

**MANSFIELD DOWNTOWN PARTNERSHIP
ADVERTISING AND PROMOTION COMMITTEE**

Meeting

Celebrate Mansfield Festival Subcommittee

Monday, September 8, 2014

5:00 pm

Minutes

Present: Betsy Paterson, Kim Bova, Millie Brosseau, and Rick Brosseau

Staff: Sarah Delia, Kathleen Paterson, and Cynthia van Zelm

1. Call to order

Chair Betsy Paterson called the meeting to order at 5:05 pm.

2. Public comment

There was no public comment.

3. Approve Minutes from September 2, 2014

The Minutes from September 2, 2014 were approved.

4. Report on distribution of Festival posters, flyers and cards

Committee members reported on their progress in distributing the Festival posters, flyers, and cards.

5. Review Task List

Activities: Kathleen Paterson reported she heard from Ilze Taylor, who is working on the logistics for the mural.

Advertising: Ms. K. Paterson reported that the newspaper ads will begin this week. Cynthia van Zelm, Ms. Paterson, and Ms. K. Paterson will appear on the WILI's Wayne Norman show on September 17 to promote the Festival.

Art: Art pieces will start arriving next week. **Kim Bova and Ms. K. Paterson will discuss the jury.**

Food: Ms. K. Paterson reviewed the list of food vendors and what they will be serving. **Ms. K. Paterson will follow-up with vendors with outstanding information [Done].**

Low-waste Event: Ms. K. Paterson met with Ginny Walton to review placement of the recycling stations; they relocated one station.

Music: Ms. K. Paterson contacted Steve McKay from Euphoria Event Solutions to discuss the set-up of the stage tent.

Parade: Millie and Rick Brosseau reviewed the list of confirmed participants. **They will email information to Parade participants soon [Done]. Ms. van Zelm will email them a copy of last year's information [Done].**

Ms. Brosseau reported there are five parade wranglers confirmed; a few more are needed. **Ms. K. Paterson will send George Thompson III's contact information to Ms. Brosseau [Done].** The committee agreed that they will defer to the Thompson family as to how they would like to participate in the Parade.

The UConn women's basketball team is willing to either march in the parade or sign autographs. Members felt they should sign autographs. **Ms. K. Paterson will follow up with UConn Athletics.**

Set-Up: Participant packets, including maps and "day of" instructions were mailed to all participants.

Mr. Brosseau suggested adding directional signs near Dog Lane and Bolton Road Ext. to guide visitors to parking. **Ms. K. Paterson will order additional signs [Done].**

Ms. K. Paterson passed out the parking map for vendors and the public.

The committee discussed the possibility of UConn student-athletes participating in the Festival and determined the best location for them would be.

Sponsors: Ms. van Zelm reported that some checks are still expected. She will make follow up calls after the Festival.

Volunteers: Ms. K Paterson said she is continuing outreach to potential volunteers.

6. Review Supplies List

The members reviewed the supplies list and which items have been brought in and which items are still needed. **Ms. Paterson, Mr. Brosseau, and Ms. Taylor will bring in their remaining items. Sarah Delia will sort through the Partnership's supplies and note any additional needs.**

7. Open Discussion

Ms. van Zelm said that the A-Frame signs will be distributed after the next meeting to be placed around town. There was discussion about what time the Festival members will meet on Sunday, September 21.

8. Adjourn

The meeting adjourned at 6:30 PM.

Minutes prepared by Sarah Delia

**MANSFIELD DOWNTOWN PARTNERSHIP
ADVERTISING AND PROMOTION COMMITTEE
Meeting
Celebrate Mansfield Festival Subcommittee
Monday, September 2, 2014
3:00 pm**

Minutes

Present: Betsy Paterson, Kim Bova, Millie Brosseau, Rick Brosseau, and Ilze Taylor

Staff: Kathleen Paterson, Sarah Delia, Cynthia van Zelm

1. Call to order

Chair Betsy Paterson called the meeting to order at 3:09 pm.

2. Public comment

There was no public comment.

3. Approve Minutes from August 25, 2014

The Minutes from August 25 were approved.

4. Review Master Events List

Kathleen Paterson reviewed the Master Events List. This is the last time the Master Events List will be reviewed as it is near completion.

5. Review participant packet

Ms. K. Paterson took notes from previous meetings and incorporated them into a new format for the participant packet.

Members discussed the packet page by page. There was a note to add to the rain plan that tents or canopies would not be needed inside E O Smith. **Ms. K. Paterson will ask Ralph Pemberton about tents on the E O Smith floors.**

Ms. Paterson suggested having trash bags at the Headquarters table for area captains to disseminate as needed.

6. Review Festival site plan

The Committee reviewed the site plan and booth assignments.

There was a question if some food vendors would need more or less time than that allotted for set up. It was determined to keep the times the same and ask for feedback after the Festival. The packets will be mailed on Monday, September 8.

(Millie Brosseau and Kim Bova left at 4:45 pm)

7. Distribution of Festival posters, flyers and cards

Members reviewed the lists of what they had distributed and what was left to distribute.

8. Review Task List

Volunteers: Committee members reviewed the list of volunteer assignments and discussed the general need for more volunteers this year. **Ms. K. Paterson reported that the Area Captains are confirmed; she will continue outreach to potential volunteers. Rick Brosseau will also continue outreach to potential volunteers, both for the Parade and for the Festival.**

(Ilze Taylor arrived at 5:00 pm.)

Activities: Ms. Taylor explained the plans for the mural and requested feedback the appropriate supplies and the type of background. Ms. Delia suggested including a theme to help guide participants. Ms. Paterson suggested adding "Celebrate Mansfield" on the mural and asking participants to draw what they like about the downtown or Mansfield. Ms. Taylor noted the suggestions. **She will get the supplies of temper paint and cloth and will talk to Heather Bunnell about the best size of the mural.**

(Sarah Delia left at 5:30pm)

Parade: Rick Brosseau passed out an updated list of the parade; the committee reviewed the list. **Millie Brosseau will start extensive outreach to people. Ms. B. Paterson will follow up with the Democrats to confirm their appearance in the parade.**

Set-up: **Ms. K. Paterson will work with Bryan Wosczyzna from Local Stage Productions on the logistics of getting the tent to the Town Square stage area. Mr. Brosseau shared an email from Steve from Euphoria Events with questions regarding set-up. Ms. K. Paterson will respond to Steve directly [Done].**

Ms. K. Paterson explained the suggestion from Mr. Wosczyzna to block off Royce Circle between Dog Lane and Bolton Road Ext. to take down the stage tent. **Ms. K. Paterson will talk with Matt and Rich Cournoyer to see if this is possible.**

9. Review Supplies List

The bins from the storage area underneath the Town Hall will need to be transported to the Partnership Office. **Ms. Cynthia van Zelm will request that Beth Spinner have the labelled bins delivered to the Partnership Office. (Done)**

Ms. K. Paterson will ask H. A. Café if their water can be used to place in jugs for water for volunteers.

Ms. K. Paterson will update and send out the Supplies List. Members should start bringing in material on Monday, September 8.

10. Adjourn

The meeting adjourned at 6:00 PM.

Minutes prepared by Sarah Delia and Cynthia van Zelm

**Ad hoc Committee on Responsible Contracting
Friday, July 11, 2014
Council Chambers, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Chair), Elizabeth Wassmundt, Elizabeth Paterson

Other Council Members Present: Steve Kegler, Paul Shapiro

Staff Present: Maria Capriola, Assistant Town Manager, Matt Hart, Town Manager, Cherie Trahan, Finance Director, John Carrington, DPW Director

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

1. MINUTES

The minutes of May 9, 2014 were moved by Paterson and seconded by Wassmundt. The minutes were approved as presented (Moran, Wassmundt in favor, Paterson abstaining).

2. PUBLIC COMMENT

David Freudmann, Mansfield. Mr. Freudmann spoke in opposition to a responsible contracting ordinance, local preference, and a policy statement on responsible contracting.

3. DISCUSSION ON RESPONSIBLE CONTRACTING ORDINANCE

Moran made the motion to move "Committee wrap-up" to the end of the agenda. The motion was unanimously approved.

Local Preference. Discussion occurred on local preference in the procurement process. Wassmundt made the motion, seconded by Paterson, "for the Committee to no longer consider and end discussion on the concept of local preference in the procurement process." The motion passed unanimously

Recommendations to Town Council. At Moran's request, Hart reviewed a number of options for the Committee to consider such as amendments to the Purchasing Ordinance or a policy statement that would require selected contractors to engage in fair and equitable treatment of their employees while also adhering to safe work practices and all labor and safety laws. Discussion occurred as to whether or not the existing Purchasing Ordinance (76-3, 76-4D 9/10/12) provides the Town with the authority to require contractors to disclose safety and labor law violations and to review that record. Wassmundt made the motion, seconded by Paterson, "to have the Town Manager take the legal questions to the Town Attorney for comment." Motion passed unanimously.

Committee Wrap-Up. To be discussed at next meeting.

The meeting adjourned at 10:06am.

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

Personnel Committee
Wednesday, September 3, 2014
Conference Room B, Beck Municipal Building

Minutes

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

The meeting was called to order at 2:00pm.

1. EXECUTIVE SESSION - TOWN MANAGER PERFORMANCE REVIEW

The Committee unanimously agreed to enter into executive session for the purposes of the Town Manager performance review. The Committee entered executive session at 2pm.

The Committee left executive session and then adjourned at 3:57pm.

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

**Personnel Committee
Monday, August 25, 2014
Conference Room B, Beck Municipal Building**

Minutes

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

The meeting was called to order at 1:00pm.

1. EXECUTIVE SESSION - TOWN MANAGER PERFORMANCE REVIEW

Marcellino made the motion, seconded by Wassmundt to enter into executive session for the purposes of the Town Manager performance review. The motion passed unanimously. The Committee entered executive session at 1pm.

The Committee left executive session and then adjourned at 1:16pm.

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

**Personnel Committee
Monday, August 18, 2014
Conference Room B, Beck Municipal Building**

Minutes

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

Other Council Members Present: Paul Shapiro

Others Present: Maria Capriola

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

1. PUBLIC COMMENT

None.

2. MINUTES

The minutes of July 21, 2014 were moved by Wassmundt and seconded by Marcellino. The minutes were unanimously approved as presented.

3. DRAFT USE OF TOWN ATTORNEY POLICY

Discussion on the draft "Use of Town Attorney" Policy continued. Wassmundt offered a number of suggested edits to the policy. Edits made in response to Committee member comments from the July 21st meeting were also reviewed. Wassmundt made the motion, seconded by Marcellino to accept the policy with the noted changes (a copy of the policy will be included in the 8/25 Town Council packet). Motion passed unanimously. The policy will be submitted to the Town Council for the 8/25 meeting.

4. TOWN MANAGER PERFORMANCE REVIEW

It was determined that an executive session was not needed. However, a special meeting will be held on August 25th at 1pm for the purpose of this agenda item.

The meeting adjourned at 5:23pm.

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



COMMITTEE ON COMMITTEES

July 11, 2014
Room C

1. CALL TO ORDER

The meeting was called to order by Peter Kochenburger, Chair of the Committee, at 11:02 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 June 13, 2014 meetings as presented. Motion passed unanimously.

3. OPPORTUNITY FOR PUBLIC COMMENTS

Pat Suprenant, Mansfield Independent and Gurleyville Road resident, asked if the former Public Works Director was officially appointed as a member of the Transportation Advisory Committee and questioned if it was in the best interest of the Town to have a former employee overseeing the new employee. Ms. Suprenant questioned whether or not this is an ethical violation and asked members to think about it.

Betty Wassmundt, Town Council member, asked if the former Public Works Director still works for the Town on a per diem basis.

4. Human Services Advisory Committee

Human Services Director Pat Schneider was unable to attend the meeting due to an emergency meeting but will be invited to the August meeting.

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. CONNECTICUT WATER ADVISORY COMMITTEE MEMBERSHIP

Mr. Marcellino moved and Mr. Kegler seconded to recommend the following names to the Connecticut Water Advisory Committee: John McGuire (EDC), Joan Buck (CC), and Michael Soares (TC choice for PZC member).

Motion passed unanimously.

7. APPOINTMENTS/RESIGNATIONS

Mr. Kegler moved and Mr. Marcellino seconded to amend, as recommended by the Sustainability Committee, the Resolution to Establish a Town Council Sustainability Committee and change the Town Manager's role for a voting member to an ex-officio member.

The motion passed unanimously.

Mr. Kegler moved and Mr. Marcellino seconded to recommend the appointment of Kristine Nowak as a citizen member of the Transportation Advisory Committee. The motion passed unanimously.

The Town Clerk will contact the Director of Planning and Development and inform her of Mr. Aho's interest in serving on the Transportation Advisory Committee as one of the PZC appointments.

The volunteer application of Jennifer Mary Hoskins for the Commission on Aging will be held until there are vacancies in September.

8. Consolidation of Appeals Boards

Recycling Co-coordinator Ginny Walton will be invited to the August meeting to discuss the role of the Solid Waste Advisory Committee.

9. ADJOURNMENT

The next meeting will be on August 8, 2014 at 8:10 a.m.

Mr. Kegler moved and Mr. Marcellino seconded to adjourn the meeting at 11:32 a.m. Motion passed unanimously.

Respectfully submitted,

Mary Stanton

Mansfield Town Clerk

Mansfield Community Playground Project
Meeting Minutes

Date: August 14, 2014

Present:

Steering Committee members present:

Sara Anderson, Pat Schneider, Jean Johnson, Ellen Tulman, Julia DeLapp, Maggie Ferron, Chad Rittenhouse & Curt Vincente

Members of the community: Pam Roberts

Next Meeting: Thursday September 11, 2014, 7-8 pm, conference room B

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- I. Picture with & presentation of check by members of Windham Athletic Club from the Run for the Playground
 - II. Approval of Minutes & Desired Outcomes
 - III. Follow up from 7/10/14 meeting
 - a. UCONN Work/Life Expo – information regarding the playground will be available
 - b. Town of Mansfield welcome packets – information regarding the playground will be added
 - c. School Open Houses – the playground will be represented as part of Youth Services. Sara & other members of Youth Services will be present.
 - IV. New General Coordinator – Maggie Ferron has agreed to serve as our new general coordinator (Thank you, Maggie!). Sara Anderson will continue to serve as a member of the committee, but in her new position as a town employee.
 - V. Landscape Design Plan –Curt Vincente
 - a. Kent & Frost have been sensitive to all of the considerations of this project, including both short and long term goals and priorities for playground
 - VI. Fundraising – Julia DeLapp
 - a. Julia shared an updated financial overview reflecting our progress to date
 - b. A draft of a letter to be sent to donors was shared with the community
 - c. \$2200 raised by Run for the Playground/Fun Run
 - d. \$350 raised at summer concerts popcorn & lemonade stands
 - e. Committee will determine if another holiday mailing will be conducted this year
 - VII. Fall Events
 - a. Celebrate Mansfield (September 21, 2014 12-4). Committee members are requested to consider assisting us at our table/booth, sharing information and connecting with the community. (Contact Ellen Tulman with questions)
 - b. Adventure Park Event (September 27, 2014 10-6). Adventure park is selling us a group of 50 tickets at a discount (additional tickets will be at additional discount). Flyers to go out (Maggie), information to be on

Facebook (Sara), & connection to be made between Adventure Park & our websites (Maggie & Lauren)

- c. Cassidy Hill Winetasting (October 18, 2014). Committee members asked to consider helping with Silent Auction, food, & other organizational aspects of event. A follow up meeting will be held on August 27 (expected to be at 6:30).
- d. Special Information Meeting (October 14, 2014). Will be help at the Buchanan Auditorium.
- e. Trick a Trunk (October 25, 2014). Playground committee plans to participate.

VIII. Action Items

- a. Focus on fall events

Minutes prepared & respectfully submitted by Ellen Tulman on 8/14/14.

Mansfield Community Playground Project
Meeting Minutes

Date: June 12, 2014

Present:

Steering Committee members present:

Sara Anderson, Kathleen Krider, Pat Schneider, Jean Johnson, Brett Reynolds, Ellen Tulman, Julia DeLapp, Megan Huff, Chad Rittenhouse, & Curt Vincente

Members of the community present:

Maggie Ferron & Melissa Shippee

Next Meeting: Thursday July 10, 2014, 7-8 pm, conference room B

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- I. Approval of Minutes & Introductions
 - II. Town Update – Curt Vincente
 - a. Kent & Frost has been identified as the firm. Tentative preliminary meeting set with Kent & Frost for 7/1/14 at 7 pm.
 - III. Fun Run is scheduled for July 12, 2014 – WAC is working to help organize this event, including registration, medals, etc. Maggie Ferron is working with WAC to coordinate. Children's events will also be planned.
 - IV. Fundraising – Julia DeLapp
 - a. Julia has submitted annual report to the Ossen Foundation
 - b. Zumbathon raised approximately \$700
 - c. Robotathon raised approximately \$700
 - d. Peachwave fundraiser scheduled for afternoon of last day of school (6/20/14). 20% of profits to go to playground.
 - e. To date \$273,000 received/pledged!
 - V. Public Relations – Brett will support with PR for Fun Run
 - VI. Fun Run – Maggie Ferron – July 12, 2014
 - a. Willimantic Athletic Club is coordinating the 5K for adults. Start time 8:00.
 - b. Playground Committee (Kelly Zimmerman) to coordinate kids' events, raffles, possible bake sale
 - c. MAC Health team to have a presence
 - VII. Women & Girls grant – looking for ways to link EOSmith and MMS students. Human Service interns may be able to provide support.
 - VIII. Summer Concert Series – Committee will potentially run a concession stand at concerts. Suggestion made to make popcorn & sell lemonade. Sara to make contact to determine what dates might be most successful.
 - IX. Adventure Park Fundraising Event is in the works. Nick Ferron is working to coordinate this event (potentially for the fall).
 - X. Planning beginning to take place for an adult oriented fundraising event. Ellen Tulman, Jean Johnson, & Melissa Shippee.

Minutes prepared & respectfully submitted by Ellen Tulman on 6/17/14.

**MANSFIELD DOWNTOWN PARTNERSHIP
BUSINESS DEVELOPMENT AND RETENTION COMMITTEE
July 10, 2014
5:00 PM
Mansfield Town Hall**

MINUTES

Present: Steve Rogers (Chair), Curt Hirsch, Jennifer Holt, Girish Punj, Paul McCarthy, Rene Schein

Staff: none

Guest: Ron Liu

1. Call to Order

Steve Rogers called the meeting to order at 5:00 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes from November 14, 2013, January 16, 2014, and April 10, 2014

All three sets of minutes approved.

4. Tenant Issues

In follow up to Rene Schein request for more information on what the CAM (Common Area Maintenance) charges cover, Mr. Rogers said that he made initial contact with Howard Kaufman of LeylandAlliance to discuss concerns from several tenants (including himself) about how charges are calculated. Those conversations are continuing.

The Committee discussed whether, as Storrs Center gets built out, the Committee would serve as an arbitrator between businesses and the landlord.

5. Committee Member make up

Mona Friedland has resigned from the Committee to move over to the Partnership's Finance and Administration Committee.

Following up on discussions from a previous meeting, Mr. Rogers reported that four new members have agreed to serve on the Business Development and Retention Committee: Jennifer Holt of the Chamber of Commerce, Matt Rusconi principal in both Moe's Southwest Grill & Mooyah Burgers, Tina Lapsia a student at UConn, and Ron Liu a principal in Haru Aki Café. This brings our committee up to 10 members.

6. Feedback from businesses in Storrs Center

Staff weren't present to report. Committee members are not aware of any concerns.

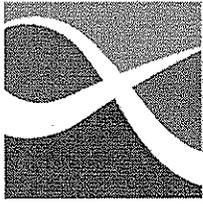
7. Coordination with Town's Economic Development Commission

Mr. Rogers asked if anyone else had been contacted by John McGuire from the Town's Economic Development Commission who has been conducting business visits as part of the Commission's mission to gain feedback on business climate. No one on the Committee had been.

The Committee discussed the unintended consequences that Storrs Center is having on North Eagleville Road businesses, and that there will likely be new commerce there when the bypass road is completed, and the research park gets developed. Should the Committee get involved in this issue?

8. Adjourn

The meeting adjourned at 6:00 pm. The Committee will not meet in August but there may be e-mail correspondence between meetings.



Mansfield Tomorrow

OUR PLAN ► OUR FUTURE

Advisory Group Meeting
Wednesday, March 26, 2014
6:30 pm
Council Chambers
Minutes

Advisory Group Members Present: Quentin Kessel, Jim Morrow, Jonathan Sgro, Tom Callahan, George Rawitscher, Meg Reich, Matt Emery, Al Cyr, John McGuire, Betsy Paterson, Jeff Polhemus, Toni Moran.
Project Staff Present: Jennifer Kaufman, Mansfield Tomorrow Project Manager; Linda Painter, Director of Planning and Development. **Guests Present:** Vicky Wetherell, Beverly Wood.

- I. Meeting was called to order at 6:35. Jennifer and Linda welcomed members.
- II. Minutes of March 11, 2014 were reviewed
- III. Discussion of Draft Plan-
 - George Rawitscher read a statement about the importance of establishing a Climate Change Committee in the town of Mansfield, whose mission is to call attention to the threats of climate change, and encourage members of other town committees to formulate concrete recommendations for protective actions against droughts, fires, diseases, etc. Once the town has "shovel-ready" plans, it will be well positioned to take advantage of funding opportunities from the State or Federal government, as they arise (his official statement is attached).
 - Members discussed chapters 3, 4, 5, 6, and 7; a summary of comments is attached.
- IV. Linda and Jennifer provided an overview of the review process. The Planning and Zoning Commission would like to have more time to review the plan so have asked that the process be slowed down. Planning and Zoning will be reviewing the plan in late March, April and May. The plan will then be revised based on the comment. A revised plan will be presented to the Planning and Zoning Commission in late June for the purpose of scheduling public hearings.
- V. Public Comment-none.
- VI. Next Steps- The next meeting is scheduled for April 2 in the Buchanan Library. . Members were asked to come to the meeting prepared to discuss chapters 8, 9, and 10.
- VII. Meeting adjourned at 8:45 pm.

Advisory Group Comments-March 26, 2014

Chapter 3	
Page/section of plan	
General	Rename Chapter: "Natural Systems <u>and Benefits</u> " This Chapter should focus on the resources: what we have, how we care for, and what benefits these resources provide. These natural factors determine the best places for various activities, such as where to grow crops, build a road, recreate, support wildlife, etc.
	Information on agricultural land is currently split between chapter 3 and chapter 4; this information (including related goals/strategies) should be consolidated into chapter 4
	Need "headline"/emphasis on maintaining water quality
	Need to reference flood hazard map zones in narrative
	Add reference to Lands of Unique Value Study
	Consider adding existing public education/awareness documents to appendices
4	Landscape/Topography section is difficult to follow
6	Move Agricultural soil classifications and map to Chapter 4.
10	Clarify purpose/function of table related to surface water bodies; if keep, think about adding information related to condition and size
10	Geologic Table 3.x needs to be reworded. The information does not seem useful.
19	Move Section 7: Natural Systems Protection Agencies and Organizations to Chapter 4
21	Goal 1: Awareness: Amend Strategy B.1 to add references to schools and UCONN/ECSU
21	Goal 1, Strategy B, Action 1 add school, university, EastConn
21	Goal 2, Strategy A Action 2 look at all stratified drift aquifers in a broader way.
22	Goal 2 Strategy B Action 2- Reword to make clearer. Determine what the Town is empowered to regulate (ensure local regulations do not conflict with state and federal regulations)
22	Amend Strategy B.2 related to hazardous materials (limited local authority to regulate; sub-actions are not all regulatory in nature, etc.)
26	Change text concerning soils to a discussion that is relevant to all soils. Discuss issues of erosion and contamination.
Chapter 4	
1	This Chapter covers how we relate to the land: how they interact with it and use it, such as agricultural use, enjoyment of parks, stewardship and preservation
1	Rename Chapter: "Open Space, Parks and <u>Agricultural Lands</u> " – most people don't know what 'Working Lands' means; Agricultural lands includes croplands, pastures and forests managed for agricultural use
1	Add short introductory section on natural systems (forests, water resources, etc.) as important part of open space and direct reader to Chapter 3 for details
1	Provide clear definition of 'Agricultural Lands' that includes forest based agriculture (timber, tree farms, sugar maple)
1	Provide a more complete discussion about agriculture and about the use of agricultural land: add agricultural soils classifications, add information about forest-based agriculture, such as sugar maple groves, Christmas tree farms, timber management.

21	Strategy B.1-What does permanent mean? For example, UCONN has 50 year conservation agreements on certain parcels. What does important mean – clarify, refer to Lands of Unique Value Study, Open Space Acquisition Criteria, etc.
25	Action 5-Common driveways are often used by developers because they are low cost. They should be used so that the development is clustered and does not disrupt interior forest tracts or other natural systems.
25	Measures of Effectiveness- make sure we have good baseline data before setting goals.
General Comment about Chapter 4	There's plenty of good hopeful statements in the document but I didn't see much in terms of measureable goals. There's goals as to preserving land but it would be more powerful with a quantifiable goal and give us a way to track how we're doing. I read recently that Lebanon's Plan of Conservation and Development calls for preserving 2,000 acres over 10 years. I think we should have goals like that. Then I could really stand behind this plan. (Also added to chapter 11 comments)
Chapter 5	
	Rename Chapter - Sustainability is woven throughout entire plan; this chapter focuses very narrowly on certain elements of sustainability. Possible Chapter Titles: "Climate, Energy and Waste" or "Climate Adaptation and Resource Conservation." Alternatively, broaden chapter focus and content to include larger sustainability concerns such as integration of land use and infrastructure planning.
1	The applicable Sustainability Principles (or Objectives?) need to be clearly distinct from the Implementation Precepts.
21	Strategy A: Is the Climate Action Plan intended to be focused on municipal actions, or town-wide, including UConn and private property owners?
32	Goal 7: Climate Change Adaptation Add a strategy to task a Town Advisory Committee with responsibility/focus on climate change – mission would be to call attention to the threats of climate change, and encourage members of other town committees to formulate concrete recommendations for protective actions against droughts, fires, diseases, etc. Once the town has "shovel-ready" plans, it will be well positioned to take advantage of funding opportunities from the State or Federal government, as they arise
33	Ensure that measures of effectiveness are achievable; develop a baseline so we are clear what we are tracking.
	EITHER: The title of this chapter needs to change to something more focused. The entire POCD/Comprehensive Plan addresses sustainability throughout in a holistic way, while this chapter focuses on energy, waste, water and climate change resiliency in a much more specific way. This tends to dilute and confuse the use of the term. OR: The goals and/or strategies need to expand to discuss more integration with sustainable land use and infrastructure planning issues.
	In a related vein, the use of the term sustainability in the current Goals 3, 4, 5 is very broad sounding, but not covered in a broad way in the strategies and actions: Goal 3: Town facilities and practices are models of sustainability . – How so? There is only one strategy under that goal (is this a mistake?), which is C. Use materials that mitigate the heat island effect due to hard-scape surfaces. But what about siting new facilities to consider transportation and land use-related issues, as we have discussed at great length with the school siting project? Under Goal 5 related to UConn, what about a strategy for coordinating land use planning efforts?
	IF the scope of the chapter is increased to address sustainable land use and infrastructure integration, the section on current conditions should expand to reflect this . . . Storrs Center, Four Corners, etc.
	It seems like Goals 1, 2, 6 and 7 all relate more to climate change and resiliency and so should be grouped together.

	The only maps or images used in the draft are Flood Risk Zones and Dams. It seems like there could be more mapping informing this chapter . . . watersheds, etc.
Chapter 6	
32	Adopting procedural regulations and design standards for local historic districts are a high priority.
32	I love all the talk about the historic villages. And I see the maps regarding what type of businesses limiting the types of businesses that could be developed in a historic village. Such as in Mansfield Center, a general store fits the character, a CVS does not.
	There's a section on Scenic Roads but I didn't see anything in the strategies regarding them. I'd like mention of increasing number of scenic roads, with a goal would be nice.
36	Recommendation for 3-to-5-acre lots as counterproductive to preserving large enough areas of open space to be useful for Goals in Chapters 3 and 4. Perhaps replace with mandatory cluster housing and shared driveways that are allowed only in a cluster area in order to preserve significant areas of open space and their functions.
36	Several comments opposing proposed 3-to-5-acres lots.
36	Concern about minimum size of housing associated with agricultural land. Recommend allowing smaller minimum size so it is more affordable. Suggest waive or reduce building inspection fees for housing and other buildings associated with agriculture.
44	Goal 8, Strategy A, Action 2- remove "high amenity"
45	Some confusion about what co-housing actually is.
45	Under measures of effectiveness, bullet 3 add state before standards.
Chapter 7	
31	How is quality of life defined..
	Would the Town consider expending funds to create a land bank for economic development? Is there a role for a redevelopment agency?
	Water is the basis for economic development. Such a statement should be added in the economic development chapter.
39	Farmland restoration should be a high priority to create more land to cultivate for agriculture.
40	Look at regulatory barriers to the creation of new market channels for agricultural products.
44	Clarify goal 8
	Explore the development of Town resources outside of UConn to encourage Economic Development.

Comment by G. Rawitscher for the Mansfield Tomorrow meeting of 3-26-14

President Obama has launched a new website that popularizes the advent of climate change, called "Open Data Initiative". An excerpt from the content of this website reads " In his budget request for fiscal year 2015 being transmitted to Congress today, President Obama is following through on those commitments and taking a wide range of steps to "up our game" in promoting preparedness for, and resilience against' the impacts of climate change". The budget request will continue to support programs that promote climate preparedness at the local levels, and examples are given for programs in the Departments of Health and Human Services, Transportation, Agriculture and Interior. EPA and other agencies will continue to provide technical assistance and funding for sustainable communities, and the Department of the Interior will support efforts by tribal communities to enhance their own preparedness.

Request: I would like to see a Climate Change Committee be established in the town of Mansfield, whose mission is to call attention to the threats of climate change, and encourage members of other town committees to formulate concrete recommendations for protective actions against droughts, fires, diseases, etc. Once the town has "shovel-ready" plans, it will be well positioned to take advantage of funding opportunities from the State or Federal government, as they arise (See above)

Sustainability Committee
Minutes of Meeting

June 25, 2014

Present: Lynn Stoddard, Vera Ward, Susannah Everett, Paul Shapiro, Rich Miller, George Rawitscher (guest), John Carrington (staff), Virginia Walton (staff)

The meeting was called to order at 5:30 by Stoddard.

The March 12, April 9 and May 14, 2014 minutes were approved on a motion by Shapiro/Everett.

The committee discussed and approved, on a motion by Shapiro/Miller, changing the Town Manager's role from a voting sustainability committee member to an ex-officio member. Walton will draft a memo recommending this change to the Committee on Committees.

John Carrington, Director of Public Works, reported on the progress of including a bike path along Route 195 where the water main is going to be placed. Connecticut Water Company will not be widening the road since the water line will be located in the road. It was questioned whether a bike lane could be included on the existing road. It was unclear who at Connecticut Department of Transportation (CT DOT) would be a complete street liaison for this project. Stoddard stated that CT DOT is charged with making sure that a portion of their road projects include pedestrian and bike access. Stoddard tried to find out who deals with complete streets at CT DOT without success, but will continue to pursue finding the appropriate contact, as will Miller and Carrington. Carrington will let the transportation advisory committee know that the sustainability committee is advocating for pedestrian/bike access along Route 195.

Miller spoke about his presentations this spring at two conferences - the Northeast Campus Sustainability Consortium conference at Brown University and a Climate Strategies Forum in Washington DC. He addressed stakeholder engagement and used the evolution of UConn's environmental initiatives as an example. Part of his presentation included the results of a pre-conference survey about sustainability efforts from other universities.

The committee continued its discussion from last meeting about offering a program on climate change. In order to inform families with young children, Everett volunteered to ask the Board of Education if there would be interest in a district wide science fair that features kids' solutions to climate change. In addition, the committee will wait until the Mansfield Tomorrow Plan is adopted so that it can be used as a framework for a climate change working session with town committees. George Rawitscher offered to identify someone who could serve as a risk assessment resource.

Miller stated that he is willing to present a program about UConn's current environmental initiatives for town committees and commissions. Since it was a Conservation Commission member who invited Miller to do this, it was decided that the presentation should be offered through conservation commission. Walton will initiate the arrangements.

For the July meeting, Lon Hultgren, the chair of the transportation advisory committee, will be invited to discuss the actions needed to make Mansfield a bike-friendly community. Carrington offered to forward the League of American Bicyclists' written response to last year's application for the committee to review.

Stoddard reported that the Windham energy committee is reorganizing their efforts, and although they are interested in working with the Town on energy efficiency projects, they were not prepared to jump into the Georgetown energy efficiency competition.

The next meeting will be held July 9, 2014.

The meeting was adjourned at 7:00 pm.

Respectfully Submitted,

Virginia Walton

Sustainability Committee
Minutes of Meeting

July 9, 2014

Present: Lynn Stoddard, Shawn Santasiere, Susannah Everett, Paul Shapiro, Lon Hultgren (guest), Don Hoyle (guest), Joyce Rawitscher (guest), George Rawitscher (guest), Virginia Walton (staff)

The meeting was called to order at 5:30 by Stoddard.

Approval of the June 25, 2014 minutes was deferred until there is a meeting quorum.

Lon Hultgren, chair of the Transportation Advisory Committee (TAC), talked about steps Mansfield could take to become a bike friendly community. The League of American Bicyclists recommends six actions.

1. Establish a bike advisory group that works with the Town. Hultgren is developing a list of interested people. Santasiere added his name to the list. Members were encouraged to steer other avid bikers to Hultgren.
2. Develop a complete streets policy. Stoddard will check to see if this is one of the strategies and is given prominence in the Mansfield Tomorrow Plan.
3. Expand bike lanes within the Town. The committee discussed next steps to create a bike lane along Route 195, beginning at Route 44 heading south. Stoddard contacted the DOT bike/pedestrian coordinator who stated that a complete re-pavement of the road offers a good opportunity to make a bike lane. Does the water line project involve re-paving the entire road or just patching a trench? Connecticut Water Company (CWC) is responsible for the road design. Hultgren will find out where CWC is in the design phase. Will they include a bike lane? If Route 195 is being re-paved and CWC includes a bike lane in its design, then a source of funding needs to be found. The Capital Region Council of Governments (CRCOG), which the Town is now a member, may help in locating funding sources for a lane. Stoddard will contact CRCOG. UConn residential life may be a funding source, since they paid for the bike lane along North Eagleville Road. Santasiere offered to contact UConn. Hultgren suggested contacting Scott Gallo in residential life at s.gallo@uconn.edu and Paul Ferri in the Office of Environmental Policy at paul.ferri@uconn.edu. Walton will check with Carrington as to how he wants the sustainability committee to interface with the project.
4. Develop a bike master plan. The Planning and Zoning Commission has started this process through their infrastructure meetings, but it should also be included as a strategy in the Mansfield Tomorrow Plan. Stoddard will inquire.
5. Increase bike skills education by offering seminars and classes. This could potentially be offered through Storrs Center Cycle. EO Smith has offered bike skills/safety training in preparation for Bike to Work Week (generally the third week in May).
6. Involve the police with enforcement of bike safety.

Hultgren also mentioned that there are now 15 bike commuter spaces at the transportation center ready for use.

Walton reported that September 15-21, 2014 is national drive electric week. The chair person for the non-profit group Drive Electric Cars Connecticut, Mark Renburke, contacted Walton to ask if the Town would be willing to help arrange an event at the new Price Chopper on Saturday, September 20, 2014 since Mansfield has seven electric vehicle charging stations and is the only community with them in eastern Connecticut. Members thought it was a good idea to highlight the charging stations in town. Hoyle offered his help and car for the event. On the following day at the Celebrate Mansfield Festival, September 21, 2014, the sustainability committee would like to have a table display on mobility that features car sharing, bike sharing, bike commuter facilities and electric charging stations. Walton will reserve a space for the Festival and contact the Transportation Advisory Committee to see if they are interested in working together on a table display.

Joyce and George Rawitscher spoke to the committee about the urgent need for climate change education. The committee will support the Rawitschers' efforts to put together a program for residents.

The meeting was adjourned at 7:00 pm.

Respectfully submitted,

Virginia Walton

**Mansfield Public Library Advisory Board
Meeting Minutes of 6/10/2014**

Present: Dale Truman, Thomas Long, Barbara Katz, Noah Lerman, Lucy Maziar, Eva Bar Shalom, Sheila Quinn Clark, presiding, and Leslie McDonough, ex officio.

Absent: Jim Green, Edmund Chibeault

The meeting was called to order at 7:05PM

Opportunity for Public Comment: (None)

Communications: None had been received.

Approval of the minutes of September 10, 2013: Followed a motion by N. Lerman (seconded by T. Long), the minutes were approved unanimously.

Librarian's Report: L. McDonough gave updates on matters such as and including:

Smooth migration to new software and service through Library Connection. Working through patron issues as they come up.

New catalog discussed.

Library staff member retiring and will be hiring to fill that vacancy. New full time Systems Librarian will be recruited in July to start in September.

Old Business

a. Library Mission

Discussed old mission and formulated first draft of new mission statement.

New Business

a. 2014 Meeting Dates

Discussed 2014 meeting dates and Board unanimously approved keeping the meeting dates on the 2nd Tuesday of each month of September, December, March, and June.

b. New Board Members

Discussed new Board members. There is one opening and two people are interested. Decision on new Board member will be made by Town Manager.

c. Community Bulletin Board

Policy for use was provided and use of bulletin boards was discussed.

d. There was some discussion about how to give to the Library through various websites like Amazon.com.

Agenda items for Future Meetings: Election of the Board chair

Adjournment: Motion to adjourn by D. Truman (seconded by N. Lerman) and adjourned at 7:43PM.

Next meeting will take place at 7PM on Tuesday, September 9, 2014.

Respectfully submitted,
Lucy Maziar

Minutes approved 09/09/2014

TOWN/UNIVERSITY RELATIONS COMMITTEE
Tuesday, August 12, 2014
Public Safety Training Room, UCONN Public Safety

Minutes

Present: J. Armstrong, J. Coite, M. Gilbert, S. Kegler, M. Kirk, A. Kuegler, E. Paterson, H. Rhyhart, W. Simpson

Staff: M. Capriola, L. Painter (*Town*); E. Daugherty, C. Casa (*UCONN*), C. van Zelm (*MDP*)

Meeting was called to order at 4:00 pm. E. Daugherty, the new Déan of Students was introduced.

1. Meeting Minutes

Kuegler made the motion, seconded by Armstrong to approve the minutes of the June 10, 2014 meeting as presented. The motion passed unanimously.

2. Updates:

a. *Mansfield Downtown Partnership.* van Zelm provided a construction update; several stores and all apartments in Phase IC opened this week and construction of Phase II is underway. Wilbur Cross Way will be closed from traffic August 18 – March 31 during construction of Phase II to ensure pedestrian and vehicular safety; emergency vehicle access will be available if needed. An update was provided on Storrs Center owner occupied housing and on the Town Square. Two Square Fairs remain: 8/22 and 9/26, from 5-9pm. The annual Festival on the Green will be held on 9/21.

b. *MCCP.* Armstrong provided an update. The first MCCP meeting of the academic year is 8/14. Plans for fall off-campus visits and the Ambassador Program were reviewed; ambassadors will be offering information on how to be a good neighbor and about community resources. The Off-Campus Student Services Office has a new social media staff person. The Town is looking to expand the Housing Code Ordinance/rental certification zone town-wide. This will likely be on the 8/25 Town Council agenda.

c. *USG.* Kuegler and Kirk provided an update on the return of students and move-in dates and plans for students living on campus. Rhyhart provided an overview of plans for managing traffic on campus during move-in weekend. Hillside Road will have a partial road closure on 8/22 from 5-10pm from the intersections with Glenbrook Road and Stadium Road.

d. *Four Corners Project.* Painter provided an update about the public water/wastewater service for the Four Corners Area of town. A number of community information sessions and a public hearing are being held about the project during August. If the Town Council supports moving forward with the wastewater project, it is anticipated that it will be submitted to the voters for consideration in November 2014.

3. Other Business

Coite provided an update on the construction of North Hillside Road. Construction on extension of the road started last week and is expected to be complete in 2016. The entrance to campus at the North Hillside Road and Route 44 intersection will have a traffic light and turning lanes.

Coite announced the voluntary water conservation notice that was issued to the University's water customers. The notice was issued last week and was the first of the summer.

4. Opportunity for the Public to Address the Committee

None.

The meeting adjourned at 4:50 p.m.

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



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

YSB Advisory Minutes
June 10, 2014
12:00 noon @ Mansfield Town Hall
Conf. Rm. B

Board Members

Present:

Ethel Mantzaris, Chair
Chuck Leavens, E O Smith Counselor
Patricia Michalak, YSB Coordinator
Kate Bohannon, YSB Social Worker
Pat Schneider, Director of Human Services
Jared Redmond, Mansfield Recreation Coordinator
Carolyn McAuliffe, Senior Outreach Social Worker
Stephen King, State Trooper

I. Call to Order

- Meeting called to order at 12:00 PM by Ethel Mantzaris.

II. Approval of minutes

- 5/13/2014 Minutes

III. Reports

- Director's Report – Patricia Schneider
 - Carolyn McAuliffe, Senior Outreach Social Worker, explained her role in the department and the services she provides.
 - Department has chosen a preferred candidate for the Senior Center program coordinator position. She will be meeting with Matt Hart, Town Manager, and introductions to the town staff will be conducted on Friday.
- Coordinator's Report – Patricia Michalak
 - **State Police:** Youth Service's social worker Kate Bohannon participated in a police ride-along with Officer Steven King, police representative to the Youth Advisory board. The goal is to strengthen the relationship between Youth Services and the state police to facilitate collaboration in our work with youth and families.

- **UCONN Community Outreach:** YSB staff acknowledged as community partners and our COPE program was recognized as Outstanding Service to the community.
 - **Adolescent Mental Health Conference:** Youth Service's social worker Kate Bohannon participated in a training on mental health and adolescents. The two lectures were "Mindfulness, Mindsight and the Brain: What is Mind and Mental Health?" and "Minding the Teenage Brain: Adolescence as a Period of Opportunity and Vulnerability for Mental Health".
 - **Middle School Transitional Support:** YSB staff is assisting eighth graders in their transition to high school through a peer mentoring program which includes a tour of the school, assistance signing up for extra-curricular activities and guidance in back-to-school planning and preparation. A rising EO Smith senior will be doing her senior project with us and her product will be an organized sample backpack to leave in the YSB office.
 - **Elementary School Transitional Support:** YSB staff participated in welcoming fourth grade students to the middle school with a tour and question/answer session. This is a good opportunity for us to identify which of our Cope students will need extra support and to begin collaboration with middle school counselors.
 - **Parent Group:** This group meets monthly to support parents with children on medication and will continue to meet over the summer. YSB staff also facilitated an introduction between mothers for mentoring and support. We hope to expand this program to help more mothers with young children.
 - **Read and Feed:** YSB staff and the Human Services Director met with library staff to explore a summer program that would add food distribution to the Book Bus sites.
- Teen Center Update- Jared Redmond
 - Reported on the movie night and upcoming 3-on-3 basketball tournament. Talked about upcoming events at the Community Center for teens including a Friday night movie night and a 3 on 3 basketball tournament.

IV. Old Business:

- Challenge
 - Town Council put \$5,000 into the Parks and Recreation department to fund a therapeutic adventure program.
- Volunteer Recognition – April 9, 2014
 - It was a great night attended by over 70 people.
- Elementary and Secondary School Counseling Grant
 - The grant application has been submitted.
- Betsy Hamill Memorial Campership Fund
 - This fund, in combination with the town's fee waiver, the Noah Farland Memorial Fund, the Lion's Club, and private donations helped assist over 100 Mansfield students attend summer camp.

V. New Business:

- Youth Services' use of the community center with students who are non-members.

VI. Other:

- None

VII. Adjournment

- Meeting adjourned at 12:45 p.m. September 9, 2014 is the next meeting.



MANSFIELD ADVOCATES FOR CHILDREN
Wednesday, August 6 2014
Council Chambers, Town Hall
MINUTES

Members Present: Sara Anderson (staff), Sarah Delia (staff), Cindy Guerreri, Katherine Johansen, Rita Kornblum, Brett Reynolds, Pat Schneider, Judy Stoughton, Jillene Woodmansee, Lisa Young, and Kelly Zimmerman.

Guests: Pat Michalak, Nicole Wallis.

Regrets: Jane Goldman, Jordana Frost, Mary Jane Newman, Susan Daley, Linda Williams

<i>WHAT</i>	<i>DISCUSSION</i>	<i>OUTCOME</i>
CALL TO ORDER	Sara Anderson called the meeting to order at 5:32pm.	
CONSENT AGENDA	Approval of the Minutes of June 4, 2014 meeting.	<i>The June 4, 2014 Minutes were approved.</i>
TEAM MEETINGS	<p>Everyone introduced themselves. Sara Anderson made some introductory remarks; she stressed three things that the Teams should focus on:</p> <ul style="list-style-type: none"> • What can we work toward this year • What barriers will we need to overcome • How do we overcome those barriers <p>The teams met for 45 minutes then reported to the Collaborative.</p>	
TEAM UPDATES	<p>Staff Reports: Sara Anderson</p> <ul style="list-style-type: none"> • Sara reported that things are on track for Early Childhood Services. She has been Coordinator for the past three and a half weeks. <p>Community Connectedness: Sara Anderson</p> <ul style="list-style-type: none"> • They would like to update the Family Resource Guide and maintain it as an online resource. Barriers include the staff and time to update and maintain the document. • On Transportation, there is a lot of change in the works, the team will watch for opportunities in the future. • Playground – the site design is in the process of completion. The design will then go to the Town. 	

	<p>Health: Rita Kornblum</p> <ul style="list-style-type: none"> • Implement 95210 program in elementary schools and Day Care Centers; barriers include inconsistent messages at home, and the need to increase the awareness of health benefits. Suggestions are to do a mailing to parents, a sticker for the car, including school nurses and a teacher developing a play about 95210. • Celebrate Mansfield Activity Booth will have an interactive activity to give out bands for kids, possibly an Athletic figure from UConn, possibly using tickets for games as awards for participation. • Mailing and poster to Medical practices about 95210 • Definite need for more members of the Health Team to take notes and distribute them. <p>Successful Learners: Judy Stoughton/Lisa Young</p> <ul style="list-style-type: none"> • Talked about where we go from here. • K-Transition from 0-5, ties in with the Unmet Needs Survey 	<p><i>Sarah Delia will forward the minutes from the CAN sessions with Amy Seville-Nelson.</i></p>
<p>NEW BUSINESS</p>	<p>MAC Chair Roles and Responsibilities: Sara Anderson</p> <ul style="list-style-type: none"> • Sara passed out a description that the Executive Council discussed at their last meeting. • Emphasize leadership role. • Review membership with the Coordinator. • Co-Chair responsible for facilitating MAC and Executive Council meetings. • Perceived barriers to finding a Chair of MAC include the term of office; change to two years instead of three years. • Co-chairs are better than a single Chair. • Possible connection with PTA/PTOs, asking a parent from each school to attend MAC meetings. <p>Graustein Grant Opportunity: Sara Anderson</p> <ul style="list-style-type: none"> • There is a onetime opportunity for a \$10,000 grant for infrastructure for Collaboratives. • Options include data, parent engagement and communications. • Accountability Manager- through the next fiscal year and will be in the budget next year. • Membership Outreach- to recruit and maintain members, focusing on Parent Engagement. • Communications Plan- including updated website, social media and press releases. • Sara Anderson will explore the Accountability Manager and <i>Communications</i>. 	

Announcements	<p>Plus/Delta: Sara Anderson</p> <ul style="list-style-type: none"> • Working on concrete items • On time • Small groups helpful • More clearly defined spaces for teams to meet <p>Cindy Guerrerri reported that the Stone Soup meeting at Graustein will be on October 28 and will focus on Parent Engagement</p>	
PARKING LOT	1. Transportation	
ADJOURN	<p>The meeting adjourned at 7:29pm.</p> <p>Next Executive Council Meeting, Monday, August 18, 2014, 9:00am – 10:30am, Conference Room B.</p> <p>Next MAC Meeting, Wednesday, September 3, 2014, 5:30pm – 7:30pm, Community Room, Community Center</p> <p>Agenda topics: Please send to Sara Anderson at AndersonSD@mansfieldct.org</p> <p>Respectfully submitted, Sarah Delia Assistant to the Early Childhood Services Coordinator</p>	

“All Mansfield Children ages birth through 8 years old are healthy, successful learners, and their families are connected to the community.”

EHHD Finance Committee
Special Meeting Minutes
Coventry Town Hall Annex
June 19, 2014

Call to Order at 4:01PM

Present: E Paterson, J Elsesser, P Schur (conference call), R Miller, C Trahan, A Meriwether

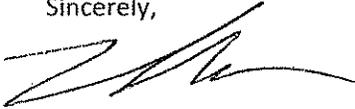
J Elsesser MOVED, P Schur seconded to approve the minutes of 4/24/14 as presented. Motion PASSED, unanimously.

J Elsesser MOVED, P Schur seconded to approve the fiscal year 13/14 line item transfers as presented. A copy of the transfers is attached to these minutes. Motion PASSED, unanimously.

R Miller notified board of recent challenges with CTG and the early termination of the grant period by the CDC.

Meeting adjourned at 4:15 PM.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Miller', written over a horizontal line.

Robert Miller
Secretary



Eastern Highlands Health District

4 South Eagleville Road • Mansfield CT 06268 • Tel: (860) 429-3325 • Fax: (860) 429-3321 • Web: www.EHHD.org

Memo

To: EHHD Finance Committee
From: Robert Miller, Director of Health
Cc: Cherie Trahan, CFO
Date: 6/12/2014
Re: Line Item Transfers FY13/14

In accordance with our By-Law language, the below line item transfers for FY13/14 are respectfully submitted for the Finance Committee's review and approval:

<u>Line Item</u>	<u>Original Appropriation</u>	<u>Change (+/-)</u>	<u>Proposed Appropriation</u>
Regular Payroll	\$562,150	(\$9,400)	\$552,750
Unemployment	\$0	<u>\$9,400</u>	\$9,400
Net Change:		\$0	

The health district was notified in Late January 2014 by the Department of Labor that it is liable for unemployment benefit payments, retroactively to December 2013. Our first invoice was received early March 2014.

The above reference line item transfers are recommended for approval. If the Finance Committee concurs, the following Motion is in order:

Move, to approve the Fiscal Year 13/14 operating budget line item transfers as presented on June 19, 2014.

**MANSFIELD DOWNTOWN PARTNERSHIP
ADVERTISING AND PROMOTION COMMITTEE
Meeting
Celebrate Mansfield Festival Subcommittee
Monday, August 25, 2014
5:00 pm**

Minutes

Present: Betsy Paterson, Millie Brosseau, Rick Brosseau, Kim Bova,
Staff: Kathleen Paterson, Sarah Delia

1. Call to order

Chair Betsy Paterson called the meeting to order at 5:05 pm.

2. Public comment

There was no public comment.

3. Approve Minutes from August 18, 2014

The Minutes from August 18 were not available.

4. Review Master Events List

Kathleen Paterson reviewed the new booths that have been confirmed since the last meeting. She will not be taking any more applications as the deadline to apply was August 15.

5. Review Task List

Activities: The petting zoo will be placed across Route 195 on the EO Smith front lawn. Storrs Regional FFA will also have an activity booth within the Festival.

Advertising: UConn put the Festival on its main student list. The Festival posters, flyers, and cards are ready to be distributed after the meeting. Ms. Paterson and Ms. van Zelm recorded a radio show for Bruce John on August 5 for Channel 13. Ms. Paterson, Ms. K. Paterson and Ms. van Zelm will appear on the Wayne Norman show on September 17.

Art: The committee will need to set a date to review the Art submissions. **Ms. K. Paterson and Kim Bova will set the date and see if anyone else is available to review art [Done].**

Children's: The committee expressed that they no longer felt the need for a separate Children's committee for next year. Many booths focus on child and family friendly activities so there is no longer a need for the committee to plan children's activities.

Food: Ms. K. Paterson reviewed the food vendors and what they are planning on serving. She noted that many of the downtown restaurants will be open and serving the public during the event but chose not to staff a booth in addition to their restaurants.

Parade: Millie Brosseau reported that she has received more commitments for the Parade. **She and Rick Brosseau will continue outreach to Parade participants in the coming weeks.**

Ms. K. Paterson reported that she received the road closure permit from CT DOT.

Set-up: Ms. K. Paterson said that four volunteers have signed up to be Area Captains and noted that the Committee had earlier discussed a need for at least six Area Captains given the new location. **She will continue to reach out to potential Area Captains and welcomed suggestions from the group. Ms. K. Paterson will meet with all of the Area Captains prior to the Festival.**

The subcommittee determined that they would prefer to have the booths mixed up more than in previous years when they were grouped by theme (e.g. children's, arts). The consensus was that having the booths mixed up more would encourage visitors, especially families, to explore the whole Festival rather than stay in one area.

Ms. K. Paterson asked for suggestions to delineate the booth spaces. Members suggested chalking the booth spaces on the curb of the road, which would allow some of the work to be done Saturday afternoon (weather-permitting).

Ms. K. Paterson will draft the participant packet [Done] and make booth assignments for review by the subcommittee. The subcommittee suggested that very specific language be included in the packet emphasizing that the Festival will be in a new venue and that new and different rules and guidelines apply. The subcommittee discussed the need to assign participants parking areas within a reasonable distance of their booth location and to inform them ahead of time that they will not be permitted to bring their vehicle back into the Festival site. **Ms. K. Paterson will emphasize that only one vehicle per booth will be permitted in the Festival site, that no vehicles may enter the Festival site after 11:00 AM (including during clean-up), and that participants should be prepared to pack up their belongings and carry them to their vehicles [Done].**

Ms. Bova suggested that all vehicles be directed to enter at one location and that exit areas be determined by booth location. The subcommittee concurred. **Ms. K. Paterson will amend the site plan and participant packet information [Done].**

The subcommittee decided to meet at 3:00 PM on Tuesday, September 2 to allow for all members to attend and for ample time to discuss and finalize the participant packet and Festival site plan.

6. Distribution of Festival posters, flyers, and cards (handouts)

Ms. K. Paterson asked subcommittee members to sign up to distribute the Festival posters, flyers, and cards. She asked that all materials be distributed by Monday, September 8.

7. Adjourn

The meeting adjourned at 6:42 PM.

Minutes prepared by Sarah Delia.