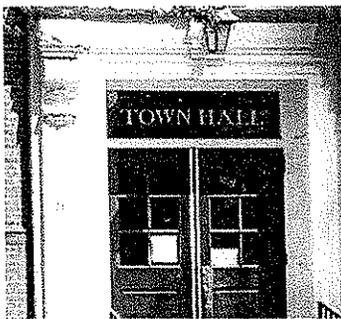


Town Council - Items to be Reviewed 2014/2015 Budget - As of April 8, 2014

Type	Date	Item Flagged	Page	Action	Disposition
Request for Information 1	1/25/2014	Provide replacement schedule for vehicles	Retreat	Provide with CIP review on 4/15/14	
Request for Information 2	1/25/2014	PILOT status of Mansfield Hollow will be checked as well as Federal "PILOT" funds	Retreat	OPM has confirmed that we no longer receive	Response provided April 2nd
Request for Information 3	1/25/2014	Provide information regarding the last time the DTP's rents were determined	Retreat	TM to respond	Response provided April 2nd
Request for Information 4	1/25/2014	Provide parking garage usage information	Retreat	TM to review February Central Parking report for information	Response provided April 2nd
Request for Information 5	3/24/2014	Provide enrollment census for students participating in non-core programs		MBOE and FD to provide response	To be provided April 8th by Board
Request for Information 6	3/24/2014	As a result of the recent awarding of a technology grant to the Board of Education should the IT capital fund amount be reduced by a corresponding amount.		IT Director to provide details on recent technology grant and the use of CIP funds	Response provided April 2nd
7 Flag	3/24/2014 and 3/27/2014	Review all possible venues for additional police coverage including, but not limited to, community policing, service districts, additional collaborations with UConn and part time officers.	Pg 13		
Request for Information 8	3/24/2014	Provide information identifying which recently acquired UConn properties, if any, the Grand List figures include.	Pg. 64	Information from the Assessor will be provided	Response provided April 2nd
9 Flag	3/24/2014	Discussion of Section 8 Program	Pg. 14		
10 Flag	3/27/2014	Proposed Graduate Assistant	Pg. 91		
11 Flag	3/27/2014	Town Attorney Compensation	Pg. 95		
12 Flag	3/27/2014	Property Assessment	Pg 113		
13 Flag	3/27/2014	Proposed Personnel for Fire & Emergency Services	Pg.133		
Request for Information 14	3/27/2014	Provide a list of entities which purchase gas from the Town via PW		FD to provide	Response provided April 2nd
Request for Information 15	3/27/2014	Review the change in the percentage of tax assessment appeals resulting in adjustments		Assessor to provide	Response provided April 2nd

16	Clarification	4/2/2014	Narrative will be corrected to show that insurance costs associated with the fire departments are not reflected in this program budget.	Pg 199	Asst. Town Manager to update	Page will be updated in final budget document
17	Flag	4/2/2014	Management Services Fund	Pg 265		
18	Flag	4/2/2014	Storrs Center Reserve Fund and Transit Fund to be discussed at the 5/15 meeting			
19	Request for Information	4/2/2014	Provide additional source information for the IWA position for FY 2014/15 and subsequent years		Information will be provided 4/15/14 during PW discussion	



October 4, 2013, Number 13-28



Municipal Management Bulletin

900 CHAPEL STREET, 9th FLOOR, NEW HAVEN, CT 06510-2807 PHONE (203) 498-3000 FAX (203) 562-6314

CONSOLIDATION OF NONEDUCATIONAL SERVICES

Public Act 13-60

New Law Could Help Municipalities Realize Savings

Effective October 1, 2013

PA 13-60, *An Act Concerning the Consolidation of Noneducational Services*, is an initiative to encourage towns and cities to seek greater intramunicipal cooperation and efficiencies related to noneducational spending.

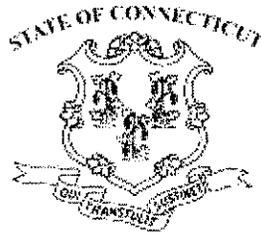
PA 13-60 requires:

- A local board of finance or board of selectmen to make spending recommendations and suggestions to the local board of education regarding how such a board may consolidate noneducational services to realize financial efficiencies. Suggestions must be made within 10 days of the date the board of education submits its budget estimate. The board of education may accept or reject the suggestions; however, it must submit a written explanation of the reason for any rejection.
- Local school boards that have adopted policies authorizing limited appropriation transfers in emergency situations to provide a written explanation of the transfer to the municipality's legislative body or, if the legislative body is a town meeting, the board of selectmen, rather than only announcing it at the next regularly scheduled school board meeting.

The Office of Legislative Research (OLR) has provided a detailed analysis of PA 13-60. That report may be found [here](#).

##

If you have any questions regarding this bulletin, please contact Randy Collins of CCM at rcollins@ccm-ct.org or 860-707-6446.



Substitute Senate Bill No. 815

Public Act No. 13-60

AN ACT CONCERNING THE CONSOLIDATION OF NONEDUCATIONAL SERVICES.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (a) of section 10-222 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2013*):

(a) Each local board of education shall prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the board of finance in each town or city having a board of finance, to the board of selectmen in each town having no board of finance or otherwise to the authority making appropriations for the school district, not later than two months preceding the annual meeting at which appropriations are to be made. The board or authority that receives such estimate shall, not later than ten days after the date the board of education submits such estimate, make spending recommendations and suggestions to such board of education as to how such board of education may consolidate noneducational services and realize financial efficiencies. Such board of education may accept or reject the suggestions of the board of finance, board of selectmen or appropriating authority and shall provide the board of finance, board of selectmen or appropriating authority with a written explanation of the reason for any rejection. The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education. Except as provided in this subsection, any such board may transfer any unexpended or uncontracted-for portion of any appropriation for school purposes to any other item of such itemized estimate. Boards may, by adopting policies and procedures, authorize designated personnel to make limited transfers under emergency circumstances if the urgent need for the transfer prevents the board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the board and a written explanation of such transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the board of selectmen. Expenditures by the board of education shall not exceed the appropriation made by the municipality, with such money as may be received from other sources for school purposes. If any occasion arises whereby additional funds are needed by such board, the chairman of such board shall notify the board of finance, board of selectmen or appropriating authority, as the case may be, and shall submit a request for

additional funds in the same manner as is provided for departments, boards or agencies of the municipality and no additional funds shall be expended unless such supplemental appropriation shall be granted and no supplemental expenditures shall be made in excess of those granted through the appropriating authority. The annual report of the board of education shall, in accordance with section 10-224, include a summary showing (1) the total cost of the maintenance of schools, (2) the amount received from the state and other sources for the maintenance of schools, and (3) the net cost to the municipality of the maintenance of schools. For purposes of this subsection, "meeting" means a meeting, as defined in section 1-200, and "itemized estimate" means an estimate in which broad budgetary categories including, but not limited to, salaries, fringe benefits, utilities, supplies and grounds maintenance are divided into one or more line items.

Approved June 3, 2013

TOWN OF MANSFIELD
OFFICE OF THE TOWN COUNCIL



ELIZABETH C. PATERSON, Mayor

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

Date: April xx, 2014
To: Mansfield Board of Education
Subject: PA 13-60, Act Concerning the Consolidation of Non-educational Services

PA 13-60, effective October 1, 2013, is a State initiative to encourage towns and cities to seek greater intra-municipal cooperation and efficiencies related to non-educational spending. PA 13-60 requires that the local spending authority make spending recommendations and suggestions to the local board of education regarding how they may consolidate non-educational services to realize financial efficiencies. The board of education may accept or reject these suggestions; however, it must submit a written explanation of the reason for any rejection.

Pursuant to this act, the Town Council's Finance Committee has been reviewing this subject in great detail since November, 2013. As part of this review the Committee acknowledged all the ways the Town and the Board of Education currently share services. These include financial management, information technology services, facilities management, cooperative purchasing, and shared risk management. The citizens of Mansfield have benefited from these many initiatives over the past twenty years. It is in this spirit that we make the following recommendations:

1. The Town and Board of Education human resource departments look to enhance our current programs by:
 - a. Researching shared software opportunities, particularly in the area of performance reviews and recruitment
 - b. Consolidating employee training opportunities
2. The Town Manager's office and the Superintendent's office research consolidation of legal services

As we have over the past twenty years or more, we look forward to working cooperatively with the Board of Education for the benefit of all Mansfield citizens.

Sincerely,

Elizabeth C. Paterson
Mayor

TOWN OF MANSFIELD, CONNECTICUT

#	NAME	LOCATION	ACTIVE	ACRES	Ownership	AUTHORITY
2	Barrows	Not near road, west of Rte 195, north of Holt's pond on Chapin Brook, south of the former G. Savage house, 619 Storrs Rd. Abutters: Holt, Burnham (Mansfield Ctr)	No	0.074	Vol. 196/223	Town, Florence & Arnold Burnham, 423-4361
3	Durkee	West side of Woodland Rd, about 4/10 mile north of jct with Gurleyville Rd	No		Map/Block/Lot 11.46.15	Town of Mansfield
4	Riverside Burying Ground/Gurleyville (Holley Cem moved here)	North side of Gurleyville Rd where it crosses the Fenton River, just west of Gurleyville Village	No	0.992	Vol 624/448	Town of Mansfield
8	Mount Hope	West side of Rte 89, just south of jct/crossing of Mt. Hope Rd (near traffic light & bridge)	No	1.2	Map/Block/Lot 12.70.13	Town of Mansfield
6	Kingsbury	Not near road, off of north side of Browns Rd, about 3/10 mile east of Rte 32 jct., behind Graham farmhouse & barn, 702 Browns Rd. Must go through Graham farm via driveway, down a hill northerly to a small pond. Cemetery is southwest of pond.	No		Still Researching	For permission B. Graham, 423-2552
9	New Mansfield (also called Mansfield Center)	North side of Cemetery Rd, about 1/10 mile from jct of Rte 195	Yes	3.8	Vol 330/410	Town of Mansfield 2/2/93
11	Old Abbe	Not near road, west of Wormwood Hill Rd, about 3/10 mile north of jct of Rte 89. Up in woods a little northwest of Solli's at 45 Wormwood Hill. Abutter: A. Solli	No	1	Vol 33/378	Town of Mansfield
12	Old Mansfield	East side of Rte 195, jct of Cemetery Rd, Mansfield Center. (Oldest in Tolland County)	No	1.5	Vol 330/410	Town of Mansfield
14	Parker	Not near road, up the hill west of Woodland Rd, about 1/2 mile south of jct of Gurleyville Rd. (To find cemetery, cross brook at ford on west side of Woodland, follow trail southwest to old house foundation, then turn west uphill (about 1/4 mile). Abutter: T & D Keith	No	2	Map/Block/lot 11.47.44	Town of Mansfield
15	Gurley Cemetery	On east side of Bone Mill Rd at jct of Ravine Rd, where it crosses Cedar Swamp Brook	Yes	1.8	Vol 5/553	Town of Mansfield
16	Pleasant Valley (also called Jacobs Cemetery)	East side of Mansfield City Rd between Meadowbrook Rd & Puddin Ln. Abutter: Freedom Green	No	0.5	Still Researching	Town of Mansfield

17	Ridges (also called Brown or Southwest)	West side of Rte 32, just north of jct of Rte 6 (exit ramp)	No	0.5	Map/Block/Lot 36.85.30	Town of Mansfield
19	Thompson	East side of Codfish Falls Rd, about a mile north of jct of Gurleyville Rd, almost opposite Dr. Friedman's at 211 Codfish Falls Rd	No	0.06	Vol 398/085	Town of Mansfield
20	Tildon (also called Roger Waldo)	Not near road, up hill north of Rte 195 near jct of Rte 32. Walk back in woods about 450 feet west of Rockridge Rd. Cemetery is round. Abutter: Joseph Mihaliak of Stafford, CT	No	1	Vol 118/079	Town of Mansfield
21	Wormwood Hill	Southeast side of Wormwood Hill Rd about 2/10 mile from jct of Knowlton Rd & just east of McDaniel's farm at 733 Wormwood Hill Rd. Abutter: Claude McDaniels	No	0.217	Vol 672/001	Town of Mansfield

Revised: 1/28/2014

Sec. 19a-295. (Formerly Sec. 19-146). Ownership and management of burial grounds. Town appropriations. Towns and ecclesiastical societies may procure and hold lands for burial grounds and provide a hearse and pall for the burial of the dead. Cemeteries may be acquired, owned and managed and controlled by such towns and ecclesiastical societies, and by cemetery associations heretofore incorporated or incorporated as provided in section 19a-296, and by no other persons, firms or corporations. Any town may appropriate annually such sum as may be necessary to maintain and properly care for public cemeteries and public burying grounds owned or controlled by such town, and any town may appropriate annually such sums as may be necessary to aid in the maintenance and care of public cemeteries and public burying grounds owned or controlled by ecclesiastical societies or cemetery associations.

Sec. 19a-308. (Formerly Sec. 19-159). Care of neglected cemeteries. In any town in which there is a burial ground or cemetery containing more than six places of interment and not under the control or management of any currently functioning cemetery association, which has been neglected and allowed to grow up to weeds, briars and bushes, or about which the fences have become broken, decayed or dilapidated, the selectmen of such town may annually cause such burial ground to be cleared of weeds, briars and bushes, and may cause its fences or walls to be repaired and kept in orderly and decent condition and its memorial stones to be straightened.

Sec. 19a-302. (Formerly Sec. 19-153). Takeover of fund. Appointment of cemetery committee. If at any time such association fails to comply with the provisions of section 19a-301, the selectmen of the town in which such cemetery is located shall take over the care of such fund and file an annual report with the Probate Court in accordance with the provisions of section 19a-301. The selectmen may appoint a cemetery committee consisting of not fewer than three or more than seven members who are residents of such town. If three members are appointed, one shall serve for a term of two years, one for a term of four years and one for a term of six years; if four members are appointed, one shall serve for a term of two years, one for a term of four years and two for a term of six years; if five members are appointed, one shall serve for a term of two years, two for a term of four years and two for a term of six years; if six members are appointed, two shall serve for a term of two years, two for a term of four years and two for a term of six years; and if seven members are appointed, two shall serve for a term of two years, two for a term of four years and three for a term of six years. Biennially thereafter, they may appoint one member for a term of six years to replace each member whose term expires. Such committee shall have all of the powers and duties of a committee established as provided in section 19a-301.

Sec. 19a-308a. Abandoned cemeteries. Acquisition by municipality. Notice requirements. Objections. Vesting of title with municipality. (a) As used in this section, "abandoned cemetery" means a cemetery (1) in which no burial has occurred during the previous forty years and in which the lots or graves have not been maintained during the previous ten years except for maintenance rendered by the municipality in which such cemetery is located, (2) in which one burial has occurred in the past forty years, for which a permit was issued under section 7-65 after such burial, or (3) in which no lots have been sold in the previous forty years and in which most lots and graves have not been maintained during the previous ten years except for maintenance rendered by the municipality in which such cemetery is located.

(b) Any municipality may acquire an abandoned cemetery, including ownership of any occupied or unoccupied lots or grave sites in such cemetery. Such municipality may cause a survey of such cemetery to be completed in order to ascertain the extent of such cemetery. The municipality shall use due diligence in identifying any owners of the abandoned cemetery or any of the cemetery's occupied or unoccupied lots or grave sites and shall provide notice to such owners of the municipality's intention to acquire the abandoned cemetery. In the event that a municipality is unable to locate such an owner, the municipality shall publish notice of its intention to acquire the abandoned cemetery in a newspaper having a general circulation in such municipality. Such notice shall be published for a period of three consecutive weeks.

(c) The notice described in subsection (b) of this section shall give a basic description of the abandoned cemetery, by reference to the municipality's tax maps, and shall set a date and place where objections to the acquisition of the cemetery by the municipality will be heard.

(d) Any owner who receives notice pursuant to subsection (b) of this section may reassert his or her right of ownership over the abandoned cemetery, occupied or unoccupied lot or grave site, as applicable, by sending written notice of his or her objection to the municipality not later than fourteen days after his or her receipt of notice pursuant to subsection (b) of this section. Any owner who reasserts his or her rights pursuant to this subsection shall promptly comply with all municipal

ordinances concerning such abandoned cemetery, occupied or unoccupied lot or grave site.

(e) In the event that no objection is received by the municipality pursuant to subsection (d) of this section not later than fifteen days after the last date of publication of the notice described in subsections (b) and (c) of this section, title to such abandoned cemetery and any occupied or unoccupied lots or graves shall vest in such municipality. Whenever title vests in a municipality pursuant to this subsection, such municipality shall record a confirmation of such vesting, including a basic description of the cemetery, on the land records of the municipality in which such cemetery is located.

(f) If title to an abandoned cemetery vests with a municipality pursuant to subsection (e) of this section, such municipality shall maintain title to such cemetery, shall not transfer title to such cemetery, and shall maintain the characteristics of such cemetery and make no changes in the use of such cemetery land. The municipality may appoint a superintendent or sexton for such cemetery pursuant to section 19a-297, and may appropriate funds as necessary for the care, maintenance and support of such cemetery.

Town	Plot Cost
Chaplin	\$250.00
Columbia	\$300.00
Coventry	\$300.00
Coventry	Flat Double Lot \$350.00
	Upright Double Lot \$400.00
Windham (Town provides grave digging and mowing/plowing)	\$600.00
Lebanon	Double Lot \$300.00
	Cremation Lot \$50.00
Mansfield (Springhill Assoc.)	\$400.00
Mansfield	\$300.00 Single lot
	\$300.00 Cremation

Plots Sold 2013 - 28

MANSFIELD CEMETERY COMMITTEE MINUTES

March 19, 2014, 3:30 p.m.

ROOM B, AUDREY P. BECK MUNICIPAL BUILDING

PRESENT: Barry Burnham, Rudy Favretti, Jeanne Mogayzel, Mark Mogayzel, Jane Reinhardt, and
Keith Wilson

STAFF PRESENT: John Carrington

Chairman Favretti called the meeting to order at 3:30 p.m. A motion to approve the minutes of Sept. 18, 2013 (J. Mogayzel) was made and seconded (Reinhardt) and passed unanimously.

The Sexton's report was discussed in detail.

1. The number of burials were noted
2. It was noted that the road work in the Gurley Cemetery has been completed except for the granite posts that will be placed to delineate the curve that is close to a steep slope. These have been ordered and will be placed as weather permits.
3. The issue of finances, as expressed in paragraph four of the Sexton's report was discussed at some length. Topics such as revising the lawn mowing and snow plowing schedules, restoration, and other costly maintenance needs were considered. It was agreed that restoration should continue because in two more seasons the restoration work –that has cost about nine to ten thousand dollars per season - will be completed. However, since it is difficult to make decisions without knowing the exact financial problems, and what the town might absorb, it was decided that a meeting should be held in the near future, with the Director of Finance present to explain. A motion was made by M. Mogayzel, and seconded by K. Wilson, to invite the Director of Finance to our next meeting so that she can present the entire story in detail. Prior to that meeting this Committee shall be sent the original agreement regarding the funds left to the down as an endowment for maintenance so that we will understand the exact wording and intent. No decision was made as to raising the cost of plots, nor having the town do the snow plowing, though these topics were also considered.
4. A brief discussion about the damage to the Jacobs Cemetery was held. The Committee awaits a final decision as to settlement.
5. Regarding the Sexton's concern about stones being taken from the east wall of the New Mansfield Center Cemetery, it is recommended that three small signs be posted, along the length of the wall, stating that "This cemetery is under strict surveillance. Do not remove stones from this wall."

SONAR MAPPING:

The chairman posted the sonar maps. The Sexton's request that permanent markers be placed at the corners of the sonar-studied area, for measuring to lay out graves, was discussed. Carrington said that he would place this on his staff's list of jobs to do.

RESTORATION:

The consensus is that restoration work should continue this year and next (2014,2015) after which the major work should be completed. If that work is put off, the monuments will further deteriorate and costs double, or more. This topic will be discussed further at our next meeting after hearing the report of the Director of Finance.

OTHER:

It was decided to hold our next meeting on April 23, 2014, at 3:30 p.m.

The meeting adjourned at 4:17 p.m.

Rudy J. Favretti, Chairman

(Secretary *pro tem*)