

**Personnel Committee
Monday, June 16, 2014
Council Chambers, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Chair), Alex Marcellino, Elizabeth Wassmundt

Other Council Members Present: Paul Shapiro

Others Present: Maria Capriola, Matthew Hart

The meeting was called to order at 4:00pm.

1. PUBLIC COMMENT

None.

2. MINUTES

The minutes of June 3, 2014 were moved by Marcellino and seconded by Wassmundt. The minutes were unanimously approved as presented

3. RULES OF PROCEDURE

The following topics were discussed within the context of the Rules of Procedure:

- Use of electronic devices during Council meetings;
- Public submission of notes to Councilors during Council discussions;
- Cancellation of Committee meetings

Capriola reviewed the results of information gathered by the Connecticut Conference of Municipalities and Mary Stanton, Town Clerk regarding the practice of permitting (or not permitting) the use of electronic devices during Council meetings. With the exception of one community, all communities that responded permitted such use. Such use is generally deemed acceptable by municipalities if the devices are silenced and being used for business purposes.

By consensus the Committee agreed that the use of electronic devices by Council members is a personal choice. Written rules to govern such use are not needed. The Committee suggests that members using electronic devices during meetings limit electronic communications to matters of business. Several Committee members also noted that it is not appropriate for members of the public to bring notes to members of the Council (sitting at the table) while meetings are in progress.

In regards to cancelling Committee meetings, Moran stated a reason(s) should be noted when communicating about the cancellation(s) of meetings. It was agreed that consideration will be given to the cancellation of meetings (of a 3 person committee) if the minority party member is unable to attend.

The meeting adjourned at 5:15pm.

Respectfully submitted,
Maria E. Capriola
Assistant Town Manager, Town of Mansfield

RECREATION ADVISORY COMMITTEE
MEETING MINUTES – January 22, 2014 (approved 4/23/14)

ATTENDING: Darren Cook, Sheldon Dyer, Michael Gerald, Don Field, Frank Musiek
STAFF: Jay O’Keefe, Curt Vincente
GUESTS: Todd Hodrinsky, Mansfield Little League

- A. Call to Order –S. Dyer called the meeting to order at 7:31pm.
- B. Approval of Minutes – D. Field moved and M. Gerald seconded that the minutes from the October 23, 2013 meeting be approved and the motion passed unanimously.
- C. Co-Sponsorship Update – Todd Hodrinsky of the Mansfield Little League (MLL) presented MLL’s application for co-sponsorship renewal. Following a brief presentation, questions and answers, M. Gerald moved and S. Dyer seconded that MLL’s application be approved pending administrative review of all items submitted with the application. Staff will review the material and confirm compliance with the policy.
- D. Old Business – C. Vincente gave a brief update on membership, facility usage and discussed current marketing campaigns. J. O’Keefe highlighted the recent Community Center Open House week. F. Musiek noted concerns about parking availability at times. C. Vincente responded that random monitoring and ticketing is happening, but both E.O. Smith and UConn students are illegally parking, which is causing occasional parking shortages.

C. Vincente gave a brief update on Southeast Park, noting that the Mansfield Little League may have a sponsor for an additional scoreboard for field “B”. Permanent sponsorship will require an update to the current park rules and regulations which currently only allow for seasonal sponsorship banners. D. Cook moved and M. Gerald seconded that RAC strongly support the approval of permanent sponsorship on the scoreboard so that the MLL can get a new scoreboard. The motion passed unanimously. C. Vincente discussed the status of the Fee Waiver Ordinance review by the Town Council’s Ordinance Development and Review Sub-Committee (ODRS) on fee waivers. Minutes of their recent meeting was included in the packet for details. General discussion amongst RAC’s members expressed concern about a household cap, but they understand the need to establish a fiscally responsible manner to approve fee waiver applications. D. Field favors the program with a cap, M. Gerald suggested pulling the before and after school program out and handling that separately. There was no committee consensus, however RAC members felt that ODRS was making the necessary changes. ODRS will make recommendations to the full Town Council for improvements to the Fee Waiver Ordinance in the near future and a public hearing will be necessary for any changes to the ordinance.

- E. Correspondence – None
- F. New Business – C. Vincente briefly reviewed the fall quarterly report. J. O’Keefe gave a brief update on fall programs and reviewed ongoing winter programs. J. O’Keefe also discussed the new format for the Fitness Flex membership options. J. O’Keefe mentioned the hiring of Jared Redmond to fill the Recreation coordinator position. C. Vincente discussed the Parks and Recreation Fund budget and the process for the 2014-15 fiscal year.

Having no other business, the meeting was adjourned at 9:10pm.

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

June 19, 2014

8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Ward, Commissioner; Ms. Fields, Executive Director.

The meeting was called to order at 8:36 a.m. by the Chairperson.

MINUTES

A motion was made by Ms. Hall and seconded by Mr. Eddy to accept the minutes of the May 15, 2014 Regular Meeting and the June 3, 2014 Emergency Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the May bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the April Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the May Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy reported that the Outreach Social Worker has been trained in "Choices" which means that they have been trained in helping people with Medicaid and Medicare insurance.

No selection has been made for the Program Coordinator yet.

General Reports

Mr. Eddy stated that he may be moving within the next year and wanted to let the Board know because he would be required to vacate his position on the Board as the Resident Commissioner.

COMMITTEE REPORTS

Development Committee

None

Quality of Life Committee

Ms. Ward stated that she had spoken with a couple of fence installers to get some pricing on running a fence part of the way down the north side of the property. It would be located behind Building 4 and Building 6, between the edge of the lawn and the woods. It would reduce noise from South Eagleville.

Ms. Fields stated that she had received two quotes, one for 128 feet and a second for 200 feet. Ms. Ward is meeting another fencing contract to get a second quote

Mr. Eddy requested that the Committee meet and create a survey for feedback on what kind of "fence" residents would prefer, living or otherwise.

UNFINISHED BUSINESS

Holinko Estates Solar Panels

The project contract was signed. Upon review of the project by the electrician, he said that there would be an additional cost of \$3,000 to combine the meters. Sunlight Solar agreed to combine the meters at their cost since the Authority is a returning customer and it was originally discussed with Sunlight Solar. Ms. Fields believes the idea may have gotten lost when the project was handed off from Dan Britton, who left the company, to Brendan Smith.

Holinko Site Lighting Project

The project to upgrade all exterior lighting on both buildings and around the site to LEDs was started on May 14, 2014. The final count of Building lights was off by three resulting in Building 5 exterior lights not being upgraded. Sunlight Solar agreed to install them for the cost of the lights only (\$941) with no charge for labor. They will install them when they install the Solar Panels. Ms. Fields signed an amendment to the contract to include them.

Section 8 Financing Update (HAP)

HUD transitioned all HAP reserves (also known as Net Restricted Assets) back to HUD by reducing the amount of the June HAP payment to the Housing Authority. HUD now holds all Net Restricted Assets and the Housing Authority will have to request additional funds when needed. Ms. Fields requested an additional payment of \$5,000 for June due to the increased HAP payments made on behalf of new participants in June. The Housing Authority was left with uncomfortably low reserves of \$2,040 which would not allow for unexpected changes or mid-month lease ups.

NEW BUSINESS

Wrights Village Write Off (Snape)

Ms. Fields requested that the Board approve the write off of an outstanding debt owed by a previous tenant who moved out in June of 2012 and has since died.

RESOLUTION

WHEREAS, it is necessary that the Housing Authority of the Town of Mansfield write off uncollectible accounts to maintain financial statements that accurately reflect the true financial condition of the Authority;

THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE TOWN OF MANSFIELD HEREBY AUTHORIZES THE FOLLOWING WRITE OFF:

Wrights Village	Ronald Snape	\$843.00
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A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the resolution to write off \$843 in uncollected debt. Motion approved unanimously.

MEETING DATE REVIEW

The July Board Meeting has changed from July 30, 2014 to July 16, 2014.

OTHER BUSINESS

A motion was made by Mr. Simonsen and seconded by Ms. Ward to add to the agenda a personnel matter which would require going into Executive Session. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to go into Executive Session at 10:20 a.m. and invite Ms. Fields. Motion approved unanimously.

The Board came out of Executive Session at 10:40 a.m.

In consideration of a request for a distribution from the Housing Authority's 457(b) plan that does not rise to the level of an unforeseeable emergency, the Board discussed creating a policy to cover the request before them and all future requests.

POLICY

Distributions from Employee Contributions to the 457(b) Retirement Plan

Requests for distributions from employee contributions of the 457(b) retirement plan that do not rise to the IRS definition of Unforeseeable Emergencies (IRS Code 457(d)(1)(iii)), will be allowed in the form of a loan provided that:

- a. The participant agrees to sign a note for the full amount of the loan including an interest at a rate set by the Plan Sponsor.
- b. While the participant is in the payback period, the participant may not participate in the pension plan and the Housing Authority will not make any contributions into the account of the participant.
- c. Monthly loan payments will be deducted from the participant's paycheck.
- d. The loan can be prepaid at any time.
- e. The Executive Director will determine a reasonable loan term based on the loan amount.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the above policy pending approval by the plan sponsor, ING, who will also confirm compliance with IRS regulations. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the loan amount to the employee up to \$2,500 in accordance with the policy above. Motion approved unanimously.

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:50 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson

TOWN OF MANSFIELD
Solid Waste Advisory Committee
Minutes of the Meeting
March 13, 2014

Present: Knox, Coughlin, Roberts, Milius, Walton (staff)

The meeting was called to order at 7:07 by chair Knox.

The minutes from January 9, 2014 were accepted on a motion by Roberts/Milius.

Walton reported on the single-family service. The number of complaints from residents has continued to drop to an acceptable level. The recycling rate for both January and February was 36%. Walton met with Willimantic Waste Paper drivers and management to review their operations and discuss outstanding concerns. Willimantic Waste Paper would like to begin using a split body truck that can collect both trash and recyclables. With reservations about the ease of accidentally mixing together the different streams, staff agreed on the condition that if the recycling rate dips below 36%, the use of the split body will be re-evaluated. Willimantic Waste Paper requested moving some of Tuesday's and Wednesday's route onto a new Friday route. The new route will need to be reviewed by staff and coordinated with the quarterly trash bill inserts before being implemented.

The multi-family contract has been revised to include recycling dumpster service along with recycle carts. The service will be bid before the end of March. At the May 8, 2014 SWAC meeting, the committee will review the bid results.

The committee discussed progress on zero waste actions. Knox and Ames received the sample composters, but they have not been tested out due to an extreme winter. Once the Green Cone bio digester and Garden Gourmet compost bin have been given a trial run, the committee will decide whether to sell them in conjunction with composting workshops. Walton, now serving on the Connecticut Recyclers Coalition's (CRC) board of director, has begun tackling the state regulations that prohibit small compost operations. The CRC is working on developing three transfer station compost demonstration projects that will accept food waste. The projects would collect data and best management practices relevant to Connecticut, in order to demonstrate their efficacy to state regulators. The Mansfield transfer station has been selected as one of the pilot sites. The Dog Lane Café and Farmer's Cow are two businesses that might be interested in participating in the pilot. Knox noted that the City of Middletown's zero waste pledge could be a useful way of promoting waste prevention activities. Knox added that it is worth promoting the pay-as-you-throw trash service as a way to prevent and reduce waste.

Although the Mansfield schools were notified about Mansfield International Clean Up Day, April 2, 2014, Walton has not received any response of interest. She will send another e-mail notice to the schools.

Rid Litter Day will be scheduled for the Saturday after spring weekend, May 3, 2014. Knox volunteered to contact the residents who participate in Adopt A Road. Walton will send her an updated list.

The committee reviewed chapter 5 of the draft Mansfield Tomorrow plan. They were in agreement with Walton's recommended edits, which will be submitted to staff working on the Mansfield Tomorrow project.

Walton reported that she would like to initiate a community "repair clinic" where residents bringing in small items in need of repair are matched up with a repair person. First, individuals who know how to make repairs need to be recruited to volunteer their skills for a few hours a month. Coughlin suggested contacting individuals

who are involved in ham radio. Members asked Walton to look into liability issues.

The transfer station is now set up to accept waste vegetable oil. Walton will put a notice in the April trash bill inserts. Walton applied for a Keep America Beautiful grant for 50 interior Slim Jim recycle containers. UConn Give and Go is scheduled for May 7 through 11. Plus, WAIM and Celeron Square Apartments have agreed to work together on Memorial Day weekend when most of their tenants will be moving out. WAIM will park a truck at the apartments and Celeron Square staff will promote the collection of reusable items. Volunteers will be needed to help with screening incoming donations and packing the truck.

The next meeting is scheduled for May 8, 2014.

The meeting was adjourned at 8:30 pm.

Respectfully Submitted,

Virginia Walton
Recycling/Refuse Coordinator

TOWN OF MANSFIELD
Solid Waste Advisory Committee
Minutes of the Meeting
May 8, 2014

Present: Knox, Roberts, Nora Stevens (guest), Walton (staff)

The meeting was called to order at 7:10 by chair Knox.

The acceptance of the March 13, 2014 meeting minutes were deferred for a future meeting.

Stevens, a volunteer for almost 20 years, spoke about the growth of the swap shop. To get a better idea of how much material is circulated back into the community, incoming swap shop donations are being weighed for the next month. To improve the function of the swap shop, Stevens suggested better lighting, built-in shelves, and staffing by a town employee. The Town Council will be visiting the transfer station on June 23, 2014 at 6 pm. SWAC members are invited to attend.

Walton reported that the split body trash and recycling truck began servicing single-family residents the week of April 14, 2014. The recycling rates for the first and second week of this change were 37% and 40% respectively. The recycling rate for the month of April was 37%. The number of households that are using an additional recycle container is up to 12. It was suggested that at the end of August staff re-evaluate charging for an additional recycle container. If the number is still nominal, and the households needing the additional container are not home businesses, Willimantic Waste Paper should be asked to waive the charge for additional recycle containers.

Willimantic Waste Paper was the only company that bid on the multi-family residential contract. The bid prices were similar to their current rates. For extra collections, their prices have almost doubled. Staff will prepare recommended multi-family rates for members' review at the next SWAC meeting.

Knox stated that she has not begun using the sample Green Cone digester at her house because of the wet weather, and it may prove to be difficult to install because of the stony soil. Walton will check with Ames to see if she has begun testing the Garden Gourmet composter. Walton stated that she has done some measurements of the transfer station leaf pile to come up with an estimate of food scraps that could be managed properly in the compost pile. She has spoken to Big Y, who has expressed interest in composting their food scraps.

The committee discussed ways to encourage greater participation in Rid Litter Day next year. Ideas included recruiting groups to work in neighborhoods, using lawn signs at the municipal buildings, and on Rid Litter Day creating a mound of bagged litter on the lawn of the Town Hall, making it news worthy for the local papers. At the January 2015 meeting, the committee will begin working on recruiting groups.

Walton reported that she has received responses from a handful of people who are willing to help fix items at a "repair clinic." The Access Agency, which hosts a time bank, has also offered to work together on this project. Walton checked into the question of liability that was raised at the last meeting. The Repair Café could potentially be held in a municipal building, if another organization, such as the Access Agency, sponsors the Repair Cafés. Walton is waiting to hear back from the Access Agency as to whether they will sponsor it.

The Festival on the Green has been renamed "Celebrate Mansfield Festival". Since the Festival, scheduled for September 21, 2014, will be on the town square, Walton suggested that a letter from the Solid Waste Advisory

Committee be sent to businesses along the square, asking that they use compostable items for that particular day. Walton will bring a draft of the letter to the next meeting.

Walton reported that UConn Give and Go is currently underway. Knox volunteered to help sort items in the Arena over the weekend. Walton has begun working with the IT department to work on paper reduction strategies for the municipal buildings.

The next meeting is scheduled for July 10, 2014.

The meeting was adjourned at 8:46 pm.

Respectfully Submitted,

Virginia Walton
Recycling/Refuse Coordinator



COMMITTEE ON COMMITTEES

June 13, 2014
Room C

1. CALL TO ORDER

The meeting was called to order by Peter Kochenburger, Chair of the Committee, at 8:12 a.m.

Present: Steve Kegler, Peter Kochenburger, Alex Marcellino

2. APPROVAL OF THE MINUTES

Mr. Marcellino moved and Mr. Kegler seconded to approve the minutes of the April 11, 2014, April 22, 2014 and May 16, 2014 meetings as presented. Motion passed unanimously.

3. OPPORTUNITY FOR PUBLIC COMMENTS

No members of the public were in attendance.

4. CONNECTICUT WATER ADVISORY COMMITTEE MEMBERSHIP

The Town Clerk updated the Committee on the appointments by other Town Committees. The Conservation Commission will address the appointment at their June 18th meeting, the Economic Development Commission has appointed John McGuire, and the Planning and Zoning Commission has asked the Town Attorney for an opinion as to whether they should participate in the Committee.

The Town Clerk will contact Connecticut Water Company to ascertain whether they are reaching out to the other entities for members. The Chair will prepare a release for posting on the Town's website and Q-notify system advertising the need for a citizen member.

5. FOUR CORNERS WATER AND SEWER ADVISORY COMMITTEE

The Town Clerk will contact Committee Chair Ken Rawn to identify which positions should be merged or eliminated in the attempt to bring the membership to nine.

6. APPOINTMENTS/RESIGNATIONS

The Chair will contact Curt Vincente and Jay O'Keefe to see if the Arts Advisory Committee would be amenable to having a fine arts student as one of their members.

By consensus the Committee agreed to recommend Sabrina Hosmer be appointed to Mansfield Advocates for Children.

Human Services Director Pat Schneider will be invited to the next meeting to discuss the Human Service Advisory Committee.

The Town Clerk will send the membership list to staff for updating and comments. Specifically staff will be asked about the possible merger of committees. The Clerk will also prepare an article for the Mansfield Minute in an effort to recruit volunteers.

The consolidation of Appeals Boards will be an item on the next agenda.

The July 11, 2014 will be moved to 11:00 a.m.

7. ADJOURNMENT

Mr. Kegler moved and Mr. Marcellino seconded to adjourn the meeting at 8:55 a.m. Motion passed unanimously.

Respectfully submitted,

Mary Stanton

Mansfield Town Clerk

**Ad hoc Committee on Responsible Contracting
Friday, May 9, 2014
Council Chambers, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Chair), Elizabeth Wassmundt

Other Council Members Present: Steve Kegler, Alex Marcellino, Paul Shapiro

Staff Present: Maria Capriola, Assistant Town Manager, Matt Hart, Town Manager

The meeting was called to order at 9:00 am.

1. MINUTES

The minutes of April 11, 2014 were moved by Wassmundt and seconded by Moran. The minutes were unanimously approved as presented.

2. DISCUSSION ON RESPONSIBLE CONTRACTING ORDINANCE

Discussion occurred on local preference in the procurement process. Staff prepared concepts for consideration on local preference, which summarized feedback and thoughts presented by the various RCO guest speakers. Members present were divided on whether or not to continue discussion on local preference in the procurement process at this time. As a result, the Committee will meet again when all three members are available to discuss and weigh in on this issue.

The Committee also expressed an interest in having staff determine if selected/preferred bidders have a history of violations with the Department of Labor. The Committee suggested that this could be done during the reference check process; this could be an administrative change or a change written into the Purchasing regulations.

3. PUBLIC COMMENT

Greg Zlotnick, Mansfield. Mr. Zlotnick spoke to the local preference issue and spoke against using the "county" approach to determine local. He also stated his opinion that a pre-qualification process can help to identify responsible contractors.

Chris Viales, Willimantic. Mr. Viales provided an update on UCONN's review and consideration of adding local preference in the selection of vendors and contractors. Mr. Viales spoke in support of local preference.

The meeting adjourned at 9:38am.

Respectfully submitted,
Maria E. Capriola, Assistant Town Manager
Town of Mansfield