

Town Council - Items to be Reviewed 2014/2015 Budget - As of April 15, 2014

Type	Date	Item Flagged	Page	Action	Disposition
1 Request for Information	1/25/2014	Provide replacement schedule for vehicles	Retreat	Provide with CIP reviews	PW/Pool cars provided 4/15/14; Fire Services vehicles will be provided on 4/22/14
2 Request for Information	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
3 Request for Information	1/25/2014	Provide information regarding the last time the DTP's rents were determined	Retreat	TM to respond	Response provided April 2nd
4 Request for Information	1/25/2014	Provide parking garage usage information	Retreat	TM to review February Central Parking report for information	Response provided April 2nd
5 Request for Information	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
6 Request for Information	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		For discussion on 4/24/14
8 Request for Information	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		For discussion on 4/24/14
10 Flag	3/27/2014	Proposed Graduate Assistant	Pg. 91		For discussion on 4/24/14
11 Flag	3/27/2014	Town Attorney Compensation	Pg. 95		For discussion on 4/24/14
12 Flag	3/27/2014	Property Assessment	Pg 113		For discussion on 4/24/14
13 Flag	3/27/2014	Proposed Personnel for Fire & Emergency Services	Pg.133		For discussion on 4/24/14
14 Request for Information	3/27/2014	Provide a list of entities which purchase gas from the Town via PW		FD to provide	Response provided April 2nd
15 Request for Information	3/27/2014	Review the change in the percentage of tax assessment appeals resulting in adjustments		Assessor to provide	Response provided April 2nd

- Sup. info - posting
 - originals

Town Council - Items to be Reviewed 2014/2015 Budget - As of April 15, 2014

	Type	Date	Item Flagged	Page	Action	Disposition
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		For discussion on 4/24/14
18	Flag	4/2/2014	Storrs Center Reserve Fund and Transit Fund to be discussed at the 4/15 meeting			Additional Information provided and discussed on 4/15/14
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	Response provided April 15th
20	Request for Information	4/8/2014	Provide information on the amount the budget was increased with the .50 add back for the MMS PE teacher			Response provided April 15th
21	Flag	4/8/2014	Parks and Recreation Fund			For discussion on 4/24/14
22	Request for Information	4/8/2014	Provide balance sheet for Cemetery Fund			Response provided April 15th
23	Request for Information	4/8/2014	Provide information regarding the changes in expenditures from FY 12/13 through FY 14/15 for the Cemetery Fund			Response provided April 15th

MEMORANDUM

Town of Mansfield
Town Manager's Office
4 So. Eagleville Rd., Mansfield, CT 06268
860-429-3336 x5
Maria.Capriola@mansfieldct.org



To: Matt Hart, Town Manager
From: Maria Capriola, Assistant Town Manager
Date: April 23, 2014
Re: Sample Duties of Graduate Assistant

Summary

A graduate assistant has been budgeted to assist the Manager's Office with the budgeting process, program evaluation, performance measurements, special projects and research assignments. The graduate assistant would be a second year Masters of Public Administration student, working 15 hours per week from August 22, 2014 – May 21, 2015, or a total of 585 hours over 39 weeks. Prior to the economic downturn, the Manager's Office regularly hosted MPA graduate students in this capacity. Additional cost to the General Fund \$13,250.

Sample Duties

Sample Assignments of Previous Interns

- Researching and drafting personnel policies
- Assisting with recruitments
- Conducting research assignments, such as information gathering on performance evaluation instruments and strategic planning
- Conducting analyses such as the impact of UCONN on Mansfield
- Assisting with the coordination of special projects such as the Mansfield 2020 Strategic Planning process
- Assisting with the coordination of special events, such as the Mansfield Tercentennial events
- Assisting with the creation of publications such as the Annual Report and Mansfield Record
- Gathering benchmarking data such as salary data used in the collective bargaining process and financial data used in the budgeting process
- Assisting with indexing the Town's entire 40+ year history of collective bargaining agreements, labor grievances, and prohibited practice complaints

Sample Assignments for FY 14-15 Intern

- Coordination of Town's ICMA CPM 101 performance measurement efforts
- Tracking of Town's recently developed performance measurements
- Conducting a variety of research projects and analytical (program evaluation) studies that recommend improvements for Town programs, services, and procedures
- Assisting with the development and editing of budget narratives
- Various tasks associated with the capital budgeting process
- Improving the service improvement request process, including technology requests for items such as cell phones
- Researching and drafting personnel policies
- Assisting with recruitments
- Assisting with updating the Town's employee performance evaluation instrument
- Assisting with training and development opportunities for employees

MEMORANDUM

Town of Mansfield/Mansfield Public Schools
4 So. Eagleville Rd., Mansfield, CT 06268
860-429-3336 x5



To: Town Council
From: Matt Hart, Town Manager *MWH*
Cc: Maria Capriola, Assistant Town Manager; Patricia Schneider, Director of Human Services; Curt Vincente, Director of Parks and Recreation; Cherie Trahan, Director of Finance
Date: April 24, 2014
Re: Challenge Program

This memo is in response to the request from the Council for more information regarding the Challenge Program. In the current fiscal year, funds are not available to offer the program this June. Challenge has had a budget of \$10,000 in past fiscal years. The program has served up to 16 7th and 8th graders per year from the community and has taken referrals from the Middle School and Youth Service staff. The program has run for 4 full and 1 half-days over a week and concluded in a multi-day backpacking trip.

Staff recognizes that for over 35 years the Challenge Program has provided a valuable service to youth in our community. However, over the past year, staff has identified the following concerns regarding the administration of the program, including:

- *Cost to the town per youth (\$625)*: There is no process to evaluate ability and willingness to pay for all or some of the costs through fees or the fee waiver program.
- *Selection of students*: Although the Town referred students to the program, the final selection of who participated was not made by Town staff.
- *Risk management*: There are concerns regarding various issues including waivers that limit the Town's liability and appropriate screening and administration of any health care/dietary restrictions of participants as well as accident/incident reporting.
- *Staffing*: There are concerns about adherence to the Town's personnel policies and procedures including hiring, screening and supervision of staff involved in the program.
- *Budget management*: There are concerns about adherence to the Town's financial management policies and budgeting.
- *Equipment and Supplies*: There are concerns regarding inventory, storage and upkeep of the Town owned equipment that has been purchased for the program over the years.
- *Evaluation and outcome measures*: There has been no formal evaluation and reporting of the outcomes of the program.

If the Town of Mansfield decides to add funds for the program in the next fiscal year, the following are staff's recommendations for adjustments to the program:

- 1) The Program will comply with all Town personnel policies and procedures including recruitment, wage classification and payroll
- 2) Aspects of the program that require staff with specific qualifications, certifications and insurance coverage will be reviewed by the Town to assure that the appropriate staff are present.
- 3) The appropriate insurance for the program will be attained to cover all Town potential liability and the appropriate waivers will be obtained from parents or guardians.

- 4) Parks and Recreation and Human Services will retain program oversight including:
 - Program policies and procedures
 - Participant application/screening and obtaining appropriate parental permission/waivers
 - The setting of fees and review for fee waivers or camperships
 - The screening of volunteers involved in the program
 - Budget and cost management
- 5) Records will be kept of any incidents or accidents which will be reported to the Town
- 6) All equipment that belongs to the Town will be returned to the Parks and Recreation Department for inventory, maintenance and storage.
- 7) Transportation to the program sites will be arranged by the town assuring proper liability and insurance coverage
- 8) Evaluation of the program will occur annually and include outcome-based measurement
- 9) All budgeting, purchasing and supply/equipment management will comply with the Town's procedures and be reviewed and approved by the appropriate town staff. An accounting for all expenditures will be submitted annually.

Town of Mansfield

MEMO

Human Services Department

TO: Matt Hart, Town Manager
FROM: Pat Schneider, Human Services Director
DATE: April 24, 2014
RE: Positive Youth Development Programs

Through the cooperative efforts of the Parks & Recreation, Youth Services and Library staff, the Town plans to offer a variety of Positive Youth Development Programs that will serve a broad base population of at risk youth in the Mansfield Community. Positive youth development is defined as an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths. Through a relatively small amount of dollars and maximizing the current resources, we can connect with a large group of youth and make a positive impact at a critical time in their lives.

Building on the current programs that are offered by the different departments and the excellent staff and interns we have as a resource, the staff plans to include the following areas into this next fiscal year:

- 1) Year round adventure based programming through the Teen Center, schools and library sponsored programs:
- 2) Leadership development and service learning programs at various sites.
- 3) Positive Youth Development programs through the expressive arts. This will include a variety of programs that encourage pro-social behavior that are appealing to youth interested in the arts.

This would require training and certification for staff members in adventure based learning and some funds for supplies and excursions.

CC: Curt Vincente, Director of Parks & Recreation
Leslie McDonough, Library Director

MEMORANDUM

Town of Mansfield
Town Manager's Office
4 So. Eagleville Rd., Mansfield, CT 06268
860-429-3336
Hartmw@mansfieldct.org



To: Councilor Wassmundt
From: Matt Hart, Town Manager *MWH*
CC: Town Council
Date: April 24, 2014
Re: Email Request for Information dated April 20, 2014

Below please find responses to your questions in your email dated April 20, 2014:

1. Please provide the job description for the position: Natural Resources and Sustainability coordinator. See attached job description
2. Please identify all work done by the present Inland Wetlands Agent for FY 13/14. Perhaps this appears in some quarterly report. If so, please give me the reference and I'll look up the information. See the following:
 - a. **Accomplishments for FY 2011-2012**
 - Held fourteen (14) IWA meetings, two (2) joint IWA/PZC meetings, ten (10) joint field trips, and numerous committee meetings.
 - The IWA reviewed over twenty-three (23) applications or enforcement actions involving activities within regulated inland wetland/watercourse areas and statutorily required revisions to the Inland Wetlands Regulations.
 - b. **Accomplishments for FY 2012-2013**
 - Held thirteen (13) IWA meetings, one (1) joint meetings, eleven (11) joint field trips, and numerous committee meetings.
 - The IWA reviewed twenty-one (21) applications or enforcement actions involving activities within regulated inland wetland/watercourse areas and statutorily required revisions to the Inland Wetlands Regulations.
 - c. **Accomplishments for FY 2013-April 2014**
 - Held eight (8) IWA Meetings, six (6) joint field trips, and numerous committee meetings.
 - The IWA reviewed seven (7) applications or enforcement actions involving activities within regulated inland wetland/watercourse areas and statutorily required revisions to the Inland Wetlands Regulations.
3. I see that you used Bruce Tobey as attorney for doing the Town/ CWC Advisory Committee Agreement. Why didn't you use the Town Attorney? That is a pretty straight forward agreement.
 - a. **Response:** Attorney Tobey has assisted in preparing the MOA in a limited fashion. I wanted his input as he has experience in the field and took a lead role in preparing the definitive agreement with the CWC.

4. Please give an accounting of all the money paid to Bruce Tobey's law firm to date; include the cost of advice for the referenced Agreement. Provide copies of the firm's billing, please.
 - a. **Response:** I have not yet received the billing for Atty Tobey's work on the MOA, but that was limited to a few hours' time. Attached please find the billing associated with the water supply project and definitive agreement.

5. Please provide a copy of Cheryl Trahan's employment contract with the Town as Finance Director for the Town, Board of Education and Region 19.
 - a. **Response:** The Town does not have contracts with individual department heads; the Personnel Rules govern the employment of departmental directors and other nonunion staff.

6. What is her educational background? What degrees does she have and from where?
 - b. **Response:**
 - Bachelor of Science, Business Administration (1979)
Major in Accounting; Concentration in Management, GPA 3.42
ANNHURST COLLEGE – Woodstock, CT

 - Certificate in Contract Negotiations (2008)
UNIVERSITY OF CONNECTICUT, Department of Public Policy

 - Certificate in Debt Management (2003)
UNIVERSITY OF CONNECTICUT, Department of Public Policy

 - Government Finance Officers' Association
Certificate for Excellence in Financial Reporting
Town of Mansfield
Regional School District #19
Fiscal Years 2002 – 2013

 - Certified School Business Manager
State of Connecticut, March, 2009

 - Affiliations:
Government Finance Officers' Association (since 1995)
Conn. Association of School Business Officials

7. I would like to have a list of all registered town vehicles. Please provide the information so I can tell what the vehicle is such as: dump truck, bobcat, pool car - what type of vehicle, etc. Please identify all positions which have a specific vehicle assigned to it and identify the vehicle. Please identify all positions where the employee is allowed to use the vehicle for transportation back & forth to his/her home. If this happens, be specific to explain if this is 24/7 or for 5 work days or just on occasion. If there are vehicles used by Board of Education workmen/employees, please include these and specify so. See attachments.

**TOWN OF MANSFIELD
POSITION DESCRIPTION**

Class Title: Natural Resources & Sustainability Coordinator
Group: Town Administrators
Pay Grade: Town Administrators Grade 18
FLSA: Exempt
Effective Date: ~~July 1, 2012~~ May 23, 2014

General Description/Definition of Work

This position performs responsible professional and administrative work related to the management of the Town's natural resources (such as parks and open spaces) and coordination of sustainability initiatives. Duties include preparing and implementing plans and studies; drafting regulations; conducting data collection and research; managing projects such as parks improvements and open space acquisitions; writing and managing grants; preparing reports; advising boards, commissions, committees and elected officials; coordinating volunteers and supervising seasonal employees; maintaining parks, open space, and sustainability records. Work is performed under general supervision. Position reports to the Director of Parks and Recreation and Director of Planning and Development.

Essential Job Functions/Typical Tasks:

- Manages the development and implementation of natural resource, open space and park management plans and sustainability initiatives.
- Prepares and recommends parks, land management and sustainability policies to the Parks and Recreation Director, Director of Planning and Development and other Town officials.
- Assists in the research, preparation and presentation of the Plan of Conservation and Development, special planning studies, Zoning and Subdivisions Regulations and Zoning Map.
- Provides technical assistance and professional guidance to the Town Council and various Town commissions and committees including the Planning and Zoning Commission/Inland Wetlands Agency, Agriculture Committee, Conservation Commission, Economic Development Commission, Open Space Committee, Parks Advisory Committee, Sustainability Committee, and others as assigned. Maintains records and files for Town committees as assigned.
- Serves as Inland Wetlands Agent. Coordinates wetlands application/permitting process, performs reviews of applications for Inland Wetlands Agency, interacts with outside regulatory agencies, and enforces wetlands regulations, permit requirements and conditions.
- Develops grant proposals and oversees implementation of grant awards; ensures compliance with requirements of grant funded activities/agencies; prepares grant applications and related material; researches grant opportunities.
- Manages projects performed by outside consultants related to sustainability and natural resource management and grant awards.
- Assists with special Town initiatives as assigned.
- Conducts data collection and research, including preparation of related reports.
- Establishes and maintains filing and records management systems for the Town's parks, open space, and sustainability programs.
- Prepares and distributes news releases, flyers, brochures, and other public relations materials as needed.
- Manages and coordinates volunteer activities related to open space management, preparation and rental of community gardens, Friends of Mansfield Parks membership and educational programs.
- Supervises grant funded (seasonal) parks assistant, student workers, or other personnel as assigned.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

- Thorough knowledge of parks and land management programs and techniques.
- Thorough knowledge of sustainability principles and practices, and their relationship to land use planning, town policies, regulations and ordinances.

Natural Resources and Sustainability Coordinator (cont'd.)

- Thorough knowledge of land use and zoning laws, community development activities, environmental policy, economic development practices, transportation planning and their relationship to land use planning.
- Ability to read and interpret blueprints, site plans and architectural designs.
- Ability to gather and interpret technical and statistical information and prepare reports.
- Ability to communicate effectively both in writing and through oral presentation.
- Ability to establish and maintain effective working relationships with co-workers, town officials and town residents
- Ability to work independently and make decisions following established policies and operating procedures.
- Ability to operate personal computer and various software packages, including but not limited to: word processing, spreadsheets, presentation, and GIS.

Education and Experience:

Graduation from an accredited college or university with major course work in Parks and Recreation Management, Planning, Natural Resources, Environmental Science or related field, Master's degree preferred. Professional experience in planning and natural resource management, including at least one year of supervisory experience required. Consideration may be given to equivalent experience and training.

Physical Demands and Work Environment:

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

- This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires balancing, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

Special Requirements:

Must have a valid driver's license. The incumbent in the position is expected to attend evening and weekend meetings and events as needed in support of the work of assigned Town Committees, Commissions, and Boards.

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

Approved by: _____

Matthew W. Hart, Town Manager

Date: _____

Town of Mansfield
Transaction Detail

Fiscal Year: 1997 to 2014

Trans Date	Code	Description / Vendor	Check Vouch	PO# / Jrnl#	GLPost#	User Batch	Approp/Open	Debit	Credit	Encumbrances	Balance
400 Capital Projects											
83530 Four Corners Sewer/Water Improvements											
53122 Legal Services											
14-May-2013	PO01	111218-PANNONE LOPES DEVEREAUX		33460	136628	136628	.00	.00	.00	25,000.00	(25,000.00)
30-Jun-2013	JE01	Encumbrance Adjustment - Elimi		209806	139865	139865	.00	.00	.00	(25,000.00)	.00
01-Jul-2013	PO09	111218-PANNONE LOPES DEVEREAUX		33460	137466	137466	.00	.00	.00	25,000.00	(25,000.00)
31-Jul-2013	PO02	111218-PANNONE LOPES DEVEREAUX		33460	137497	932	.00	.00	.00	(8,772.75)	(16,227.25)
31-Jul-2013	AP02	111218-PANNONE LOPES DEVEREAUX	42984	33460	137497	932	.00	8,772.75	.00	.00	(25,000.00)
19-Sep-2013	PO03	111218-PANNONE LOPES DEVEREAUX		33460	138304	138304	.00	.00	.00	25,000.00	(50,000.00)
26-Sep-2013	PO02	111218-PANNONE LOPES DEVEREAUX		33460	138400	966	.00	.00	.00	(29,030.25)	(20,969.75)
26-Sep-2013	AP02	111218-PANNONE LOPES DEVEREAUX	44689	33460	138400	966	.00	29,030.25	.00	.00	(50,000.00)
11-Dec-2013	PO03	111218-PANNONE LOPES DEVEREAUX		33460	139555	139555	.00	.00	.00	150,000.00	(200,000.00)
17-Dec-2013	PO02	111218-PANNONE LOPES DEVEREAUX		33460	139625	1019	.00	.00	.00	(38,722.11)	(161,277.89)
17-Dec-2013	AP02	111218-PANNONE LOPES DEVEREAUX	47504	33460	139625	1019	.00	38,722.11	.00	.00	(200,000.00)
16-Jan-2014	PO02	111218-PANNONE LOPES DEVEREAUX		33460	140141	1036	.00	.00	.00	(12,411.50)	(187,588.50)
16-Jan-2014	AP02	111218-PANNONE LOPES DEVEREAUX	48415	33460	140141	1036	.00	12,411.50	.00	.00	(200,000.00)
31-Jan-2014	PO02	111218-PANNONE LOPES DEVEREAUX		33460	140410	1046	.00	.00	.00	(7,881.75)	(192,118.25)
31-Jan-2014	AP02	111218-PANNONE LOPES DEVEREAUX	48868	33460	140410	1046	.00	7,881.75	.00	.00	(200,000.00)
27-Feb-2014	PO02	111218-PANNONE LOPES DEVEREAUX		33460	140786	1060	.00	.00	.00	(22,869.25)	(177,130.75)
27-Feb-2014	AP02	111218-PANNONE LOPES DEVEREAUX	49576	33460	140786	1060	.00	22,869.25	.00	.00	(200,000.00)
28-Mar-2014	PO02	111218-PANNONE LOPES DEVEREAUX		33460	141165	1077	.00	.00	.00	(3,794.00)	(196,206.00)
28-Mar-2014	AP02	111218-PANNONE LOPES DEVEREAUX	50488	33460	141165	1077	.00	3,794.00	.00	.00	(200,000.00)
400-83530-53122-00-00 LEGAL SERVICES							.00	123,481.61	.00	76,518.39	(200,000.00)
Total 53122 Legal Services							.00	123,481.61	.00	76,518.39	(200,000.00)
Total 83530 Four Corners Sewer/Water Improvements							.00	123,481.61	.00	76,518.39	(200,000.00)
Total 400 Capital Projects							.00	123,481.61	.00	76,518.39	(200,000.00)
*** Grand Total ***							.00	123,481.61	.00	76,518.39	(200,000.00)

==== Selection Legend =====

Account Type: E
FY: 1997 to 2014
Trx. Date: 01-Jul-1996 to 30-Apr-2014
Department: 83530 to 83530
From Fund: 400 to 400
Object Element: 53122 to 53122
Account Sub Type: P

Town of Mansfield/Mansfield Board of Education

VEHICLE LISTING

VIN Number	Vehicle Year	Make	Model	On Call Assigned/ Assigned/ Pool Car	Position/Department
1G1RA6E49DU121992	2013	CHEVROLET	VOLT	OCA	Town Manager
JTDKB20U89787040	2009	TOYOTA	Prius	Pool	Finance
2GTEK19JX81162784	2008	GMC	Sierra SL	OCA	Director of Facilities Mgmt
1FTSF31SX3EA62716	2003	FORD	F350	OCA	Asst Director of Facilities Mgmt
1GDJC34J5ME541940	1991	GMC	Sierra	OCA (term 5/1/14)	BOE Maintainer
1FDSE37L6XHA61470	1999	FORD	F350	OCA (term 5/1/14)	BOE Maintainer
1GDJG31U341143832	2004	GMC	Savana Van	OCA (term 5/1/14)	BOE Maintainer
1GBJG312261211712	2006	CHEVROLET	CG33503 Light Truck	OCA (term 5/1/14)	BOE Maintainer
1FTRF3B68CEA59460	2012	FORD	F350	OCA (term 5/1/14)	BOE Maintainer
1FVACADD75HN79815	2005	FREIGHTLNR	Box Truck with Lift Gate	Assigned	Facilities Management
1FMYU96H06KC44149	2006	FORD	ESCAPE	Assigned	Facilities Management
4YMUL12258V174932	2008	Trailer	trailer	Assigned	Facilities Management
2G1WS581069367230	2006	CHEVROLET	IMPALA	Assigned	Police
2G1WS581669371931	2006	CHEVROLET	IMPALA	Assigned	Police
1FM5K8B87EGB27582	2014	FORD	Explorer	OCA	Fire Chief
1P1CT01D9MA000592	1991	Pierce	Pumper	Assigned	Fire & Emergency Service
1GK GK26F8RJ770569	1994	GMC	Suburban	Assigned	Fire & Emergency Service
4P1CT0sDSRA000567	1994	Pierce	Pumper	Assigned	Fire & Emergency Service
4ENDAAA8351004341	1995	E-One	Custom Tanker	Assigned	Fire & Emergency Service
1FDLF47F4TEA84940	1996	Ford	F-450 Service	Assigned	Fire & Emergency Service
4P1CT02D7VA000171	1997	Pierce	Dash Rescue	Assigned	Fire & Emergency Service
1FDAF57F87EA28902	2002	FORD	Rescue	Assigned	Fire & Emergency Service
1GDJK341X3E220820	2003	GMC	Pickup	Assigned	Fire & Emergency Service
1HTMRAAM03H570488	2003	International	Ambulance	Assigned	Fire & Emergency Service
1F9EW28T74CST2083	2004	Seagrave	Pumper	Assigned	Fire & Emergency Service
5A3C816D75L005294	2005	Car Mate	trailer	Assigned	Fire & Emergency Service

VIN Number	Vehicle Year	Make	Model	On Call Assigned/ Assigned/ Pool Car	Position/Department
1GDE4V1968F411511	2008	GMC	Ambulance	Assigned	Fire & Emergency Service
1FMJK1G57AEB51360	2010	Ford	Expedition	Assigned	Fire & Emergency Service
1GD675CL5D1150240	2013	GMC G4500	Ambulance	Assigned	Fire & Emergency Service
1FM5K8B88DGB78992	2013	FORD	EXPLORER	OCA	Fire Marshal
2FAFP71W8YX178694	2000	FORD	Crown Victoria	Assigned	Deputy Fire Marshal/Inspector
1FMEU73857UA67566	2007	FORD	Explorer XLT	Assigned	Deputy Fire Marshal/Inspector
NMOLS68N3CT105215	2012	FORD	Transit Connect Van	Assigned	Animal Control
1FTLR4FE5APA42234	2010	FORD	Pick Up	OCA	Public Works Director
1GCGC29U8YE265089	2000	CHEVROLET	Silverado PU	Assigned	DPW - Engineering
2FAFP71W31X199832	2001	FORD	Crown Victoria	Assigned	DPW - Engineering
1FTZR15E69PA27019	2009	FORD	RANGER	OCA	Superintendent of Public Works
112HGS207HT250002	1987	Eager Beaver	FLATBED TRAILER	Assigned	DPW
1ZFUF1213JB002271	1988	INTERNATL	U 6 x12 Trailer	Assigned	DPW
1VK500C17K1005022	1989	INTERNATL	Utility Trailer	Assigned	DPW
LCAUS0810MT090250	1991	Long Chin	CL1850T Trailer	Assigned	DPW
1HTSDNUR9NH415879	1992	INTERNATL	DUMP TRUCK	Assigned	DPW
K8CX1824T1H05268	1996	Big Tex	10CH-18 Trailer	Assigned	DPW
S8279-D	1996	ELGIN	Street Sweeper	Assigned	DPW
1FDZW82E0VVA1152	1996	FORD	LNT8000 Vac All	Assigned	DPW
1HTSDAAR0WH556273	1998	INTERNATL	DUMP TRUCK	Assigned	DPW
P9141012WG301092	1998	Trailer	Speed Trailer	Assigned	DPW
M41GT61028WB000002	1998	Trailflite	5 x 10 Trailer	Assigned	DPW
1HTSDAAROXH684837	1999	INTERNATL	DUMP TRUCK	Assigned	DPW
1FUYPWEFLYL29977	2000	FREIGHTLNR	Tractor	Assigned	DPW
5CTES1628YM000229	2000	Northern Bay	Trailer	Assigned	DPW
4KBAX121311A74338	2001	Big Tex	Trailer	Assigned	DPW
1HTSDAAR41H371328	2001	INTERNATL	DUMP TRUCK	Assigned	DPW
1HTSDAAR82H532958	2002	INTERNATL	DUMP TRUCK	Assigned	DPW
1HTWDAARX5J004143	2004	INTERNATL	DUMP TRUCK	Assigned	DPW
1GDJK34U05E267187	2005	GMC	DUMP TRUCK	Assigned	DPW
16VAX121062A87544	2006	Big Tex	Grounds Trailer	Assigned	DPW

VIN Number	Vehicle Year	Make	Model	On Call Assigned/ Assigned/ Pool Car	Position/Department
1HTWDAAR46J347208	2006	INTERNATL	Dump Truck 7400	Assigned	DPW
1GBJK34DX7E153936	2007	CHEVROLET	3500 Truck	Assigned	DPW
1GTHK34K8E168135	2008	GMC	Pickup	Assigned	DPW
1FTWF31YX9EB11704	2009	FORD	Pick Up	Assigned	DPW
NP1106D	2009	Pelican	Sweeper	Assigned	DPW
2NPRHN8X5AM107444	2010	PETERBILT	Dump Truck	Assigned	DPW
2HPRJN8X7AM792969	2010	PETERBILT	Dump Truck	Assigned	DPW
1FTRF3B6XBEC30983	2011	FORD	F350	Assigned	DPW
1FDUF5HY6CEC02528	2012	FORD	F550	Assigned	DPW
1FT8X3B60DEB00688	2013	FORD	F350	Assigned	DPW
2NP3HN8XXDM186345	2013	PETERBILT	Dump Truck	Assigned	DPW
1FDUF5HY9EEA93906	2014	FORD	F350	Assigned	DPW
1FDXF47FED70805	2000	FORD	DUMP TRUCK	Assigned	DPW
2HGFA16526H52789	2006	HONDA	CIVIC	Pool	Human Services
1FDEE3FL0CDA94528	2012	FORD	E350Van - 10 passenger	Assigned	Human Services/Senior Center
2FAHP71W43X167399	2003	FORD	Crown Victoria	Assigned	Senior Center/Transp. Program
1H9CP1817TV133091	1996	Hatch	HM112 Trailer	Assigned	Parks & Recreation
JHMS96664S021315	2004	HONDA	CIVIC	Pool	Parks & Recreation
1GAZG1FA1D1123906	2013	Chevy	G3500 Passenger Van	Pool	Parks & Recreation
1B3EJ46X5YN2196793	2000	DODGE	STRATUS	Pool	
1HGCG16422A013243	2002	HONDA	Accord LX	Pool	



**TOWN OF MANSFIELD
POLICY MEMORANDUM**

To: All Town Employees & Volunteers
From: Matthew W. Hart, Town Manager *M. W. Hart*
Date: (Revised) October 21, 2011, (Revised) December 15, 1995, (Original) April 26, 1984
Subject: Vehicle Use Policy

I. Purpose

This policy establishes procedures regarding the use of Town vehicles, assignment of Town vehicles, and use of personal vehicles for business use.

II. Applicability

This policy applies to all employees and volunteers (collectively referred to as "employees") who operate and/or travel in a Town owned vehicle for Town business, regardless of the working hours and whether the work hours are paid, on call, or volunteer.

Departments, such as but not limited to Public Works, Fire and Emergency Services, and Human Services, may have additional operating policies and procedures regarding vehicle use. Employees covered by departmental vehicle use policies are subject to this Town-wide policy as well as the departmental policies. In the event that a section(s) of the policies conflict with one another, the departmental policy section(s) shall supersede the applicable section(s) of the Town-wide policy. Departmental vehicle use policies should be reviewed and endorsed by the Town Manager's Office prior to issuance.

Exemptions to this policy apply to the Town Manager, pursuant to his/her employment agreement.

III. Effective Date

This policy shall be effective immediately and shall remain in effect until revised or rescinded.

IV. Statement of Policy

Only Town of Mansfield employees on bona fide Town business may operate Town vehicles. Drivers shall observe all local and state ordinances pertaining to the operation of motor vehicles. Town owned vehicles are to be used for official business only with reasonable consideration for use for meals, rest stops, and other reasonable stops while in the course of performing business on behalf of the Town. For individuals assigned to vehicles for overnight use, stopping between work and home to perform brief minor personal business may be acceptable, but any such use should be the exception rather than the rule, and only if the stop is directly in route from work to the

employee's residence. Whenever a Town owned vehicle is available for business use, employees are strongly encouraged to use said vehicle from the Town's fleet.

V. Prohibited Conduct

A. **Personal Use of Town-Owned Vehicles.** Town owned vehicles shall not be used for the convenience of the employee with regard to transportation needs or other non-business activities except as outlined in this policy, as determined by the Town Manager, or when an employee has been authorized to have an on call vehicle as defined in Section VII of this policy.

B. **Alcoholic Beverages and Illegal Substances.** Alcoholic beverages or any illegal drugs are not permitted in Town vehicles at any time. Public safety personnel may transport alcoholic beverages or drugs that have been lawfully confiscated in accordance with departmental policies and operating procedures.

C. **Weapons.** Weapons are not permitted in any Town owned vehicle unless the weapon is issued by the Town to public safety and/or code enforcement personnel in accordance with their work duties and standard departmental operating procedures. "Weapon" means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife with a blade less than four inches long), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

D. **Smoking.** Smoking is not permitted in any Town owned vehicle under any circumstances.

E. **Transportation of Non-Town Employees.** Employees shall not transport individuals whom are not employees of the Town in any Town owned vehicle unless the individual being transported is participating in bona fide Town business. Examples of non-employees permitted to be transported in Town owned vehicles include but are not limited to: consultants working with the Town; intergovernmental representatives working with the Town; participants in Town sponsored programs such as the senior services volunteer transportation program; board and advisory committee members; Mansfield elected officials; applicants for employment participating in the recruitment process. Only under exigent circumstances and upon the approval of their supervisor may employees transport non-town employees that are not participating in bona fide Town business.

F. **Fueling Personal Vehicles.** Under no circumstances should an employee fuel their own private vehicle at the municipal pumps (located at the Town garage), even if the car is being used for municipal purposes.

VI. Responsibilities of Employees

A. **Maintenance of Town Vehicles.** The interiors of the vehicles should be kept as clean as possible. Trash should be removed from Town vehicles after employees have finished using them. Employees should report any mechanical problems that they become

aware of to Public Works at 860-429-3676 and bring the vehicle in for preventive maintenance (PM) checks as required. Doors should be locked, windows closed, and the gas tank filled at municipal pumps when vehicles are returned. While operating Town vehicles employees shall not abuse the vehicles; vehicles shall be returned in good operating order. Employees shall not install after-market materials in Town vehicles unless it has been authorized by the Town's lead mechanic and installed by the Town's mechanics staff.

B. Reporting Traffic or Parking Violations. All traffic and parking violations for which a vehicle operator is cited while operating a Town vehicle must be reported immediately to the employee's supervisor. Payment of traffic and parking violations is the responsibility of the vehicle operator.

C. Reporting Accidents. All accidents involving a Town vehicle or motorized equipment must be immediately reported to the appropriate police agency, the vehicle operator's supervisor, and to the Town Manager's Office. All accidents shall be reported regardless of the value or level of damage incurred and whether or not the driver of the Town owned vehicle or motorized equipment is at fault in the accident. Town Manager's Office staff, or their designee, shall be responsible for reporting accidents to the Town's insurance carrier when applicable.

D. Reporting Revocation or Suspension of Driver's License. Should an employee lose or have their driver's license suspended, it must be immediately reported to the employee's supervisor. If a driver's license is required for the performance of an employee's essential job functions, the employee is subject to discipline up to and including termination from Town employment.

VII. Assignment of Town Owned Vehicles

A. On Call Assigned Vehicles. On call assigned vehicles are defined as Town owned vehicles designated for the use of an individual employee in the normal performance of his/her duties including the commute from home to work and vice versa. These vehicles should be utilized on the following basis: commuting to and from work; trips for meals during working hours; evening meetings; emergency calls; and out-of town travel while on bona fide Town business.

Employees with on call assigned vehicles are: Director of Building and Housing Inspection; Director of Public Works; Superintendent of Public Works; Facilities Management Director; Fire Chief; Deputy Fire Chief/Fire Marshal/Emergency Management Director; and Town Manager. In his/her sole discretion, the Town Manager may revoke an employee's ability to have an on call assigned vehicle.

B. Assigned Vehicles. Assigned vehicles are defined as Town owned vehicles designated for the use of an individual employee in the normal performance of his/her duties but not generally authorized for take-home use. Assigned vehicles should ordinarily be parked overnight on Town property. When the destination of a morning trip is in the direction of home vs. the office, it may make sense to take the car home and leave from home. If a meeting runs the full day, it may make sense to leave the car at home that night and return it to the office the next day in time for the next user's scheduled need. If late in the day visits

or meetings are closer to home than the office, it may make sense to leave the car home and bring it back the next morning. If there is an evening appointment or meeting on a day you have already driven your car to and from the office, the second trip should be considered work-related travel so using the Town car to go home and return to the evening business appointment may be appropriate.

Employees with assigned vehicles may include but are not limited to: Code Enforcement personnel; Engineering personnel; Human Services personnel; Finance personnel. A comprehensive list of assigned vehicles is maintained by the Public Works Department.

C. Unassigned Vehicles (Pool Cars). Unassigned vehicles are defined as Town owned vehicles not designated for the use of any one individual employee, but rather made available for general use by Town employees on bona fide Town business. Pool cars should be checked out from the Public Works Office in the Audrey P. Beck Building or with the respective department that has "ownership" of an assigned pool car such as Parks and Recreation, Finance, and Human Services. Pool cars will continue to be available on a first come, first served "reservation" basis. Sign-out sheets should be completed as required. These cars should not be taken home except in unusual circumstances, e.g., a long-distance trip or an evening meeting out of town when an assigned car is not available.

V. Use of Personal Vehicles for Town Business

For routine business travel, and subject to department head discretion, employees should use a Town owned vehicle (e.g. motor pool vehicle or other vehicle from the Town fleet) when one is available. In the event that a Town owned vehicle is unavailable, an employee may be eligible for mileage reimbursement for use of their personal vehicle so long as the use is in compliance with the Town's mileage reimbursement policy dated March 17, 2008, which may be amended from time to time. For business travel to conferences and other overnight destinations, employees are encouraged to use their own personal vehicle, and to submit a claim for mileage reimbursement.

The Town's insurance does not cover the use of personal vehicles while an employee(s) conducts business on behalf of the Town. Employees driving their personally owned cars do so at their own risk. In other words, if an employee(s) is driving a personal vehicle while conducting Town business, they are not covered by the Town's insurance if they get into an accident or incur damage to their vehicle.

Contents of Core Services Packet

- General Government
 - Facilities Management
 - Finance
 - Assessment
 - Revenue Collection
 - Human Resources & Risk Management
 - Information Technology
 - Town Clerk
- Community Development
 - Building and Housing Inspection
 - Planning and Development
- Community Services
 - Human Services
 - Library
 - Parks and Recreation
- Public Safety
 - Animal Control
 - Fire and Emergency Services
 - Fire Prevention Division
 - Emergency Management
 - Police
- Public Works

Services and Programs Provided by Facilities Management Department

Required by Federal Law	Required by State Law	Required By Ordinance or Charter	Required By Contract	Required by Policy	Other Services
OSHA - maintain files for SDS requirements	Asbestos training (annual)	Cleaning and maintenance of Town and School buildings	Employee performance/disciplinary process	Air compressor inspections (monthly)	Alarm building security system monitoring and response.
OSHA Training – various areas applicable to department staff and town buildings	Asbestos six month and three year inspections		Employee grievance/appeals process	Emergency lighting inspections (daily)	Automated building system monitoring and response for critical alarms
	Backflow prevention		Management of overtime rotation	Exit lights inspections (monthly)	Licensed trade work
	Blood Bourne Pathogens and Exposure Control Plan		Cleaning and maintenance services for the Discovery Depot	Fire extinguishers inspections & upgrades (monthly and yearly)	Grease trap cleaning and inspection (annual)
	Boiler inspections			Fuel oil tanks monitoring (monthly)	Pest control
	Cathodic testing (Underground Oil Tanks)			Generators inspections (monthly & yearly by OSC)	Small boiler service and cleaning (Yearly and as needed)
	Confined space training			Playground equipment inspections	Septic system inspections
	Cross connection survey			Safety committee walk-throughs of town buildings	Trash and recycling pick up at all BOE and Town buildings
	EHHD food service (Licensed Kitchen) inspections			Roof Inspections (monthly and yearly)	
	EHHD annual pool inspections at MCC				
	Eviction removal and storage of property				
	Electrical Safety				
	Elevator inspections (yearly)				
	Fire alarm panel inspections				
	Hazcom training				

Required by Federal Law	Required by State Law	Required By Ordinance or Charter	Required By Contract	Required by Policy	Other Services
	Hood suppression systems inspections service				
	Lock out Tag out training				
	Overhead work, lifts and elevated platform work training				
	Sprinkler System Inspection (twice yearly)				
	Radon testing				
	Respiratory Respirator training				
	Underground tank tightness inspection				
	Water monitoring				

Services and Programs Provided by Finance

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
Preparation of an Annual Financial Report & Single Audit	Preparation of an Annual Financial Report & Single Audit	Preparation of the Town budget and information for Annual Budget Town Meeting	Process payroll, purchasing, accounts payable for EHHD & Region 19, Discovery Depot, & Downtown Partnership		Staff the Finance Committee
Prepare all Federal payroll tax returns, including 941's and W-2's, etc	Preparation of all State Department of Education reporting	Provide information for Public Information Sessions on the budget	Provide grant management and reporting for EHHD, Region 19, Discovery Depot, & Downtown Partnership		Process payroll, purchasing, accounts payable for Board of Ed
Prepare 1099's for vendor payments	Process employee paychecks including remittance of all pension contributions and other deductions	Preparation of CIP budget	Provide budget assistance & financial reporting for EHHD & Region 19, , Discovery Depot, & Downtown Partnership		Provide grant management and reporting for Board of Ed
	Prepare all State payroll tax returns including CT941's and W-2's, etc	Prepare journal entries as needed to properly record transactions; balance bank statements	Process employee reimbursements for business expenses		Provide budget assistance & financial reporting for Board of Ed
	Prepare vendor checks	Maintain record of all fiscal transactions			
		Calculate/record authorized budget transfers			
		Provide oversight over all Town expenditures			
		Disburse authorized funds			
		Oversight of procurement of goods and services			
		Provide all Treasury functions			
		Prepare Quarterly Financial Statements			
		Provide Grant Administration			
		Maintain records of debt service payments			
		Coordinate and provide information for the issuance of bonds			
		Host the annual financial audit, including the State and Federal Single Audits			

Services and Programs Provided by Finance – Assessment Division

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
	Discover, list and value Real Estate, Personal Property & Motor Vehicles annually. <ul style="list-style-type: none"> • Site inspections for Res & Com bldg. permits, etc. • Compiles assessment data and prepares reports; analyzes property trends • Maintain accurate property record data including transfer and sales data • Maintain real estate sales ratio data • Maintain tax maps and interprets deeds • Maintain accurate GIS map info of owner, unique I.D. #, subdivisions and other property splits 	Local Elderly Homeowner's & Freeze Programs			Customer phone and walk-in inquiries related to Real Estate, Motor Vehicles, Personal Property, etc. Makes adjustments as necessary <ul style="list-style-type: none"> • Provide info to Town officials and property owners to resolve problems & complaints
	Process BAA Hearing Changes <ul style="list-style-type: none"> • Participates in assessment appeals by property owners and defends the Town's findings 	Local Additional Veterans			Provide sales info online and in the office for taxpayers and professionals
	Process Grand List Reports of Taxable & Tax Exempt Real Estate, Personal Property & Motor Vehicles	Local Blind, Totally Disabled, etc. exemptions			
	Town-wide Revaluation of Real Property every 5 years. (Next Reval: October 1, 2014)	Local Farm Building & Farm Machinery exemptions			
	Process Elderly Homeowner's	Local Farm Abatement Program			
	Process Regular, Additional & Active Duty Veterans				
	Process PA490 Farm & Forest Programs				
	Mail Personal Property Declarations				
	Make adjustments/corrections as necessary to Real Estate, Personal Property, & Motor Vehicle Grand Lists upon acceptable documentation proof				
	Process Renewal Energy Systems Exemptions				
	Process Tax Exempt Returns (AKA Quadrennial Reports)				

Services and Programs Provided by Finance – Revenue Collection Division

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
	<p>Billing for Taxes</p> <ul style="list-style-type: none"> • Legal notices (3) put in the paper • Rate book printed/bound • Send bill notices 	<p>Billing for refuse</p> <ul style="list-style-type: none"> • Send bills quarterly 			<p>Billing for taxes</p> <ul style="list-style-type: none"> • Redirect returned mail • Provide instruction insert on rules of taxation and how to pay • Used to provide envelope in bills, cut that as it was not required • Used to send a reminder for the 2nd installment for taxes, cut that as it was not required
	<p>Send delinquent notice for outstanding taxes</p> <ul style="list-style-type: none"> • One notice sent for cars, 1 for each installment of real estate and personal property and a lien notice sent for real estate • Send 1 final demand notice for all late bills before collection action • Process liens on real estate once a year, release liens monthly 	<p>Send delinquent notice for refuse accounts</p> <ul style="list-style-type: none"> • Send one delinquent notice for refuse accounts • Process shutoff on accounts in arrears on account behind 1 ½ quarters • Send final demands to shut off accounts with balances due • Place liens on ignored state marshal account 			<p>Send reminder notices to those accounts paying back taxes on a periodic basis</p> <ul style="list-style-type: none"> • Review monthly for past due accounts that provided payment • Review monthly for periodic paying customers that did not send a payment • Send demand notice to resume payments
	<p>Submit delinquent property list to DMV for flagging registrations</p> <ul style="list-style-type: none"> • Submit a “put on list” twice annually • Submit a “takeoff list” biweekly 	<p>Billing for sewer</p> <ul style="list-style-type: none"> • Send bills semiannually 			<p>Submit non-paid demanded tax accounts for collection actions</p> <ul style="list-style-type: none"> • Send motor vehicle to collection agency • Send personal property to state marshal • Send mobile home real estate accounts to state marshal
		<p>Collect customer revenues</p> <ul style="list-style-type: none"> • Taxes, refuse, sewer, insurance, miscellaneous • Tickets • Reconcile monthly ticket revenues reported to IPARQ and report to accounting division 			<p>Send delinquent notice for refuse accounts</p> <ul style="list-style-type: none"> • For accounts behind 1 full quarter, include shut off notice with quarterly bill • Work with hauler on accounts to turn off and on • Send accounts with past due demands to state marshal for collection

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
					Send delinquent notice for sewer accounts <ul style="list-style-type: none"> • Send semiannually the month after leave • Send final demands • Send accounts with past due demands to state marshal for collection • Process liens annually
					Billing for retiree insurance <ul style="list-style-type: none"> • Send bills monthly to retirees for benefits • Notify management quarterly of non-paying retirees
					Billing for miscellaneous <ul style="list-style-type: none"> • Send bills as needed per request from Town Departments • Notify requester of the billing item of non-payment
					Customer service questions, payments, adjustments <ul style="list-style-type: none"> • Field questions from customers • Provide assistance with property tax/sewer/refuse related issues, research, educate, etc. • Provide assistance with parking ticket related issues
					Collect departmental revenues <ul style="list-style-type: none"> • Facilitate collection of lunch money deposits from area schools • Receive and verify deposits for Town departments
					Prepare and bring bank deposit to institution

Services and Programs Provided by TMO for HR & Risk Management

Required by Federal Law	Required by State Law	Required By Ordinance or Charter	Required By Contract	Required by Policy	Other Services
ADA coordination (Title I and Title II)	Accrued compensated absences tracking & reporting for CAFR	Benefits administration	Benefits Administration for Town <ul style="list-style-type: none"> • Retirement (MERS) • Health insurance • Payment in Lieu of Health Insurance Program • Dental insurance • Disability (LTD & STD) insurance & claims administration • Life insurance • Leave accruals, leave administration such as forfeitures and comp leave payouts 	Conducts employee investigations as needed (policy violations, disciplinary issues, etc.)	Annual employee recognition program
Compliance with federal wage & hour laws	CHRO claims, other claims & litigation coordination	Classification & compensation	Benefits (health and dental insurance) & payroll administration for Discovery Depot	Coordinates process for employees separating from service (retirement, resignations, terminations)	Benefits & risk management administration for MBOE
Drug & alcohol testing program for CDL Drivers	Compliance with state wage & hour laws; payroll entry (wages, benefits, tax changes, etc.) for over 400 employees, retroactive pay calculations	Collective bargaining & labor relations	Benefits (health & dental insurance, life insurance, disability, pension), recruitment, classification, & payroll administration for EHHD	Coordination of fitness for duty examinations, pre-employment functional capacity exams, background checks	Coordination of work study and other UConn student interns (with help from Town Clerk)
EEO/AA administration	Conn-OSHA investigations, safety, other related issues	Policy development & compliance	Benefits (health & dental insurance, life insurance, disability, pension), payroll, recruitment, and classification administration for MDP	Coordination of performance review process	Employee wellness programming
FMLA administration	Connecticut sick leave law administration	Recruitment & retention of employees	Benefits (health & dental insurance, life insurance, 403b) and risk management administration for Region 19	FICA alternative plan administration	Health, life & disability insurance administration for WINCOG, Housing Authority, WRTD

Required by Federal Law	Required by State Law	Required By Ordinance or Charter	Required By Contract	Required by Policy	Other Services
Health insurance administration <ul style="list-style-type: none"> Affordable Care Act implementation COBRA Medicare Part D – Creditable Coverage 	GASB 45 OPEB analysis (Town-MBOE-R 19) – every other year	Risk Management	DPW clothing allowance administration	Flexible benefits plan administration	Maintenance of employee intranet site for human resources matters
OSHA 300 & other reporting requirements	LAP (liability-automobile-property) insurance administration	Training & development	Employee performance/disciplinary process	Optional retirement plan administration (457, IRAs)	Staff support to Personnel Committee
	Maintenance of employee personnel, payroll, & medical files (state records laws & HIPPA requirements)		Grievance/appeals process		Staff support to Ethics Board
	MERA compliance (labor relations)		Longevity administration		
	Safety & Wellness Committee		Retiree Benefits Administration (health and dental insurance, life insurance, payment in lieu program)		
	Workers compensation administration				
	Unemployment claims administration				

Services and Programs Provided by Information Technology Department

Required by Federal Law	Required by State Law	Required By Ordinance or Charter	Required By Contract	Required by Policy	Other Services
Comply with the Children's Internet Protection Act's (CIPA) requirements for minimum filtering requirements in the schools, monitoring of the online activities of minors in the schools, educating minors about online behavior, and adoption of an Internet safety policy	Post agendas and minutes to the Town Website	Develop and maintain efficient, cost-effective information technology systems for the Town and the Public Schools	Timely and accurate payment for contracted technology services. Specifically telephone service, Internet/network bandwidth service, software and hardware maintenance, and professional and technical services.	Support open and transparent government throughout the Town and Public Schools by making data available online and supporting electronic and phone communications with residents	Provide free wireless Internet access in public spaces (Public Library, Senior and Wellness Center, Community Center, Town Hall, Transportation Center, and the Public Schools.) Additionally, support public access computer terminals at the Public Library, Senior Center, and Community Center.
	Assist the Town and Public Schools in adhering to electronic data retention requirements	Develop and provide necessary information technology support services to Town and School staff	Provide computer and telecommunications support to the Mansfield Discovery Depot Daycare, the Mansfield Downtown Partnership, and the Eastern Highlands Health District	Meet annual financial auditor requirements for secure and appropriate handling of data as it relates to Town and Public School finances and operations	Respond to both formal trouble tickets and information requests for help with computer use and telecommunications by staff, students, and when appropriate citizens' using Town or Public School provided technology
	Assist the Town and Public Schools in responding to Freedom of Information (FOI) and/or legal proceedings involving electronic information	Administer contracts related to information technology activities		Carry out Town and Public Schools Appropriate Use Policies for staff, student, and public use of municipal and school provided technology	Assist Town Departments and the Public Schools in their operations, services, budgeting, and planning as it relates to technology
	Compliance with electronic monitoring legal limitations			Assist Human Resources when appropriate with employee investigations as needed by providing electronic records	Support land-line telephone systems at all municipal and school facilities

Required by Federal Law	Required by State Law	Required By Ordinance or Charter	Required By Contract	Required by Policy	Other Services
				Manage the Information Technology and landline telephone budgets	Manage technology use in an environmentally responsible manner by limiting bulk waste and electrical consumption, disposing of equipment in a responsible manner, deploying virtual and cloud based technologies, supporting HVAC management systems, and purchasing EPEAT rated equipment
					Assist the Town Manager's Office with the management of Channel 13 television
					Oversee the long-term replacement cycle process for information technology and telephone equipment and infrastructure at Town and Public School facilities to ensure reliable operations, appropriate technology compatibility, and limited expenses
					Support emergency operations for the Town and Public Schools when required by events such as inclement weather or urgent incidents

Services and Programs Provided by Town Clerk

Required by Federal Law	Required by State Law	Required By Ordinance or Charter	Required By Contract	Required by Policy	Other Services
	Record, index and maintain all land records and maps	Serve as Clerk to the Town Council		Maintain the Policy Resolutions of the Mansfield Town Council	Provide general information and direct inquires to appropriate agencies or departments via email, phone, in person, or by written request.
	Collect and remit conveyance taxes to the State	Calculate the open positions for each municipal election and determine the maximum number of party members who may serve in those positions		Facilitate the processing of Freedom of Information requests serving as a liaison between the department and requester	Maintain and assist both staff and public with the Town Calendar of meetings
	Issue all sport licenses.	Track mid-term vacancies and file all vacancies and appointments with the Secretary of the State's office			Serve as notaries public
	Organize and maintain the dog licensing process	Receive all proposed ordinances; publish the notices of the public hearing and the final passage; processes any petitions filed; and ensure the final copy is maintained in the Town code			Distribute and process all petty cash vouchers, and manage invoices for in office charges
	File liquor permits, veteran discharge papers and trade name certificates	Determine if petitions regarding the budget approved at Town Meeting are sufficient and certified such to the Council.			Oversee the record management program; maintain the permanent records of the Town and assist staff and citizens with the review of records
	Monitor the submission of campaign finance statements for political action committees	Maintain a list of active boards, authorities, and committees and their charges.			Maintain the listing of all volunteers who serve on the boards and committees in Town
	Record and certify the appointments of notaries				Provide instruction and assists UConn journalism and history craft students with research
	Assist in retrieval/searches and provide copies of documents and records as requested				Assist with the hiring and delegation of responsibilities for the work study students and the office coordinates the payroll for the students
	File and maintain all agendas, schedules and minutes for the Boards and Commissions in Town.				Process the purchase of burial plots and maintain a record of all plot deeds and burials

Required by Federal Law	Required by State Law	Required By Ordinance or Charter	Required By Contract	Required by Policy	Other Services
	Serve as Registrars of Vital Statistics issuing, indexing, and maintaining birth, marriage and death records, and distributing said records the State and other towns				Assist with the permitting of raffles and games of chance
	Issue burial and cremation permits				Maintain and update the code of ordinances
	Process and forward monthly vital statistics reports and quarterly surcharge invoices to the State				The Assistant Town Clerk serves as Clerk of the Zoning Board of Appeals (ZBA) and processes minutes, applications, legal notices and decisions of the Board
	Process Freedom of Information requests in accordance with Freedom of Information statutes				The Town Clerk serves as staff to the Committee on Committees and the Cemetery Committee
	Publish all legal, audit and public hearing notices; receive and distribute all legal actions brought against the Town; maintain a listing of the officers of all common interest associations; and a file of registered foreclosed property in Town.				Process all incoming and outgoing Town mail
	Submit a monthly accounting of sport licenses and Town contributions to the Community Investment Account and the Historic Preservation Account to the State				Maintain indexes of contracts, legal notices, labor contracts, personnel policies, and constables
	Maintain a record of elected and appointed officials; register voters; conduct the absentee ballot program; structure and order ballots; report election/referendum results; certify submitted petitions; and administering oaths				

Services and Programs Provided by Building and Housing Inspection

Required by Federal Law	Required by State Law	Required By Ordinance or Charter	Required By Contract	Required by Policy	Other Services
	State Building Code 29-252a & 29-253	Numbering of Buildings & Structures Chapter 111			Membership on Mansfield Community Campus Partnership Committee
	State Demolition Code 29-401	Housing Code Chapter 130			"Iparq" coordination with other departments
	Fuel Gas Code 29-329	Landlord Registration Ordinance Chapter 152-1			Responsible for coordinating the implementation of the Code Enforcement Software
	Oil Burning Equipment 29-316	Litter Ordinance Chapter 131			
	Verify proper Workmen's Compensation Insurance on Construction Projects 31-286b	Relocation due to Code Enforcement Ordinance Chapter A200			
	Fat, Oil & Grease Discharge 22a-430b	Residential Off Street Parking Ordinance Chapter 152-9			
	Outdoor Wood Furnace Installations 22a-174k	Nuisance Ordinance Chapter 135			
	Protection of Public Water Supply System 19a-37b				
	Destruction of Documents 7-109				
	Accessible Parking 14-253a				
	Continuing Education for Inspectors 29-263				
	State Traffic Permits 14-311				
	Historic District Approvals 7-147(b)				
	State Elevator Code Chapter 538				
	State Boiler Code 29-241				
	Architects Chapter 390				

Services and Programs Provided by Planning and Development

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
	Planning and Zoning (Regulatory Authority) – includes preparation, adoption and amendment of POCD, zoning and subdivision regulations; permit approvals based on those regulations; enforcement of regulations	Enforcement of planning and zoning regulations	Housing Rehabilitation Revolving Loan Program (Small Cities Grants-past and present)	Staff support to advisory committees, including: Four Corners Sewer & Water, Sustainability, Town/University Relations	Local First Mansfield – holiday shopping campaign
	Inland Wetlands (Regulatory Authority) – includes preparation, adoption and amendment of Inland Wetlands Regulations; permit approvals based on those regulations; enforcement of regulations	Enforcement of wetlands regulations	Mansfield Tomorrow – HUD Community Challenge Grant		
	Aquifer Protection (Regulatory Authority) – includes preparation, adoption and amendment of Aquifer Protection regulations; permit approvals based on those regulations; enforcement of regulations	Enforcement of aquifer protection regulations			
		Conservation Commission			
		Economic Development Commission			

Services and Programs Provided by Human Services

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
Fair Housing Officer	Municipal Agent for the Elderly	<ul style="list-style-type: none"> • Counseling, referral, information and advocacy services for adults of all ages • Coordination and administration of a school readiness program • Supportive services and activities for youth • Various creative, educational, recreational, health, wellness and social activities for older adults • Coordinating the operation of the Mansfield Senior Center 	School Readiness	Mass care and shelter during emergencies	Holiday Programs, including the Mansfield Holiday Fund
ADA Grievance Committee	Elderly and Disabled Homeowner's and Renter's Tax Program		Graustein/Discovery Early Childhood Plan for Young Children	Municipal relocation program	Senior recreational and exercise programs
			DOT Municipal Elderly and Disabled Demand Transportation grant administration	Eviction assistance	Senior health and wellness programs: VNA, podiatry, health screening, support groups etc.
			Social Service Block Grant: Counseling Services	Tenant/Landlord advisor	Senior Volunteer Driver Program
			Youth Service Bureau		YSB Programs: Grief Group, Grandparents, Mentorship, etc.
			DOT Van Program		Fund development and administration such as the Special Needs Fund and Camperhsips Fund
			Mobile Food Share		Mansfield Challenge

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
			Social Work Consultant to Mansfield Discovery Depot and Children's Community Center		Mansfield Public Schools: School Social Work
			NECASA youth prevention programs		Emergency/Crisis Response
			TVCCA Congregate Senior Meal Program and Meals on Wheels		Community Service Coordination
					Staffs numerous committees such as Human Services, MAC, Youth Services, Council on Aging, etc.
					Coordinating Community Playground Initiative

Services and Programs Provided by Parks and Recreation Department

Required by Federal Law	Required by State Law	Required By Ordinance or Charter	Required By Contract	Required by Policy	Other Services
OSHA Compliance	CT Health Code regulations related to pool operation and seasonal pond supervision	Day-to-day administration of Fee Waiver Program (town-wide)	Administration of State and Federal grants related to open space acquisitions/improvements	Background checks for volunteer coaches	Seasonal program brochure production
ADA compliance for program and facility access	CT labor laws regarding part-time employment and employment of minors; timesheets & payroll	Right-to-Farm Ordinance	Supervision of contracted program instructors	Certification of youth sport coaches	Administrative support for Town Committees: Agriculture, Arts Advisory, Open Space Preservation, Parks Advisory, and Recreation Advisory
Playground Safety (Consumer Product Safety Commission) guidelines	CT OSHA Compliance	Farm tax incentives		Oversight of Town Co-sponsored youth sport organizations	Community health and wellness programs
	Management of membership contracts	Park management and park ordinance oversight; enforcement of park rules and regulations		Training and certification for employees; first-aid/CPR	Before and after school program
				Emergency shelter operation and support	Summer Day camp program, vacation camp programs, and specialty camps
				Record checks and background checks for all department employees	Town-wide special events
				Staff evaluations	Operation of Community Center facility
				Health & Fitness facility standards	Operation of Bicentennial Pond facility
					Coordination of school use with Board of Education
					Facility rentals; Kayak rental program; birthday party rentals
					Personal training services
					Special needs social program
					Recreation scholarship fund

Services and Programs Provided by Animal Control

Required by Federal Law	Required by State Law	Required By Ordinance or Charter	Required By Contract	Required by Policy	Other Services
	Enforcement of dog license law - Annual canvas	Enforcement of mandatory cat spay/neuter ordinance		Scan all pets for a microchip on intake	Transport bodies to the State Lab in Rocky Hill for rabies testing
	Enforcement of rabies vaccination laws for dogs/cats			Keep a list of lost and found animals	Offer an open house on the weekends from 10-11 AM
	Enforcement of animal cruelty laws			Tend to dogs/cats hit by car	Community Service program for EO Smith students
	Enforcement of dog nuisance law			Maintain petfinder website, facebook page to ensure exposure of adoptable pets	Internship program for UCONN students
	Enforcement of dog roaming law			Owner surrender program for adoptable pets from Mansfield residents	Volunteer program for people 16 yr. +
	Handle human versus dog bite cases, incl. quarantine			Assist Mansfield residents with their pets in emergency situations	Give advice regarding pet behavior and low cost spay/neuter clinics
	Handle human/pet versus wildlife cases, incl. quarantine			Use questionnaires to properly match adopters and pets	Dispatch of suspect rabid wildlife
	Impound roaming, surrendered or protective custody pets			Annual kennel license inspection	Educate the public, including school presentations
	Feed, clean, medicate and provide medical care to impounded pets			Adoption of all healthy and friendly shelter pets, minimizing euthanasia	
	Advertise found animals in the Chronicle and petfinder website			Spay/neuter and vaccinate all pets 3 mos. + before they leave the shelter	
				Always take animals back if it does not work out	
				Offer a trial day for dogs	
				Pick up and dispose of road kill (dogs and cats only)	

Services and Programs Provided by Fire & Emergency Services

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
Ensure FLSA OT adherence	Sec. 7-148(4)(b) Provide for fire protection, as authorized by municipality	Chapter 25A-4 Creation of the Division of Fire and Emergency Services	Ensure CBA OT requirement adherence	Volunteer Incentive Program administration	FEMA Assistance to FFs grant application & administration
	Sec. 7-148(4)(d) Provide ambulance service, as authorized by municipality	Volunteer recruitment and retention program	Administer Uniform & Uniform Maintenance Allowances		
	Conn-OSHA 1910.156(c)-(2) – Mandatory Training / FF Training to Fire Brigade standards	Entry-level career hiring process - assist TMO	Drug & Alcohol Testing		
	Conn-OSHA 1910.120 (q)(3)(ii),(6)-(v)– Training of Department responders to a Hazardous Materials Incident, Incident Command & Standard Operating Procedures training	Assist TMO with merit-based promotional examination for career officers	Annual Wellness Program		
	Conn-OSHA 29 CFR 1910.1030 Infectious Disease Control (Bloodborne Pathogens). Annual training required	Assist TMO with merit-based promotional exam for volunteer officer positions	Assists TMO with labor relations related to collective bargaining for employees represented by IAFF		
	Conn-OSHA Breathing Apparatus 1910.134(c)-(g)(1)-(3) Written respirator program & procedures required. Also, provide annual physical				
	Conn-OSHA Breathing Apparatus. 1910.134(c) Monthly SCBA inspections				

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
	Conn-OSHA 1910.156(d)(1) Annual equipment inspection & maintenance of hose, ground & aerial ladders				
	Conn-OSHA 1910.156(3)(1-5) Provide PPE at no cost, PPE meet .156 or NFPA standards				
	Conn-OSHA 1910.147 Lockout/Tagout				
	Conn-OSHA 1910.1200 Employee exposure program in writing, MSDS sheet availability, FF training				
	Sec. 14-96p Authorize Blue & White Light Permits for qualified personnel & provide the state an annual list of permit holders				
	OEMS Annual Rate Setting for ambulance transport. Provide EMT recertification training				

Services and Programs Provided by Fire & Emergency Services - Fire Prevention Division

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
	International Fire Code	Open Burning			Planning, administration and presentation of Fire, Life Safety and Injury Prevention Education programs in all public and private schools (elementary, montessori, middle and high school) as well as day care facilities, community organizations, festivals, and neighborhoods
	NFPA Uniform Fire Code	Fire Lane/ Emergency Vehicle Access			Coordinates Town's cell phone technology and cell tower use
	Duties required under Chapter 541 of Connecticut General Statutes	Underground Storage Tank			
	Connecticut State Fire Safety Code §29-292				
	Connecticut State Fire Prevention Code §29-291				
	Continuing Education & Certification §29-298				
	Smoke Alarms and CO Detectors §29-292				
	Fire & Explosion Investigations §29-302				
	Reporting of fire & explosion emergencies to SFMO				
	Inspections & complaint investigations §29-305				
	Inspections for licensing and permit required occupancies				
	Connecticut Fireworks and Special Effects Code §29-357				

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
	Connecticut Flammable and Combustible Liquids Code §29-320				
	Connecticut Oil Burner Equipment Code §29-317				
	Connecticut Liquefied Petroleum Gas and Liquefied Natural Gas Code §29-331				
	Connecticut Gas Equipment and Piping Code §29-329				
	Connecticut Safety Code for Elevators and Escalators §29-192				
	Connecticut Tent and Portable Shelter Code §29-140				
	Permitting of Use of Explosives (Blasting) under pertinent sections of CGS				

Services and Programs Provided by Fire & Emergency Services – Emergency Management

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
	CGS Title 28 and Public Act §87-535	<p>Chapter 21 Emergency Management, and all related duties of emergency organization, planning and management; direction control and warning; population protection; and training and exercising; including:</p> <ul style="list-style-type: none"> • Formulate emergency management policies and procedures related to the functioning of emergency services during emergencies. • Plans, organizes and coordinates the Emergency Management activities of those operating departments and agencies of local government which are responsible for carrying out response operations in an emergency. • Coordinate planning and organization for the use of all public and private resources available to local government to provide the capability of dealing with the effects of peacetime and wartime disasters. • Conform the Town's emergency operations plan to state and federal criteria including nuclear attack risk assumptions. • Maintain the emergency operations and preparedness plans of the town and coordinates population protection planning with the state office. • Maintain a continuous review of the warning system and warning procedures. • Serve as the communications planning coordinator for all town emergency direction and control communications insuring proper design, coordination maintenance and suitability for emergency operations. 			Administration of Town's MERT Team
	Federal Civil Defense Act				Implementation and oversight of CodeRed emergency notification software
	Federal Natural Disaster Relief Act				Severe Repetitive Flood Loss grant administration

Services and Programs Provided by Police Services

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
Assist all federal agencies in enforcement of all federal laws	Enforce all state laws both criminal and motor vehicle within the Town of Mansfield	Enforce local Ordinances such as parking, underage drinking, open container and nuisance	Administers numerous grant awards with the State DOT for DUI and Underage Drinking Enforcement		Assist UConn PD in all areas of enforcement required on the campus
	Coordinate the temporary pistol permit process for residents	Issue citations for violations of local ordinances			Staffing numerous committees including Youth Services Bureau and MCCP
		Accept, schedule and track all appeals with regard to citations issued for violations of local Ordinances including parking			Collaborate with UConn Off-Campus Services and Community Standards to address quality of life issues and concerns for off campus residents
		Provide patrol services within the Town of Mansfield to include: <ul style="list-style-type: none"> • Assist Citizen calls • House Checks • Motor vehicle enforcement • Investigations • Party patrols 			Monitor, track and coordinate the IPARQ website with regard to all parking citations issued within the Town of Mansfield
					Conduct employee and volunteer background checks
					Schedule and coordinate fingerprinting for town residents
					Assist with community events, including the Rx Drug Turn In, Stuff-A-Cruiser and Tour de Mansfield

Required by Federal Law	Required by State Law	Required by Ordinance or Charter	Required by Contract	Required by Policy	Other Services
					Provided a dedicated officer to lead DARE training to 5 th graders in Mansfield Middle School
					Provide notification to Town residents regarding use of the outdoor firing range
					Collaborate with the Board of Education and Fire Marshal to address all safety protocols within the Mansfield Public Schools
					Coordinate with State DOT to conduct DUI spot checks
					Collaborate with Town departments regarding safety plans for all Town public buildings

Services and Programs Provided by DPW

Required by Federal Law	Required by State Law	Required By Ordinance or Charter	Required By Contract	Required by Policy	Other Services
Construction inspection & grant administration for Federal Grants	Construction inspection & grant administration for State grants	Maintenance & repair of Town roadway drainage facilities, including cleaning ditches, culverts & catch basins, retention structures	Maintenance of Region 19 parking lots	Maintain street lighting in accordance with Town Traffic Authority policy	Sweep paved Town roads
Administer Federal DOT drug testing program for CDL drivers	Maintenance of sewers and sewer pump stations	Issuance and maintenance of minimum Engineering Standards for public improvements	Maintenance of Discovery Depot's grounds	Maintain line striping in Town roadways and parking lots in accordance with Town Traffic Authority policy	Maintain, replace and repair guardrails, guideposts and object markers along Town roadways
Install signs in accordance with MUTCD (Federal Highway Administration)	Permitting, operating and training for the Town's solid waste area	Administration of recycling, solid waste collection and disposal		Assist with Cemetery maintenance as requested by the Town Cemetery committee	Maintain Town playscape surfaces; assist with playscape maintenance as required by the Facilities Management Department
	Maintenance of holding tanks at the Town Garage and Bicentennial Pond	Maintain Town road paved surfaces, including winter sanding & plowing and emergency storm cleanup		Conduct traffic investigations for the Town Traffic Authority	Special "site work" projects for the Facilities Management Department, including site work for various school projects
	Permitting and maintaining of road deicing materials per DEEP requirements	Maintain Town road unpaved surfaces, including winter sanding & plowing and emergency storm cleanup		General citizen complaint response	Maintenance & repair of Town parks and recreation areas, including the removal of trash and the seasonal opening & closing of Bicentennial Pond
	Protect employees and maintain work place safety per ConnOSHA regulations	Maintenance & repair of Town building parking lots, sidewalks and bike paths including winter sanding and plowing			Maintenance & repair of Town turf areas and athletic fields, including engineering layout and line striping
	Maintain, replace & repair regulatory road signs on Town roadways	Maintenance & repair of Town bridges and large culverts			Mow roadsides; remove vegetation interfering with sight distances and the use of the road shoulders

Required by Federal Law	Required by State Law	Required By Ordinance or Charter	Required By Contract	Required by Policy	Other Services
	Administer community sewer systems/agreements	Review subdivision and public improvement plans for compliance with Town standards			Assist in updating the Town's computer mapping (GIS) data
	Stormwater Permits, Control Vehicle Wash Water. Catch Basin Cleaning, Street Sweeping (min 2 times/year)	Issue road opening permits			Special maintenance, design and construction projects for Town park and recreation improvements
	Maintenance of roadside trees & the removal of hazardous trees	Maintain/update Town road map			Administer school lunch composting program
	Annual Road Rating – update road miles	Maintenance & repair of Town vehicles and equipment; write specifications for Town equipment			Staff Town's sustainability committee & assist with energy conservation programs for the Town and Town residents
	Tree Warden – Town tree administrator	Conduct engineering surveys, design or oversee design of Town infrastructure projects			Staff Town/UConn water/wastewater advisory committee
		Prepare sewer use billings every 6 months			Downtown Storrs Snow removal, Town Square Maintenance
					Numerous Committee assignments such as Solid Waste, Transportation, Cemetery, etc.
					Manages the Nash-Zimmer Transportation Center