



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
Monday, February 24, 2014
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

AGENDA

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

ADJOURNMENT

Following adjournment per CGS §1-200(2) the Council will meet to discuss strategy and negotiations with respect to collective bargaining for units represented by CSEA

REGULAR MEETING – MANSFIELD TOWN COUNCIL
February 10, 2014
DRAFT

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

I. ROLL CALL

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

II. APPROVAL OF MINUTES

Mr. Shapiro moved and Mr. Ryan seconded to approve the minutes of the January 25, 2014 special meeting as presented. The motion passed with all in favor except Mr. Kochenburger who abstained. Ms. Moran moved and Mr. Shapiro seconded to approve the minutes of the January 27, 2014 meeting as presented. The motion passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ed Wazer, Maple Road, outlined the long term consequences of purchasing development rights for existing farm land. (Statement attached)

Arthur Smith, Mulberry Road, spoke to the “rough and tumble” political process in Town and his belief that citizens are being deprived of their rights.

Brian Coleman, Centre Street, requested a definition of blight as used by Councilor Shapiro in the Town Council’s goal setting session.

IV. REPORT OF THE TOWN MANAGER

In addition to his written memo Town Manager Matt Hart offered the following comments:

- The Town Manager expanded on his written comments regarding the decrease in revenues to the Town based on the Governor’s mid-term projections for municipal aid.
- The fringe benefit rate for resident troopers may increase to 92% of base salary. The Director of Finance and the Mayor will attend a meeting of the Public Safety Committee chairs to provide public comment. A letter will also be sent to the new Commissioner of Public Safety stating the concerns of the Town.
- The Personnel Committee meetings will take place from 3:00 pm to 5:00 pm on February 12, 2014 and from 1:30 pm to 4:00 pm on February 13, 2014.
- Council members were asked to advise the Manager’s office if they wish to use the new voice mail system.
- In response to a question from Ms. Raymond regarding answering questions posed by the public during public comment, the Manager noted that he tries to answer questions of a factual nature either at that meeting or at a future meeting. Council members may raise questions that interest them.
- Mr. Hart noted the passing of David Stearns, who with his brother ran the bottling division of Mountain Dairy Farms, and offered his condolences to his family. Mr. Hart called Mr. Stearns a wonderful person whose life was a true testament to the contributions a responsible small business person can make to a community.
- A response to Ms. Wassmundt’s request for information on the state of the businesses in Storrs Center will be provided at a future meeting.

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Ms. Moran noted the passing of long time Registrar of Voters Dot Shaw. Ms. Shaw was very active in Democratic politics and was committed to providing a good political process.

February 10, 2014

for all. Ms. Moran clarified some of the statements regarding ethical behavior and access made during the public comment portion of the meeting, commenting that attempts by the public to deal directly with Council members during a meeting is not permitted.

Mr. Ryan reported that he and his wife attended the E.O. Smith production of The Mystery of Edwin Drood, which, he reported, was very well done and starred Jennifer Kaufman's daughter as Mr. Drood.

Mr. Shapiro, responding to remarks during public comment, provided the UConn Commercial block, also known as the Store 24 Plaza, as an example of blight. Mr. Shapiro is also concerned with houses in residential neighborhoods which have significant numbers of occupants and are damaging or destroying the quality of life of the neighborhoods.

Mr. Shapiro clarified that the person referred to as a previous UConn Board of Trustee member whose firm submitted a proposal for the town attorney position left that post in 1997. The firm is not being interviewed.

Ms. Moran, who also serves as the Chair of the Connecticut Permanent Commission on the Status of Women, announced that March 13, 2014 is Women's Day at the Capitol beginning at 9:00 am. A panel discussion on Journalism and Gender will be presented. Ms. Moran invited those journalism students present at the meeting to attend the event.

Mayor Paterson clarified the unethical behavior referred to by a member of the public. After identifying herself as a member of the Downtown Partnership Board, the Mayor neglected to also note her role as a member of the Council while speaking in front of the Planning and Zoning Commission.

Mr. Ryan moved and Mr. Shapiro seconded to move Item 3, Affordable Care Act Impact on Mansfield, as the next item of business. The motion passed unanimously.

VI. OLD BUSINESS

1. Community/Campus Relations

The Town/University Relations Committee will be meeting on February 11, 2014 at 4:00 p.m. during which updates on the NextGen project and the Tech Park will be presented, as well as an update from the Vice President of Student Affairs. Town and University staffs are still discussing the scope of a possible fiscal impact analysis with regards to the NextGen project. Additionally, there are other regional studies which would be helpful in determining regional impact of the NextGen project. The Executive Director of GRCOG (Capitol Regional Council of Governments) will be invited to a future Council meeting.

2. Storrs Center Update

An update regarding Storrs Center was distributed with the Town Manager's report.

VII. NEW BUSINESS

3. Affordable Care Act Impact on Mansfield

Steve May of Millman, Inc., the Town's employee benefits consultant, reviewed the effects and estimated costs of the implementation of the Affordable Care Act. Assistant Town Manager Maria Capriola spoke to the internal monitoring processes being developed to insure all entities comply with the requirements set forth in the law.

4. 2014 Social Services Block Grant

Ms. Moran moved and Mr. Ryan seconded to approve the following resolutions: Resolved, effective February 10, 2014, that the Town Manager, Matthew W. Hart, is empowered to enter into and amend contractual instruments in the name and on behalf

February 10, 2014

of this Contractor with the Department of Social Services of the State of Connecticut for a Social Services Block Grant program, and to affix the corporate seal.

Resolved, effective February 10, 2014, that the Town Council of Mansfield hereby authorizes the Town Manager, Matthew Hart, to execute and deliver a representation on behalf of the Town of Mansfield that the Town of Mansfield has a policy in place that complies with the nondiscrimination agreements and warranties of the Connecticut General Statutes §4a-60(a)(1) and §4a-60a(a)(1), as amended.
The motions passed unanimously.

5. Approval of 2014/15 Budget Calendar

Mr. Ryan moved and Ms. Moran seconded, effective February 10, 2014, to adopt the Proposed Budget Review Calendar for FY 2014/15 as presented by the Director of Finance and the Town Manager.
The motion passed unanimously.

6. Financial Statements Dated December 31, 2013

On behalf of the Finance Committee, Mr. Ryan moved, effective February 10, 2014, to accept the Financial Statements dated December 31, 2013.
Noting no major issues, Chairman Ryan reported the Finance Committee recommended acceptance of the financial statements.
Motion passed unanimously.

7. Capital Improvement Program Closeouts/Adjustments

Chairman Ryan moved, effective February 10, 2014, to approve the adjustments to the Capital Projects fund, as presented by the Director of Finance in her correspondence dated February 3, 2014.
Recommended by the Finance Committee, the motion passed unanimously.

VIII. QUARTERLY REPORTS

No comments offered.

IX. REPORTS OF COUNCIL COMMITTEES

Mr. Ryan reported the Finance Committee discussed the building permit fee waiver requested by Educational Playcare and unanimously agreed to deny the request. The issue will be listed on the next Council agenda.

Mr. Ryan stated the Finance Committee also discussed the response to the audit recommendations. The Director of Finance is in the process of implementing those recommendations.

Ms. Moran, Chair of the Personnel Committee, invited all Council members to join the Committee for the interviews for the position of town attorney. The meetings will include the Chair of the Planning and Zoning Commission.

Ms. Moran, Chair of the Responsible Contractor Committee, reported the Committee is beginning to work on the direction a possible ordinance might take.

X. DEPARTMENT AND ADVISORY COMMITTEE REPORTS

Mr. Kegler reported the Commission on Aging met and discussed the installation of a covered bus stop near the Mansfield Community Center, similar to that near the Senior Center. Mr. Hart commented that staff will be reviewing the request as part of the CIP budget.

XI. PETITIONS, REQUESTS AND COMMUNICATONS

8. A. Smith (01/29/14)

9. C. Stites (01/26/14)

10. J. Goodwin re: Innovative Partnership Building Comparative Evaluation

11. E. Paterson re: Innovative Partnership Building (IPB) Comparative Evaluation

February 10, 2014

12. M. Hart re: Town of Mansfield Small Town Economic Assistance Grant (STEAP)
Application for Mansfield Town Square
13.R. Miller re: Eastern Highlands Health District FY 2014-15 Budget

XII. FUTURE AGENDA

No items offered.

Mr. Shapiro presented a statement detailing his reasons for recusing himself from participation in the open space acquisition item listed for executive session. (Statement attached)

Mr. Shapiro moved and Ms. Moran seconded to recess the regular meeting and convene in executive session to discuss (1) the sale or purchase of real property, in accordance with CG§1-200(6)(D) and to include Town Manager Matt Hart, Natural Resources Coordinator Jennifer Kaufman and Town Attorney Dennis O'Brien and (2) strategy and negotiations with respect to pending claims or litigation, in accordance with CGS§1-200(6)(B) and to include Town Manager Matt Hart, Assistant Town Manager Maria Capriola and Town Attorney Dennis O'Brien.

The motion passed unanimously.

XIII. EXECUTIVE SESSION

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

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

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

Strategy and negotiations with respect to pending claims or litigation, in accordance with CGS§1-200(6)(B)

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

Also included: Town Manager Matt Hart, Assistant Town Manager Maria Capriola and Town Attorney Dennis O'Brien.

XIV. ADJOURNMENT

A motion to adjourn the meeting was made, seconded and passed at 10:20 p.m.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

February 10, 2014

Edward Wazer
253 Maple Road
Storrs, CT 06268
860-429-0695
February 10, 2014

PDR of Mountain Dairy

Dear Council Members,

It is my understanding that the Council is facilitating the purchase of development rights for Mountain Dairy properties. The bucolic views residents enjoy because of this farm are undeniable, nonetheless the long-term consequences of this decision must be pondered. Regardless of what Mansfield or the State of CT does, Mountain Dairy will not exist forever. The business may last another few years, or 25 years, regardless, the property will be sold someday. If the PDR locks up very large pieces of land, then only the very rich will be able to afford it. Parcels that are not small, 10 acres or less, or are required to be working farms that produce food for the community, will be out of the financial reach of those that wish to produce food.

The PDR system has been applied for decades and many of the properties are now horse "farms"; these farms have little direct benefit to the community. How can the Council work to ensure that our local farms continue, and expand, the production of food for the local community? The state of CT is aware of these issues, please request the state provide alternatives to locking up very large parcels that will be out of the reach of today's young farmers.

Thank you,



Edward Wazer

February 10, 2014

TO: Betsy Paterson

FROM: Paul M. Shapiro

Re: Conflict of Interest

I have determined that I am required by the Code of Ethics to recuse myself from deliberation and voting on a matter that is currently before the Town Council. This memorandum is required by Section 25-7 (C)(2) of the Ethics Ordinance.

The Town Council has, for some time, been considering an open space acquisition. At the most recent executive session on this potential acquisition, I learned that an attorney who is representing a party in a proceeding that is related to the acquisition is someone I have had a professional relationship with. I have done contract work for this attorney between 2008 and 2011. I never discussed the open space acquisition with the attorney and had no idea that he represented anyone in connection with this matter.

I believe that my professional relationship with the attorney may be seen as incompatible with my responsibilities as a member of the Council. Accordingly, I am recusing myself from further participation in or voting on this open space acquisition.

cc: Board of Ethics
Town Clerk



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Cherie Trahan, Director of Finance; Cynthia van Zelm, Executive Director, Mansfield Downtown Partnership
Date: February 24, 2014
Re: Building Permit Fee for Educational Playcare LLC

Subject Matter/Background

As requested by Council, the Finance Committee has reviewed the request from Educational Playcare LLC to reduce the building permit fee for its project in Storrs Center. Educational Playcare is making this request pursuant to Section 107-6 of the Building Construction Ordinance (see attached), which allows the Town Council to contractually establish a reduced fee for certain "large" projects to more accurately reflect the cost to the Town of inspecting the project. Section 107-6 is part of a series of amendments to the ordinance that went into effect in January 2013. Via a Building Permit Fee Fixing Agreement, the Council has to date approved a lower fee for Leyland Storrs LLC and EDR Storrs LLC for phases 1C and Market Square of Storrs Center.

The Finance Committee voted to recommend that the Town Council deny the request from Educational Playcare. Under a separate motion, the Committee directed staff to develop parameters to evaluate a request made pursuant to Section 107-6 of the ordinance. Such parameters could include an estimate of the cost to inspect the proposed development, as well as an assessment of the potential economic and other benefits of the project for the community.

Financial Impact

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

Recommendation

Staff sees two potential courses of action that the Council could take:

- 1) Deny the request from Educational Playcare as recommended by the Finance Committee; or
- 2) Ask the Finance Committee to first develop parameters to evaluate a request made pursuant to Section 107-6 of the Building Construction Ordinance, and to evaluate Educational Playcare's request against those parameters.

I have reviewed both of these options with Finance Chair Bill Ryan, and he is prepared to speak to the issue.

Attachments

- 1) Educational Playcare LLC re Building Permit Fee for Storrs Center Project
- 2) Excerpts from Chapter 107, Mansfield Code of Ordinances
- 3) Draft 02/10/2014 Finance Committee Minutes



Box 129
West Simsbury, CT 06092

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

January 15, 2014

RE: Building Permit Fee for Educational Playcare LLC

Project location is Storrs Center

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

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

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

Thank you for your consideration in this matter.

Respectfully submitted,

Jane Porterfield and Gerry Pastor

Chapter 107. BUILDING CONSTRUCTION

§ 107-1. Legislative authority.

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

§ 107-2. Schedule of fees.

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

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

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

§ 107-3. Refunds.

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

§ 107-4. Penalties for offenses.

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

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

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

§ 107-6. Exception.

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

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF FEBRUARY 10, 2014

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

Other Council Members Present: Betsy Paterson (ex-officio), Alex Marcellino, Steve Kegler, Betty Wassmundt

Staff Present: Matt Hart, Cherie Trahan, Mike Ninteau

1. Meeting called to order at 6:00pm.
2. Minutes from 1/13/14 meeting approved as presented.
3. Opportunity for Public Comment – Rick Hossack, Old Turnpike Road, spoke in opposition to reducing the building permit fee for Education Playcare. Arthur Smith, Mulberry Road, asked for an explanation of the final paragraph in the management letter from Blum, Shapiro – “This communication is intended solely for the information and use of management, Members of the Town Council, others within the organization, and federal and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than the specified parties”.
4. Building Permit Fee for Educational Playcare, LLC – The Committee discussed the request from Education Playcare for a reduction in their building permit fee. Mike Ninteau was in attendance to answer questions from the Committee regarding the ability of the fee revenue to cover the cost of inspections. Discussions included the fee structure being revenue neutral; and if the fee is fair and reasonable, should there be any reductions granted.
5. The Committee added Graduated Building Permit Fee to the agenda. Matt Hart recommended that staff prepare draft parameters for the use of the Council/Committee to address these requests in the future. With the development of the Four Corners area, the Town may see more requests for reductions in the building permit fee. The Committee will review the draft parameters and make a recommendation to Council as to whether to implement parameters or to remove the section of the ordinance that allows the reduction completely.
6. Quarterly Financial Report dated December 31, 2013 – The Committee reviewed the quarterly statements and Cherie Trahan answered questions regarding the same. Bill Ryan reminded us that the Cemetery Fund may need support from the Town as the investments are not providing enough return to cover expenses. Cherie will follow up with the Sexton to see if there is any opportunity to increase the price of a plot.
7. Proposed Capital Improvement Program closeouts/Adjustments – The Committee discussed the proposed adjustments and agreed to recommend approval to the Council.
8. FY 2012/13 Response to Management Comments – Cherie reviewed her memo regarding the audit recommendations and plan for research and action. Cherie will return with the results of her findings and written procedures.
9. Purchasing Activity with local (Mansfield) Merchants/Contractors – The reporting option for local vendors has been added to our accounts payable system. Cherie will do some filtering on the

reports so that only merchant/vendor activity is reported and not refunds and reimbursements. A report will be provided at the next Finance Committee meeting.

10. PA 13-60 - Consolidation of Non-education Services – Continued discussion on town recommendations to the Board of Education for sharing non-educational services. Staff will prepare a draft letter for the Finance Committee and/or Town Council to review and send to the Board of Education for recommended consolidations.

11. Other business/future agenda items – None

12. Adjournment. The meeting adjourned at 7:00 pm.

Motions:

Motion to approve the January 13, 2014 minutes by Paul Shapiro. Seconded by Virginia Raymond. Motion so passed.

Motion to recommend acceptance of the Quarterly Financial Statements as of December 31, 2013 to the Town Council by Virginia Raymond. Seconded by Paul Shapiro. Motion so passed.

Motion to recommend approval of the proposed Capital Improvement Program Closeouts and Adjustments to the Town Council by Virginia Raymond. Seconded by Paul Shapiro. Motion so passed.

Motion to recommend to the Town Council that the request from Education Playcare to reduce the building permit fee be denied by Paul Shapiro. Seconded by Virginia Raymond. Motion so passed.

Motion to add Graduated Building Fee to the agenda by Bill Ryan. Seconded by Paul Shapiro. Motion passed.

Motion to instruct staff to develop parameters with which to determine if a request for reduction of the building permit fee should be approved or denied by Bill Ryan. Seconded by Paul Shapiro. Motion passed, 2 to 1 with Ryan and Shapiro in favor, Raymond against.

Motion to adjourn.

Respectfully Submitted,
Cherie Trahan, Director of Finance



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Cherie Trahan, Director of Finance; Irene Luciano, Assessor
Date: February 24, 2014
Re: Revaluation Presentation

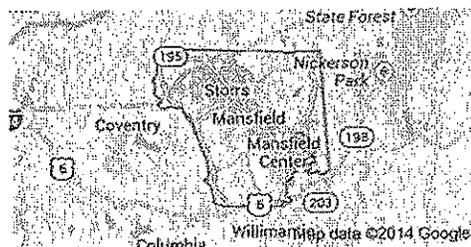
Subject Matter/Background

At Monday's meeting, Irene Luciano, Town Assessor, and Jacqui Nichols, District Appraisal Manager for Vision Government Solutions will give a presentation to the Council about the 2014 town-wide revaluation and upcoming software conversion.

Attachments

- 1) Presentation: 2014 Town-Wide Revaluation and Software Conversion

Town of Mansfield Informational Meeting



What's New



Vision Government Solutions is a leading supplier of land parcel management software technology and services to local government organizations, enabling efficient assessment, billing, collections, mapping, and permitting.



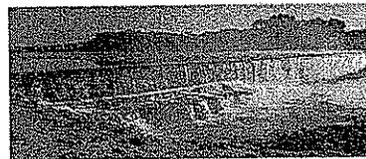
VGSI CAMA System & Data Conversion

- Contracted by the Town to perform the Revaluation under the direction of the Assessor
- Existing Data is being converted to a new CAMA system
- State of the art technology and ease of use
- Data Mailers will be sent verifying data



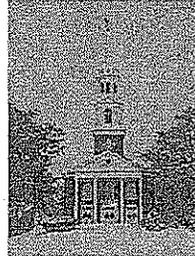
Revaluation

- Mandated by the State of Connecticut
- Full revaluation every 10 years (includes inspections) and interim update every 5 years
- In Connecticut, real property is assessed at 70% of value



Benefits of Revaluation

- Correct disproportionate taxation
- Adjust value for market shifts
- Capture all new construction
- Achieve 70% state mandated assessment ratio



OVISION
GOVERNMENT SOLUTIONS

Revaluation Process

Phases Include:

- Data Collection/Verification
- Sales Analysis
- Model Development & Application
- Field Review
- Informal Hearings
- Assessment Finalization

OVISION
GOVERNMENT SOLUTIONS

Data Collection/Verification

Using Data mailers, the Assessors Office asks the public to Verify the current information regarding:

- Interior Data
- Exterior Data
- Outbuildings



VISION
GOVERNMENT SOLUTIONS

Development of Assessed Values

Sales Analysis

- Review and analysis of sales - Focusing on arms-length sales between 10/1/2013 and 10/1/2014

Valuation Model Development

- Utilizing the sales data, valuation models are developed in compliance with Connecticut State Statutes

VISION
GOVERNMENT SOLUTIONS

Definition of Market Value

As written in the CAAO Handbook for Connecticut Assessors, "market value is the most probable price in cash that a property would bring in a competitive and open market, assuming that the buyer and seller are acting prudently and knowledgeably, allowing sufficient time for the sale, and assuming that the transaction is not affected by undue pressure."

VISION
GOVERNMENT SOLUTIONS

Field Review

- Verify appropriate application of models
- Confirm data and value consistency
- Conducted by OPM certified appraisal staff members



VISION
GOVERNMENT SOLUTIONS

Assessment Finalization

Notices

- Property owners notified of the proposed change in assessment

Informal Hearings

- Informal meetings with taxpayers held

Final Adjustments

- Made as necessary
- Statistics generated and filed with State of Connecticut



Ratio Testing Standards

Level of Assessment

- Prescribed range 63%-77%.

Coefficient of Dispersion (COD)

- Overall must be 15% or less.

Price Related Differential

- Range allowed .98 and 1.03.

Unsold Property Test

- Range allowed .95 to 1.05.



Web Access - VGSI.COM

SUFFIELD, CT

VISION
GOVERNMENT SOLUTIONS

Welcome

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[Enter Online Database](#)

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VISION
GOVERNMENT SOLUTIONS

Thank You

- We would like to thank the residents of Mansfield for their support and cooperation during this project.
- Questions ??



VISION
GOVERNMENT SOLUTIONS



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; John Carrington, Director of Public Works; Cherie Trahan, Director of Finance
Date: February 24, 2014
Re: Storm Control Operations

Subject Matter/Background

I have asked staff to provide the Town Council with an update on the Town's response to recent winter storms. In particular, staff to will review the Town's operational response, salt usage and budgetary impacts. On this last point, please note that I have ordered an organization-wide freeze on all discretionary spending, to help balance the budget for the close of the fiscal year.

I trust that you will find the update informative and timely.

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Mary Stanton, Town Clerk
Date: February 24, 2014
Re: Historic Documents Preservation Grant

Subject Matter/Background

Attached please find an application in the amount of \$7,500 to the State's Historic Documents Preservation Grant Program. As explained in the application, the grant funds would be used to continue a backfile conversion project for existing land records. Upon completion of the project all of the Town's land records back to approximately 1995 will be available electronically both in-house and to the public under a web-based portal system.

The state funds the grant program via a specific \$3.00 filing fee for the filing of land records, in which the town retains \$1.00 and remits the \$2.00 balance to the state. The State Library's Office of the Public Records Administrator oversees the fund and coordinates the grant program for Connecticut municipalities.

Financial Impact

The grant program does not require a local "match" or contribution from the Town. However, the Town Clerk is planning to contribute \$3,000 from the local Historic Document Preservation Fund to maximize the benefits of the project, bringing the total cost of the project to \$10,500.

Recommendation

Staff recommends that the Council authorize the Town Manager to submit the grant application on behalf of the Town. If the Town Council supports this recommendation, the following resolution is in order:

Resolved: That Matthew W. Hart, Mansfield Town Manager, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

Attachments

- 1) Proposed Grant Application

APPLICATION
TARGETED GRANT FY 2015
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 12/11)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <http://www.ctstatelibrary.org/organizational-unit/public-records>

Name of Municipality:	Town of Mansfield		
Name of Municipal CEO:	Matthew W. Hart	Title:	Town Manager
Phone with Area Code:	860-429-3336	FAX:	860-429-6863
Email:	Hartmw@mansfieldct.org		
Name of Town Clerk:	Mary Stanton	Title:	Town Clerk
Phone with Area Code:	860-429-3303	FAX:	860-429-7785
Email:	Stantonml@mansfieldct.org	Check if Designated Applicant:	<input type="checkbox"/>
TC Mailing Address:	4 South Eagleville Road, Storrs-Mansfield, CT 06268		
MCEO Address if Different:			

Grant Application Deadline: Cycle 1: April 30, 2014 Cycle 2: September 30, 2014

Grant Contract Period: The contract period begins after July 1, 2014 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2015.

Maximum Grant Allowed: \$5,000 Small Municipality Population less than 25,000
 \$7,500 Medium Municipality Population between 25,000 and 99,999
 \$10,500 Large Municipality Population of 100,000 or greater

Amount Requested: \$ 7,500

Grant Category(ies): Inventory and Planning Organization and Indexing
 Program Development Storage and Facilities
 Preservation/Conservation

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 7500.00	\$ 3000.00	\$ 10,500.00
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 7500.00	\$ 3000.00	\$ 10,500

¹ Base pay only for personnel hired directly by the municipality. Personnel costs for vendors should be listed under Consultants/Vendors.

² Personnel taxes and benefits must be paid by the municipality if grant funds used for base pay.

Narrative

Answer the following four questions on a separate page, numbering each answer to correspond with the question. If applying for more than one project, be sure to include information on each project. A vendor's proposal or prepared text may not be used in place of the applicant's own words.

1. Describe the project(s). Identify the specific records involved (including type of records, volume numbers and dates), what will be done, and why.
2. Identify the vendors and/or town personnel. Include their assigned duties and the timeframe for completing the work.
3. Describe what the municipality hopes to accomplish with the grant. Indicate how the project(s) will impact the records, the office and the municipality.
4. Provide a detailed budget. For each Budget Summary line item (*Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs*), list the detailed expenses that make up that line item. Split the costs between grant and local funds, if applicable. For any *Town Personnel Costs*, include the job title, hourly rate, and total number of working hours for each individual.

Note: If applying for only one project and using only one vendor, you may omit the detailed budget provided that the expenses are clearly indicated on the enclosed vendor proposal.

Supporting Documentation

Enclose copies of supporting documentation. For consultants/vendors, provide a copy of the proposal or quote. For direct purchases of equipment or supplies, provide a copy of the product information/pricing.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, _____, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Typed Name and Title of MCEO

Certification of Application

This section must be signed by the applicant.

If the Town Clerk has been designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2015 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (must be same as or later than above date)

Matthew W. Hart, Town Manager
Typed Name and Title of Applicant

For State Library Use Only

Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____

Signature of Public Records Administrator

Date

Historic Documents Preservation Program

Targeted Grant FY 2015 – Mansfield CT

1. The Town of Mansfield installed the Cott operating system in April 2013. Last year's Historic Documents Preservation Grant was used to scan our land records back to January 7, 2005 (Volume 566). This year we would like to use the grant funding to continue this backfile conversion project.
2. Cott Systems will be our vendor for this project. Their duties will include the onsite scanning, evaluation and import of the records into our system. Completion of the project will be prior to June 2015.
3. This project will allow the Town of Mansfield to backfile approximately 191 land record volumes dating back to 1995. This project will provide many benefits for the Town of Mansfield including easier access to our land records both in-house and via the web portal and less wear and tear on our original documents as residents will be able to print pages directly from the index. This project marks the continuation of our efforts to make more and more of our records available electronically. Once we are trained we are planning to scan and link documents to many of our existing indexes in-house.
4. Please see the attached quote from Cott Systems.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager
Date: February 24, 2014
Re: Probate Court Special Election

Subject Matter/Background

Probate Judge Claire Twerdy, pursuant to Constitutional mandate, will be retiring effective July 1, 2013. Representatives from Tolland, Coventry, Willington and Mansfield have met with Judge Paul Knierim, Probate Court Administrator, to discuss the transition process. The plan of the Probate Court, subject to consensus of the four towns, is to have one or more sitting judges from nearby districts cover the vacancy from July through November 2014. Judge Knierim anticipates that the judges from the Windham/Colchester Court and Northeast Court would be utilized on a temporary basis for this purpose.

The term of all probate court judges ends in December 2014. There is an election already scheduled for November 4, 2014 for the four-year term commencing in January 2015. The Probate Court Administrator is recommending that the four towns hold a special election on November 4th to elect a judge for both the November–December 2014 time period and the January 2015–December 2018 term.

The Probate Court Administrator estimates that the time needed to receive approval for and to administer a special election is six months. If the four towns request a special election in March, the earliest the election could be held is August or September. Since a regular election is already scheduled for November 4th, and it coincides with a gubernatorial election, that date appears to make the most sense from both a financial and voter turnout perspective. Consequently, each of the four towns has been asked to obtain consensus or a resolution from their governing bodies supporting the special election on November 4, 2014.

Recommendation

Staff recommends the Council endorse the plan of the Probate Court Administrator to hold a special election on November 4, 2014.

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

Move, effective February 24, 2014, to endorse the Probate Court Administrator's proposal to schedule a special election for November 4, 2014 for the purpose of electing a probate judge to serve during the November-December 2014 time period as well as the January 2015-December 2018 term.

Attachments

- 1) Probate Judge Special Election Statutes
- 2) November 4, 2014 State Election Calendar

Probate Judge Special Election Statutes

Sec. 9-218. Judge of probate. When there is no election of judge of probate in any district by reason of two or more having an equal and the highest number of votes, or when a new probate district is created and no provision made for the election of a judge thereof, or whenever it is shown to the Governor that a vacancy is about to exist in said office by reason of the resignation of the incumbent to take effect at a future time or by reason of constitutional limitation, or when there is a vacancy in said office, the Governor shall issue writs of election directed to the town clerk or clerks or assistant town clerk or clerks within such district, ordering an election to be held on a day named therein, other than a Saturday or Sunday, to fill such vacancy or impending vacancy, and transmit the same to a state marshal. Such state marshal shall forthwith transmit them to such clerk or clerks, who, on receiving the same, shall warn elections to be held on the day appointed in such writs, in the same manner as state elections are warned. Such elections shall be organized and conducted, and the vote shall be declared and returns made, certified, directed, deposited and transmitted, in the same manner as at a state election. The Secretary of the State, Treasurer and Comptroller shall, within thirty days after any such election, count and declare the votes so returned, and notice shall be given to the person declared elected, in the same manner as is provided in the election of judges of probate at state elections. The Secretary of the State shall enter the returns in tabular form in books kept by him for that purpose and present a copy of the same, with the name of, and the total number of votes received by, each of the candidates for said office, to the Governor within ten days thereafter.

Sec. 9-450. Vacancy elections. Nominations by major parties for any state, district or municipal office to be filled under the provisions of any law relating to elections to fill vacancies, unless otherwise provided therein, shall be made in accordance with the provisions of sections 9-382 to 9-450, inclusive.

(1) (A) In the case of nominations for representatives in Congress and judges of probate in probate districts composed of two or more towns, provided for in sections 9-212 (*this is for congressional nominations*) and 9-218 (*see above*), the delegates to the convention for the last state election shall be the delegates for the purpose of selecting a candidate to fill such vacancy. If a vacancy occurs in the delegation from any town, political subdivision or district, such vacancy may be filled by the town committee of the town in which the delegate resided. Endorsements by political party conventions pursuant to this subsection may be made and certified at any time after the resignation or death creating such vacancy and not later than the fiftieth day before the day of the election. No such endorsement shall be effective until the presiding officer and secretary of any district convention have certified the endorsement to the Secretary of the State.

(B) If such a vacancy occurs between the one hundred twenty-fifth day and the sixty-third day before the day of a regular state or municipal election in November of any year, no primary shall be held for the nomination of any political party and the party-endorsed candidate so selected shall be deemed, for the purposes of this chapter, the person certified by the Secretary of the State pursuant to section 9-444 as the nominee of such party.

(C) Except as provided in subparagraph (B) of this subdivision, if a candidacy for nomination is filed by or on behalf of any person other than a party-endorsed candidate not later than fourteen days after the party endorsement and in conformity with the provisions of section 9-400, a primary shall be held in each municipality of the district and each part of a municipality which is a component part of the district, to determine the nominee of such party for such office, except as provided in section 9-416a. Such primary shall be held on the day that the writs of election issued by the Governor, pursuant to section 9-212, ordered the election to be held, and new writs of election shall be issued by the Governor in accordance with section 9-212.

(D) Unless the provisions of subparagraph (B) of this subdivision apply, petition forms for candidacies for nomination by a political party pursuant to this subdivision shall be available from the Secretary of the State beginning on the day following the issuance of writs of election by the Governor pursuant to section 9-212, except when a primary has already been held, and the provisions of section 9-404a shall otherwise apply to such petitions.

(E) The registry lists used pursuant to this subsection shall be the last-completed lists, as provided in sections 9-172a and 9-172b.

(2) In the case of judges of probate in probate districts composed of a single town, the day named for the election shall be not earlier than the one hundred fifteenth day following the day on which the writ of election is issued, and the times specified in sections 9-391, 9-405 and 9-423 shall be applicable. ***(these statutes concern timing of primary and general election and process to primary a party nominee)***

(3) (A) In the case of nominations for senators in Congress provided for in section 9-211, the delegates to the convention for the last state election shall be the delegates for the purpose of selecting a candidate to fill such vacancy. If a vacancy occurs in the delegation from any town or political subdivision, such vacancy may be filled by the town committee of the town in which the delegate resided. Endorsements by political party conventions pursuant to this subsection may be made and certified at any time after the resignation or death creating such vacancy and not later than the fifty-sixth day before the day of the primary. No such endorsement shall be effective until the presiding officer and secretary of any state convention have certified the endorsement to the Secretary of the State.

(B) If such a vacancy occurs between the one hundred twenty-fifth day and the sixty-third day before the day of a regular state or municipal election in November of any year, no primary shall be held for the nomination of any political party and the party-endorsed candidate so selected shall be deemed, for the purposes of this chapter, the person certified by the Secretary of the State, pursuant to section 9-444, as the nominee of such party. In such an event, endorsements by political party conventions shall be made not later than sixty days prior to the election.

(C) Except as provided in subparagraph (B) of this subdivision, if a candidacy for nomination is filed by or on behalf of any person other than a party-endorsed candidate not later than fourteen days after the party endorsement and in conformity with the provisions of section 9-400, a primary shall be held on the fifty-sixth day prior to the day of the election in each municipality to determine the nominee of such party for such office, except as provided in section 9-416a.

(D) Unless the provisions of subparagraph (B) of this subdivision apply, petition forms for candidacies for nomination by a political party pursuant to this subdivision shall be available from the Secretary of the State beginning on the day following the issuance of writs of election by the Governor, pursuant to section 9-211, except when a primary has already been held and the provisions of section 9-404a shall otherwise apply to such petitions.

(E) The registry lists used pursuant to this subsection shall be the last-completed lists, as provided in sections 9-172a and 9-172b.

(4) The times specified in sections 9-391, 9-405 and 9-423 shall be applicable to any special town election held to fill a vacancy in any town office under subsection (b) of section 9-164. Except as provided under subsection (c) of section 9-164, any election held to fill a vacancy in any municipal office under the provisions of any special act shall be held not earlier than the one hundred twenty-seventh day following the day upon which warning of such election is issued, and the times specified in sections 9-391, 9-405 and 9-423 shall be applicable.

OFFICE OF THE SECRETARY OF THE STATE
State of Connecticut
30 Trinity Street
Hartford CT 06106

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NOVEMBER 4, 2014 STATE ELECTION CALENDAR

The following is a chronological summary of certain requirements for the 2014 Election Year, applicable in the absence of a Special Act to the contrary. Section references are to the General Statutes of Connecticut. *ALL ENTRIES AND REFERENCES ARE SUBJECT TO LEGISLATIVE REVISION.*

1. **MAJOR PARTIES** (§ 9-372(5))

Town Committee Members (9-391)

Party endorsements:	January 7-14, 2014
Certification of endorsements:	January 15, 2014 (4:00 p.m.)
Primary petitions filed by:	January 29, 2014 (4:00 p.m.)
Primary (6:00 a.m. - 8:00 p.m.):	March 4, 2014

Selection of Delegates to State and District Conventions (9-391)

Party selections:	March 25-April 1, 2014
Certification of selection:	April 2, 2014 (4:00 p.m.)

Candidates for State and District Office (Governor and Lieutenant Governor, Representative in Congress, Secretary of the State, Treasurer, Comptroller, Attorney General and multi-town State Senator, State Representative and Judge of Probate). (§§9-372(5); 9-391; 9-400; 9-404a; 9-405, 9-383)

Party endorsements:	May 6-27, 2014 (Conventions)
Certification of endorsements:	14 th day after close of convention (4:00 p.m.)
"15% candidate" certificates filed by:	14 th day after close of convention (4:00 p.m.)
Statewide / Rep. in Congress petitions issued:	April 29, 2014
District office petitions issued beginning:	May 27, 2014
Primary petitions filed by:	June 10, 2014 (4:00 p.m.)
Primary (6:00 a.m. - 8:00 p.m.):	August 12, 2014

Candidates for Municipal Office (including single-town State Representative, Judge of Probate and Registrars of Voters). (§§9-372(5); 9-391; 9-400; 9-404a; 9-405)

Party endorsements:	May 20-27, 2014
Certif. of endorsements – Judge of Probate, ROV's and and single-town State Rep.:	14 th day after endorsement meeting (4:00 p.m.)
Primary petitions filed by:	June 10, 2014 (4:00 p.m.)
Municipal office petitions issued beginning:	May 21, 2014
Primary (6:00 a.m. - 8:00 p.m.):	August 12, 2014

2. **MINOR PARTIES** (§§9-372(6); 9-451 - 9-452a)

Party rules filed by:	July 3, 2014
Notice/Nomination meeting to town clerk or Sec/St. by:	5 days before nomination meeting
Nomination & certification by:	September 3, 2014

3. **NOMINATING PETITIONS** ("New Party" or "No Party") (§§ 9-453a - 9-453u)

Nominating petitions issued beginning:	January 2, 2014
Nominating petitions filed by:	August 6, 2014 (4:00 p.m.)

4. **ELECTION** -- November 4, 2014 (6:00 a.m. - 8:00 p.m.)

Governor and Lieutenant Governor, Representative in Congress, State Senator, State Representative, Secretary of the State, Treasurer, Comptroller, Attorney General, Judge of Probate and Registrar of Voters



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt H*
CC: Maria Capriola, Assistant Town Manager
Date: February 24, 2014
Re: Proposed Amendments to the Ordinance Regarding Regional Council of Governments

Subject Matter/Background

As you will recall, at Mansfield's request the Connecticut Office of Policy and Management (OPM) has recently been re-designated the Town as a member of the Capitol Planning Region, and Mansfield is now eligible to become a member of the Capitol Region Council of Governments (CRCOG).

In order to withdraw from the Windham Region Council of Governments (WINCOG) and to join CRCOG, OPM requires the Town Council to enact the attached ordinance.

Chapter 80, Section 1 of the Town's Code of Ordinances was adopted by the Town Council on January 27, 1997. The Council's adoption of the proposed Chapter 80, Sections 1-5 will repeal and replace the former ordinance.

Legal Review

The Town Attorney has reviewed and approved the form of the proposed ordinance.

Recommendation

Staff recommends that the Town Council schedule a public hearing to solicit public comment regarding the proposed amendments to the Ordinance Regarding Regional Council of Governments.

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

Move, to schedule a public hearing for 7:30PM at the Town Council's regular meeting on March 11, 2014, to solicit public comment regarding the proposed amendments to the Ordinance Regarding Regional Council of Governments.

Attachments

- 1) Mansfield Code of Ordinances, Chapter 80 (adopted 01/27/1997)
- 2) Proposed Amendments to the Ordinance Regarding Regional Council of Governments (draft dated 02/20/14)
- 3) Connecticut General Statutes, Section 4-124i to 4-124p
- 4) Section 249 of Public Act 13-247
- 5) Map of OPM Proposed Redesignations

Chapter 80. REGIONAL COUNCIL OF GOVERNMENTS

[HISTORY: Adopted by the Town Council of the Town of Mansfield 1-27-1997. Editor's Note: This ordinance provided that it should become effective upon "receipt of such certified ordinances from not less than 60% of all such towns, cities and boroughs and all other eligible towns, cities and boroughs within the planning region that a regional council of governments has been duly established within such planning region." Said ordinance has been duly ratified by the required parties and is now in effect. Further information regarding the ratification process and results is on file in the town offices. Amendments noted where applicable.]

§ 80-1. Adoption of statutory provisions.

The Town of Mansfield adopts the following sections of the Connecticut General Statutes that provide for the creation of a regional Council of Governments:

"Sec. 4-124i. Regional councils of governments. Definitions. As used in sections 4-124j to 4-124p, inclusive:

- (a) "Planning region" means a planning region of the state as defined or redefined by the secretary of the office of policy and management, or his designee under the provisions of section 16a-4a;
- (b) "Regional Council of Elected Officials" means any regional Council of Elected Officials organized under the provisions of this chapter;
- (c) "Regional Planning Agency" means any Regional Planning Agency organized under the provisions of chapter 127;
- (d) "Chief Elected Official" means the highest ranking elected governmental official of any town, city or borough within the state;
- (e) "Elected Official" means any selectman, mayor, alderman, or member of a common council or other similar legislative body of any town or city, or warden or burgess of any borough;
- (f) "Council" means a regional council of governments organized under the provisions of sections 4-124i to 4-124p, inclusive;
- (g) "Member" means any town, city or borough within a planning region of the state having become a member of a regional council of governments in accordance with said sections.

Sec. 4-124j. Creation. Membership. Withdrawal. Within any planning region of the state a regional council or governments may be created by the adoption of sections 4-124i to 4-124p, inclusive, by ordinance of the legislative bodies of not less than 60 per cent of all towns, cities and boroughs within such planning region entitled to membership on such council as hereinafter provided. Where any regional council of elected officials, or a regional planning agency, exists within a planning region, a regional council of governments may be created either as hereinabove provided, or by the adoption of said sections by resolution of any such regional council or councils of elected officials and any such regional planning agency, and the ratification of any such resolution by ordinance of the legislative bodies of not less than 60 per cent of all such towns, cities and boroughs. All towns, cities and boroughs within a planning region will be entitled to membership on such council, including any city or borough with boundaries not coterminous with the boundaries of the town in which it is located. Any nonmember town, city or borough entitled to membership may join the council by the adoption of said sections by ordinance of its legislative body. Any member town, city or borough may withdraw from the council by adoption of an appropriate ordinance of its legislative body to become effective on the date of such adoption, provided, however, that any such withdrawing member will be obligated to pay its pro rata share of expenses of operation and pro rata shares of funds committed by the council to active programs as of such date of withdrawal.

"Sec. 4-124k. Representatives of members. Each member of a regional council of governments will be entitled to one representative on the council who will be the chief elected official of such member, or in the absence of any such chief elected official, an elected official appointed in the manner provided by ordinance of the legislative body of such member. Each representative of a member will be entitled to one vote in the affairs of such council.

"Sec. 4-124l. Certification of establishment of council. Transitional period. Reversion to a regional council of elected officials. (a) Upon the adoption of sections 4-124i to 4-124p, inclusive, or upon the ratification of a resolution adopting said sections, as provided in section 4-124j, by any town, city or borough entitled to membership on a regional council of governments, the clerk of such town, city or borough will immediately prepare and file with the secretary of the office of policy and management, or his designee a certified copy of the adopting or ratifying ordinance, and, upon receipt of such certified ordinances from not less than 60 per cent of all such towns, cities and boroughs within a planning region, said secretary or his designee will certify to such towns, cities and boroughs and all other eligible towns, cities and boroughs within the planning region, that a regional council of governments has been duly established within such planning region. Any subsequent ordinances adopting the provisions of said sections, or affecting the withdrawal from the council of a member will be similarly filed. Except as hereinafter provided in this section, upon the establishment of a regional council of governments within a planning region in accordance with said sections, no regional council of elected officials nor regional planning agency will be subsequently established within such planning region.

- (b) If at the time of the adoption or ratification of the provisions of said sections by the requisite 60 per cent majority of all eligible towns, cities and boroughs within a planning region there exists within such planning region, a regional council of elected officials, or regional planning agency, or both, the existence and activities of any such regional council of elected officials or regional planning agency will continue uninterrupted for the duration of a transitional period commencing with the certification of the establishment of the council by the secretary of the office of policy and management, or his designee pursuant to subsection (a) of this section. The chief elected officials of each town, city or borough subsequently adopting said sections, or in the absence of a chief elected official, an elected official appointed by the legislative body of any such member, will constitute a transitional executive committee of the regional council of governments during such transitional period. Any such transitional executive committee acting under this subsection will have the following authority and responsibilities: (1) To draft and propose bylaws for adoption by the council; (2) to select and propose for election by the council, candidates for offices of the council which may include any one or more members of the transitional committee; (3) to propose staffing arrangements, for adoption by the council; (4) to prepare and propose, for adoption by the council, a program of planning and implementation activities, which will provide for the assumption of such active programs of any such existing regional council of elected officials or regional planning agency, as such executive committee may deem appropriate and a budget for a period not to exceed one year following such transitional period; (5) to propose, for adoption by the council, the date upon which such transitional period will terminate, which date will not be later than one year from the date of certification by the secretary of the office of policy and management, or his designee of the establishment of the council.
- (c) Upon the expiration of the transitional period provided for under subsection (b) of this section, the regional council of governments will succeed to and be responsible for all of the rights, privileges and obligations, whether statutory or contractual, of any regional council of elected officials, or regional planning agency, or both, within the planning region, and no regional council of elected officials nor regional planning agency will be subsequently created within such planning region, except as provided in subsection (d) of this section.
- (d) If at any time after the establishment within a planning region of a regional council of governments the members of the council will constitute less than 40 per cent of all eligible towns, cities and boroughs within such planning region, the council will thereafter be deemed a regional council of elected officials without the rights and duties of a regional planning agency for so long as and until the membership of the council shall again constitute not less than 60 per cent of all such eligible cities, towns and boroughs within the planning region. Whenever the members of the council shall constitute less than 40 per cent of all such eligible towns, cities and boroughs within the planning region,

a regional council of elected officials and a regional planning agency may be established within such region under the general statutes, as amended.

"Sec. 4-124n. Bylaws. Officers. Committees. Meetings. A regional council of governments will adopt bylaws for the conduct of its business, including the organization of the regional planning commission created under section 4-124o, and will annually elect from among the representatives to the council a chairman, a vice-chairman, a secretary, a treasurer, who will be bonded, and such other officers as may be designated or permitted in the bylaws. The bylaws may provide for alternate representatives of the council to attend and vote at any meeting in place of absent representatives. No representative will be eligible to serve more than two consecutive terms in the same office. The bylaws will provide for an executive committee of the council and an executive committee of the regional planning commission and may provide for additional committees including nonvoting advisory committees. Meetings of the council will be called by the chairman or as the bylaws will otherwise provide and minutes of all meetings of the council, its committees and other official actions will be filed in the office of the council and will be of a public record.

"Sec. 4-124o. Regional planning commissions. Except as hereinafter provided, the planning duties and responsibilities of a regional council of governments, including the making of a plan of development pursuant to section 8-35a, will be carried out exclusively by a regional planning commission, acting on behalf of and as a subdivision of the council. Each member will be entitled to a representative on the regional planning commission who will be an elector of such member and on its planning commission. Such representative will be appointed by such planning commission, with the concurrence of the appointing authority of such member. Each member may also appoint an alternate representative who will be an elector of such member and who will be appointed by its planning commission, with the concurrence of the appointing authority of such member. Such alternate representative will, when the representative of the member from which he was appointed is absent, have all the powers and duties of such representative. Each regional planning commission representative will be entitled to one vote in the affairs of such commission but will not otherwise be entitled to vote in the affairs of the council. All matters referred to the council which by statute or otherwise are required to be referred to and considered by a regional planning agency will be considered and commented upon by the regional planning commission in accordance with procedures recommended by such commission and adopted by the council with the concurrence of such commission. The council will have the authority, at the request of a party having referred any such matter to the council's attention, to review and revise, in whole or in part, the comments and recommendations of the regional planning commission as to such matter. If at any time the council is deemed a regional council of elected officials under subsection (d) of section 4-124i, the existence of such regional planning commission will terminate forthwith.

"Sec. 4-124p. Receipt of funds. Dues. Contracts. Audits. Annual report. Each regional council of governments established under the provisions of sections 4-124i to 4-124p,

inclusive, is authorized to receive for its own use and purposes any funds from any source including the state and federal governments and including bequests, gifts and contributions made by any individual, corporation or association. Any town, city or borough participating in a regional council of governments will annually appropriate funds for the expenses of such council in the performance of its purposes. Such funds will be appropriated and paid in accordance with a dues formula established by the regional council of governments. Such council may withhold any services it deems advisable from any town, city or borough which has failed to pay such dues. Within the amount so received, a council may from time to time engage employees, and contract with professional consultants, municipalities, the state and the federal governments, regional councils of elected officials, regional planning agencies and other intertown, regional or metropolitan agencies, or with any one or more of them, to carry out its purposes. The accounts of any regional council of governments will be subject to an annual audit under the provisions of chapter III and such council will file an annual report with the clerks of its member towns, cities or boroughs, with planning commissions, if any, of members, and with the secretary of the office of policy and management, or his designee."



**Town of Mansfield
Code of Ordinances**

**“Ordinance Regarding Regional Council of Governments”
Draft dated February 20, 2014**

CHAPTER 80. REGIONAL COUNCIL OF GOVERNMENTS

Chapter 80, Section 1 is repealed and replaced, as follows: Chapter 80, Sections 1-5.

Section 1. Title.

This chapter shall be known and may be cited as the “Ordinance Regarding Regional Council of Governments.”

Section 2. Legislative Authority.

This ordinance is adopted in accordance with Section 4-124j of the Connecticut General Statutes and Section 249 of Public Act 13-247.

Section 3. Findings and Purpose.

The Town of Mansfield has recently been re-designated by the State of Connecticut Office of Policy and Management as a member of the Capitol Planning Region, and is now eligible to become a member of the Capitol Region Council of Governments.

Section 4. Withdrawing from the Windham Region Council of Governments (WINCOG).

The Town of Mansfield hereby withdraws its membership in the Windham Region Council of Governments effective June 30, 2014 provided, however, that the Town of Mansfield shall be obligated to pay its pro rata share of expenses of operation and pro rata share of funds committed by the Windham Region Council of Governments to active programs as of such date of withdrawal.

The Town of Mansfield Town Manager shall continue to serve as a member of a transition board for the sole purpose of assisting the executive director in dissolving the WINCOG entity and all its assets and liabilities through December 31, 2014.

Section 5. Joining the Capitol Region of Governments (CRCOG).

The Town of Mansfield hereby joins the Capitol Region Council of Governments, effective July 1, 2014 and adopts Sections 4-124i to 4-124p, inclusive, of the Connecticut General Statutes, in accordance with the procedures set forth in Section 4-124j of the Connecticut General Statutes.

Sec. 4-124i. Regional councils of governments. Definitions. As used in sections 4-124i to 4-124p, inclusive:

- (1) "Planning region" means a planning region of the state as defined or redefined by the Secretary of the Office of Policy and Management, or his designee under the provisions of section 16a-4a;
- (2) "Regional council of elected officials" means any regional council of elected officials organized under the provisions of this chapter;
- (3) "Regional planning agency" means any regional planning agency organized under the provisions of chapter 127;
- (4) "Chief elected official" means the highest ranking elected governmental official of any town, city or borough within the state;
- (5) "Elected official" means any selectman, mayor, alderman, or member of a common council or other similar legislative body of any town or city, or warden or burgess of any borough;
- (6) "Council" means a regional council of governments organized under the provisions of sections 4-124i to 4-124p, inclusive;
- (7) "Member" means any town, city or borough within a planning region of the state having become a member of a regional council of governments in accordance with said sections;
- (8) "Regional planning organization" means a regional council of governments organized under the provisions of sections 4-124i to 4-124p, inclusive, a regional council of elected officials organized under the provisions of sections 4-124c to 4-124h, inclusive, or a regional planning agency organized under the provisions of chapter 127.

(1971, P.A. 821, S. 1; P.A. 73-679, S. 21, 43; P.A. 75-537, S. 35, 55; P.A. 76-435, S. 21, 82; P.A. 77-614, S. 19, 610; P.A. 08-182, S. 1.)

History: P.A. 73-679 replaced director of state planning office with managing director, planning and budgeting, department of finance and control; P.A. 75-537 replaced managing director with commissioner of planning and energy policy; P.A. 76-435 made technical changes; P.A. 77-614 replaced commissioner with secretary of the office of policy and management; P.A. 08-182 redesignated Subsecs. (a) to (g) as Subdivs. (1) to (7) and added Subdiv. (8) defining "regional planning organization".

See Sec. 8-37u re role of Commissioner of Economic and Community Development in coordinating housing policy and activities.

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Sec. 4-124j. Creation. Membership. Withdrawal. Within any planning region of the state a regional council of governments may be created by the adoption of sections 4-124i to 4-124p, inclusive, by ordinance of the legislative bodies of not less than sixty per cent of all towns, cities and boroughs within such planning region entitled to membership on such council as hereinafter provided. Where any regional council of elected officials, or a regional planning agency, exist within a planning region, a regional council of governments may be created either as hereinabove provided, or by the adoption of said sections by resolution of any such regional council or councils of elected officials and any such regional planning agency, and the ratification of any such resolution by ordinance of the legislative bodies of not less than sixty per cent of all such towns, cities and boroughs. All towns, cities and boroughs within a planning region shall be entitled to membership on such council, including any city or borough with boundaries not coterminous with the boundaries of the town in which it is located. Any nonmember town, city or borough entitled to membership may join the council by the adoption of said sections by ordinance of its legislative body. Any member town, city or borough may withdraw from the council by adoption of an appropriate ordinance of its legislative body to become effective on the date of such adoption; provided, however, that any such withdrawing member shall be obligated to pay its pro rata share of expenses of operation and pro rata share of funds committed by the council to active programs as of such date of withdrawal.

(1971, P.A. 821, S. 2.)

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Sec. 4-124k. Representatives of members. Each member of a regional council of governments shall be entitled to one representative on the council who shall be the chief elected official of such member, or in the absence of any such chief elected official, an elected official appointed in the manner provided by ordinance of the legislative body of such member. Each representative of a member shall be entitled to one vote in the affairs of such council.

(1971, P.A. 821, S. 3.)

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Sec. 4-124l. Certification of establishment of council. Transitional period. Reversion to regional council of elected officials. (a) Upon the adoption of sections 4-124i to 4-124p, inclusive, or upon the ratification of a resolution adopting said sections, as provided in section 4-124j, by any town, city or borough entitled to membership on a regional council of governments, the clerk of such town, city or borough shall immediately prepare and file with the Secretary of the Office of Policy and Management, or his designee a certified copy of the adopting or ratifying ordinance, and, upon receipt of such certified ordinances from not less than sixty per cent of all such towns, cities and boroughs within a planning region, said secretary or his designee shall certify to such towns, cities and boroughs and all other eligible towns, cities and boroughs within the planning region, that a regional council of governments has been duly established within such planning region. Any subsequent ordinances adopting the provisions of said sections, or effecting the withdrawal from the council of a member shall be similarly filed. Except as hereinafter provided in this section, upon the establishment of a regional council of governments within a planning region in accordance with said sections, no regional council of elected officials nor regional planning agency shall be subsequently established within such planning region.

(b) If at the time of the adoption or ratification of the provisions of said sections by the requisite sixty per cent majority of all eligible towns, cities and boroughs within a planning region there exists within

(b) If at the time of the adoption or ratification of the provisions of said sections by the requisite sixty per cent majority of all eligible towns, cities and boroughs within a planning region there exists within such planning region a regional council of elected officials, or regional planning agency, or both, the existence and activities of any such regional council of elected officials or regional planning agency shall continue uninterrupted for the duration of a transitional period commencing with the certification of the establishment of the council by the Secretary of the Office of Policy and Management, or his designee pursuant to subsection (a) of this section. The chief elected officials of each town, city or borough subsequently adopting said sections, or in the absence of a chief elected official, an elected official appointed by the legislative body of any such member, shall constitute a transitional executive committee of the regional council of governments during such transitional period. Any such transitional executive committee acting under this subsection shall have the following authority and responsibilities: (1) To draft and propose bylaws for adoption by the council; (2) to select and propose for election by the council, candidates for offices of the council which may include any one or more members of the transitional committee; (3) to propose staffing arrangements, for adoption by the council; (4) to prepare and propose, for adoption by the council, a program of planning and implementation activities, which shall provide for the assumption of such active programs of any such existing regional council of elected officials or regional planning agency, as such executive committee may deem appropriate and a budget for a period not to exceed one year following such transitional period; (5) to propose, for adoption by the council, the date upon which such transitional period shall terminate, which date shall not be later than one year from the date of certification by the secretary of the office of policy and management, or his designee of the establishment of the council.

(c) Upon the expiration of the transitional period provided for under subsection (b) of this section, the regional council of governments shall succeed to and be responsible for all of the rights, privileges and obligations, whether statutory or contractual, of any regional council of elected officials, or regional planning agency, or both, within the planning region, and no regional council of elected officials nor regional planning agency shall be subsequently created within such planning region, except as provided in subsection (d) of this section.

(d) If at any time after the establishment within a planning region of a regional council of governments the members of the council shall constitute less than forty per cent of all eligible towns, cities and boroughs within such planning region, the council shall thereafter be deemed a regional council of elected officials without the rights and duties of a regional planning agency for as long as and until the membership of the council shall again constitute not less than sixty per cent of all such eligible cities, towns and boroughs within the planning region. Whenever the members of the council shall constitute less than forty per cent of all such eligible towns, cities and boroughs within the planning region, a regional council of elected officials and a regional planning agency may be established within such region under the general statutes, as amended.

(1971, P.A. 821, S. 4; P.A. 73-679, S. 22, 23, 43; P.A. 75-537, S. 36, 55; P.A. 77-614, S. 19, 610; P.A. 06-196, S. 28.)

History: P.A. 73-679 replaced director of state planning office with managing director, planning and budgeting division, department of finance and control or his designee; P.A. 75-537 replaced managing director with commissioner of planning and energy policy; P.A. 77-614 replaced commissioner with secretary of the office of policy and management; (Revisor's note: In 1995 the lower case Roman numeral indicators in Subsec. (b) were changed editorially by the Revisors to Arabic numerals for consistency with statutory usage); P.A. 06-196 made a technical change in Subsec. (d), effective June 7, 2006.

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Sec. 4-124m. Rights and duties of councils. Except as otherwise provided in sections 4-124i to 4-124p, inclusive, any regional council of governments shall be entitled to exercise all of the rights and authority and shall be subject to all of the responsibilities and duties provided for in the general statutes, as amended, pertaining to regional councils of elected officials and regional planning agencies.

(1971, P.A. 821, S. 5.)

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Sec. 4-124n. Bylaws. Officers. Committees. Meetings. A regional council of governments shall adopt bylaws for the conduct of its business and shall annually elect from among the representatives to the council a chairman, a vice-chairman, a secretary, a treasurer, who shall be bonded, and such other officers as may be designated or permitted in the bylaws. The bylaws may provide for alternate representatives of the council to attend and vote at any meeting in place of absent representatives and may provide for the organization of a regional planning commission. No representative shall be eligible to serve more than two consecutive terms in the same office. The bylaws shall provide for an executive committee of the council and an executive committee of the regional planning commission and may provide for additional committees including nonvoting advisory committees. Meetings of the council shall be called by the chairman or as the bylaws shall otherwise provide and minutes of all meetings of the council, its committees and other official actions shall be filed in the office of the council and shall be of public record.

(1971, P.A. 821, S. 7; P.A. 00-54, S. 2, 5.)

History: P.A. 00-54 restated provision authorizing adoption of bylaws re regional planning commission, effective May 16, 2000.

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Sec. 4-124o. Regional planning commissions. The planning duties and responsibilities of a regional council of governments, including the making of a plan of development pursuant to section 8-35a, may be carried out by the council or a regional planning commission, acting on behalf of and as a subdivision of the council. Each member shall be entitled to a representative on the regional planning commission who shall be an elector of such member and on its planning commission. Such representative shall be appointed by such planning commission, with the concurrence of the appointing authority of such member. Each member may also appoint an alternate representative who shall be an elector of such member and who shall be appointed by its planning commission, with the concurrence of the appointing authority of such member. Such alternate representative shall, when the representative of the member from which he or she was appointed is absent, have all the powers and duties of such representative. Each regional planning commission representative shall be entitled to one vote in the affairs of such commission but shall not otherwise be entitled to vote in the affairs of the council. All matters referred to the council which by statute or otherwise are required to be referred to and considered by a regional planning agency shall be considered and commented upon by the council or regional planning commission in accordance with procedures recommended by such commission and adopted by the council with the concurrence of such commission. The council shall have the authority, at the request of a party having referred any such matter to the council's attention, to review and revise, in whole or in part, the comments and recommendations of the regional planning commission as to such matter.

council with the concurrence of such commission. The council shall have the authority, at the request of a party having referred any such matter to the council's attention, to review and revise, in whole or in part, the comments and recommendations of the regional planning commission as to such matter. If at any time the council is deemed a regional council of elected officials under subsection (d) of section 4-124l, the existence of such regional planning commission shall terminate forthwith.

(1971, P.A. 821, S. 6; P.A. 86-140; P.A. 00-54, S. 1, 5; P.A. 01-195, S. 104, 181.)

History: P.A. 86-140 provided for the appointment of alternate members; P.A. 00-54 added provisions authorizing the council to perform planning duties, effective May 16, 2000; P.A. 01-195 made a technical change for the purposes of gender neutrality, effective July 11, 2001.

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Sec. 4-124p. Receipt of funds. Dues. Contracts. Audits. Annual report. Each regional council of governments established under the provisions of sections 4-124i to 4-124p, inclusive, is authorized to receive for its own use and purposes any funds from any source including the state and federal governments and including bequests, gifts and contributions made by any individual, corporation or association. Any town, city or borough participating in a regional council of governments shall annually appropriate funds for the expenses of such council in the performance of its purposes. Such funds shall be appropriated and paid in accordance with a dues formula established by the regional council of governments. Such council may withhold any services it deems advisable from any town, city or borough which has failed to pay such dues. Within the amount so received, a council may engage employees, and contract with professional consultants, municipalities, the state and the federal governments, other regional councils of governments, regional councils of elected officials, regional planning agencies and other intertown, regional or metropolitan agencies, or with any one or more of them, and may enter into contracts from time to time to carry out its purposes. Any such contract shall be approved by action of the regional council of governments in a manner prescribed by the council. Any regional council of governments may enter into a contract to carry out its purpose with any other regional council of governments, any regional council of elected officials, established under sections 4-124c to 4-124h, inclusive, or any regional planning agency formed under section 8-31a. The accounts of any regional council of governments shall be subject to an annual audit under the provisions of chapter 111 and such council shall file an annual report with the clerks of its member towns, cities or boroughs, with planning commissions, if any, of members, and with the Secretary of the Office of Policy and Management, or his designee.

(1971, P.A. 821, S. 8; P.A. 73-679, S. 24, 43; P.A. 75-537, S. 37, 55; P.A. 77-614, S. 19, 610; P.A. 83-256, S. 2; P.A. 91-96, S. 2; P.A. 97-185, S. 2, 3; P.A. 00-54, S. 3, 5.)

History: P.A. 73-679 replaced director of state planning office with managing director, planning and budgeting division, department of finance and control or his designee; P.A. 75-537 replaced managing director with commissioner of planning and energy policy; P.A. 77-614 replaced commissioner with secretary of the office of policy and management; P.A. 83-256 provided for the establishment of a dues formula and the withholding of services for failure to pay; P.A. 91-96 expanded types of agencies regional councils of governments can contract with to include other regional councils of government and made technical changes; P.A. 97-185 added specific authorization for regional council of governments to contract with other regional agencies, effective July 1, 1997; P.A. 00-54 added provision re approval of contracts, effective May 16, 2000.

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Sec. 249. Section 16a-4c of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

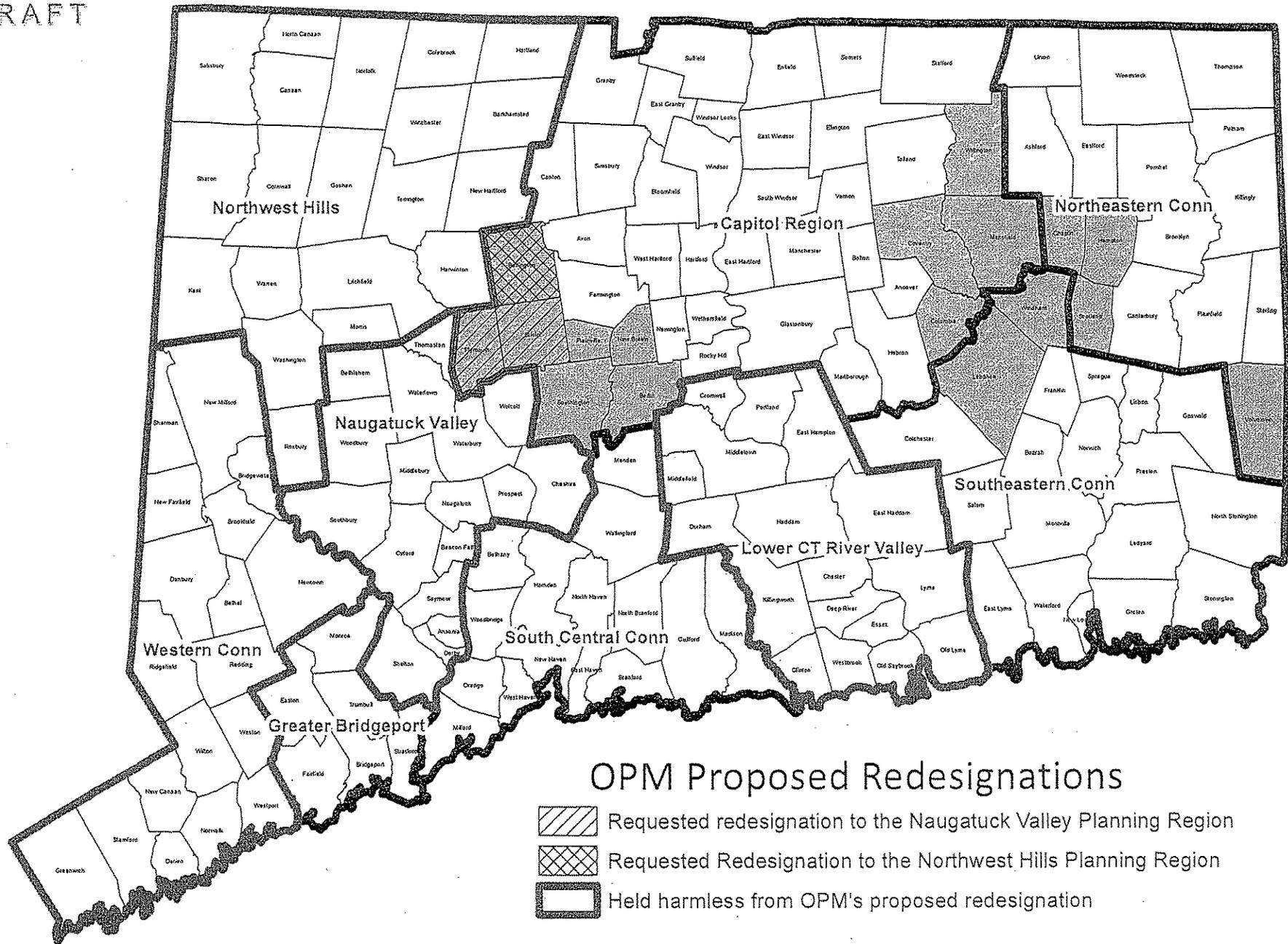
(a) On or before January 1, 2014, and at least every twenty years thereafter, the Secretary of the Office of Policy and Management, within available appropriations, and in consultation with regional planning organizations, as defined in section 4-124i, as amended by this act, the Connecticut Conference of Municipalities, the Connecticut Council of Small Towns, the Commissioner of Transportation and the chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters relating to planning and development, shall conduct an analysis of the boundaries of logical planning regions designated or redesignated under section 16a-4a, as amended by this act. As part of such analysis, the secretary shall evaluate opportunities for coordinated planning and the regional delivery of state and local services. Such analysis shall include, but not be limited to, an evaluation of (1) economic regions, including regional economic development districts established pursuant to chapter 588ff; (2) comprehensive economic development strategies developed by such regional economic development districts; (3) labor market areas and workforce investment regions; (4) natural boundaries, including watersheds, coastlines, ecosystems and habitats; (5) relationships between urban, suburban and rural areas, including central cities and areas outside of the state; (6) census and other demographic information, including areas in the state designated by the United States Census Bureau as urbanized areas and urbanized clusters; (7) political boundaries, including municipal boundaries and congressional, senate and assembly districts; (8) transportation corridors, connectivity and boundaries, including the boundaries of metropolitan planning agencies; (9) current federal, state and municipal service delivery regions, including, but not limited to, regions established to provide emergency, health, transportation or human services; and (10) the current capacity of each regional planning organization to deliver diverse state and local services and to comply with the requirements of any relevant federal transportation authorizing acts. Such analysis shall also establish a minimum size for logical planning areas that takes into consideration the number of municipalities, total population, total square mileage and whether [the] a proposed planning region will have the capacity to successfully deliver [necessary regional services] sophisticated planning activities and regional services. Such analysis shall consider designating rural regions in areas of the state that do not have urbanized areas. The secretary may enter into such contractual agreements as may be necessary to carry out the purposes of this subsection. On or before October 1, 2013, said secretary shall submit a report, in accordance with section 11-4a, to the joint standing committee of the General Assembly having cognizance of matters concerning planning and development. Such report shall provide the status of the analysis required pursuant to this subsection.

(b) Any two or more contiguous planning regions that contain a total of fourteen or more municipalities and voluntarily consolidate to form a single [regional council of

governments or regional council of elected officials] planning region shall be exempt from redesignation pursuant to subsection (a) of this section, provided the Secretary of the Office of Policy and Management formally redesignates such planning regions prior to January 1, 2014. The secretary may, in his or her discretion, waive the requirement that such redesignated planning region contain a total of fourteen or more municipalities.

(c) (1) The secretary shall, not later than January 1, 2014, notify the chief executive officer of each municipality located in a planning region in which the boundaries are proposed for redesignation. If the legislative body of the municipality objects to such proposed redesignation, the chief executive officer of the municipality may, not later than thirty days after the date of receipt of the notice of redesignation, petition the secretary to attend a meeting of such legislative body. The petition shall specify the location, date and time of the meeting. The meeting shall be held not later than sixty days after the date of the petition. The secretary shall make a reasonable attempt to appear at the meeting, or at a meeting on another date within the sixty-day period. If the secretary is unable to attend a meeting within the sixty-day period, the secretary and the chief executive officer of the municipality shall jointly schedule a date and time for the meeting, provided such meeting shall be held not later than two hundred ten days after the date of the notice to the chief executive officer. At such meeting, the legislative body of the municipality shall inform the secretary of the objections to the proposed redesignation of the planning area boundaries. The secretary shall consider fully the oral and written objections of the legislative body and may redesignate the boundaries. Not later than sixty days after the date of the meeting, the secretary shall notify the chief executive officer of the determination concerning the proposed redesignation. The notice of determination shall include the reasons for such determination. As used in this subsection, "municipality" means a town, city or consolidated town and borough; "legislative body" means the board of selectmen, town council, city council, board of alderman, board of directors, board of representatives or board of the warden and burgesses of a municipality; and "secretary" means the Secretary of the Office of Policy and Management or the designee of the secretary.

(2) Any revision to the boundaries of a planning area, based on the analysis completed pursuant to subsection (a) of this section or due to a modification by the secretary in accordance with this subsection, shall be effective on January 1, 2015.



OPM Proposed Redesignations

-  Requested redesignation to the Naugatuck Valley Planning Region
-  Requested Redesignation to the Northwest Hills Planning Region
-  Held harmless from OPM's proposed redesignation

NOTE:
 Since the Northwest Hills and Naugatuck Valley Planning Regions are held harmless from OPM's proposed redesignation, OPM could not accommodate the requests of Burlington, Bristol, and Plymouth. It is anticipated that these municipalities will petition the Secretary of OPM for redesignation utilizing the appeals process afforded to them.

From: tulay luciano <tulayluciano@yahoo.com>
Sent: Sunday, February 16, 2014 6:12 PM
To: Town Mngr
Subject: Jan. 13 incident

February 16, 2014

Dear Mansfield Town Council Members:

May I respectfully suggest that council require the Mayor to ask for a consensus of the council before she breaks any rules, such as using her discretion to allow a member of the audience to speak out of order in the agenda?

I am referring to the incident that happened at one of the recent town council meetings (Jan 13) when Mr. Callahan asked to be recognized out of order on the agenda. As you may recall, a councilor mentioned the possibility of UConn Vice President Tom Callahan's knowledge or involvement in the "11th hour change". At that moment, Mr. Callahan raised his hand to get permission to speak. Mayor Paterson allowed him to speak thus violating the council's rules. (Councilor Moran described the rule very eloquently during Feb. 10 meeting.) Furthermore Mayor Paterson rudely denied another resident's request to speak on the subject and thus created an injustice to that person.

Mr. Callahan, as is the case for any of us, could have written to the council later or come to the following meeting to speak before the council during the allotted time frame to explain his involvement or lack thereof.

I am appalled that no councilor tried to correct the situation.

In my mind, if the mayor allows a person to speak despite the rules, it automatically gives the right to any other person to speak on the subject: "equal treatment". To do the contrary is called "favoritism".

Rules and law, written or not written, are based on the moral grounds of a given society. I believe that the moral grounds of Mansfield society reject favoritism committed by an official. The erosion of moral ground leads to gradual decay of morality and the collapse of a society. These words seem to be harsh and overboard, but the decay starts slowly by not only the officials violating it but the onlookers or the people in charge not acting to correct the situation.

I would greatly appreciate if the council will consider my suggestion and take suitable steps to prevent such incidents happening again.

Best regards,
Tulay Luciano
808 Warrenville Road
Mansfield Ctr. Ct 06250
860.429.6612

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Testimony Regarding Governor's Proposed FY 2013/14 Budget

Appropriations Committee – Public Hearing
February 11, 2014

Elizabeth C. Paterson (Mayor) and Matthew W. Hart (Town Manager)
Town of Mansfield

We are here today to address our concerns regarding the Governor's Proposed FY 2014/15 Mid-term Budget Adjustments and state aid to municipalities.

Mansfield is home to the University of Connecticut's main campus in Storrs (pop. approximately 26,000; 15,000 year-round). Outside of the university, we are still in many ways a rural community with a limited tax base consisting of residential and some commercial properties. We are building the mixed-use Storrs Center project to serve as our downtown, and this initiative will positively impact our grand list.

Mansfield's FY 2013/14 Operating Budget totals approximately \$45.9 million. Of that amount, approximately \$30.7 million is dedicated to education costs and \$15.2 million is allocated for general government and capital expenditures. With the presence of UCONN and the Bergin Correctional Institute, we are very reliant on intergovernmental revenue, receiving approximately \$17.2 million or 37.5% of our general fund revenues from the state. Our grand list is approximately \$1 billion and the value of state property in Mansfield totals \$1.2 billion. Our payment-in-lieu-of-taxes grant (PILOT) for state-owned property totals approximately \$6.8 million, or 15% of general fund revenues. We are probably the only town in Connecticut where the value of exempt property exceeds the value of private property in the community, and no other municipality in the state is as reliant on PILOT funding as is Mansfield. As you will see on the attached spreadsheet, under statute Mansfield should be receiving 45% on the assessed value of UConn property and the actual grant amount is closer to 19% of that figure.

We are very concerned that for FY 2014/15 Mansfield's PILOT grant is scheduled to decrease even further – from \$6,784,862 to \$6,317,789, or a reduction of \$467,073. Compounding the problem is that the fact that the Municipal Aid Adjustment, which is designed to hold municipalities harmless, would also decrease from \$625,545 to \$317,773, or by \$307,772. When you combine all of Mansfield's state grants, we are looking at a reduction of \$746,717 (4%) from FY 2013/14. That's a big number for a town our size and represents approximately .75 mills under the current grand list. If you compare FY 2014/15 with FY 2008/09, Mansfield is looking at a reduction in state aid of \$1,667,630 or 8.6%.

The proposed Municipal Aid Adjustment for FY 2014/15 is not sufficient to close the gap created by the reduction in the PILOT grant. And, this Adjustment is only scheduled to be temporary with the biennial budget. What happens for FY 2015/16?

The timing of this reduction in PILOT funding is at odds with the state's \$2 billion investment in UCONN's *Next Generation Connecticut* initiative, which will include the hiring of many new faculty and staff, and the addition of as many as 5,000 new students in Storrs. While *Next Generation Connecticut* will likely have many benefits for Mansfield and the region, it will also impact our natural resources, municipal services and quality of life. Mansfield needs this important PILOT funding in order to provide the services resulting from UCONN's development.

In summary, we ask that you revisit the formula for the state-owned PILOT grant to ensure that cities and towns that host major state institutions are treated in a fair and equitable manner. Please also contrast the PILOT for state-owned property to the PILOT for private colleges and hospitals – why is the reimbursement rate for the PILOT on state-owned property set at 45% while the rate for the PILOT on private colleges and hospitals is set at 77%? Are the two classes of exempt property appreciably different? It is hard for us to see that distinction. As UCONN continues to develop and thrive as Tier I research university, and we are very proud of UCONN's success, the service demands on Mansfield will only continue to increase. Our grand list is not sufficient to bear the load. Consequently, we need this important state funding to stabilize at a sustainable level to enable Mansfield to remain a viable host community for the state's flagship university. In our view, stabilizing the PILOT for state-owned property in a sustainable manner would certainly represent sound state policy.

We appreciate the opportunity to speak with you today and are happy to answer any questions you may have.

Town of Mansfield/Mansfield Board of Education
State Grant Analysis

						State Est. 2/6/14 (CCM)	
	2009	2010	2011	2012	2013	2014	2015
Pequot Grant	349,407	191,334	193,911	211,700	231,700	205,985	232,978
PILOT	8,396,689	8,055,354	7,265,843	7,058,654	7,030,230	6,784,862	6,317,789
ECS	10,070,677	10,070,677	10,070,677	10,065,506	10,189,409	10,168,358	10,178,234
Transportation	247,412	137,067	135,357	116,428	132,423	124,527	120,786
Town Aid	205,614	206,217	205,727	208,125	212,152	423,034	423,034
LoCIP	182,348	174,491	183,979	183,703	189,462	192,489	192,489
State Rev Sharing				407,710	281,154	6,434	6,434
Municip. Aid Adjust.						625,545	312,773
Total Actual.	19,452,147	18,835,140	18,055,494	18,251,826	18,266,530	18,531,234	17,784,517
\$ Incr (Decr)		(617,007)	(779,646)	196,332	14,704	264,704	(746,717)
% Incr (Decr)	3.9%	-3.2%	-4.1%	1.1%	0.1%	1.4%	-4.0%
Cumm. \$ Incr (Decr)							(1,667,630)
Cumm. % Incr (Decr)							-8.6%

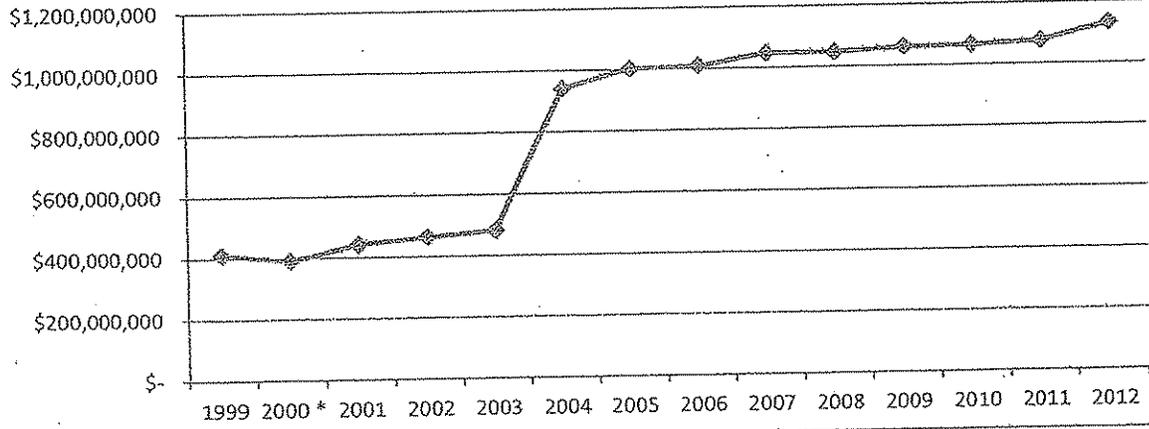
TOWN OF MANSEFIELD
PILOT GRANT
STATE OWNED REAL PROPERTY
GRANT IN LIEU OF TAXES

	1999	2000 *	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
October 1 Grand List														
University of Connecticut	\$ 409,901,190	\$ 390,458,450	\$ 443,020,780	\$ 463,020,780	\$ 483,020,780	\$ 941,613,470	\$ 1,002,219,242	\$ 1,007,933,938	\$ 1,047,181,652	\$ 1,047,417,552	\$ 1,060,861,563	\$ 1,064,605,653	\$ 1,074,892,430	\$ 1,131,222,460
DOT & Right of Way													2,337,580	2,337,580
Northeast Correctional Facility	16,964,460	18,089,770	18,089,770	18,089,770	18,089,770	17,727,976	17,727,976	17,727,976	17,727,976	17,727,976	17,727,976	17,727,976	17,727,976	17,727,976
Eastern CT State University	1,995,090	3,049,340	3,049,340	3,049,340	3,049,340	3,521,560	3,521,560	3,521,560	3,521,560	3,521,560	3,521,560	3,521,560	3,521,560	3,521,560
Other Real Property					1,243,760	2,515,660	2,515,660	2,104,396	2,104,396	2,104,396				
Totals	\$ 428,860,740	\$ 411,597,560	\$ 464,159,890	\$ 484,159,890	\$ 505,403,650	\$ 965,378,666	\$ 1,025,984,438	\$ 1,031,287,870	\$ 1,070,535,584	\$ 1,070,771,484	\$ 1,082,111,099	\$ 1,085,855,189	\$ 1,098,479,546	\$ 1,154,809,576
Fiscal Year	01/02	02/03	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14 Est	14/15 Projected
Calculated PILOT Grant	\$ 5,042,759	\$ 4,880,518	\$ 5,743,979	\$ 6,523,086	\$ 7,034,461	\$ 9,561,593	\$ 10,363,536	\$ 11,077,579	\$ 12,245,857	\$ 12,388,291	\$ 12,991,826	\$ 13,271,322	\$ 13,934,762	\$ 14,649,337
Actual PILOT Payment	\$ 5,055,929	\$ 4,549,319	\$ 4,797,040	\$ 6,343,657	\$ 7,703,004	\$ 7,620,936	\$ 8,020,784	\$ 4,396,689	\$ 8,055,354	\$ 7,265,843	\$ 7,058,634	\$ 7,021,354	\$ 6,784,862	\$ 6,324,901
Prior Year Mill Rate	.02613	.02635	.0275	.0294	.03093	0.02201	0.02283	0.02387	0.02542	0.02571	0.02668	0.02716	0.02819	0.02819
Reimbursement Rate	45.12%	41.95%	37.58%	43.76%	49.28%	35.87%	34.17%	34.11%	29.60%	26.39%	24.45%	23.81%	21.91%	19.43%

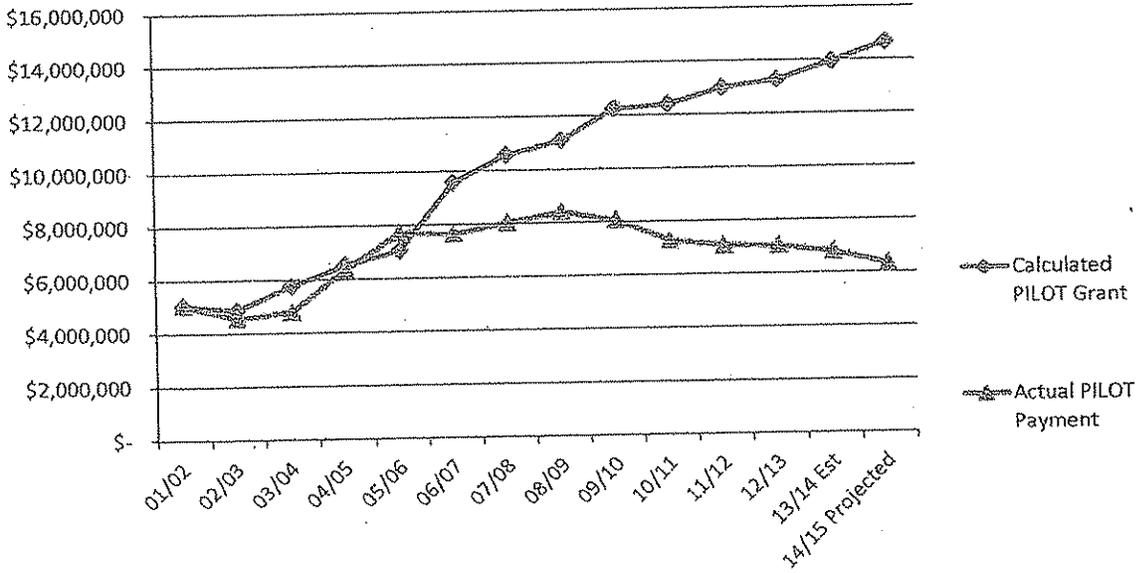
Note 1. The Mansfield Training School Facilities have been combined with UConn Depot Campus
 Note 2. Full funding equals 45% of taxes receivable

* Revaluation Year- Mansfield Training School Campus Reduced in Value

University of Connecticut October 1 Grand List Values



Town of Mansfield - PILOT Grant



PAGE
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**Connecticut
Light & Power**
The Northeast Utilities System

56 Prospect Street, Hartford, CT 06103

Northeast Utilities Service Company
P.O. Box 270
Hartford, CT 06141-0270
(860) 728-4532

Item # 10

February 14, 2014

Mr. Robert Stein, Chairman
Connecticut Siting Council
Ten Franklin Square
New Britain, CT 06051

RE: Notice of Construction Commencement and Contractor Contacts
Docket No. 424: Interstate Reliability Project
Development and Management Plan: New 345-kV Transmission Lines and Related Minor
Modifications to Adjacent Lines

Dear Chairman Stein:

Pursuant to RCSA Section 16-50j-77 of the Regulations of Connecticut State Agencies ("RCSA") and as described in Volumes 1, Section 7, of the *Development and Management ("D&M") Plan for the Interstate Reliability Project (Interstate) for the Construction of New 345-kV Transmission Lines and Related Minor Modifications to Adjacent Lines*, The Connecticut Light and Power Company ("CL&P") hereby provides written notification to the Connecticut Siting Council ("Council") that transmission line construction, starting with right-of-way clearing and access road development, on the Interstate Reliability Project is expected to commence during the week of March 3, 2014.

On February 12, 2014, the U.S. Army Corps of Engineers ("USACE") issued a Clean Water Act Section 404 Permit for the Project. A copy of this permit will be provided to the Council under separate cover.

The adjacent property owners and chief elected officials of the affected municipalities have been or are being notified prior to the commencement of construction in their towns.

In addition, pursuant to Section 16-50j-61(c)(8) of the RCSA, CL&P hereby provides the contact information for the principal contractors for the Project transmission line construction:

<p>PAR Electrical Contractors, Inc.* (Prime Contractor) 4771 N. Belleview Ave, Suite 300 Kansas City, MO 64116 Stephanie Labbe 860-716-1287 slabbe@parelectric.com</p>	<p>Northern Construction Service, Inc. (Subcontractor) P.O. Box 790 1290 Park St Palmer, MA 01069 Scott Kenyon 413-246-2608 skenyon@northerntree.com</p>	<p>Tri-State Drilling, Inc. (Subcontractor) P.O. Box 252 Hamel, Minnesota, 55340 Bill Herwig 612-369-4893 bherwig@tristatedrilling.com</p>
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*PAR Electrical Contractors Project office is located at 6 Industrial Park Drive, North Windham, CT 06256

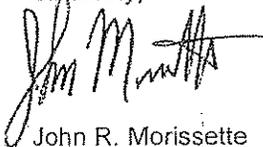


Chairman Stein
February 14, 2014

Enclosed please find an original and 15 copies of this notice.

Should you or other Council members have any questions regarding this notification, please do not hesitate to contact me via e-mail at john.morissette@nu.com or telephone at (860) 728-4532.

Sincerely,



John R. Morissette
Project Manager – Transmission Siting

cc: Service List

The Honorable Joyce Okonuk, First Selectman, Lebanon Town Hall
The Honorable Carmen L. Vance, First Selectman, Columbia Town Hall
Jonathan Luiz, Town Administrator, Columbia Town Hall
John Elsesser, Town Manager, Coventry Town Hall
The Honorable Jeff Shorts, Council Chairman, Coventry Town Hall
The Honorable Elizabeth C. Paterson, Mayor, Town of Mansfield
Matthew W. Hart, Town Manager, Town of Mansfield
The Honorable William Rose, First Selectman, Chaplin Town Hall
The Honorable Allan Cahill, First Selectman, Hampton Town Hall
The Honorable Rick Ives, First Selectman, Brooklyn Town Hall
Maureen Nicholson, First Selectman, Town of Pomfret
The Honorable John Halbergh, Council Chairman, Killingly Town Hall
The Honorable Tony Falzarano, Mayor, Putnam Town Hall
Paul A. Lenky, First Selectman, Town of Thompson
The Honorable Ernest Eldridge, Mayor, Town of Windham
Neel Beets, Town Manager, Windham Town Hall
Bruce E. Benway, Town Manager, Town of Killingly



**Connecticut
Light & Power**
A Northeast Utilities Company



February 14, 2014

Subject: Interstate Reliability Project - Start of Overhead Transmission Line Construction

Dear Neighbor,

In January 2013, the Connecticut Siting Council (CSC) issued its Decision and Order approving Connecticut Light & Power Company's (CL&P) portion of the Interstate Reliability Project ("Project"), one of the New England East-West Solution (NEEWS) transmission projects designed to improve the reliability of the electric system in southern New England. In November 2013, the CSC approved CL&P's detailed construction plans, called Development & Management Plans.

The Connecticut portion of the Project spans 37 miles in 11 towns, beginning in Lebanon and continuing through Columbia, Coventry, Mansfield, Chaplin, Hampton, Brooklyn, Pomfret, Killingly and Putnam before ending in Thompson at the Connecticut/Rhode Island border. The Project route then continues through portions of National Grid's service territories in Rhode Island and Massachusetts, ending in Millbury, MA.

The Connecticut portion of the Project includes the construction of a new 345-kilovolt (kV) overhead line utilizing an existing electric utility right-of-way that is currently occupied by at least one overhead transmission line. The Project also includes station upgrades in Lebanon and Killingly.

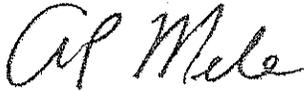
Since your property is located on or near the Project route, we are committed to keeping you informed of construction activities. In preparation for the start of construction, crews are currently performing surveys in the right-of-way to flag locations of Project activities. Overhead transmission line construction is expected to begin in some areas along the route in early March 2014. While some limited Project work was conducted at the Card Street Substation in Lebanon late last year, construction at the stations in both Lebanon and Killingly will commence this spring. Project construction will occur during a 10-hour period between 7 a.m. and 7 p.m., Monday through Saturday. This schedule for construction start is approximate and subject to change. The Project is expected to be completed in late-2015.

Construction activity will occur in phases and will not be continuous in any one area. Before construction activities begin in your specific neighborhood, we will provide you with information about these activities and our Project field representatives will be available to answer any questions you may have. All of our contractors and field representatives will be required to display proper identification at all times when working on the Project.

Field surveys have been performed on the utility rights-of-way to identify and document above-ground items, or encroachments, that may obstruct construction activities or may be of concern regarding proper electrical clearance. Property owners with these previously identified above-ground encroachments have been notified of the need for their removal prior to the start of construction. In addition, if you own property on or abutting the utility right-of-way, please advise us immediately of any underground items, such as septic systems; drainage systems; wells; sprinkler or irrigation systems; or invisible fencing for pets, located within the utility right-of-way so that we can identify and address these items as needed. Otherwise, these items could become damaged by heavy equipment or construction-related activities.

Please visit our website, www.NEEWSprojects.com to find the latest construction updates for the Interstate Reliability Project. If you have questions about the Project or upcoming construction activities, please call our hotline at 1-866-99-NEEWS (63397) or send us an e-mail at NEEWS@nu.com.

Sincerely,

A handwritten signature in cursive script that reads "Tony Mele".

Tony Mele
Project Manager - Interstate Reliability Project