

**Town of Mansfield  
Quarterly Report  
Town Manager's Office  
January 2014 – March 2014**

**Summary of Operations**

- Municipal Management
  - Provided staff support to Town Council, Council committees and various advisory committees (e.g. Town/University Relations Committee); prepared agendas and related back-up material.
  - Assisted Fee Waiver Ordinance Committee with review of program. Assistance included drafting revisions to the Ordinance, analyzing data, reviewing program financials and assisting with policy review. Made recommendations to Council in April 2014.
  - Assisted Personnel Committee with issuing RFQ for Town Attorney services. Conducted interviews and reference checks on finalists. In April, presented recommended firm to Council for appointment.
  - Assisted Responsible Contracting Committee with its continued information gathering on responsible contracting. Scheduled presentations from the Windham Chamber of Commerce and Town staff (regarding procurement and code enforcement). The Committee continued its deliberations on the feasibility of implementing such an ordinance for Mansfield.
  - Conducted staff meetings and departmental update sessions with various department heads.
  - Completed annual performance evaluations for various direct reports.
  - Coordinated various special projects and initiatives (see below for more detail).
  - Represented Town at state legislature and various CCM, WINCOG and related activities.
  - Maintained oversight of municipal operations. Provided organizational orientation and training to new Public Works Director. Transitioned management and oversight of Public Works Department to the newly hired Public Works Director.
- Human Resources
  - Began implementation of reorganization of Senior Center staff; initiated recruitments for the new Outreach Social Worker and Senior Center Program Coordinator positions.
  - Conducted 15 recruitments, tested 94 applicants and made 24 appointments to regular positions fiscal year-to-date (see attached for more detail).
  - Counseled retiring employees on available benefits. Transitioned eight employees into retirement fiscal year-to-date with another three employees anticipated for summer 2014.

- Successfully managed several complex labor relations and FMLA issues. Resolved and closed a CHRO complaint, open since fall 2012.
- Continued negotiations for successor collective bargaining agreement with the Public Works and Professional/Technical employee unions.
- Reviewed and analyzed compensation for nonunion staff. Implemented changes in compensation for nonunion staff in April 2014.
- Hosted the following training sessions for the workforce at large: Dealing with Difficult Customers; Building Security for Town Buildings.
- *Risk Management* –Town’s Safety and Wellness Committee received suicide prevention training, conducted safety walk-through of Town Hall and issued seasonal safety publication to the workforce. Through a WINCOG initiative with USI Insurance Services, commenced a review of Town’s insurance coverage and practices.

### **Status of Major Projects and Initiatives**

- *Budget Development* – prepared and submitted FY 2014/15 operating and capital budgets to the Town Council. Updated departmental goals, objectives, and performance measurements. Prepared and distributed the Citizen’s Guide to the Budget – 2014 edition.
- *Economic Development* – provided staff support to Economic Development Commission (EDC); continued work on Economic Development Strategy as part of Mansfield Tomorrow project.
- *Employee Wellness Program* – 87% of participating employees successfully completed the Maintain Don’t Gain Challenge. Made improvements to tracking/monitoring of fitness program. Launched cooking demonstrations featuring healthy recipes.
- *Facilities Planning* – Created a facilities team consisting of building managers to identify short-term priorities and long-term small and medium scale capital maintenance projects. This information will be utilized for the capital budgeting process and to improve the maintenance and cleanliness of Town facilities.
- *Fee Waiver Administration* – provided oversight of the Fee Waiver Program administration, with Parks and Recreation handling the day-to-day administration of the program. Year-to-date, 189 applications (which covers 625 household members), have been approved for this program.
- *Four Corners water and wastewater project* – completed negotiation of definitive agreement with preferred water supply provider, the Connecticut Water Company (CWC), and commenced preparation of a MOU to establish a Water Advisory Committee to the CWC.
- *Nash-Zimmer Transportation Center* – continued to provide oversight and assistance with operations of the Transportation Center. Assisted with a number of administrative issues such as revenue collection, insurance coverage, contract and form review, etc.
- *Open Space Acquisition* – assisted Council with review of potential open space and farmland preservation initiatives.
- *Storrs Center* – maintained oversight of project construction. Executed agreement with garage architect Desman Associates to contribute funding

towards construction overrun for parking garage. Commenced construction of Town Square. Participated in various Mansfield Downtown Partnership activities.

### **Budget Overview**

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

### **Goals for Next Quarter (April-June 2014)**

- *Budget and CIP* – Conduct budget workshops with Council. Conduct 2014 Annual Town Meeting. Distribute annual publication on the budget/Town meeting.
- *Council of Governments* – coordinate Mansfield’s transition from WINCOG to the Capitol Region Council of Governments (CRCOG), effective July 1, 2014.
- *Economic Development* – continue to staff the EDC and assist commission with its role in the *Mansfield Tomorrow* project. Assist Commission with developing a work plan for its activities.
- *Human Resources* – complete negotiations with both CSEA unions. Begin negotiations with the Fire union for a successor CBA. Make recommendations to the Council regarding FY 14/15 nonunion compensation and benefits. Complete a number of open recruitments. Assist employees transitioning to retirement. Continue to work on draft revisions to personnel policies, specifically the Cell Phone Use and Professional Travel policies.
- *Legislative* – monitor legislation of interest to the Town of Mansfield; represent Mansfield at CCM, WINCOG and state capitol; keep Council informed of critical issues and concerns. Participate as member of MORE Commission’s Tax Authority Subcommittee. *Open Space Acquisition* – continue review of potential open space and farmland preservation initiatives.
- *Ordinances* – complete work on the Fee Waiver Ordinance and potential ordinance on Responsible Contracting.
- *Personnel Committee* - complete the Town Attorney RFQ process.
- *Risk Management* – complete review of coverages (USI Insurance/WINCOG project). Complete update to statement of values and underground oil tank insurance application for FY 14/15 renewal. Conduct risk assessment of aquatics facilities and Transportation Center.
- *Storrs Center* – continue oversight of project, especially construction of Nash-Zimmer Transportation Center and Town Square. Lead Transportation Center management team.

- *Town-University Relations* – issue RFQ for fiscal impact study to assess impact of *Next Generation Connecticut* initiative.
- *Water and wastewater* – complete drafting of MOU to establish Water Advisory Committee for CT Water Company. Continue design of sewer collection system and pump station design for Four Corners district; begin negotiation of successor agreement with UCONN for wastewater services.

**2014 Grant Applications and Awards**

<b>Date on Council Agenda</b>	<b>Lead Department</b>	<b>Grant</b>	<b>Funding Agency</b>	<b>Status</b>	<b>Grant Award</b>
1/13/14	Downtown Partnership	STEAP Grant	CT Department of Economic and Community Development	In Process	
2/10/14	Human Services	Social Services Block Grant	CT Department of Social Services	In Process	
4/15/14	Public Works	Safe Routes to School Grant	CT Department of Transportation	Declined Funding	--
<b>Total Grant Funds Awarded YTD 2014:</b>					<b>\$</b>

**FISCAL YEAR 2013/14**

**Employees Hired (Regular Positions)**

<u>Appointment Date</u>	<u>Position</u>	<u>Tested</u>	<u>Name</u>
7-1-13	Asst. Animal Control Officer – PT	Previous FY	Chelsea Leach**
7-29-13	Firefighter/EMT – PT	Previous FY	Tyler Burnham,** John Levasseur,** Joe Molleur**
7-29-13	Accounting Manager-Treasurer – FT	Previous FY	Amy Meriwether
7-31-13	Firefighter/EMT – FT	Previous FY	Mike Carifa**,*
8-26-13	Revenue Specialist – FT	4	Kyler Armando*
9-9-13	Youth Services Counselor - FT	9	Kate Bohannan
9-30-13	Human Services Director – FT	4	Patricia Schneider
9-30-13 & 12-2-13	Library Assistant – PT	5	Stephanie Midwood & Caroline Carbone*
10-3-13	Weekend-Evening Supervisor – PT	4	Randy Amorim* & Tonya Ohlund*
10-21-13	Grounds Crew Leader - FT	1	Will Gresh*
11-26-13	Transportation Coordinator - PT	3	Ryan Visci
11-27-13	Recreation Coordinator - FT	13	Jared Redmond
1-13-14	Laborer – FT	Previous FY	Kaitlyn Cyr**
2-10-14	DPW Director/Town Engineer – FT	5	John Carrington
2-10-14	Truck Driver - FT	4	Alain Bourassa*, Pete Connell*, Rodrick Fontaine*, Tim Tollman*
4-22-14	Outreach Social Worker - PT	6	Carolyn McAuliffe
5-5-14	Library Assistant - PT	2	Samantha Figueroa*
<i>In Process</i>	Firefighter/EMT - PT	34	
<i>In Process</i>	Program Coordinator - FT		
<i>In Process</i>	Assistant Town Engineer - FT		
Total Recruitments Conducted:		15	
Total Tested:		94	
Total New Hires:		13	
Total Promotions or Lateral Transfers:		11	

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

Town of Mansfield  
Quarterly Report January/February/March 2014  
Animal Control Department

**Summary of Operations**

- Please see attached activity reports for this quarter

**Status of Major Projects and Initiatives**

- 2/10/14 animal control presentation at UCONN, animal science class.
- 2/11/14 dog bite prevention training at SE School

**Budget Overview**

- Revenues – For this quarter were \$1381.80, a 15% increase compared to the same quarter last year.
- Expenditures – on target with 68% of the budget used for the first 9 months of fiscal year 2013/2014.

**Issues and Challenges**

- In cooperation with the zoning department, look in to the restriction of the number of dogs a resident can keep to minimize nuisance complaints from neighboring residents.

**Goals for Next Quarter**

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

Animal Control Activity Report

REPORT PERIOD	2013/		2014										This FY to	Last FY
PERFORMANCE DATA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	date	to date
Complaints investigated:														
phone calls	151	209	168	180	141	140	133	96	136				1354	1317
road calls	14	32	17	18	11	12	14	3	15				136	134
dog calls	52	85	64	75	59	66	61	37	53				552	553
cat calls	65	92	60	67	55	45	50	42	64				540	474
wildlife calls	15	6	13	5	3	4	2	7	5				60	37
Notices to license issued	2	2	2	28	19	3	1	1	3				61	70
Warnings to license issued	0	0	157	0	0	66	0	44	0				267	341
General warnings issued	3	5	3	6	1	3	3	3	5				32	40
Infractions issued	0	1	1	0	0	1	0	0	5				8	21
Notices to neuter issued	1	3	1	0	0	1	0	2	0				8	3
Dog bite quarantines	1	2	0	0	0	1	0	0	1				5	4
Dog strict confinement	0	0	0	0	0	1	0	0	0				1	0
Cat bite quarantines	0	1	1	1	0	0	0	2	0				5	3
Cat strict confinement	0	1	0	0	0	0	0	0	0				1	0
Dogs on hand at start of month	3	0	4	2	2	1	2	0	0				14	19
Cats on hand at start of month	12	4	8	8	4	5	3	3	4				51	103
Impoundments	8	30	16	17	13	13	17	20	7				141	154
Dispositions:														
Owner redeemed	4	5	5	5	5	2	7	8	2				43	33
Sold as pets-dogs	3	4	3	2	3	3	5	0	1				24	14
Sold as pets-cats	11	11	8	10	3	7	7	11	6				74	101
Sold as pets-other	0	0	0	0	0	0	0	0	0				0	2
Total destroyed	1	2	2	4	2	2	0	0	1				14	8
Road kills taken for incineration	0	0	0	3	0	0	0	0	0				3	2
Euthanized as sick/unplaceable	1	2	2	1	2	2	0	0	1				11	6
Total dispositions	19	22	18	21	13	14	19	19	10				155	158
Dogs on hand at end of month	0	4	2	2	1	2	0	0	0				11	18
Cats on hand at end of month	4	8	8	4	5	3	3	4	1				40	100
Total fees collected	\$1,159	\$ 548	\$ 679	\$ 510	\$ 205	\$ 383	\$493.8	\$ 533	\$ 355				\$4,865.8	\$ 5,326

Town of Mansfield  
Quarterly Report  
Housing Department  
April 2014

**Summary of Operations**

- The Department continued enforcement of the Town's Housing Code, Landlord Registry, Residential off Street Parking, Nuisance and Blight ordinances.
- The Department conducted 199 Housing certificate inspections resulting in 117 certificates being issued.
- The Department processed 11 new Landlord Registrations and 1 change of address applications.
- The Department processed 6 parking site plan applications, conducted 5 parking inspections and issued 3 parking certificates.
- The Department processed 4 violation of the Nuisance ordinance and as a result issued 0 citations. (Please recall this is against the landlord. The police handle the initial ticket)
- The Department conducted 16 complaint investigations.
- The Department conducted 22 blight inspections.

**Status of Major Projects and Initiatives**

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

**Budget Overview**

**Revenues as % of Budget Fiscal Year**

- Certificates 85.73%
- Housing Penalties 9.09%
- Landlord Registration 168.08%
- Parking Plan Review 56%
- Ordinance Penalties 674.75%

**Expenditures**

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

**Issues and Challenges**

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

**Goals for Next Quarter**

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

Town of Mansfield  
Quarterly Report  
Building Department  
April 2014

**Summary of Operations**

- The Department continued enforcement of the State Building and Demolition codes.
- The Department conducted 570 inspections during 284 site visits.
- This total does not include the 60 visits to the Downtown project.
- There were 160 Certificates of approval and 4 certificate of occupancy issued.
- We issued 211 letters requesting status of projects with 6 or more month of inactivity and as a result revoked 5 permits.
- There are currently 347 open permits.

**Status of Major Projects and Initiatives**

- We have chosen a preferred vendor to supply online permitting and code enforcement tracking software. We are in the process of implementation.

**Budget Overview**

**Revenue**

- Permit fees collected for this quarter were \$35,331 which indicates 20.8% of the budgeted amount for the fiscal year. The total collected to date within this fiscal year is 88.8% of the budgeted amount.
- Permit fees collected for the Downtown project were \$7,821 for the quarter.

**Expenditures**

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

**Issues and Challenges**

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

**Goals for Next Quarter**

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



Town of Mansfield  
Quarterly Report  
Facilities Management Department  
January 1, 2014 – March 31, 2014

### **Summary of Operations**

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

### **Status of Major Projects and Initiatives**

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

### **Budget Overview**

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



# Town of Mansfield Fire and Emergency Services

**To:** Matthew W. Hart, Town Manager  
**From:** David J. Dagon, Fire Chief  
**Date:** April 15, 2014  
**Subject:** Quarterly Report – 3<sup>rd</sup> Quarter '13 – '14

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## FY 2013 / 2014 Major Initiatives

- A hiring process for the position of part time firefighter was initiated. The department anticipates several vacancies in this employee group in the next several months.
- Andrew Flanagan Scholarships have been awarded statewide to fire service personnel. The department is proud to report that Jessica Balogh, Shane Enright, and Mitch Vildavs all received scholarships. Mansfield was the only department that had multiple award recipients.
- Annual medical physicals for all department personnel are currently on-going.
- The department's truck committee met with the vendor selected to replace ET207 on vehicle specifications at a preconstruction conference.
- The department has been in contact with the UCONN Fire Department to merge each department's Knox Box program. A single program would result in rapid non-destructive access to occupancies while providing security for property owners.
- The department's GIS (Geographic Information System) mapping continues to assist the department in its on-going water supply for fire protection program and dry hydrant projects.
- The department continues to evaluate Scheduling Software to determine if we can improve the efficiency of scheduling firefighters to staff work shifts. We recently populated an on-line program in an effort to test its functionality.
- The State of Connecticut DOT is planning to redesign the traffic signals at the Route 195 / North Eagleville Road / Gurleyville Road intersection. As part of the redesign the department has requested installation of a traffic control pre-emption device. The device controls the flow of traffic through intersections, improving safety for pedestrians, drivers and fire apparatus response.

## Equipment Testing/Maintenance

- Annual mask fit testing was conducted this quarter.

### Training

- The Willimantic, UCONN, and Mansfield Fire Departments arranged for and attended a High Rise Seminar. The information presented will guide the three departments in standardizing responses to this type of incident.
- ConnDOT Railway Safety class was given and members from surrounding departments were invited to attend. The program provided safety information on operating along railways and around railroad cars.
- Walkthroughs of Storrs Center continue; construction has advanced to a point where department personnel can benefit from the walkthroughs.
- A quarterly Medical Continuing Education program was delivered by Windham Hospital.

### Personnel

- The department appointed George Thompson, III to the position of Assistant Fire Chief.

### FEMA Grant

- The department has not received a status on its Assistant to Firefighters Grant application to replace fire hose. The total cost for replacement of department fire hose is \$105,480.

### Capital Projects

- The replacement for ET 207 is progressing; anticipated delivery date is November 2014.

### Fire and Emergency Services Operations

- Calls for Service – January 1<sup>st</sup> – March 31<sup>st</sup>:
  - Fire 28
  - Fire Alarms 34
  - Hazardous Condition 14
  - Medical Incidents 311
  - Service Calls 42
  - Good Intent 49

Meetings/Training/Workshops attended:

- State Commission on Fire Prevention and Control
- Connecticut Fair Plan Anti-Arson Committee
- Mansfield Firefighters Association
- Mansfield Fire Department Officer meetings
- Tolland County Mutual Aid Fire Service
  - Board of Directors
  - County meetings
- Connecticut Fire Chiefs Association
- Fire Marshal in-service training programs
- Labor Management program



# TOWN OF MANSFIELD

## Mansfield Fire Department

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### Office of Fire Marshal



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

AUDREY P. BECK BUILDING  
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MANSFIELD, CT 06268-2599

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### 3<sup>rd</sup> QUARTER REPORT

January – February – March 2014

#### Summary of Operations

- Enforcement of the Connecticut State Fire Safety Code and Fire Prevention Code through required routine inspections, plan reviews, construction inspections, complaint investigations and abatement.
- The following activity was conducted by the Fire Prevention Division during this quarter.
  - 109 Inspections
  - 17 Plan reviews
  - 19 Fire Investigations
  - 4 Complaints
  - 8 Assist Fire Department
  - 15 Public Education programs
  - 24 Meetings
  - 21 Training programs
  - 8 Storrs Center / MFD training site walks
  - 10 Open Burning Permits
  - 0 Blasting Permits
  - 1 Fireworks Permits
  - 1 Underground Storage Tank Removals
- Management of the Fire Department Records/Reporting system (NFIRS).
- Provide support and review work for Fire Lane and emergency access to the Planning and Zoning Commission.
- Provide support to Human Services for issues related to fire and safety hazards in the community.
- Administration and planning of Fire Prevention and Safety Programs.
- Provide a fire safety workshop for the general public and local organizations, including but not limited to Connecticut State Employees Association.
- Augment professional relationship with University of Connecticut Fire Marshals through joint collaborative inspection of Alumni Center.

#### Major Initiatives and Projects

- Continue support and management of the Deputy Fire Marshal Inspection Program.
- Storrs Center Project enforcement and technical support.
- Coordination and lead of the Fire Prevention Committee. This committee plans, administers and presents Fire Prevention and Life Safety Education programs in all public and private schools, and in the community.

- Continue improvements to electronic reporting and records for the inspection program, complaint investigations, and fire investigations.
- Presentation of neighborhood fire prevention & safety program to residents of The Oaks apartments.
- Continue to serve as a member of the Windham County Fire Marshal's Association, Connecticut Fire Marshal Association and International Association of Arson Investigators and build professional relationships with State and Local Fire Marshals.
- Outfitted fire department support vehicle to assist with Fire Marshal investigations.
- Participation in Town permits and code enforcement software planning, implementation schedule and development processes in partnership with Planning and Building Department representatives.
- Provide ongoing assistance and support to Fire Department regarding knox box program and other matters as well as and coordinate MFD / Storrs Center site walks for training purposes.
- Served on interview panel for Assistant Chief volunteer position.

#### Training

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

#### Issues and Challenges

- The Storrs Center project continues to place a large demand on department resources from both emergency management and Fire Marshal responsibilities. To date this project alone has added 359 inspections to the list of mandated inspections of existing occupancies. Another 5-story multi-use building consisting of commercial retail units and residential apartments under construction at 8 Royce Circle as well as future development of the site area will further greatly increase that number. In addition to the Storrs Center project, the department is required to oversee other development and projects throughout the town as well as provide and maintain the responsibilities for Fire Marshal, emergency management and voice communications.
- Office space for staff and coordination/organization of work areas needs attention.
- Administrative staff continues to struggle with large workloads from Storrs Center Project and other assigned duties.

#### Goals

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

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

**OVERVIEW – 3<sup>RD</sup> QUARTER 13/14**

**ACTIVITY DETAILS:**

TYPE	January 2014	February	March	3 <sup>rd</sup> QUARTER
Inspection	34	28	47	109
Plan Reviews	10	5	2	17
Fire Investigations	2	6	11	19
Complaints	4	0	0	4
Assist Fire Department	1	4	3	8
Public Education Programs	12	3	0	15
Open Burn Permits	6	1	3	10
Blasting Permits	0	0	0	0
Fireworks Permit	0	0	1	1
UST Removals	0	0	1	1
Training (inc. FM in-service)	7	3	11	21
Meetings	9	6	9	24
Storrs Center (inc. fire watch and training walkthrough)	2	2	4	8

**REVENUES:**

	January	February	March	SUBTOTALS
PERMIT FEE – STORRS CTR	\$490.05	\$2,652.75	\$65.30	\$3,208.10
DEDUCT TO FUND FOR FUTURE TOWN PERMITTING & CODE ENFORCEMENT SOFTWARE DATABASE SYSTEMS – STORRS CTR	(-18.50)	(-98.25)	(-3.50)	(-120.25)
	\$471.55	\$2,554.50	\$61.80	\$3,087.85
PERMIT FEE - COMMERCIAL	\$135.00	\$47.25	\$1,532.25	\$1,714.50
DEDUCT TO FUND FOR FUTURE TOWN PERMITTING & CODE ENFORCEMENT SOFTWARE DATABASE SYSTEMS - COMMERCIAL	(-5.00)	(-1.75)	(-56.75)	(-63.50)
	\$130.00	\$45.50	\$1,475.50	\$1,651.00
BLASTING PERMIT FEE	0	0	0	0
FINES	0	0	0	0
OTHER (inc. copy)	0	0	0	0
	0	0	0	0
<b>TOTAL REVENUE MONTHLY (BEFORE deductions):</b>	<b>\$625.05</b>	<b>\$2,700.00</b>	<b>\$1,597.55</b>	
<b>TOTAL REVENUE FOR QUARTER (before deductions):</b>				<b>\$4,922.60</b>



# TOWN OF MANSFIELD

## OFFICE OF EMERGENCY MANAGEMENT

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

### 3<sup>rd</sup> QUARTER REPORT

January – February – March 2014

#### Summary of Operations

- Support other departments and organizations with reviewing and implementation of emergency plans.
- Continue to meet and coordinate with WINCOG and area Emergency Management Directors to plan and share resources and prepare for transition from WINCOG to Capital Region.
- Coordinated preparation of the Emergency Operations Center for command, response to, respite centers, local sheltering and status of commodities, State DEMHS radio communications and reporting, and recovery from during cold temperature days and other severe weather incidents.
- Improvements to communications with CL&P regarding mitigating disaster preparations, including a focus on tree trimming.
- Serve on town Traffic Authority Committee.
- Participated in the Eastern Highlands Health District emergency preparedness drill exercise scenario of Strategic National Stockpile Activation and preparing for mass dispensing in event of potential anthrax attack.
- Coordinate communications equipment and plan for town resources and operations among departments.
- Organize, conduct and management of training drill for Town Hall Medical Emergency Response Team.
- Administer and coordinate the town's AED program (defibrillators), including but not limited to the maintenance update of batteries and adult and child electrodes.
- Multi-agency Town/UConn/Landlord/Business efforts to address emergency management issues such as communications, on-site management, policing, parking, security, crowd control/reduction and matters of public safety.
- Provide an emergency preparedness workshop for the general public and local organizations, including but not limited to Connecticut State Employees Association.
- Further assessment through staff meetings at elementary and middle schools for security measure improvements under grant programs.
- Committee lead and conduct site visits to municipal buildings such as Town Hall, Animal Control, and others to provide recommendations for security measure improvements.
- Participation in training workshop Locking Down Facts of Building Security.
- Oversight of school crisis training drills for intruder lockdown scenario at the elementary schools, middle school and high school.

- Review the Region 19 security checklist with E.O. Smith High School officials.
- Provision of the review results and updated Hazard Mitigation Plan to WINCOG for audit.
- Work with vendor and committee on development and implementation plan for town emergency notification system.
- Conduct cell tower site operations inspections and evaluation with Tolland County Mutual Aid Fire Service regarding upgrades and tactical communications.

#### **Major Initiatives and Projects**

- Submitted applications for financial assistance to DEMHS Region 4 and explore other grant options regarding additional improvements to Town's emergency preparedness operations.
- Lead committee development of town mass notification system to improve channels of communications with residents during emergency events.
- Finalize assessment and begin strategize for resolution options with Facilities Management of standby power systems at essential public buildings to verify that the buildings will be able to operate during extended periods of power outage.
- Organize and coordinate multiple town departments, area Emergency Management Directors, DEMHS and multi-agency including Red Cross and EHHD review of facilities and resources for town's shelter, local area multi-town shelter and a regional shelter.
- Continued coordination and review of Emergency Plans with Board of Ed, school administrators, public safety officials, facilities maintenance personnel and parents.
- Work with WINCOG and town staff in review and update of the Town's Hazard Mitigation Plan.
- Improved liaison relations with CL&P develop better disaster event communications and fostered meetings with neighborhood resident group having repeated power outage situations in their area of town.
- Serve on town Traffic Authority with current focus on signage and parking at schools, changes to Storrs Road and roadways within Storrs Center complex.
- Participate on the Building Safety Committee safety reviews and walkthroughs of municipal facilities.
- Work with Jensen's community to develop emergency disaster plan for residents and seek opportunities for volunteer team preparedness training.
- Coordination with WINCOG to organize Community Emergency Response Team initial 20-hours training class.

#### **Training**

- Participated in ICS seminars and emergency management personnel training sessions.

- School staff training for crisis response, including but not limited to intruder, gas leak and other possible lockdown scenario events.
- Emergency Operations Center training for staff.
- Town Hall Medical Emergency Response Team response exercise.
- Eastern Highlands Health District exercise Strategic National Stockpile Activation and preparing for mass dispensing.

#### **Issues and Challenges**

- There is a large demand on department resources from both Fire Marshal and Emergency Management responsibilities. The department is required to oversee development and projects throughout the town and Storrs Center as well as provide and maintain the responsibilities of emergency management, Fire Marshal and voice communications.
- Office space for staff and coordination/organization of work areas needs attention.
- Administrative staff struggles with large workloads from emergency management, Fire Marshal and voice communication duties.

#### **Goals**

- Review and update the shelter plans for town, multi-town and region.
- Continue to oversee operations of the town's Emergency Operations Center.
- Assessment of schools and municipal facilities for security improvements.
- Apply for grant funding to upgrade radio communications equipment at the Firehouses.
- Seek grant funding to upgrade emergency generators at town facilities.
- Coordinate updates to school emergency plans with school administration and Board of Education.
- Update town's hazard mitigation plan with WINCOG and town staff.
- Update emergency plans with local businesses and community areas with owners and property management.
- Establish relationships related to the transition from WINCOG to CROG.

Town of Mansfield  
Quarterly Report  
Department of Human Services  
January 1 – March 31, 2014

**Summary of Operations**

Administrative and Adult Services:

- 6 clients received financial assistance/services outside Special Needs funds.
- 13 clients were seen with Housing related issues.
- 717 participants received food through Mobile FoodShare program.
- 26 clients received Food Bank assistance.
- Financial assistance was provided in response to 10 Special Needs requests.
- 26 clients were seen for case management.
- 19 clients were assisted with CHOICES.
- 36 applications for the State of CT Elderly and Totally Disabled Homeowners have been completed. There have been 61 residents who have inquired about the program.
- 47 clients were assisted with additional services which included crisis intervention, well check visits, employment, energy assistance, referrals, Salvation Army, tax preparation, transportation, Meals on Wheels, intake and assessment, advocacy, transportation, etc.

Senior Services:

- 3332 visits made to the Senior Center by 394 unduplicated members and 467 guests.
- 1,253 meals were served at the Center to 88 individuals. A total of 1,561 Meals on Wheels were delivered from the senior center along with 334 cold suppers.
- A total of 58 rides were provided through the Volunteer Transportation program to 24 individuals. 3 riders were denied transportation due to driver unavailability during this quarter. 7 rides were cancelled due to inclement weather. Program currently has 21 active volunteer drivers.
- The Town Van had a total of 9 trips during this quarter. Four group outings with 28 riders. The van also did 5 food share trips from Juniper Hill (average riders 8).
- 238 individuals participated in various Enrichment Programs and Community Education events including computer classes, art classes, writing group, quilting, bridge, and chorus for a total of 848 contacts.

- 193 seniors participated in different social and recreational events including special lunches, bingo, jewelry class, drawing, and other games for a total of 851 contacts.
- 69 seniors participated in ongoing fitness and exercise programs including yoga, Tai Chi and therapeutic exercise, for a total of 594 contacts.
- 89 seniors received health and wellness services including health screening, podiatry, blood pressure screening and reiki for a total of 125 contacts.
- The Mansfield Senior & Wellness Center was closed due to inclement weather five days during the quarter.

#### Youth Service Bureau:

- 215 unduplicated clients received clinical services

#### Early Childhood Services:

- Continued ongoing CAN work with consultant.
- Continued fundraising by the playground committee.
- Received technical Assistance from Charter Oak Consulting in partnership with Coventry and Chaplin Discovery regarding performance measure development
- Offered 10 week PEP course.
- Completed second quarter monitoring of centers.
- Delivered two PoP (Power of Play) workshops.
- Offered a home-based day care providers networking event.
- Initiated CHDI data collection.

### **Status of Major Projects and Initiatives/Grants**

#### Administrative and Adult Services:

- Began recruitment for the replacement of two vacant positions.

#### Senior Services:

- The Mansfield Senior & Wellness Center kicked off 2014 with a New Year's Eve Celebration.
- Coordinator attended Positive Aging Conference and will be presenting conference materials at the Senior Center during the next quarter.
- Staff has continued to been actively re-working the municipal transportation grant during this quarter with the development of a handbook for all volunteer drivers, as well as the establishment of quarterly meetings.

#### Youth Service Bureau:

- Facilitated QPR suicide prevention trainings for Human Services staff and the Safety and Wellness Committee.
- Helped facilitate the Peers are Wonderful Support Leadership Conference and brought 10 7<sup>th</sup> grade students to the conference.
- Provided in-school counseling program at Mansfield Middle School, which was a new initiative in October, serves on average 16 students each week.
- Ran 3 school-based groups during the quarter which are on-going — 5<sup>th</sup> grade girl's group, 7<sup>th</sup> grade boy's group and a 7<sup>th</sup> grade girl's group.
- Collaborated with the Mansfield Public Library to compile a resource list for parents regarding divorce.
- Attended a daylong seminar to learn ways to increase effectiveness in supporting and engaging fathers.
- Continued to offer ongoing programs: Parent Support Groups, Grief Group, Multi-Family Group, Cope Groups, Big Friends Mentoring Program and Grandparents Raising Grandchildren Groups.

#### Early Childhood Services:

- Continued fundraising for the Community Playground with approximately \$270,000.00 collected YTD. A large grant from the Windham Hospital Foundation was received.
- Participated in the development RFP for playground site work.
- Participated in data collection for BMI and 4<sup>th</sup> grade CMT's.
- Participated in planning with EHHD on CTG grant initiatives that intersect with the work of MAC.
- Published and distributed Family Fun in Mansfield.
- Submitted \$10,000 Liberty Bank foundation grant application for the playground project.

#### **Budget Overview**

##### Administrative and Adult Services:

- On target.

##### Senior Services:

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

##### Youth Service Bureau:

- On target

##### Early Childhood Services:

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

## **Issues and Challenges**

### Administrative and Adult Services:

- Staffing transitions within the department.
- The scope and complexities of presenting issues and concerns continue to increase. Residents are presenting with multifaceted problems/issues, which require greater knowledge and resources. The amount of time which is spent to fully address the presenting concerns has increased exponentially.
- Access to state programs such as Medicaid and SNAP is a continued challenge requiring greater time spent advocating for clients.

### Senior Services:

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

### Youth Service Bureau:

- Lack of town van for transportation required for youth programming.

### Early Childhood Services:

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

## **Goals for Next Quarter**

### Administrative and Adult Services:

- Successfully recruit and fill department staff vacancies with qualified candidates.
- Offer various team building opportunities to staff to improve communication and integrate new staff members into the department.
- Work with other departments to improve communications, explore cooperative programming opportunities and maximize resources.
- Review current policies and procedures for Human Services programs and make changes as indicated.

#### Senior Services:

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

#### Youth Service Bureau:

- Conduct and review program evaluations
- Recognize program volunteers
- Select interns for 2014-2015 academic year
- Plan for summer programming and camperships
- Collaborate with Parks and Recreation and summer school staff for cooperative programming

#### Early Childhood Services:

- Hold PEP class graduation
- Continue to work with consultant to work out the issues in CAN.
- Continue fundraising for Playground
- Complete MAC by-law revisions
- Continue working with other town departments to coordinate playground site work and build week.
- Complete all grant applications for fiscal year 2014/15.

Town of Mansfield  
Quarterly Report  
Information Technology Department  
January 1, 2014 to March 31, 2014

**Summary of Operations**

- Handled 284 formal support tickets for computer and telephone assistance. This number does not include frequent informal and ongoing support.
- Supported the mansfieldct.gov website that currently includes 1,940 informational webpages and 35 QNotify email subscription lists.

**Status of Major Projects and Initiatives**

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

- The implementation of the new CAMA system is well underway. The project primarily involves the Assessor's Office; however the I.T. Department is providing support where relevant in collaboration with the vendor. Vision Government Solutions (the winning vendor) received a full extract of Mansfield's data and setup a working CAMA install of the data for review by staff. Vision was selected through a partnership with the Town of Coventry on a joint RFP to attract the best pricing and interest from vendors (each Town buys its own system, but working jointly attracted favorable pricing and vendor interest).
- All databases except for one (CAMA) are decommissioned on the Alpha. We are storing historical data from these former databases in case it is needed in the future.

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

- Completed necessary replacements of the Mansfield Public Works Garage, Animal Control, Mansfield Public Library, and Mansfield Community Center phone systems. These systems were at their end of life and are now converted to the WAN based system, which was a significant savings both for initial replacement and long-term operation.
- In collaboration with multiple departments, we selected a Reverse 911 System (Code Red) in collaboration with the Emergency Management Office. The implementation process is well underway and it is anticipated that citizens will start to sign-up in May with a test use completed at the start of June.

- Worked with other Town Departments to negotiate a software solution for a permitting process system. Implementation is underway and phase one is likely to be in operation in this summer (internal use of certain permitting and code enforcement tracking).
- Programmed updates to Town telephone systems to increase redundancies as well as manage costs over time.
- Continued to support a variety of methods for communicating with the public including the website, QNotify, Channel 13, electronic mail, and telecommunications.

Complete necessary infrastructure projects while containing costs.

- Completed the phase out of nearly all remaining Windows XP machines in time for Microsoft's end of support for this operating system. Microsoft's timeline means that Windows XP will be an increasingly vulnerable OS, which is why it was important to largely discontinue its use. We have a few non-vulnerable locations where it can remain in limited use.
- Completed extension of the WAN to include the municipality's newest facility (Intermodal Center).
- Completed overhaul of onsite servers, network services, and public and staff machines and interfaces at the Public Library.
- Awarded and implemented two competitive grants to support infrastructure needs. Specifically, a \$133,828 school security grant and a \$165,304 educational technology grant.
- Installed fiber optic connections at Fire Stations 107 and 307. This infrastructure is programmed to handle internet, intranet, and telephone connectivity. As a result, it decreases our payments to AT&T and Charter Cable.
- Completed the second portion of the Capital Improvement Budget project to address school infrastructure maintenance requirements in accordance with future decisions about the school building project. Fiscal year to date, we have expended approximately 60% of the funds. The bulk of the work has been school security enhancements; however we have also completed server and network enhancements as well.
- Leveraged virtual and cloud based computing on servers and thin client computers to contain costs, limit consumption of electricity, and reduce bulk waste.
- Carefully managed expenses to stay within budget, limit expenditures, and maximize equipment life while still providing information technology support to all departments including software and hardware troubleshooting and maintenance, new installations, wired telephone access, and direct support of users' questions and needs.

## **Budget Overview**

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

## **Issues and Challenges**

- The Alpha VMS server is incompatible with current technologies and needs to be discontinued. We are nearing completion of the transfer of databases away from this system.
- Our residents use an increasing range of technologies to communicate and seek information resources. As a result, we need to further develop our use of these tools to reach out to and share information with our citizens.
- We need to continue to address infrastructure needs while leveraging emerging technologies to contain costs. It is important to meet additional use of technology in a manner that is sensitive to budget limitations and maximizes existing resources.

## **Goals for Next Quarter**

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

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

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

- Finish implementation of the Code Red Reverse 911 system in collaboration with the Emergency Management Office and other partnering Departments.
- Continue implementation of the new permitting process system in partnership with other Departments.
- Continue to address telecommunications requirements in buildings with older telephone systems.

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

Complete necessary infrastructure projects while containing costs.

- Implement information technology related portions of the town facility security capital improvement project budget.
- Complete the fourth and final portion of this year's Capital Improvement Budget project to address school infrastructure maintenance requirements in accordance with future decisions about the school building project.
- Continue to leverage virtual and cloud based computing on servers and thin client computers to contain costs, limit consumption of electricity, and reduce bulk waste.
- Continue to carefully manage expenses to stay within budget, limit expenditures, and maximize equipment life while still providing information technology support to all departments including software and hardware troubleshooting and maintenance, new installations, wired telephone access, and direct support of users' questions and needs.

**Town of Mansfield**  
**Quarterly Report: January – March 2014**  
**Mansfield Public Library**

**Summary of Operations**

- Library staff has begun the process of migrating to Library Connection. Tentative “go live” date is June 2, 2014.
- The library continues to work to correct humidity and mold issues which threaten the collection and computer hardware.
- See attached work measurements.

**Status of Major Projects and Initiatives**

- **Service Improvements**
  - Library staff has been cleaning up the collection, patron, and transactional databases to prepare for migration to Library Connection.
  - Staff members have received training on the new Sierra ILS (integrated library system) and are currently training fellow staff members.
  - Created a seed exchange library, providing access to free seeds (donated by seed companies). The intent is to support a community of growers, harvesters and seed savers who will sustain an ongoing collection of seeds at the library for all to use. We launched this program with a Seed Saving Workshop by speaker and avid seed saver John Sokolowski.
  
- **Community Outreach/Programs**
  - This winter’s hard weather caused the cancellation of many programs, most of which were re-scheduled. Following are a sampling of programs conducted this quarter:
  - The usual preschool programs continue to be well attended despite (or perhaps because of) the weather. People appreciate the opportunity to have somewhere to go with young children in the winter time.
  - Our children’s librarian continued with preschool outreach to 7 locations, including 21 classrooms. She also visited Goodwin School for her annual storytelling program for the Altrusa Club’s Literacy Program for Goodwin and Sweeny (Willimantic) third graders.
  - We had visits from Southeast and Goodwin third graders for library orientation.
  - We worked collaboratively with MAC to present a Parent POP (Proponent of Play) program on March 22, which was successful and fun. Jeff Smithson was engaging and encouraging as he led parents through a variety of exercises designed them use the language of play to improve communication with their kids. More POP programs are planned next quarter.

## Mansfield Public Library Q3FY14 Report

- The library has begun hosting a collection box for used print cartridges and cell phones, in coordination with Virginia Walton. This is in addition to collection boxes for the food pantry and eyeglasses (Lions Club).
  - Co-sponsored the second annual Brown Bag Film Festival and the Spring Reel to Real film program with the UConn League.
  - Planned and presented 6 “armchair travelogue” programs at Juniper Hill Village and Mansfield Center for Nursing and Rehabilitation. Refreshed depository collections at Juniper Hill, Mansfield Center for Nursing for Nursing, and Mansfield Senior Center. Made 5 homebound visits.
- **Policy/Plan Review**
    - The Edge Initiative assessment of technology use and library services has been completed. As staff will be focusing on migrating to a new system, further work based on our initial assessment will take place later in the summer.

### **Budget Overview**

- A review of non-salary expenditures indicate library spending remains within projections through the 3rd quarter, with no unexpected purchases.
- Costs associated with the consortia change are running lower than anticipated. If current trends continue, the library should be able to restore some funds to original budget lines.
- Unless stated otherwise, all activities mentioned in this report are performed by staff during normal work hours, and does not impact the budget beyond already allocated payroll funds.

### **Issues and Challenges**

- Lack of a systems librarian has limited the library’s ability to make needed improvements in service as well as maintain current services. Consortia migration issues are being handled by the library director, with help from the IT department.
- The library building is in need of repair and renovation. It has not had a major renovation since 2001, and we need to begin planning soon to keep the building viable as a public library.

### **Goals for Next Quarter**

- Hire a new systems librarian.
- Complete the migration from Bibliomation to the Library Connection consortium.
- Complete summer program planning.
- Continue to work with maintenance and public works to resolve drainage issues.

	3rd Qtr 13-14	3rd Qtr 12-13	% Change	FY 14 to Date	FY 13 to Date	% Change
<b>Hours of Service</b>	580	577	0.5%	1,825	1,804	1.2%
<b># of Programs Provided</b>	103	106	-2.8%	266	273	-2.6%
<b>Total Program Attendance</b>	2,434	2,454	-0.8%	7,804	7,736	0.9%
<b>Questions Answered</b>	3,341	3,390	-1.4%	9,443	9,344	1.1%
<b>Collection Size: Total</b>	78,893	81,043	-2.7%	78,893	81,043	-2.7%
<b>Print</b>	69,480	71,622	-3.0%	69,480	71,622	-3.0%
<b>Audio</b>	3,993	3,974	0.5%	3,993	3,974	0.5%
<b>Visual</b>	5,178	5,019	3.2%	5,178	5,019	3.2%
<b>Misc</b>	242	428	-43.5%	242	428	-43.5%
<b>Number of Library Cardholders</b>	10,662	10,423	2.3%	10,662	10,423	2.3%
<b>Library Visitors</b>	17,407	18,735	-7.1%	59,890	62,035	-3.5%
<b>Volunteer Hours*</b>	159	209	-24.0%	474	623	-24.0%
<b>Total Circulation</b>	54,311	55,804	-2.7%	169,111	171,701	-1.5%
Local Circulation	51,620	53,358	-3.3%	161,043	164,315	-2.0%
Items Circulated In-House	967	1,199	-19.3%	4,086	4,392	-7.0%
Downloadable audio/ebooks	1,335	917	45.6%	3,749	2,016	86.0%
Interlibrary Loan to Other Libraries	1,724	1,247	38.3%	3,982	2,994	33.0%
Loans to Nonresidents	10,242	11,291	-9.3%	21,975	23,759	-7.5%
<b>Total Inter-Library Loans</b>	3,929	3,788	3.7%	12,409	11,052	12.3%
<i>ILL from other libraries</i>	2,084	1,973	5.6%	6,582	6,243	5.4%
<i>ILL to other libraries</i>	1,845	1,815	1.7%	5,827	4,809	21.2%
<b>Wireless Internet Users</b>	2,291	842	172.1%	7,394	2,078	255.8%
<b>Public Computer Use</b>	2,517	3,581	-29.7%	8,258	10,581	-22.0%
<b>Website Visitors</b>	6,042	6,542	-7.6%	20,289	17,864	13.6%
<b>*does not include Friends of the Library hours, which average 234/quarter.</b>						

Town of Mansfield  
Quarterly Report  
Parks & Recreation Department  
Winter Quarter – Jan., Feb., Mar. 2014

**Summary of Operations**

- Administration
  - Marketing & Membership
    - Signed business partnership with Natchaug Hospital and Mansfield Family Practice.
    - Hosted Open House at the Community Center December 30-January 5 resulting in 851 non-member visits, 108 new memberships.
    - Department Facebook followers now exceeds 960.
    - Sold/renewed 884 memberships (1,830 members) and maintained 1,930 memberships (4,046 members)
    - Coordinated 42 birthday parties.
  - Personnel & Training
    - Conducted orientation and customer service training for new employees
  - Financial Management
    - Managed and maintained over 199 fee waiver household accounts.
  - Miscellaneous
    - Participated in planning meeting for Veteran's Day Celebration
    - Hosted Mansfield Tomorrow Advisory Group meetings
- Aquatics
  - Conducted 53 learn-to-swim and aquatic classes with 390 participants for the winter session.
  - Provided 107 private swim lessons.
  - Held community safety programs including Lifeguard Training and Adult and Pediatric CPR courses.
  - Hosted E.O. Smith Boys Swim Team practices and swim meets.
  - Scheduled classes and programs for the summer brochure and began preparations for summer staff training.
- Fitness
  - Continued to offer fitness seminars which were free to members and low cost to non-members. Winter seminars included: Relax and Restore the Body Using Foam Rollers, Mobility and Stability, and What is Functional Training.

- Collaborated with UConn Health Center to offer an additional free health seminar. Orthopedic Surgeon Dr. Matthew Hall discussed Preventing Overuse Injuries.
- Conducted 66 fitness classes with 403 participants.
- Provided 360 personal training sessions.
- Added 5 new levels of Fitness Flex cards (Fitness Flex 75, 25, 15 and now Fitness Flex Plus 75, 25, 15).
- Added non-member drop-in option (5 classes for \$60) to allow for visiting participants to try classes as well as the facility.
- Offered free fitness classes to all during January Open House Week.
- Fitness program registrations have trended up slightly while Fitness Flex and drop-in purchases have remained steady.
- Programs & Special Events
  - Hosted Winter Fun Week events at the Community Center in early February.
    - Held Mansfield Teen Center (MTC) specials, ping pong and pool tournaments for prizes.
  - Hosted Annual Father/Daughter Valentines Dance which had 274 participants.
  - Hosted 3 Parent's Night Out events which had an average of 12 children per night.
  - Completed successful youth basketball program for grades K-8, including 27 teams and 293 participants.
  - Hosted 6 Family Fun Nights at the Community Center, with one of the nights offering Family Inner Tube Water Polo in the pool.
  - Provided 3 free Mansfield days at the Community Center.
- Parks
  - Assisted the Open Space Preservation Committee in developing criteria to evaluate permanent preservation of Town owned land. These criteria would need to be approved by the Town Council.
  - Hosted a meeting with the agricultural community to receive input from farmers and other agricultural stakeholders.
  - Revised a long term lease for the Baxter Property.
  - Coordinated park outreach events such as Star Party and Natural Area Volunteer workdays.
  - Coordinated an Eagle Scout Project to build a foot bridge at Dunhamtown Preserve.
  - Engaged in a contract with My Town Trails to create an app for park trails and interpretive information.
  - Held field use coordination meetings with youth sport groups.

### **Status of Major Projects and Initiatives**

- Developed and distributed and Request for Proposal (RFP) for design services for the community playground site.
- Participated on the Mansfield Community Playground Committee.

### **Budget Overview**

- Revenues
  - Collected \$587,805 in revenue for memberships, programs, daily admissions, and contributions.
- Expenditures
  - Building Repair, Equipment Repair and Building Supply line items have been over-expended, however these over-expenditures will be off-set by other budget savings.

### **Issues and Challenges**

- Provided staff support for the Ordinance Development and Review Sub-committee on Fee Waivers. The Fee Waiver Program continues to exceed the appropriation that supports the program.

### **Goals for Next Quarter**

- Oversee Community Center facility operations.
- Supervise and evaluate Spring programs.
- Present fiscal year 2014-15 budget.
- Develop Summer programs and produce Summer brochure.
- Begin planning for annual maintenance week projects at the Community Center.
- Conduct seasonal staff recruitment, hiring, and training.
- Coordinate and oversee capital projects/park improvement projects.

### **Attachments**

- Summary Program Statistical Report
- Spring 2014 Part-time Staff List
- Community Center Membership Trends Graphs (2) - Memberships
- Community Center Yearly Membership Average
- Community Center Facility Usage Reports – Jan., Feb., Mar. 2014

**MANSFIELD PARKS and RECREATION DEPT.**  
**Statistical Report**  
**Winter Programs 2014**  
**SUMMARY SHEET**

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Adult Programs	6,888.10	195.45	2,645.97	268%	97	13
Youth Programs - General	7,334.00	1,462.70	3,168.17	278%	153	17
Vacation Camps	2,650.00	832.50	888.30	392%	57	1
Before/After School Friends	32,332.50	5,828.05	14,396.13	265%	552	102
Basketball	20,120.00	2,003.00	21,607.00	102%	293	27
Swim Lessons Public	28,369.00	2,166.02	11,921.37	256%	390	53
Swim Lessons Private	4,215.00	0.00	1,605.00	263%	107	107
Fitness - General	24,386.00	570.70	15,766.00	158%	403	66
Drop-in (see note 4)	1,020.00	0.00	0.00	#DIV/0!	28	n/a
Fitness Flex (see note 5)	9,418.00	714.20	0.00	#DIV/0!	70	n/a
Pers.Training/Massage Ther.	20,148.00	0.00	9,292.00	217%	360	n/a
Child Care	1,803.00	0.00	7,638.00	24%	1,066	n/a
Trips	405.00	0.00	232.00	175%	9	1
Special Events	4,325.00	323.00	1,984.76	234%	168	4
<b>TOTAL</b>	<b>163,413.60</b>	<b>14,095.62</b>	<b>91,144.70</b>	<b>195%</b>	<b>3,753</b>	<b>391</b>
Notes:						
1) Program report only, includes direct program finances,	does not include facility and indirect supervision overhead					
2) Community Center Child Care enrolled numbers are equivalent to slots purchased						
3) Community Center Membership Fee Waivers for this quarter - \$13,031.77						
4) Fitness drop-in expenses are included in general fitness						
5) Fitness Flex revenue from passes purchased during this period, but that may be used in other quarters						

**Mansfield Parks & Recreation  
Part Time Staff List  
Spring, 2014**

**AQUATICS:**

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

**YOUTH PROGRAMS:**

Sue Harrington  
Gideon Ampeire  
David Sullivan  
Dot Burnworth  
Mia Pomeranke  
Cathy DiMeola  
James Mathews  
Katie Javaruski  
Chloe Vincente

**ADULT PROGRAMS:**

Becca Levine  
James Gabianelli

Henry Moore  
Kelly Madenjian  
Arlene Albert  
Margherita Balsamo  
Heather Russo  
Lisa Huppert  
Jordana Frost

**CHILD CARE, TEEN CENTER,  
AFTERSCHOOL & SPECIAL EVENTS:**

***Before & After School Friends:***

Jed Lane  
Linda Geer  
Julia DeVivo  
Caitlyn Metsack  
Allison Koehler  
Darlene Boyd  
Kai Estes  
Taylor Hennessey  
Morgan Siniscalco  
Melanie Furman  
Kelsey Gross  
Justin Kaeser  
Jesse Williams

***Teen Center:***

Louis Goffinet  
Taylor Hennessey  
Morgan Siniscalco  
Matt Abell

***Special Events:***

Kai Estes  
Allison Koehler

**RECEPTIONISTS/OFFICE HELP:**

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

**FITNESS:**

***Assistants:***

Abdullah Hasan  
Alec Choleva  
Alex Lefevre  
Bryan Martinez  
Conor Hacket  
Jason Cane  
Kelsey Gross  
Kelsey Pajer  
Kodey Duplissie  
Kristy Clements  
Lazarus Pittman  
Lazarus Pittman  
Lizzie Hochdorfer  
Megan Vigue  
Morgan Olander  
Morgan Siniscalco  
Morgan Stewart  
Nicholas Godino  
Nikki Cote  
Paul Secola  
Randy Amorim  
Taylor Hennessey  
Thomas Chadwick  
Zach Pittman

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

***Child Care:***

Jackie Rivard  
Alicia Lemire  
Alison Adams  
Ariel Blair  
Johanna Eichner  
Sam Telequen  
Kai Estes  
Melanie Furman  
Emily Handel  
Allison Koehler

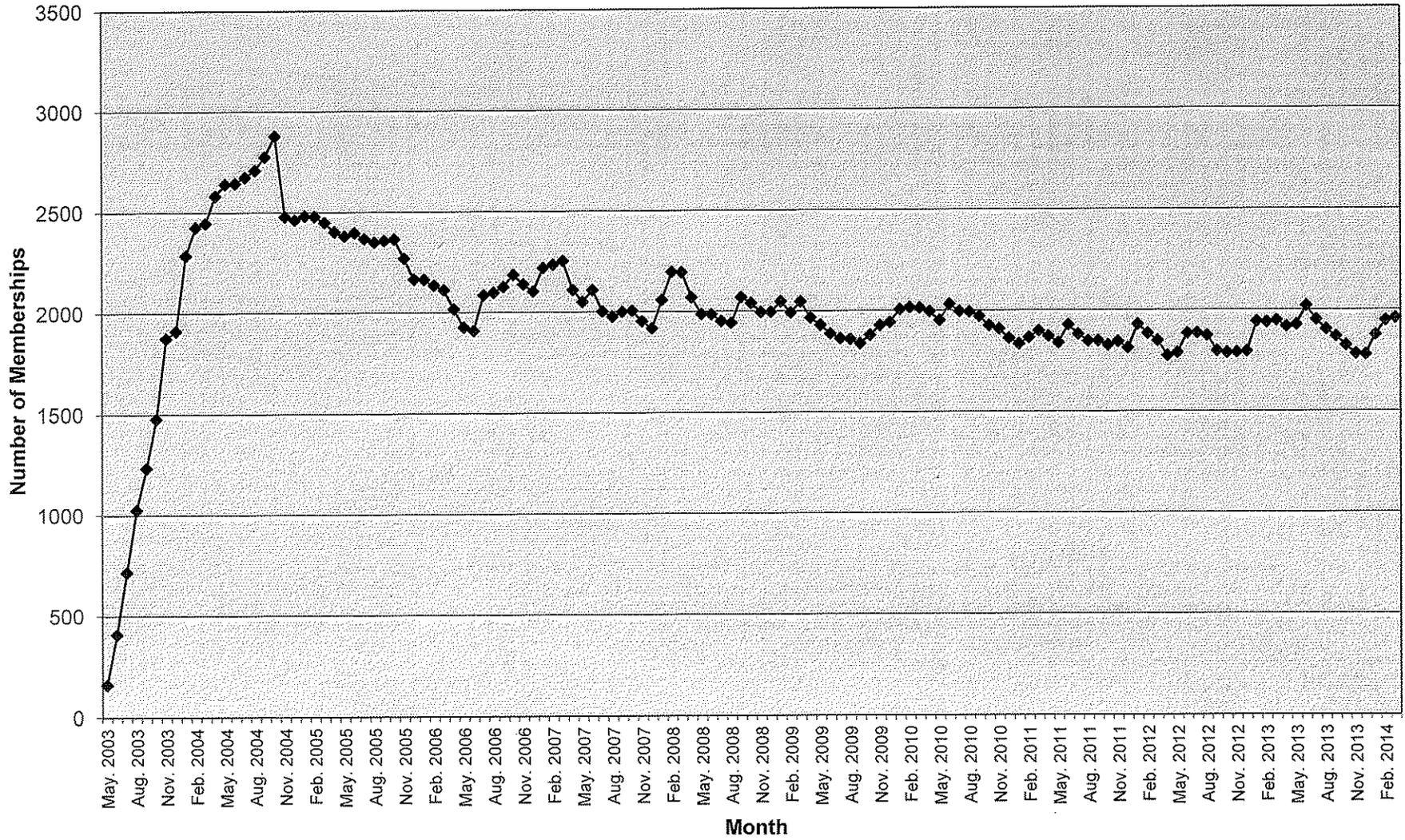
***Personal Trainers:***

Jodi Farno  
Jerry Kleinman  
Lynn Mardon  
Jessica Tracy  
Paul Secola  
Heather Reagan

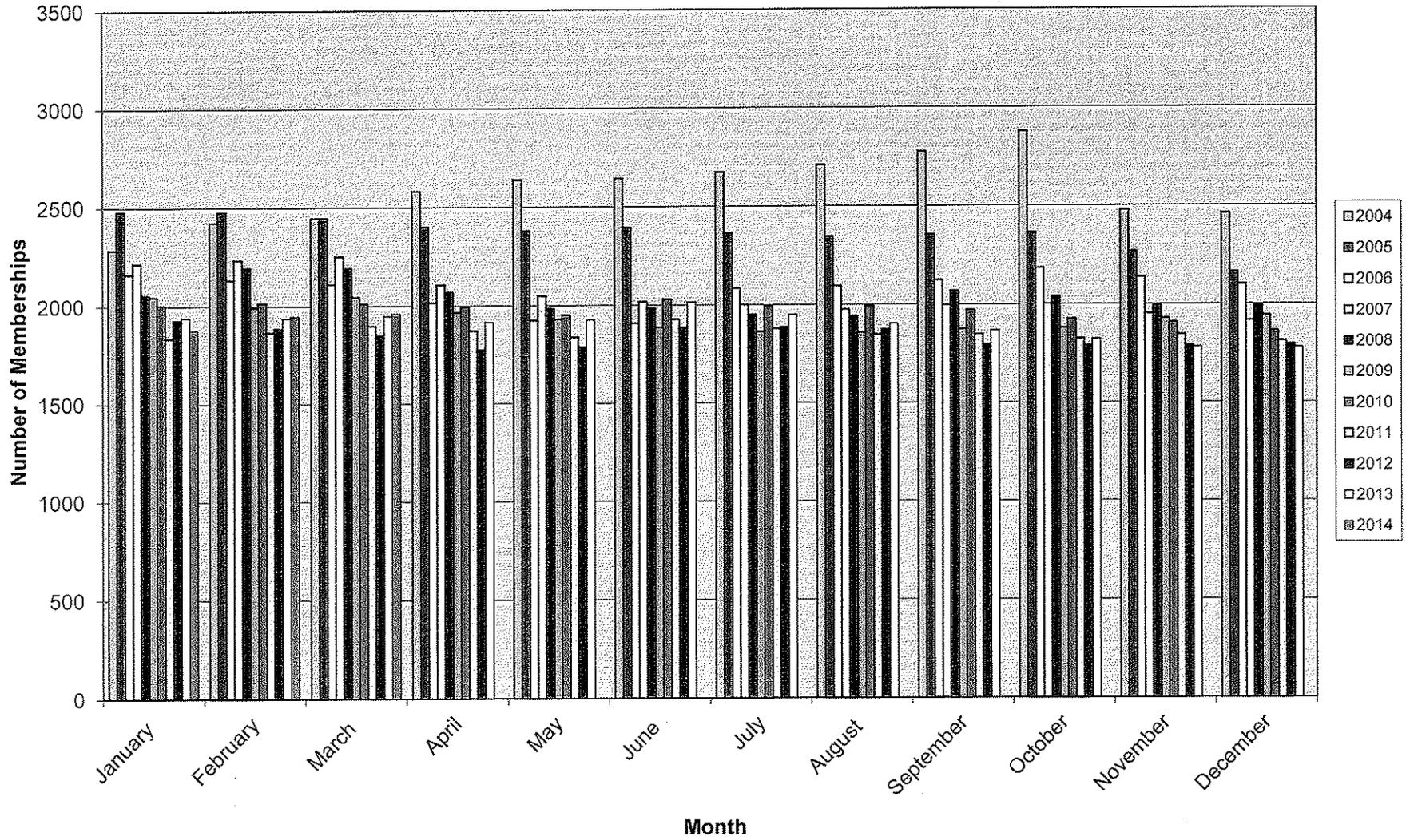
***Instructors:***

Nancy Alder  
Paul Bushey  
Sharon Coriaty

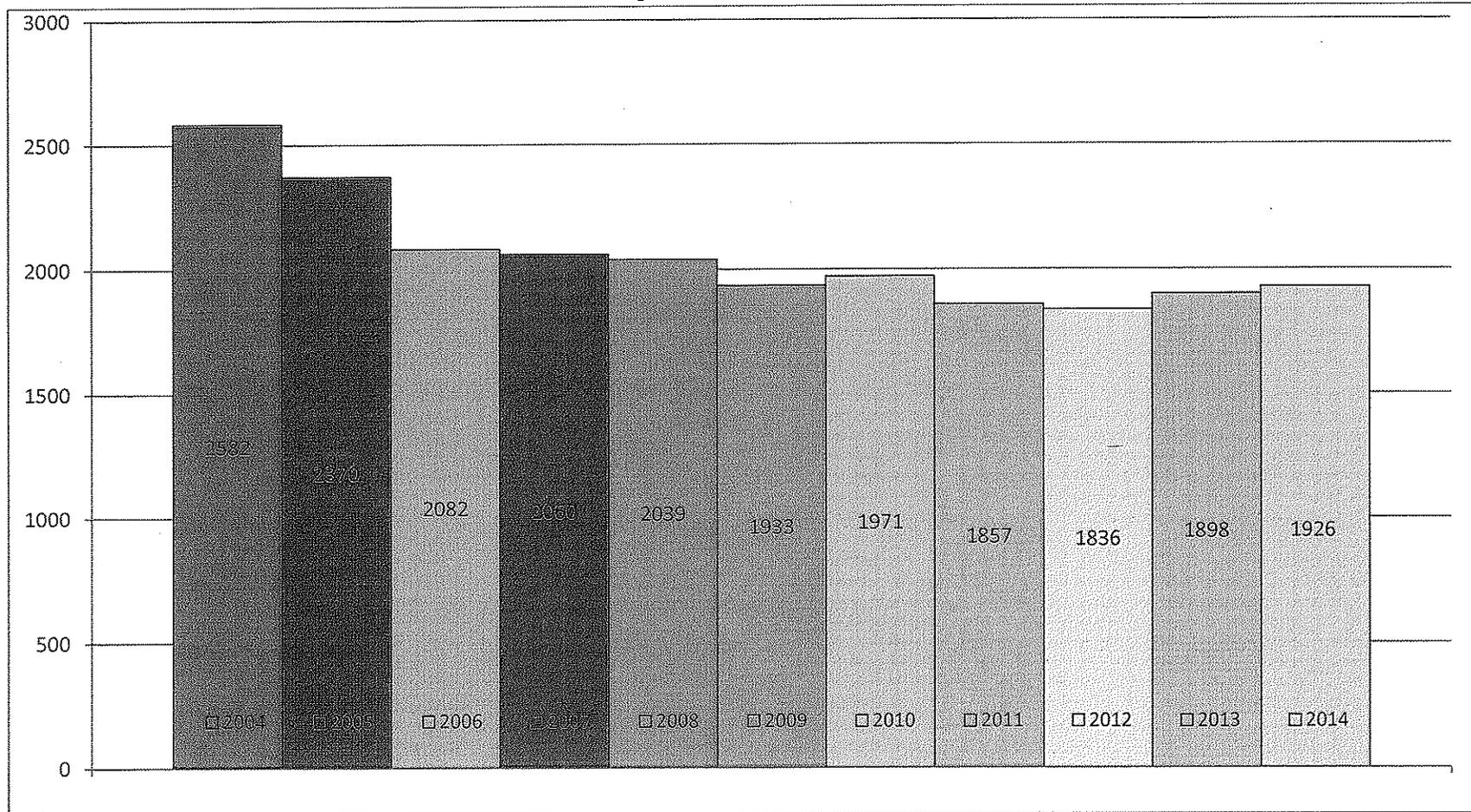
Mansfield Community Center Membership Trends May 2003-Current Total Memberships



### Mansfield Community Center Membership Trends May 2003-Current Total Memberships



## Mansfield Community Center Yearly Membership Average



# Mansfield Community Center

## January 2014 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Wednesday, January 01, 2014	306	14				176	496	Open 9-5
Thursday, January 02, 2014	302	43				97	442	PM classes canceled
Friday, January 03, 2014	359	11				192	562	AM classes canceled
Saturday, January 04, 2014	421					302	723	3rd - Open 9am - 10pm
Sunday, January 05, 2014	403	5				162	570	3rd - Family Fun Night
Monday, January 06, 2014	570	110	20		11	62	773	Open House - through 5th
Tuesday, January 07, 2014	511	47	49		9	92	708	EOS Swim Meet
Wednesday, January 08, 2014	582	40	10		10	60	702	
Thursday, January 09, 2014	544	47	4		9	80	684	
Friday, January 10, 2014	498	19			16	73	606	
Saturday, January 11, 2014	432	9		91	38	145	715	
Sunday, January 12, 2014	472	35		35	38	31	611	
Monday, January 13, 2014	622	60	10		15	37	744	
Tuesday, January 14, 2014	595	98			10	27	730	
Wednesday, January 15, 2014	601	40	19		14	51	725	
Thursday, January 16, 2014	553	110	4		8	37	712	
Friday, January 17, 2014	545	17			14	107	683	EOS Swim Meet
Saturday, January 18, 2014	488	10		20	17	200	735	Free Mansfield Day
Sunday, January 19, 2014	490	35		50	46	19	640	18th - Family Fun Night
Monday, January 20, 2014	656	16			53	64	789	
Tuesday, January 21, 2014	446	33	9		11	22	521	close 8pm, no pm classes
Wednesday, January 22, 2014	427	40			16	12	495	open 9am, no am classes
Thursday, January 23, 2014	556	108	9		9	57	739	
Friday, January 24, 2014	537	16			29	56	638	
Saturday, January 25, 2014	492	140			37	125	794	Parents' Night Out
Sunday, January 26, 2014	450	35		42	38	26	591	
Monday, January 27, 2014	613	130			12	88	843	
Tuesday, January 28, 2014	644	101	8		7	61	821	
Wednesday, January 29, 2014	625	89	4		7	30	755	
Thursday, January 30, 2014	542	108		28	11	44	733	
Friday, January 31, 2014	537	8	5		27	34	611	
<b>MONTHLY TOTAL</b>	<b>15,819</b>	<b>1,574</b>	<b>151</b>	<b>266</b>	<b>512</b>	<b>2,569</b>	<b>20,891</b>	

# Mansfield Community Center

## February 2014 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Saturday, February 01, 2014	497	138		15	69	97	816	Family Fun Night
Sunday, February 02, 2014	419	28		22	30	31	530	Free Mansfield Day
Monday, February 03, 2014	399	114	6		12	36	567	no classes till 4pm
Tuesday, February 04, 2014	608	103	9		5	240	965	EOS/Marlins swim meet
Wednesday, February 05, 2014	86	91	18		15	1	211	Open 3-10pm, no classes
Thursday, February 06, 2014	519	127			11	57	714	
Friday, February 07, 2014	512	35			12	40	599	
Saturday, February 08, 2014	475	152			51	56	734	SN Social Group
Sunday, February 09, 2014	419	28		95	29	36	607	
Monday, February 10, 2014	574	128	9		20	60	791	
Tuesday, February 11, 2014	569	106	8		11	134	828	EOS Swim Meet
Wednesday, February 12, 2014	586	98			13	39	736	
Thursday, February 13, 2014	72	126	4		2	22	226	Open 530-Noon
Friday, February 14, 2014	394	35			24	32	485	
Saturday, February 15, 2014	392	138			24	110	664	No classes after 2pm
Sunday, February 16, 2014	346	28			37	26	437	
Monday, February 17, 2014	630	94			79	82	885	
Tuesday, February 18, 2014	338	104	10		12	23	487	No classes after 2pm
Wednesday, February 19, 2014	556	90			16	70	732	
Thursday, February 20, 2014	479	137	2		13	36	667	No am classes
Friday, February 21, 2014	551	35	14	20	32	44	696	Family Fun Night
Saturday, February 22, 2014	414	140			45	70	669	SN Social Group
Sunday, February 23, 2014	443	28		35	36	18	560	
Monday, February 24, 2014	612	128			20	38	798	
Tuesday, February 25, 2014	567	100			16	125	808	EOS Swim Meet
Wednesday, February 26, 2014	577	91	10		17	36	731	
Thursday, February 27, 2014	559	139			13	165	876	Marlins swim meet
Friday, February 28, 2014	533	32			20	29	614	
<b>MONTHLY TOTAL</b>	<b>13,126</b>	<b>2,593</b>	<b>90</b>	<b>187</b>	<b>684</b>	<b>1,753</b>	<b>18,433</b>	

# Mansfield Community Center

## March 2014 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Saturday, March 01, 2014	468	100		45	54	88	755	
Sunday, March 02, 2014	468	105		60	40	77	750	Free Mansfield Day
Monday, March 03, 2014	659	165	8		54	21	907	
Tuesday, March 04, 2014	566	74	30		27	34	731	
Wednesday, March 05, 2014	537	24	9		35	23	628	
Thursday, March 06, 2014	561	81	3		67	29	741	
Friday, March 07, 2014	515	11	16		50	32	624	
Saturday, March 08, 2014	491	245		72	63	11	882	Family Fun Night
Sunday, March 09, 2014	399	105		25	41	16	586	
Monday, March 10, 2014	611	92	10		76	66	855	
Tuesday, March 11, 2014	571	84			36	25	716	
Wednesday, March 12, 2014	572	169			45	52	838	
Thursday, March 13, 2014	507	80			55	39	681	
Friday, March 14, 2014	519	16			30	50	615	
Saturday, March 15, 2014	415	245		30	66	52	808	Parents' Night Out
Sunday, March 16, 2014	427	55	5	30	35	38	590	
Monday, March 17, 2014	595	93			65	21	774	
Tuesday, March 18, 2014	632	147	65	25	36	21	926	Marlins swim meet
Wednesday, March 19, 2014	575	174	32		31	27	839	
Thursday, March 20, 2014	527	141	12	70	44	21	815	Marlins Banquet
Friday, March 21, 2014	562	5			48	30	645	Family Fun Night
Saturday, March 22, 2014	408	224		65	28	40	765	SN Social Group
Sunday, March 23, 2014	396	55		40	28	40	559	
Monday, March 24, 2014	650	93			61	51	855	
Tuesday, March 25, 2014	577	65	30		32	25	805	
Wednesday, March 26, 2014	579	161	6		36	23	627	
Thursday, March 27, 2014	507	55	8		40	17	627	
Friday, March 28, 2014	492	5		25	32	13	567	
Saturday, March 29, 2014	452	245		45	39	19	800	
Sunday, March 30, 2014	430	34		94	31	24	613	
Monday, March 31, 2014	608	84	50		44	35	821	
<b>MONTHLY TOTAL</b>	<b>16,276</b>	<b>3,232</b>	<b>284</b>	<b>626</b>	<b>1,369</b>	<b>1,060</b>	<b>22,745</b>	

Town of Mansfield  
Quarterly Report  
Department of Planning and Development  
January 1, 2014-March 31, 2014

**Summary of Operations**

- *Planning and Zoning Commission/Inland Wetlands Agency.* PZC and IWA applications were very limited during the third quarter. With the exception of a one-lot subdivision at Storrs Center, the key projects reviewed by the PZC this quarter were at the University, including the proposed relocation of the Main Accumulation Area, Innovative Partnership Building, new residence hall and new science and engineering building. The Commission also started its review of the draft *Mansfield Tomorrow* plan, a process which will extend throughout the next quarter.
- *Planning Administration.* Administrative activities this quarter were focused on *Mansfield Tomorrow* project as described below. Other key projects included participation in the UCONN Master Plan Advisory Committee and hosting a community meeting on the proposed Route 89 sidewalk project.
- *Economic Development.* The Economic Development Commission continued to prepare a work plan based on the Mansfield Tomorrow Economic Development Strategy Report.
- *Zoning Enforcement.* Zoning Permit activity is on par with the same quarter last year and includes permits for 3 new single-family homes.

**Status of Major Projects and Initiatives**

- *Water Supply Environmental Impact Evaluation (EIE).* The Town Council approved an agreement with Connecticut Water Company (CWC) in January; CWC expects to file their DEEP permit application in early April. Details on the Advisory Committee identified in the agreement are expected to be finalized next quarter.
- *Mansfield Tomorrow.* The first draft of a new Plan of Conservation and Development was distributed to the Mansfield Tomorrow Advisory Group, various Town Advisory Committees and the Planning and Zoning Commission in late February for review. A revised public hearing draft is expected to be completed in June and public hearings scheduled for September. An extension to complete the subsequent zoning regulation revisions will likely be needed.

- *Housing Rehabilitation Program.* Three projects were completed this quarter, two are nearing completion and we expect to close out this coming quarter. We anticipate the encumbrance of funds for 3 more projects this coming quarter.

### **Budget Overview**

- *Revenues.* Revenues continue to be lower than projected. While zoning permit activity overall is consistent with projections, there have been fewer applications for projects requiring special permit approval than in past years, resulting in lower application fee revenues than estimated based on past history.
- *Expenditures.* Expenditures are on-target for the 3<sup>rd</sup> quarter of FY14.

### **Issues and Challenges**

- The Zoning Agent was unexpectedly placed on extended medical leave in November and did not return until the first week of March. This placed additional burdens on other Department staff for permitting activities; enforcement activity was minimal with his absence.

### **Goals for Next Quarter**

- *Sustainability and Planning.* The *Mansfield Tomorrow* Initiative will continue to be the primary focus for the Department over the next 12-18 months. The focus for April through June will be revising the draft Plan of Conservation and Development based on input received from advisory committees and the PZC.
- *Four Corners Sewer Project.* With the water supply project moving forward, it is expected that efforts related to sewer system implementation including public outreach and financing will increase in the coming months.
- *Housing.* Staff will continue to work on housing rehabilitation projects based on the existing waiting list. Additional outreach efforts will also be undertaken to promote the program and add to the current waiting list.
- *Economic Development.* Staff will continue to provide support to the Economic Development Commission. It is anticipated that the focus of activity will be on the completion of a strategic work plan to guide the Commission's activities over the next 1-2 years and implementation of initial projects such as regional EDC forums and a business visitation program.

**TOWN OF MANSFIELD**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**



To: Planning and Zoning Commission  
 From: Curt Hirsch, Zoning Agent *CH*  
 Date: May 6, 2014  
 Re: Zoning Activity for the Third Quarter of FY2014

Activity	FY2014 Q1	FY2014 Q2	FY2014 Q3	FY2014 Q4	FY2014 To Date	FY2013 Q3	FY2013 Q1-Q3
Zoning Permits Issued	45	31	24	0	100	16	77
Certificates of Compliance Issued	47	12	35	0	94	17	66
Site Inspections	98	49	58	0	205	73	253
Complaints Received from the Public	22	15	7	0	44	9	38
Complaints Requiring Inspection	15	9	3	0	27	9	30
Potential/Actual Violations Found	21	11	9	0	41	8	24
Enforcement Letters	10	6	6	0	22	19	74
Notices to Issue ZBA Forms	2	3	1	0	6	1	7
Notices of Zoning Violations Issued	7	2	7	0	16	3	13
Zoning Citations Issued	1	0	0	0	1	1	9

Residential Zoning Permits	FY2014 Q1	FY2014 Q2	FY2014 Q3	FY2014 Q4	FY2014 To Date	FY2013 Q3	FY2013 Q1-Q3
Single-Family Homes	4	4	4	0	12	1	4
Two-Family Homes	0	0	0	0	0	0	0
Multi-Family Units	0	0	0	0	0	0	0

**Quarterly Report**  
**Mansfield Resident Trooper's Office**

**Summary of Operations:**

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

The members of the office worked through eight snow/ice events during this quarter. The Troopers investigated 98 motor vehicle accidents; however there were no serious injury or fatal accidents.

The members of the office are gearing up for the Spring weekend activities and for Spring Weekend.

**Status of Major Projects and Initiatives:**

- There are no major projects or initiatives at this time.

**Budget Overview:**

- Revenues have been generated through aggressive enforcement of Town Ordinances.
- Revenues are further being generated through directed enforcement stemming from citizen concerns.
- Expenditures have been generated through the town's responsibility of the DWI enforcement grant. The town is only responsible for 25% of the funding.

- **Issues and Challenges:**

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

**Goals for Next Quarter:**

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

Respectfully Submitted,

Sergeant Richard Cournoyer # 168

# MANSFIELD RESIDENT TROOPER'S OFFICE

## CALLS FOR SERVICE

January 1- March 31, 2014

**Driving under the influence of Alcohol-** 36 Arrests

**Burglary Investigations-** 15 cases

**Larceny Investigations-** 24 cases

**Assaults-** 3 cases

**Harassment/Threatening-** 1 cases

**Sexual Assaults-** 1 Cases

**Criminal Mischief-** 3 cases

**Disturbances-** 9 cases \*\*\*\* Disturbances are not clearly defined. They can be from loud music to a domestic disturbance case\*\*\*\*

**Missing Persons-** 3 cases \*\*\* All have been found healthy\*\*\*

**Narcotics Violations-** 5 cases

**Suspicious Incidents-** 44 cases \*\*\*These cases can be from an unknown person walking in a neighborhood to a report of a serious crime\*\*\*\* We have had no serious crimes in this time frame.

**Traffic Accidents no injuries-** 98 investigations

**Traffic Accidents with injuries-** 9 investigations "MINOR"

**Fatal Motor Vehicle Accidents-** 0 investigations

**Trespassing Complaints-** 1 case

**Medical Assists-** 23 cases \*\*\* Support local fire and ambulance personnel\*\*\*

**Assist to other Agencies-** 31 cases \*\*\* State Police will often assist other State Police Troops/Local Police Departments/etc. \*\*\*

**Assist Citizens-114 cases \*\*\* Troopers will be called to assist a citizen for any number of reasons\*\*\***

**MEMO**  
April 10, 2014

To: Matt Hart, Town Manager  
From: John C. Carrington, Director of Public Works  
RE: DPW Quarterly Report: January – March 2014  
cc: Kiefer, Meitzler, Veillette, Ohlund, Walton, Burroughs, Visci, LaFlamme, Patenaude, Delia

I reported as Director of Public Works on February 10. As you already know, but it needs to be written, retired Director, Lon Hultgren, is a tremendous individual. He has been great in assisting my transition into the Town and Department. Lon still attends project meetings and is working with Eric to finish paperwork for completed projects. His performance in retirement is above and beyond my expectations.

I have been very impressed with the Department. Engineering is working multiple projects simultaneously with minimal staffing. Solid Waste is functioning well with recent contract changes. Roads, Grounds, and Equipment Maintenance made it very successfully through a challenging winter. Everyone is a team player and works towards giving the taxpayers of the Town of Mansfield the best services possible within budget.

Everyone on the Town staff has been very supportive and welcoming. This is a great place to work.

In short, I am very happy to be a member of the Town of Mansfield staff, have no regrets, and look forward to doing everything I can to maintain and improve on the standards currently established.

### **Summary of Operations**

Since my arrival, the weather has been a major factor. This winter had many snow storms over a short duration stressing our personnel, equipment and road chemical supply. Besides the snow, the temperature has remained well below normal, impacting snow removal and delaying the beginning of the spring construction season.

Engineering and Administrative efforts included:

- Nash-Zimmer Intermodal Transit Center - Majority of the quarter was spent on finding a fix for the HVAC problem and getting the contractor ready for final inspection. Semi-Final Inspection was conducted on 3/14/2014 and the punch list items and being addressed. Conditional CO received on March 27.
- Storrs Center Town Square - landscape architecture firm of Kent & Frost, Mystic, CT, has been designing the improvements at the proposed Town Square and producing bid documents for construction. The Town's DPW established subbase grades, assisted the concrete contractor and installed underground electrical conduits. Engineering supported with survey layout. Concrete foundations and piers have been installed through Leyland Alliance. The Town advertised the landscaping elements of the square and awarded this to Mountain View Landscapes of Chicopee, MA. Much of the work was halted due to winter weather. On March 17, the stone wall construction began. Town crew also on site placing conduit. Worked with Kent & Frost on the lighting and electrical requirements to create contract specifications and plans for the site. Town placed advertisement for bids for this work on March 28 with closing date of April 10.
- Continued and then suspended design work for the 4 Corners sewer design; reviewed preliminary sewer pump station designs and concept design for entire system with Weston & Sampson engineers.
- North Eagleville Road Sidewalk - UCONN has provided a design and construction funding for a 2,000 foot long sidewalk on North Eagleville Road from Hunting Lodge Road to Northwood Road.

Specifications package was generated to go along with plans provided by BVH. The project was advertised by the Town and has chosen Tabacco and Sons Builders Inc. of Bristol, CT. The pre-construction meeting is scheduled for April 3, 2014.

- SRTS: State notified the Town that we were approved for funding the sidewalk from Route 195 to Southeast School. Put together information for visit with DOT in Newington and then held a public informational meeting with Planning on March 25 at the school.
- Project 77-217, Storrs Center Streetscape Ext.: Specifications and plans are currently under revision to incorporate most recent comments from VBH and Connecticut DOT
- Project 77-213, Stone Mill Bridge: Working on Final Project Close-out
- Project 77-224, Birch Road Bikeway- Phase II - project was accepted by DOT as complete
- Dog Lane - semi-final Inspections were completed on 8/1/2013 and the punch list items are being addressed.
- Storrs Road/Post Office Road - Semi-Final Inspections were completed on 8/1/2013 and the punch list items are being addressed. Still need to construct drainage requirements to meet Army Corps permit which is valid through 2016. Work will be done by Town Personnel
- Village Street and Transit Pathways - Semi-Final Inspection was conducted on 9/29/13 and the punch list items are being addressed. Contractor has shown very little activity on punch list due mainly to winter shutdown. Installed wheel stops on diagonal parking near high retaining wall on Wilbur Cross Way. BL has been instructed to design a guardrail system for the length of the large retaining wall due to safety concerns.
- Sampled monitoring wells at the Town solid waste area; sampled stormwater runoff at the Town Garage
- GIS: Coordination and Support
- Transportation Advisory Committee TAC: Support
- Budget prep
- Town Roadway and Parking Lot Pavement Marking - engineering office's intern Andrew LaFlamme coordinated the updating of required pavement markings
- Assisted with the staffing of the Traffic Authority, Transportation Advisory Committee, Cemetery Committee, Solid Waste Advisory Committee, Four Corners Sewer and Water Committee, Parking Steering Committee, UCONN Parking Advisory Committee, and the Sustainability Committee. Attended Windham Water Pollution Control Authority meeting.
- Met with CL&P to discuss their plans for future scheduled tree trimming in Town.
  - Collected traffic data on Town roads for the Traffic Authority
  - Administered community sewer system agreements.
  - Coordinated Town line sewer meter recalibrations with Windham WPCA.

Solid Waste Operations work included:

- Operated the transfer station.
- Administering the transition to automated trash and recycling service (90% of this quarter's effort)
- Attended planning meetings for UConn's Give and Go 2014
- Administering school compost programs
- Revised webpages related to trash, recycling, transfer station, hazardous waste, composting
- Facilitated educational programs – Southeast School Green Thumbs Club and ECSU's "Elementary Connections"
- Began serving on Connecticut Recyclers Coalition board of directors
- Staffed the sustainability and solid waste advisory committees

Roads, Grounds, and Equipment Maintenance Operations work included:

- 2478.25 hours of overtime this quarter, majority for snow removal.
- Roads performed these tasks:
  - Improvements to Town Square
  - Gravel road maintenance
  - Roadside trimming
  - Mix sand/salt
  - Haul tailings to Haines and sand to garage
  - Snow removal and spot sanding – responded to 18 full call outs and 10 spot sandings
  - Mailbox repair
  - Pot Hole patching
  - Removed downed and hazardous trees from Town roads; disposed of the wood waste
  - Clean trucks and equipment
  - Pick up curbing
  - Resident Complaints
  - Sign repair/installation
  - Trim brush and remove trees
  - Guide post repair
  - Guard rail repair
  - Clean waterways/ditches
  - Clean garage
- Grounds performed these tasks:
  - Snow removal/sanding buildings and schools
  - Athletic field maintenance
  - Trail maintenance
  - Service grounds equipment
  - Clean trucks and equipment
  - Library book sale move books
  - Trash pickup
  - Trim brush around fence lines
  - Clean grounds building
  - Repair park signs
  - Fill and remove sand boxes
- Equipment Maintenance serviced and repaired Town vehicles and equipment

**NASH-ZIMMER TRANSPORTATION CENTER:**

- Granted a certificate of occupancy on March 27.
- Bus service to and from the Center has been ongoing since February 24. Residents are using the services.
- The Grand opening is April 14.

**Status of Major Projects and Initiatives**

- Design of the Four Corners area sewer system transferred to Weston & Sampson. They are aggressively pursuing a design completion of August 2014.
- Intermodal Center is complete except for HVAC reconfiguration from Constant Volume to Variable Air Volume unit, screening of the HVAC roof top unit and some weather delayed punch list items, like exterior paint touchups.
- Contractor at Town Square is aggressively trying to achieve a May 7 completion but weather delays are making this nearly impossible.

- Initiative to use other pavement resurfacing methods than chip seal is being investigated. The plan is to pave a portion of Bassetts Bridge Road using full depth reclamation.
- Initiative to convert to treated salt for winter deicing will be planned for two routes next winter. The off season will be used to prepare two trucks for this conversion.

### **Budget Overview**

Overtime and chemical use has been greater than budgeted but overall budget is in good shape.

### **Issues and Challenges**

- Storrs Center grant projects continue to require much of the department's engineering and administrative efforts. The paperwork required for the various grant projects for Storrs Center is voluminous, and the DPW staff is still struggling to keep up.
- Completing both the Intermodal Center and Town Square projects.
- The retirement of Grant will have impact on the Department's historic knowledge base, surveying and wastewater activities.
- Finalizing final scope of work for the Post Office drainage and paving project without exhausting all paving funds for Town roads.

### **Goals for Next Quarter**

- Close out the FTA grant projects (Village Street and Transportation Center)
- Complete construction of the Town Square
- Complete the Post Office drainage and paving work.
- Continue to support contractor design and cost estimates for the Four Corners project.
- Get the Engineering office space cleaned and organized, make it more professional.
- Finalize paving plan for the 2014 paving season.

Town of Mansfield  
Quarterly Report  
Town Clerk  
January, February, March 2014

**Summary of Operation**

- Vital Records – 11 Marriage Licenses, 10 Birth, and 27 Death Certificates registered
- Land Records – 406 Instruments recorded, including 9 Property Foreclosure Registrations
- Dog Licenses - 77 Dog Licenses issued
- Cemetery Plots – 1 sold
- Sports Licenses – 33 Sports Licenses sold
- Freedom of Information – 5 Freedom of Information Requests addressed  
Preparation continues for FOIA Commission hearing
- Legal Notices regarding the Town’s audit report, and Democratic and Republican Town Committee certifications were published, as were, the public hearing and approval notice for the Amendments to the Ordinance Regarding Regional Council of Governments
- Conducted classes on town government for UConn Journalism students

**Status of Major Products and Initiatives**

- Records Management – Completed and filed the final report for the 2013/2014 Historic Document Preservation Grant and submitted an application for the 2014/2015 Grant. This grant will be used to continue to backfile land records onto the system. We have also identified a need to microfilm older Town Meeting records
- Technology – Continued implementation and modifications of programs available in the Cott Operating System, including Marriage Marshal

**Budget Overview**

- Revenues – Conveyance taxes received for this quarter were \$28,407.00 (67% of budget to date)
- Recording, copying and vital records revenues are all on budget or slightly higher
- Expenditures – Expenditures are on target. Plans are being made to update our code book.
- 270 Fund – These funds are statutorily targeted for improvements to the historic preservation of our records. Current plans are to use this source to supplement the land records backfiling project being undertaken with the Historic Document Preservation Grant and will allow all land records back to around 1995 to be electronically available.

**Issues and Challenges**

- The emphasis in our office for the foreseeable future will be to continue to familiarize ourselves with the capabilities of the new operating system and understanding how these capabilities affect the workings of the office.
- A recent review of the map index has identified problems which occurred during the migration process from our old Alpha System to the Cott System. After looking at our options we have determined the best way to proceed is to reenter all the information into the new format. The original indexes contained many errors and lacked information currently required by statute.

#### **Goals for Next Quarter**

- Complete the reentry of 38 volumes of maps into the Cott System correcting the information to be provided to the public
- E-Recording – Explore the options for allowing e-recording of land records
- Prepare for the sport licensing season
- Identify the best current source for dog licensing and prepare for the 2014/2015 season
- Process Town Committees' delegate selections
- Prepare for the Annual Town Meeting for Budget Consideration and the Regional School District 19 Referendum
- Town Clerk Association – Continue to serve on the Legislative Committee of Connecticut and as their representative to the Secretary of the State's Absentee Ballot Working Group.