Development based on the input received to date. The consultant expects to complete a draft for internal staff review in January.
- *Housing Rehabilitation Program.* Two projects were completed this quarter, two are nearing completion and one project was

encumbered to begin work next quarter. We expect that the three projects currently underway will be completed next quarter and three new projects started.

Budget Overview

- *Revenues.* Revenues are slightly lower than projected as zoning permit activity traditionally slows down during winter months.
- *Expenditures.* Expenditures are on-target for the 2nd quarter of FY14.

Issues and Challenges

- The Zoning Agent was unexpectedly placed on extended medical leave in November. This has placed additional burdens on other Department staff for permitting activities; enforcement activity is minimal with his absence.
- With the retirement of the Public Works Director, the Planning Director is assisting the Town Manager on GIS coordination and the Four Corners Sewer Project until the position is filled.

Goals for Next Quarter

- *Sustainability and Planning.* The *Mansfield Tomorrow* Initiative will continue to be the primary focus for the Department over the next 12-18 months. The focus for January-March will be on refining the draft of the new Plan of Conservation and Development with the Advisory Group and Town Advisory Committees.
- *Four Corners Sewer Project.* With the water supply project moving forward and preliminary sewer system designs nearing completion, it is expected that efforts related to sewer system implementation including public outreach and financing will increase in the coming months.
- *Housing.* Staff will continue to work on housing rehabilitation projects based on the existing waiting list. Additional outreach efforts will also be undertaken to promote the program and add to the current waiting list.
- *Economic Development.* Staff will continue to provide support to the Economic Development Commission. It is anticipated that the focus of activity will be on the completion of a strategic work plan to guide the Commission's activities over the next 1-2 years and review of the new Plan of Conservation and Development.

Quarterly Report
Mansfield Resident Trooper's Office

Summary of Operations:

Mansfield Resident Trooper's Office is the primary policing agent in the Town of Mansfield. Currently the office is made up of one sergeant, nine troopers, one part-time Mansfield Officers and one administrative assistant.

The members of the office conducted a very successful Toy Drive which assisted many families in a time of need. The Toy Drive yielded over \$7,000.00 in gifts and monetary donations. Resident Troopers have been successful in arresting suspects in recent rash of residential and commercial burglaries.

Status of Major Projects and Initiatives:

- We are in the beginning stages of planning for Spring Weekend 2014

Budget Overview:

- Revenues have been generated through aggressive enforcement of Town Ordinances.
- Revenues are further being generated through directed enforcement stemming from citizen concerns.
- Expenditures have been generated through the town's responsibility of the underage drinking grant. The town is only responsible for 20% of the funding vs. previous years of 100% funding.

- **Issues and Challenges:**

- We are experiencing a larger number of students living off campus. We are making suggestions to help police these new areas of concern.

Goals for Next Quarter:

- To open conversation with land lords on how to better control the renters of off campus student housing.

Respectfully Submitted,

Sergeant Richard Cournoyer # 168

Mansfield Resident Trooper's Office

Quarterly Report

October-December 2013

1. Total Calls for service- 3973
2. Total Motor Vehicle Accidents- 112
3. Total DWI Arrests- 36
4. Total Criminal Investigations- 159
5. Total Citations- 270
6. Total warnings- 125
7. Seatbelt Violations- 25

Town of Mansfield
Quarterly Report
Town Clerk
October, November, December 2013

Summary of Operation

- Vital Records – 13 Marriage Licenses, 16 Birth, and 26 Death Certificates registered
- Land Records – 565 Instruments recorded, including 19 Property Foreclosure Registrations
- Dog Licenses - 137 Dog Licenses issued
- Sports Licenses –59 Sports Licenses sold
- Freedom of Information –10 Freedom of Information Requests addressed
- Legal Notices regarding the Municipal Election, the Eastern Highland Health District and Region 19 audit reports, the Mansfield Board of Education and Mansfield Education Association contract and public hearings for the acquisition of the LaGuardia property, amendments and approval of the Ordinance Regarding Residential Rental Parking, and the draft Natural Hazards Mitigation Plan were published
- Conducted Town Clerk responsibilities for the November 5, 2013 Municipal Election and issued 125 absentee ballots
- Presented information on permanent absentee ballots to Senior Center Association members and reviewed features of Roberts Rules of Order with the Executive Committee

Status of Major Products and Initiatives

- Records Management – Options for the best use of the 2014/15 Historic Preservation Grant are being explored. In addition to backfilling land record information for public viewing we have also identified a need to microfilm older Town Meeting records
- Technology – Continued implementation of programs available in the Cott Operating System

Budget Overview

- Revenues – Conveyance taxes received for this quarter were \$36,071 (45% of the budget has been received year to date) Recording, copying and vital records revenues are all ahead of budget.
- Expenditures – Expenditures are on target. Plans are being made to update our code book.
- 270 Fund – These funds are statutorily targeted for improvements to the historic preservation of our records. Uses for these funds are constantly being evaluated as needs arise. Current plans are to use this source to supplement the records management issues identified above.

Issues and Challenges

- The emphasis in our office for the foreseeable future will be to continue to familiarize ourselves with the capabilities of the new operating system and understanding how these capabilities affect the workings of the office. Our ongoing challenge is to provide, as appropriate, accessible and correct information for the public.

Goals for Next Quarter

- E-Recording – Explore the options for allowing e-recording of land records
- Marriage Marshal – Implementation of this new method to enter and store marriage licensing information
- Town Clerk Association – Continue to serve on the Legislative Committee of Connecticut and as their representative to the Secretary of the State's Absentee Ballot Working Group.