



MANSFIELD ADVOCATES FOR CHILDREN
Wednesday, September 3, 2014
Council Chambers, Town Hall
MINUTES

Members Present: Sara Anderson (staff), Susan Daley, Sarah Delia (staff), Jane Goldman, Cindy Guerreri, Rachel Leclerc, Pat Schneider, Linda Williams, Jillene Woodmansee, Lisa Young, and Kelly Zimmerman.

Guests: Sabrina Hosmer, Carole Norrish

Regrets: Julie Campbell, Jordana Frost, Jeff Smithson, Judy Stoughton

<i>WHAT</i>	<i>DISCUSSION</i>	<i>OUTCOME</i>
CALL TO ORDER	Sara Anderson called the meeting to order at 5:36pm.	
CONSENT AGENDA	Approval of the Minutes of August 6, 2014 meeting.	<i>The August 6, 2014 Minutes were approved with amendments.</i>
TEAM UPDATES	<p>Staff Reports: Sara Anderson</p> <ul style="list-style-type: none"> • The Early Childhood Services staff is working on completing the Graustein Final Report. • The Coordinator is meeting with the PTA/PTO's on September 18 and will ask for one person from each school to represent their school. • There is still no Chair of the MAC Collaborative. <p>Community Connectedness: Sara Anderson</p> <ul style="list-style-type: none"> • There is a new General Coordinator for the Playground Committee, Maggie Ferron. • The Nutcracker with Miss Kelly and Villari's will be performed this winter. Auditions will take place on September 7. A portion of the proceeds will benefit the Community Playground. • The Playground has a fundraiser at the Adventure Park in Storrs on September 27. • There is a wine tasting fundraiser at Cassidy Hill Vineyards on October 18. • MAC will have two activity booths at the Celebrate Mansfield Festival on Sunday, September 21. One will be for the Community Playground and one will be for the Health initiative. <p>Successful Learners: Susan Daley</p> <ul style="list-style-type: none"> • The UConn Center for Excellence and Disability Service is offering training for parents 	

	<p>and providers in ACT Early Childhood Training.</p> <ul style="list-style-type: none"> • They are requesting a location and refreshments for the session. This would be a resource for parents and providers and will discuss milestones for disabilities for infants and toddlers. 	
NEW BUSINESS	<p>Quality Enhancement Grant: Sara Anderson</p> <ul style="list-style-type: none"> • A budget adjustment is needed for the Quality Enhancement grant. • Sara Anderson reviewed the current budget breakdown and explained the proposed budget numbers. • There was a discussion about CPR/First Aid training and whether it was necessary. • School Readiness requires training in pre-Literacy and Diversity. <p>Scorecard: Linda Williams</p> <ul style="list-style-type: none"> • Linda explained that the Scorecard program is a data driven program management tool. Linda is working with the plan and putting it into Scorecard. • Each indicator has a similar structure. We may want to create a second scorecard with re-organized strategies. <p>New Logos: Sara Anderson</p> <ul style="list-style-type: none"> • Sara showed some of Brett's sketches for a new logo. Members mentioned a possible contest to find a new logo. • There was consensus that the collaborative should wait for the possible new Communications person (funded by the new Graustein Grant). <p>Discussion of Graustein Budget revisions: Sara Anderson</p> <ul style="list-style-type: none"> • There was discussion about revisions needed for the Graustein budget as there is significantly less funding than previously thought. Some items that need to be funded include Welcome packets to new families in the schools and a percentage of the grant paid to the fiscal agent. • There was discussion about eliminating the Communications position, the possibility of not providing childcare for every meeting if not needed, and shifting the catering to other vendors than Dog Lane Café. 	<p><i>Susan Daley will conduct a survey asking what training providers would prefer.</i></p> <p><i>Linda Williams will create a second Scorecard with re-organized strategies.</i></p> <p><i>It was resolved to eliminate the PR position, reduce childcare, reduce dinner expenses and look at the \$300.</i></p>

	<p>Plus/Delta or Pros and Cons: Sara Anderson</p> <ul style="list-style-type: none"> • Sara Anderson handed out a sheet of paper to survey how people felt about the meeting in general and asked them to give specific feedback. 	
<p>ADJOURN</p>	<p>The meeting adjourned at 7:25pm.</p> <p>Next Executive Council Meeting, Monday, September 15, 2014, 9:00am – 10:30am, Conference Room B.</p> <p>Next MAC Meeting, Wednesday, October 1, 2014, 5:30pm – 7:30pm, Council Chambers, Town Hall</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.”

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE
MEETING
PARTNERSHIP OFFICE
23 Royce Circle**

THURSDAY, JULY 24, 2014

3:00 PM

MINUTES

Present: Chair: Tom Callahan, Fran Archambault, Harry Birkenruth, Matt Hart, Dave Pepin, Paul Shapiro, and Bill Simpson

Guest: Partnership Board member Mona Friedland

Staff: Cynthia van Zelm, John Zaccaro (by phone)

1. Call to Order

Tom Callahan called the meeting to order at 3:05 pm. He welcomed Board member Mona Friedland who was interested in joining the Committee.

2. Approval of Minutes from June 26, 2014

Harry Birkenruth made a motion to approve the minutes of June 26, 2014. Dave Pepin seconded the motion. The motion was approved.

4. Estoppel Agreements for Phase 1B (1 Royce Circle)

John Zaccaro, Partnership attorney, reiterated that since Storrs Center Alliance (SCA) is selling property to which the Partnership/SCA Development Agreement applies, the purchaser is given assurances that the Development Agreement is still in effect. The estoppels provide these assurances. The most important section is that the Partnership's Right of First Refusal in the Development Agreement does not apply to the sale of the property in question (Phase 1B).

Mr. Zaccaro said this is the 3rd estoppel agreement with two others signed related to the sale of the commercial property in Phase 1B, and the Price Chopper/MP-2 property. He said an estoppel is a standard document used in commercial transactions.

Mr. Birkenruth made a motion to recommend that the Partnership Board of Directors approve the Partnership Estoppel Agreement for Phase 1B as

described in Schedule A. Paul Shapiro seconded the motion. The motion was approved.

Matt Hart noted that the Town is working with Storrs Center Alliance on its own estoppel.

5. Appointment of new Committee member

Fran Archambault made a motion to recommend to the full Board that Mona Friedland be added as a member of the Finance and Administration Committee. Mr. Shapiro seconded the motion. The motion was approved.

6. Review of June 30, 2014 Financials/End of Fiscal Year

Ms. van Zelm reviewed the end of the year financials noting that membership dues were higher than expected. She said despite the \$100,000 contribution for the Town Square, the fund balance is estimated at \$223,000 at the end of the fiscal year.

Mona Friedland asked about the source of the \$100,000 for the Town Square and Ms. van Zelm said it was from the fund balance. Mr. Callahan noted that the Board determined that with a healthy fund balance, a \$100,000 contribution to go along with the Town, UConn, and developer contributions would be appropriate.

In response to a question Ms. Friedland had about showing the contributions noted above for the Town Square, Mr. Hart asked that these be noted in the grants information in the financials. Ms. van Zelm will follow-up with the Town's Finance Dept.

7. Continued Review of Partnership Long-Term Budget

Mr. Callahan said the Committee had held several meetings to review Partnership transition issues as it moves into more of a Storrs Center management role. Part of that evaluation has included the discussion of additional parties as members of the Partnership Board as the role of the Partnership changes. The current property owners role with tenanting, leasing, and operations are an integral part of the management of Storrs Center. Mr. Hart suggested that the Town and Partnership attorneys review the issue of possible additional Board members vis a vis obligations those parties have under the Town and Partnership development agreements. This analysis will be done for the next Finance Committee meeting.

Harry Birkenruth noted the importance of reviewing the entire structure of the Partnership vis a vis its functions.

Mr. Callahan said he believes the Committee and Partnership staff has fleshed out general Partnership priorities moving forward. Ms. van Zelm noted that those preliminary tasks have been shared with Storrs Center Alliance, Hart Realty Advisors, and The Wilder Companies teams to ensure cooperation and coordination through the current transition period.

Mr. Callahan and Ms. van Zelm will prepare an agenda memo for the Board discussion at the September Board meeting.

8. Other

Mr. Callahan asked that Howard Kaufman attend the next Finance Committee meeting on August 28 to update the Committee on the for sale housing in Storrs Center. Ms. van Zelm will invite him.

9. Adjourn

Mr. Hart made a motion to adjourn. Bill Simpson seconded the motion. The meeting adjourned at 4:05 pm.

Minutes taken by Cynthia van Zelm

**MANSFIELD DOWNTOWN PARTNERSHIP
ADVERTISING AND PROMOTION COMMITTEE**

Meeting

Wednesday, August 27, 2014

860.429.2740

4:15 pm

Minutes

Present: Chair Toni Moran, Riley Hasson, Janet Jones, Shawn Kornegay, Connie Neal, Betsy Paterson, and Cara Workman

Staff: Kathleen Paterson, Cynthia van Zelm

1. Call to order

Chair Toni Moran called the meeting to order at 4:16 pm. Ms. Moran introduced new Committee member Riley Hasson and Committee members introduced themselves.

2. Public comment

There was no public comment.

3. Approval of Minutes from May 28, 2014 and June 25, 2014

Betsy Paterson made a motion to approve the May 28, 2014 minutes. Cara Workman seconded the motion. Riley Hasson abstained. The motion was approved.

Ms. Workman made a motion to approve the June 25, 2014 minutes. Shawn Kornegay seconded the motion. Ms. Workman, Ms. Paterson, and Janet Jones abstained. The motion was approved.

4. Update from Art Fair subcommittee

Square Fair Chair Janet Jones reported that the August Square Fair went well but had lower attendance than the past Fairs. She and Kathleen Paterson said it was likely due to rain early in the event. Ms. K. Paterson noted that the vendors did not have any concerns. Ms. Jones said the last Square Fair is September 26.

The Committee discussed some ways to reach out to UConn students about the Square Fair. Ms. Hasson noted that Oaks residents did get an e-mail from Oaks staff. Ms. K. Paterson said there are posters in the mailrooms of each building and a lot of marketing is done through social media. Ms. K. Paterson said the Oaks staff cannot place info in each mailbox; a separate flyer would have to go through the US Postal Service. **Cynthia van Zelm will follow-up on more outreach through John Armstrong, Director of Off Campus Student Services.**

Ms. Jones thanked Ms. K. Paterson for all her work on the Square Fair.

Connie Neal asked about the effect of the new lighting set-up. Ms. K. Paterson said she thought it went well and the vendors liked it.

Ms. Moran asked Ms. Jones for a summary of the Square Fair and lessons learned. Ms. Jones said she would follow-up.

Ms. Workman suggested simple beverages and food, and music for next year. She thought the Storrs Center businesses might be able to do tastings so not to deter from the business inside their restaurants.

5. Update from Festival subcommittee

Ms. Paterson said the largest challenge is the set-up in the new space on the Town Square and surrounding streets. When they leave, vendors will need to walk their booth materials to their cars.

She said there are 96 booths committed.

Ms. Paterson asked for more volunteers. Ms. Workman and Ms. Kornegay committed to being Area Captains. Ms. Hasson said her basketball team would volunteer. Ms. Workman said she also has two students who might be able to help.

Ms. K. Paterson passed out a draft of the Festival site plan and reviewed it with the Committee.

Ms. K. Paterson said that vendors will be directed to arrive at particular times to help with the efficiency of set-up.

Ms. Jones asked about a map for visitors of the booths. Ms. K. Paterson said there will be handouts with a general map of the Festival site but each booth site and vendor name will not be designated. The map would not be big enough to achieve this effectively. **Ms. Kornegay suggested including a QR code on the map that would link to the website with the name of all the vendors.**

Ms. K. Paterson said the Thompson family who has owned Thompson's General Store for years has agreed to serve as the Grand Marshal.

Ms. Moran asked about other events going on the same weekend as the Festival. Ms. K. Paterson said the Festival subcommittee decided to not try and plan additional events for that weekend partly given that the Town Square celebration will not be held until the spring.

Ms. Moran asked about any coordination with UConn's Cornucopia. Ms. K. Paterson said she reached out to the Cornucopia coordinator but there was not a lot of interest expressed by the coordinator at that time. She said the Festival is listed on the UConn Family Weekend schedule. Ms. K. Paterson said the Festival is also advertised through table tents on the tables in all the UConn dining halls.

6. Update on October dog-themed event

Ms. Workman passed out a draft flyer for the "Pup Crawl" which will be held on October 18 from 9:30 am to 11 am. It will be a walk from the Town Square to the Moss Sanctuary and back. It is National Adopt a Dog Month. Donations will go toward the Friends of Mansfield Animal Shelter. She said that veterinarian Todd Friedland will do a tick check overview as part of the event. The Mansfield Animal Shelter will also have a presence.

The poster will be distributed to vet offices, Storrs Center businesses, the library, etc. Flyers will be distributed as well.

Participants will need to sign a waiver regarding keeping their dog on a leash, it being vaccinated, etc. **Ms. van Zelm will ask Partnership attorney John Zaccaro to review a sample waiver (done).**

Ms. Workman, Ms. K. Paterson, and Ms. Jones are continuing to work on in-kind donations.

Attendees will be encouraged to patronize the restaurants.

7. Review event calendar for October 2014-March 2015

Ms. K. Paterson said that the CT Office of Tourism (ctvisit.com) has a deadline of Friday to post events on its website through March 2015.

She reviewed potential dates with the Committee.

Trick or treating in Storrs Center is proposed for Saturday, October 25 from 4 pm to 5 pm.

The Committee agreed that December 13 is a good day for Winter Welcome. Last year, there were carolers, Santa, and businesses participated with hot cocoa, cookies, etc. This year, with the Town Square in place, there may be more opportunities on the Square.

Winter Fun Week is proposed for Feb. 1 through Feb. 8. Winter Fun Week ties together the various events occurring in town and at UConn.

Ms. Moran asked about Valentine's Day? Ms. K. Paterson said that traditionally, the Partnership has not sponsored an event that day. In a prior year, master developer LeylandAlliance solicited events to advertise for that day but did not get a huge response.

8. Adjourn

Ms. Paterson made a motion to adjourn. Ms. Neal seconded the motion. The motion was approved and the meeting adjourned at 5:40 pm.

Minutes prepared by Cynthia van Zelm

**MANSFIELD DOWNTOWN PARTNERSHIP
ADVERTISING AND PROMOTION COMMITTEE
Special Meeting
Monthly Arts Square Fair Subcommittee
Friday, September 26, 2014
8:30 a.m.
Minutes**

The meeting was cancelled due to a lack of quorum.

APPROVED

**Human Services Advisory Committee
Minutes of June 25, 2014 Meeting**

Present: Sara Anderson (Advocates for Children); Fred Goetz (ADA); Ethel Mantzaris (YSB), chair; Dexter Eddy (Housing Authority); Joan Terry (Comm. on Aging)

Absent: Ron Baker (Member at Large); Lorraine Kenowski (Member at Large); Victoria Nimirowski (WAIM);

Staff: Pat Schneider, Director of Human Services

The chairman called the meeting to order at 3:30 p.m.

The minutes of the May 2014 meeting were approved as written.

Pat updated the Committee on a number of issues.

Staffing – Sarah Taylor has been hired as the Program Coordinator at the Senior Center. She previously worked in Coventry in a similar position. Applications are being accepted for a van driver. There is a preferred candidate for the early childhood vacancy who will hopefully be hired shortly.

Program – Due to a highly successful fund raising effort, over 100 kids applied for camperships. Although not all could be awarded full camperships, some received partial funds and other resources aided many others. As the applications were reviewed, department personnel were able to identify a number of individuals and families who could use assistance in other ways. The department is beginning to refine the holiday assistance program.

Bus Stop – Joan said that the Commission on Aging read a letter at a recent Council meeting asking that a covered bus stop with seating be installed at the bus stop nearest the Community Center.

Playground – A planner has been hired to determine details of the site preparation. Several fund raising events are planned.

The meeting was adjourned at 4:15 p.m.

Respectfully submitted,
Joan Terry, Secretary

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS
Thursday, August 7, 2014
Mansfield Town Hall
Town Council Chambers**

4:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Mona Friedland, Brid Grant, Matt Hart, Dennis Heffley, Philip Lodewick, Paul McCarthy, Toni Moran, Betsy Paterson, Shamim Patwa, Steve Rogers, and Paul Shapiro

Staff: Cynthia van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 4:06 pm. New Board member Brid Grant and Board members introduced themselves.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes of July 3, 2014

Betsy Paterson made a motion to approve the minutes of July 3, 2014. Paul Shapiro seconded the motion. Steve Rogers indicated that the minutes reflected that he was at the meeting when, in fact, he was not. The motion was approved with the noted change from Mr. Rogers. Steve Bacon and Ms. Paterson abstained.

4. Executive Director Report

Cynthia van Zelm noted that, unfortunately, oneTribe clothing has closed but that Leyland is looking to fill the space. UConn Dental opened last week. She said that Mike Young had taken over ownership of Sweet Emotions candy store as previous owner Barry Schreier has moved to a position at Princeton.

Ms. van Zelm said the bids for both the stage roof and the light pylons on the Town Square had come in over budget so she is working with the landscape architect on a redesign to meet the current budget. Money is still being raised for the sculpture, trellises, and shade structure.

Mr. Lodewick suggested that Board members approach their state leaders to ask for support for the outstanding request for State of Connecticut Small Town Economic Assistance Program funds. Ms. van Zelm said she would put together some talking points for Board members by Monday.

Ms. van Zelm said Leyland is holding two upcoming events/meetings for people who have made refundable commitments for the Main Street Homes. One of the meetings will focus on reviewing potential alternative layouts for the kitchen/dining/living areas in response to comments by the prospective residents. Ms. van Zelm said that Howard Kaufman of Leyland will be updating the Finance Committee at its August meeting.

Ms. van Zelm said there are several upcoming events including the Square Fairs, and the Festival where volunteers are needed. She passed around a sign-up sheet.

Mr. Hart said that Leyland and its Phase 2 general contractor Centerplan have asked the Town's Traffic Authority to temporarily close Wilbur Cross Way during construction of Phase 2. The Town and the development team are both concerned about public safety. He noted that when Educational Playcare opens, and, if Phase 2 is still under construction, Educational Playcare employees and families would be given safe and secure access to the parking garage. Any damage done to public infrastructure would need to be fixed and a video has been taken to document current conditions and compare with construction afterwards. Fire and emergency access will be maintained. The closure will occur until the end of March.

5. Storrs Center Action Items (Review and Action on Partnership and Storrs Center Alliance Estoppel Certificates)

Partnership attorney John Zaccaro reviewed the Partnership and Storrs Center Alliance proposed estoppel certificates for Phase 1B (1 Royce Circle). Pursuant to the Partnership's Development Agreement, the estoppel certificates are required to be given upon request, and must state certain facts necessary to indicate to a prospective buyer that both parties are not in default under their Development Agreement and whether the right of first refusal applies. Mr. Zaccaro noted that previous estoppel certificates had been approved for Phase 1A and Phase 4. The fourth phase to be sold will be Phase 1C (8 Royce Circle).

Mr. Bacon asked for clarification of whether the Partnership's right of first refusal applies to the property being sold. Mr. Zaccaro said it does not apply to the new owner and would only apply in all instances if the master developer was in default as defined in the Development Agreement.

Mr. Zaccaro said the new owner would not be bound by the Partnership's Development Agreement with Storrs Center Alliance but would still need to comply with the zoning regulations which include the Storrs Center Special Design District regulations and accompanying design guidelines.

Harry Birkenruth made a motion to approve the Storrs Center Alliance, LLC Estoppel Certificate and the Mansfield Downtown Partnership Estoppel Certificate for Phase 1B and to authorize Executive Director Cynthia van Zelm to sign the Board approved Partnership Estoppel Certificate. Mr. Shapiro seconded the motion. The motion was approved.

6. Appointment of New Committee Members for FY2014-2015

Toni Moran made a motion to appoint Ronald Liu to the Partnership Business Development and Retention Committee and to appoint Mona Friedland to the Finance and Administration Committee until the end of the Partnership's fiscal year on June 30, 2015. Matt Hart seconded the motion. The motion was approved.

7. Four Corners Sewer and Water Advisory Committee Update

Mr. Hart handed out a sheet with upcoming community information meetings and a public hearing on the proposed sewer project at Four Corners.

The goal is to bring a \$9 million sewer project to the Mansfield voters this fall. A public hearing has been scheduled for Friday, August 22. The plan is for the Town Council and the Water Pollution Control Authority to make a recommendation to go to a vote in September. In order to hold a vote in November, the Town Council must take action 60 days in advance of the scheduled vote. November is being scheduled since it is a statewide election with more voter turnout expected. Fifteen percent of the registered voters in Mansfield must turn out for the vote to hold.

Mr. Hart said that \$3 million of the \$9 million has been committed by the State; approximately \$3 million would be assessed on approximately 60 residents; and \$3 million would come from municipal bonding if approved by the voters.

Mr. Hart said the Town is involved as there is a need to address the poor soils around Four Corners which has resulted in failing septic systems, and the area is a redevelopment opportunity.

Mr. Hart said the Town's existing debt service is at an all-time low so the debt would be manageable.

Harry Birkenruth asked if the engineering firm that determined a budget estimate will be at the meetings. Mr. Hart replied in the affirmative, noting that the firm Weston & Sampson will discuss financials and redevelopment potential. He said the assessments are individualized per property and will be recalculated on an annual basis.

Mr. Bacon asked if there has been any CT Department of Energy & Environmental Protection (DEEP) enforcement yet. Mr. Hart said there are three or four properties being monitored but there is no order from DEEP to take any action.

Brid Grant asked if the Town has calculated an average amount for single family homes. Mr. Hart said there will be an analysis of 3 or 4 representative personal and commercial properties at the meetings.

Ms. Moran asked if Jensen's mobile park assessment will be on the entire property or to individual owners. Mr. Hart said that Jensen's will be assessed as one entity and the owner does not plan to pass along the assessment to individual owners.

8. Report from Committees

Advertising and Promotion

Ms. Moran said the pup crawl is scheduled for October 18 and will involve a one and a half mile dog walk from the Town Square to Moss Sanctuary.

Square Fair

She said the Square Fair has been held twice and the artists and visitors appear very happy.

Celebrate Mansfield Festival

Ms. Paterson said Festival planning is going well. The largest challenge will be the logistics of a new site.

She made a request for volunteers.

She said Humming House from Nashville is the main music act.

Mr. Shapiro asked how food would be handled given the new location and restaurants already on site. Ms. Paterson said some of the restaurants on site will have a booth outside their restaurant. She said restaurants outside Storrs Center will also have a booth. All the restaurants should be open inside as well.

Business Development and Retention

Mr. Rogers said that Ms. Friedland and Roger Adams had stepped down from the Committee but they had added Matt Rusconi, owner of Moe's and Mooyah's; Jennifer Holt with the Windham Chamber of Commerce; Tina Lapsia who is a UConn student; and Ron Liu, owner of Haru Aki Café.

The Committee focused on tenant issues and the Committee's role with tenants. As construction heads toward completion, what is the Committee's role? Is the Committee a liaison with the Board and/or Storrs Center property owners?

He said he is continuing his conversation with Howard Kaufman of LeylandAlliance about CAM (Common Area Maintenance) charges for commercial tenants.

The Committee also discussed the unintended consequences that businesses near North Eagleville are seeing sales decline. Paul McCarthy said he thought the extension of Hillside Road to Route 44 will cause there to be more business in the North Eagleville area.

Finance and Administration

Ms. van Zelm gave an update in Chair Tom Callahan's place.

Ms. van Zelm said the Finance and Administration Committee continues to discuss transitional issues and should have a report to the full Board in September.

She reviewed the June 30, 2014 end of the year financials noting that memberships had come in higher than budgeted. She said the current fund balance is \$223,000 which includes taking out the \$100,000 commitment for the Town Square.

The Committee recommended adding the Town Square income and expenses to the financials and Ms. van Zelm has already contacted the Town Dept. of Finance about including those line items for the September 2014 financials.

Membership Development

Ms. van Zelm gave an update in Chair George Jones' place.

Ms. van Zelm said the Committee did not meet in the summer but will start meeting again in September. She said the goal has been to get more Storrs Center businesses to become members and this has been fairly successful.

Planning and Design

Mr. Bacon said that Ed Pepin, architect for Price Chopper; Andy Graves, architect for the MP-2 building; and Jennifer Usher, engineer for site work for this phase, presented their preliminary Sustainability Guidelines checklists to the Committee. The checklists are not totally complete as they rely on third parties to accomplish some of the sustainability goals.

Mr. Graves will be back at the August meeting to review Phase 1C.

Mr. Bacon said that Price Chopper is seeking Silver LEED certification.

Ms. Moran asked what can be concluded from the checklists. Mr. Bacon said sometimes the architect/engineer has gone beyond the Guidelines and sometimes they have deviated from the Guidelines, if reasonable. They have taken the Guidelines seriously. Mr. Bacon said, in the absence of required LEED standards, the Partnership can be proud of the construction related to sustainability qualities.

Shamim Patwa suggested that the work on making the buildings sustainable should be highlighted at the Partnership booth at the Festival. For instance, can the amount of water saved be shown? Mr. Lodewick said the effort toward an environmentally sustainable project could be highlighted in the Board talking points for the STEAP grant.

9. **Adjourn**

Ms. Paterson made a motion to adjourn. Ms. Patwa seconded the motion. The motion was approved and the meeting adjourned at 5:25 pm.

Minutes taken by Cynthia van Zelm.

Minutes
Parks Advisory Committee Meeting
Mansfield Community Center Conference Room
May 7, 2014
7:30 pm

- I. Welcome-Meeting was called to order at 7:35 pm
- II. Attendance: Sue Harrington, Tom Harrington, Juliana Barrett, Bill Thorne, Jennifer Kaufman (Staff) and Curt Vincente (Staff).
- III. Approval of Minutes- March meeting minutes were approved unanimously.
- IV. Old Business
- Park Updates-
 - Dorwart sign needs to be fixed so it is in compliance with DEEP.
 - Merrow Meadow- Wildflower Walk lead by Charlotte, Pat, Roberta, and Becky were a great success. The park needs an invasive management plan and there is a continual issue of dog waste. The waste is not directly on the trail but to the side of it. Jennifer agreed to look into a Dog Waste disposal system.
 - Dunhamtown Forest- The bridge connecting the Sibley property with the Maxfelix subdivision has been complete by an Eagle Scout.
 - Hazardous Trees- Parks and Rec is working on a program to address hazardous trees in the parks. The Town will hire a licensed arborist to identify trees that need to be taken down. Juliana said we should look into a program that UConn is using call Stormwise as a means of managing our trees.
- V. New Business
- My Town Trails App-The Town has joined www.mytowntrails.com to have all of the trails on this app. Volunteers are needed to gps the trails and upload the data. Jennifer is working with EO Smith and the boy scouts to get volunteers. She hopes to have the trail guide app up and running by the end of July.
 - Field Work-Troyer trail still needs to be marked.
 - Walktober-Sue and Tom have agreed to do 3 Walktober walks.
 - Celebrate Mansfield-Sue and Tom will lead a walk in the Moss Sanctuary on Saturday, September 20.
 - The committee agreed to add a discussion of Sponsor Recognition in Town Parks to the agenda. Currently the Park Rules and Regulations prohibit commercial advertising. However there exists an exception for temporary sponsorship signs/banners as permitted. Curt Vincente explained that on Monday, May 12 the Town Council will be reviewing proposed revisions to the Parks Rules that would include allowing not-for-profit organizations to erect permanent sponsorship signs/banners at the discretion of the Parks and Recreation Department. The Parks Advisory Committee felt comfortable with this so long as this was limited to active recreation areas.
- VI. Announcements-none
- VII. Adjourn-the meeting adjourned at 9:00 pm.

Town of Mansfield
CONSERVATION COMMISSION
Meeting of 20 August 2014
Conference B, Audrey P. Beck Building
MINUTES

Members present: Aline Booth (Alt.), Robert Dahn, Scott Lehmann, Michael Soares. *Members absent:* Joan Buck (Alt.), Peter Drzewiecki, Neil Facchinetti, Quentin Kessel, John Silander. *Others present:* Jennifer Kaufman (Wetlands Agent).

1. The meeting was **called to order** at 7:31p by Dahn. Alternate Booth was designated a voting member for this meeting.

2. The draft **minutes** of the 16 July 2014 meeting were approved as written.

3. **IWA referral: W1533 (Lessenger, Monticello La).** The applicant proposes to build a single-family residence on a parcel on the south side of Monticello Lane identified as "Lot 19." According to Kaufman, "Lot 19" combines three lots in an old subdivision. It was offered to the Town and to the landowner to the east; both declined. Nearly all of this parcel is wetland, save for an area at its northeast corner, where the land slopes from Monticello Lane down to wetland. The proposed house would be built here, at the minimum side setback from the eastern property line, on a peninsula of some 800 cubic yards of fill above the wetland. The house would be 28 ft from and 6 ft above wetlands at its closest point – an average slope of 12 degrees; fill would be graded to within 10 ft of wetlands. The septic system would be located between the house and road, 61 ft from wetlands at its closest point. After some discussion, the Commission agreed unanimously (**motion:** Booth, Dahn) to warn that:

This project has the potential for a significant negative impact on wetlands. 800 cubic yards of fill, imported to provide a level site for the house, would be graded to slope fairly steeply down to within 10 ft of wetlands. It is difficult to see how "silt fencing ... installed down gradient of proposed activity and maintained until area has been stabilized" (Part C.4) could insure that an extreme weather event does not wash a large volume of fill into the wetland before (or after) stabilization.

4. **Acquisition of Sawmill Brook Parcel.** Willard Stearns & Sons, Inc. has offered to sell a rectangular 9.5-acre wooded parcel north of Jacobs Hill Road to the Town for \$20K (splitting the difference between appraisals of \$9.5K and \$30K). The parcel is surrounded on three sides by Town open space. Its acquisition would enlarge and improve the configuration of protected land in this area. If the parcel is not acquired by the Town, it is conceivable that a private owner could develop it by securing a right-of-way across Town open space from Jacobs Hill Road. The Commission agreed unanimously (**motion:** Dahn, Soares) to support the Open Space Preservation Committee's recommendation that the Town acquire this property and furthermore to urge that it be protected with a permanent conservation easement held by a third party (such as Joshua's Trust).

5. **Conservation easement monitoring.** Kaufman is looking into getting a work-study student from UConn to help develop a plan and protocol for monitoring Town-held conservation easements – protected lands need to be visited and their condition noted on some regular schedule, boundaries need to be marked, landowners and neighbors need to be made aware of easements and informed about what may and may not be done on land protected by them.

6. Mansfield/CWC Water Planning/Advisory Council. Soares attended the first meeting of this group in July. It will meet quarterly.

7. 4 Corners Water & Sewer Project. Information sessions on this project are now being held at various locations, and a public hearing is scheduled for 6:00p on 22 August in the Council Chambers. A referendum question on bonding for the project will presumably appear on the ballot in November. In Kaufman's view, viable economic development in the 4 corners area requires water and sewer connections. Booth agreed, adding that this gateway area should be attractive to commercial developers once groundwater problems are set aside by sewerage, so that Town could expect to recover its share of the cost from increased tax revenue.

8. Tree removal/trimming on Dog Lane & Gurleyville Road. Soares is concerned that CL&P's plan for removing or trimming trees that threaten utility lines along Dog Lane and Gurleyville Road is too aggressive. Trees close to Dog Lane help slow traffic and make this road safer for pedestrians; they should not be removed if healthy.

7. Adjourned at 8:25p. Next meeting: 7:30p, Wednesday, 17 September.

Scott Lehmann, Secretary, 22 August 2014; approved 17 September 2014.

TOWN OF MANSFIELD
Solid Waste Advisory Committee
Minutes of the Meeting
July 10, 2014

Present: Knox, Ames, Milius, Brendan Rempel (guest), Sheldon (staff), Walton (staff)

The meeting was called to order at 7:05 by chair Knox.

The acceptance of the March 13, 2014 meeting minutes and the May 8, 2014 meeting minutes, with amendments, were approved on a motion by Ames/Milius.

Brendan Rempel, creator of ShareStorrs, spoke to members about this newly launched on-line resource that enables members of the Storrs community to buy, sell, rent, share, swap, and lend idle goods with one another. The purpose of Sharestorrs is to provide an avenue for residents to monetize or share their under-used possessions. After Rempel's presentation, it was approved on a motion by Ames/Milius, with Knox abstaining, to promote ShareStorrs through the Town's media outlets.

Sheldon stated that incoming and outgoing swap shop items were weighed for four weeks. From the information gathered, twenty percent of the materials that were brought to the swap shop were taken away by residents (about 275 pounds per week). Of the 80% that was not taken away, 31% was recycled and 49% was disposed as bulky waste. Members acknowledged the benefit of the swap shop since annually approximately 7 tons of material is kept out of the waste stream. They appreciated the dedication of Nora Stevens, who has volunteered at the swap shop for at least 15 years, and Sheldon's support.

Members discussed whether the policy of charging \$2 per box for swap shop donations of questionable quality should be changed to a unilateral charge for all donations. On a motion by Milius/Ames, the committee recommended continuing the current practice of charging when donations do not appear to be in good condition. Walton will publicize that the \$2 per box charge for swap shop donations will be waived, at the discretion of the transfer station attendant, for items in good condition.

Walton reported that a Chaplin resident, who rents a property in Mansfield, recently requested to use the transfer station swap shop but was denied access since she was not a Mansfield resident. According to the Solid Waste Regulations the transfer station shall be used only by the residents and businesses of the Town. After discussion with Sheldon, members recommended that an owner of a rental property is in "business" and should be allowed to use the transfer station.

The committee reviewed the spreadsheet of multi-family revenue, expenses and proposed fees using the rates that Willimantic Waste Paper Company will be charging when the new multi-family contract begins December 1, 2014. The committee approved, on a motion by Milius/Ames, the recommended rates for new services for 2, 4, 6 and 8 cubic yard recycle dumpsters. These rates pass through Willimantic Waste Paper's cost of recycle collection. The rates for all other multi-family dumpster service will remain unchanged. Staff will take this recommendation to Town Council for their consideration.

A draft letter to Storrs Center businesses was reviewed and edited by the committee. The letter asks businesses abutting the Town Square to use reusable, recyclable or compostable take-out food and beverage containers during the Celebrate Mansfield Festival. Walton will send an electronic copy to members for further comments.

The edited letter will be sent to businesses within the next few weeks. Walton will then follow up with each business to encourage participation.

Walton stated that the first Repair Café has been scheduled for September 27, 2014 from 9 to 12 at the cooperative kitchen in Windham.

Knox & Ames reported that they began using their compost containers in the spring. Knox stated that it was difficult to dig a hole big enough for the Green Cone digester because of the rocky soil, which may prevent its use in Town. Ames reported that she likes the design of the Garden Gourmet composter. Ames offered to look into neighborhood compost tumblers that are used in the Montreal area.

The next meeting is scheduled for September 11, 2014.

The meeting was adjourned at 9:20 pm.

Respectfully Submitted,

Virginia Walton
Recycling/Refuse Coordinator

Mansfield Community Playground Project
Meeting Minutes

Date: July 10, 2014

Present:

Steering Committee members present:

Sara Anderson, Pat Schneider, Jean Johnson, Ellen Tulman, Julia DeLapp, Chelsea Burns, Kelly Zimmerman, & Curt Vincente

Next Meeting: Thursday August 14, 2014, 7-8 pm, conference room B

-
- I. Approval of Minutes (to include name "Kent & Frost")
 - II. Desired Meeting Outcomes:
 - a. Review of Design Plan with potential changes
 - b. Recruitment of Coordinators/committee members
 - c. Fun Run (Saturday 7/12/14)
 - III. Landscape Design Plan – plans prepared by Kent & Frost, presented to committee by Curt Vincente
 - a. Design firm suggests moving playground to another area due to ledge, elevation, and shape of the lot. A move will improve accessibility and limit other obstacles.
 - b. Land to be leased from UCONN
 - c. There will be another meeting with Kent & Frost. Curt will notify the committee of this meeting.
 - IV. How to attract new committee members & chairs? Brainstorming ideas (led by Sara):
 - a. Having a presence at the UCONN Work-Life festival (Kelly to investigate)
 - b. Sharing information at the Roots for Development bike ride in September.
 - c. Holding an information session, inviting people at other events to come and find out more.
 - V. Fundraising – Julia DeLapp
 - a. \$10,000 donation received
 - b. \$2,500 donation received
 - c. Julia is planning to send an email to all donors to give update & inform about other events
 - VI. Sara will be taking her new position as Early Childhood Coordinator for town of Mansfield on July 12, 2014. She will be stepping down as the General Coordinator for the playground.
 - VII. Concerts will be held each Thursday in July. Popcorn and cold drinks to be sold. Jean will be in attendance at the last 3 concerts along with Ellen & Chelsea 7/17, Kelly & Sara 7/24, & Maggie (& possibly) Chelsea 7/31.
 - VIII. Fun Run will be July 12, 2014. Maggie not able to be in attendance, but things are moving forward for Saturday.
 - IX. Fall Events, to be discussed n August meeting.
 - X. Action Items:
 - a. Set dates for informational meeting

- b. Advertising presence at concerts
- c. Work-Life event at UCONN
- d. Sharing information with new Mansfield residents (Sarah Ann at town office buildings)
- e. Celebrate Mansfield – coordinate with Sarah Delia
- f. Gathering information regarding Ride for Roots
- g. Everyone to make a personal contact and consider inviting others to our next meeting

Minutes prepared & respectfully submitted by Ellen Tulman on 7/10/14.

Mansfield Board of Education

June 12, 2014

Minutes

Attendees: Mark LaPlaca, Chair, Randy Walikonis, Vice-Chair, Martha Kelly, Secretary, Susannah Everett, John Fratiello, Sarah Lacombe, Katherine Paulhus, Carrie Silver-Bernstein

Excused: Jay Rueckl

The meeting was called to order at 7:30pm by Mr. LaPlaca.

SPECIAL PRESENTATION: CABA Award: Rebecca Coyne and John Zhou, eighth graders at the middle school, were honored by Mr. LaPlaca with the CABA Student Leadership Award.

HEARING FOR VISITORS: Ric Hossack and Arthur Smith spoke regarding superintendent's mileage.

COMMUNICATIONS: Letter from MEA Executive Board. Letter from Mr. LaPlaca announcing his resignation effective July 1, 2014.

ADDITIONS TO THE PRESENT AGENDA: None

COMMITTEE REPORTS:

Finance Committee: Mr. LaPlaca reported the committee met on June 11, 2014, 2014. Motion by Mr. LaPlaca to accept the recommendation from the Finance Committee as presented:

1. Advise the Personnel Committee to negotiate specific language in the new Administrator's contract regarding the "past practice" of providing stipend for in-district travel and work to reduce or eliminate the amount paid, taking into account whether or not that amount would be greater if individual reimbursement were submitted.
2. Require more specific language in the Superintendent's contract limiting the amount of reimbursement for mileage without express Board authorization to \$9000 annually.
3. Finance department engage Blum Shapiro to randomly select one month per year for the last three fiscal years (2011/2012, 2012/2013, and 2013/2014) to audit all mileage reimbursement forms submitted by the Superintendent for accuracy of mileage amounts, that dates are correct, and that mileage is calculated correctly, and to have a report to present to the Finance Committee by September 1, 2014.

Discussion followed. Motion by Mr. Fratiello, seconded by Mrs. Kelly to amend the motion to reduce Superintendent's mileage reimbursement to \$5000. Vote: In favor: Mr. Fratiello and Mrs. Kelly. Opposed: Mr. Walikonis, Ms. Everett, Mrs. Lacombe, Ms. Silver-Bernstein, and Mr. LaPlaca. Abstention: Mrs. Paulhus. Motion failed.

Vote on Motion to accept the recommendation from the Finance Committee as presented: In favor: Ms. Silver-Bernstein, Ms. Everett, Mrs. Lacombe, Mr. Walikonis, Mr. LaPlaca, Mrs. Paulhus. Opposed: Mrs. Kelly, Mr. Fratiello. Motion passed.

Personnel Committee: Mr. Walikonis reported there will be an Executive Session following the meeting.

Teacher of Year Committee: Mrs. Paulhus reported that Erika LaBella, kindergarten teacher at Southeast School, has been chosen 2015 Mansfield Teacher of the Year.

REPORT OF THE SUPERINTENDENT:

- All-Hazards School Security and Safety Plan: Fran Raiola, Director of Emergency Procedures, and Sergeant Rich Cournoyer, Sergeant in Charge Resident Troopers' Office, and Jaime Russell, Director of Information Technology discussed that a plan for each school is required to be submitted to the CSDE.
- Mansfield Public Schools Professional Learning and Evaluation Plan 2014-2015: Dr. Linda Robinson reviewed the changes to the Plan. Motion by Mr. Walikonis, seconded by Mr. Fratiello, to approve the submission of the Mansfield Public School Professional Learning and Evaluation Plan. Vote: Unanimous in favor.
- 2013-2014 Teacher Evaluation Report: Mr. Baruzzi presented his report to the Board in accordance with Connecticut General Statute 10-151b.
- Preschool Update: Mr. Baruzzi and Dr. Leclerc reviewed the potential mid-day bus runs.
- 2014-2015 Budget: Mr. Baruzzi reported that at the Town Meeting on May 13, 2014 the Board of Education Budget was increased by \$145,000. Motion by Ms. Silver-Bernstein seconded by Ms. Everett to fund the following: Language Arts Coordinator - \$100,510; Discovery Education software - \$5,000; an additional mid-day preschool bus for each school - \$33,000; and \$6,490 to the salary contingency account. Vote: In favor: Mr. Fratiello, Mrs. Lacombe, Ms. Everett, Mr. Walikonis, Ms. Silver-Bernstein, and Mr. LaPlaca. Opposed: Mrs. Kelly. Abstention: Mrs. Paulhus
- Food Service Update: A summary of accomplishments for 2014-2015 was shared with the Board.

- Paraprofessional of the Year: Dr. Leclerc reported the 2015 Mansfield Paraprofessional of the Year is Amber Woodworth.
- Mansfield Public Schools Common Core State Standards District Plan 2014-2015: Mr. Baruzzi reviewed additional steps the district is taking for Common Core State Standards including professional development for district staff.
- Mansfield Public Schools 2014 Summer Programs: Mr. Baruzzi reviewed the programs offered for students this summer.
- Administrator Appointments: Motion by Randy Walikonis for the Personnel Committee to appoint Larry Barlow as the Assistant Principal of Mansfield Middle School, effective July 1, 2014 and to appoint Susan Muirhead as the Principal of Goodwin Elementary School, effective July 1, 2014. Vote: Unanimous in favor.
- School Climate Survey: Mr. Baruzzi reported the spring school climate surveys are available on the Board's website.
- Class Size/Enrollment: No significant change in class size or enrollment.

APPROVAL OF MINUTES:

- Motion by Mrs. Lacombe, seconded by Ms. Everett, to approve the minutes of the May 8, 2014 Meeting. Vote: Unanimous in favor.

NEW BUSINESS: None

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: Mrs. Kelly would like a discussion of information she distributed to the Board. Ms. Silver-Bernstein would like a discussion of the Physical Education Program including goals and curriculum.

Motion by Mr. Walikonis, seconded by Mrs. Lacombe, to move into Executive Session to discuss Superintendent's evaluation and non-union wages and salaries at 10:39pm. Vote: Unanimous in favor.
Mr. Baruzzi joined the Executive Session.

The Board returned to regular session at 12:13am.

Motion by Mr. Walikonis on behalf of the Personnel Committee to increase the salaries of the Asst. Director of Facilities, Administrative Assistant to the Superintendent, the Personnel Assistant and the IT Director by 2.0% and to change the percentage of insurance premiums paid by the Asst. Director of Facilities, the Administrative Assistant to the Superintendent, and the Personnel Assistant to 16.5% and the IT Director to 19%. Vote: Unanimous in favor.

Motion by Mr. Walikonis, seconded by Mrs. Paulhus to extend the Superintendent's contract by an additional year and to increase the percentage of insurance premium paid by the Superintendent to 19%. Vote: Unanimous in favor.

Motion by Mr. Walikonis on behalf of the Personnel Committee to increase the Superintendent's base salary by 2%. Vote: In favor: Mr. Walikonis, Ms. Silver-Bernstein, Ms. Everett, Mrs. Lacombe, Mr. LaPlaca. Opposed: Mrs. Kelly, Mr. Fratiello. Abstention: Mrs. Paulhus.

Motion by Ms. Everett to adjourn at 12:17am. Vote: Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk

Mansfield Board of Education Retreat
July 23, 2014
Minutes

Attendees: Randy Walikonis, Chair, Jay Rueckl, Vice Chair, Martha Kelly, Secretary, Susannah Everett, John Fratiello, Sarah Lacombe, Katherine Paulhus, Carrie Silver-Bernstein,

The meeting was called to order at 7:06pm by Mr. Walikonis.

CABE WORKSHOP ON 2014-2015 GOAL DEVELOPMENT AND EVALUATION METHODS: Mr. Walikonis introduced Nick Caruso, CABE Senior Staff Associate for Field Services and Coordinator of Technology. Superintendent Evaluations: The Board has a subcommittee to review process. Mr. Caruso distributed examples and other planning document for setting goals and strategies.

MOTION by Mrs. Paulhus, seconded by Mr. Rueckl to adjourn at 8:40pm. VOTE: Unanimous in favor.

Respectfully submitted,
Martha Kelly
Secretary

Mansfield Board of Education Special Meeting
July 23, 2014
Minutes

Attendees: Randy Walikonis, Vice Chair, Martha Kelly, Secretary, Susannah Everett, John Fratiello, Sarah Lacombe, Katherine Paulhus, Jay Rueckl, Carrie Silver-Bernstein,

The meeting was called to order at 5:30pm by Mr. Walikonis.

ELECTION OF OFFICERS: Motion by Mr. Fratiello, seconded by Mrs. Lacombe to appoint Randy Walikonis Chair of the Mansfield Board of Education. Vote: Unanimous in favor.
Mr. Walikonis appointed Jay Rueckl Vice Chair.

COMMITTEE ASSIGNMENTS:

Mr. Walikonis will service as Chair of the Finance Committee with Mr. Rueckl as Vice Chair.

MOTION by Mr. Fratiello, seconded by Mrs. Lacombe, to move into Executive Session on performance issues regarding the Superintendent of Schools at 5:34pm VOTE: Unanimous in favor
Mr. Kevin Roy, Board Attorney, joined the Board in Executive Session

Mrs. Paulhus left at 6:20pm.

Mrs. Paulhus returned at 6:21pm.

The Board returned to open session at 7:05pm.

Motion by Ms. Silver-Bernstein, seconded by Mrs. Kelly that the Mansfield Board of Education designates and authorizes its chairperson, Randall Walikonis, to serve as its spokesperson and to coordinate further investigation into the conduct of the Superintendent of Schools in order to safeguard the interests of the District. Such authority shall include, but not be limited to, designating appropriate investigators, including a forensic auditor or auditors, as well as to place the Superintendent on paid administrative leave or other appropriate leave in order to maintain the integrity of the investigation which is on the best interest of both the District and the Superintendent. Additionally, such authority shall include the ability to make decisions regarding appropriate actions with respect to these matters, and to consult with legal counsel regarding same.

MOTION by Ms. Silver-Bernstein, seconded by Ms. Everett to adjourn at 7:05pm. VOTE: Unanimous in favor.

Respectfully submitted,
Martha Kelly
Secretary

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

August 20, 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 8:35 a.m. by the Chairperson.

MINUTES

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the minutes of the July 16, 2014 Regular Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the June bills. Motion approved unanimously.

Financial Reports –A (General)

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

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

No meeting was scheduled for August.

General Reports

Fall Picnic

Mr. Eddy reported that there is interest in a fall picnic. Ms. Fields will speak with the Resident Service Coordinator.

Trimming Back Overgrowth

Mr. Eddy requested that the overgrowth be trimmed back next to the fire lane on the south side of Wrights Way and suggested that when considering a fence on the north side, the overgrowth should be trimmed back there as well.

Poplar Tree that was removed

Mr. Eddy reported that the regrowth needs to be addressed. Ms. Ward will look into some options to address it.

Trash Sheds

Mr. Eddy suggested that the Quality of Life Committee take up the issue of the trash sheds and had some suggestions on how to combine two existing sheds to a new location, move an existing one to a more convenient spot, and expand the newest shed.

COMMITTEE REPORTS

Development Committee

None

Quality of Life Committee

Wright's Village Fence – Living or Non-Living

Last month Mr. Eddy requested that the Committee meet and create a survey to obtain feedback on what kind of "fence" residents would prefer, living or otherwise. Mr. Eddy and Ms. Ward created the survey. Ms. Fields will have it distributed to tenants.

UNFINISHED BUSINESS

Section 8 Administrative Fees

HUD has raised the Administration Fee proration from 75% to 79% by using an additional \$41 million in excess carryover advance funds. Even with this increase, the administrative costs of the program are still grossly underfunded by HUD's own calculation.

NEW BUSINESS

Budgets

Budgets were discussed at the Finance Committee Meeting on August 15, 2014. The budgets were generally agreed upon with some changes and additional information being requested. Ms. Fields also provided the Committee with a salary range for a similar position to the Section 8 Coordinator at the Town and State.

Rent increases were approved pending the Rent Increase Meeting. Ms. Fields scheduled the Rent Increase Meetings for each property on September 17, 2014. Should any comments be presented at or prior to the meeting, those comments will be submitted to the Board for consideration at the September Annual Meeting at which time a final budget will be approved.

Proposed FMR by HUD

HUD has proposed to reduce the payment standard (also known as Fair Market Rent "FMR") for Mansfield, Willington, and Coventry by 2% and increase the payment standard by 2% for Ashford and Chaplin. Ashford and Chaplin certainly need the increase as HUD has decreased the payment standard for both towns over the past couple years. Experience by the Housing Authority dictates that the proposed FMR will be the final FMR. Once the final FMR is established in October, Ms. Fields stated that

she would like to discuss the options and consequences available to the Board. The new 2015 FMR will be effective December 1, 2014.

Audit Contract

Ms. Fields received a proposed contract for three additional years of audit services from Roy & Associates. The new contract price represents an increase of 1.5% over the previous three year contract. Ms. Fields recommends approval of the contract.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the three year contract with Roy & Associates, CPA's P.A. Motion approved unanimously.

MEETING DATE REVIEW

There will be no change to the September Annual Meeting.

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:03 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson



CEMETERY COMMITTEE MINUTES

April 23, 2014

3:30 pm

ROOM C

AUDREY P. BECK BUILDING

Present: Rudy Favretti, Barry Burnham, Win Hawkins, Mark Mogayzel, Jane Reinhardt,
Staff present: John Carrington (Director of Public Works), Cherie Trahan (Director of Finance), Mary Stanton (Town Clerk), Mary Landeck (Sexton),

Chair Rudy Favretti called the meeting to order at 3:30 p.m. and introduced the Director of Finance Cherie Trahan.

1. Discussion of Finances

Ms. Trahan discussed the Cemetery Fund balance noting that due to a decrease in investment revenues the fund is close to falling below the \$250,000 amount required by the 1993 agreement with the Mansfield Union Burial Corporation. The proposed Town Manager's FY14/15 budget contributes \$36,000 to the fund. Committee members reviewed the 2013 and 2014 expenditure details with the Director. Ms. Trahan noted that she will continue to update the Cemetery Committee on investment revenues and expenses at their regular meetings.

Committee members thanked the Finance Director for bringing this issue to their attention.

2. Budgeting

- Mowing

Mr. Favretti distributed suggested mowing guidelines which will maintain the cemeteries while lowering the overall cost of maintenance. Committee members agreed with the schedule as amended. The Director of Public Works will send a copy of the schedule to the mowing vendors.

- Maintenance/Fall and Spring Clean-ups

By consensus the Committee agreed that biannual clean-ups are important to the continued maintenance of all cemeteries.

- Restoration

Members discussed the ongoing restoration of damaged stones and agreed to wait until their June meeting before committing to additional repair work. Committee members agreed that waiting too long would be more costly.

- Snow Plowing

Mr. Carrington agreed to review the possibility of the Public Works Department taking over the snow plowing duties at the Mansfield Center and Gurley Cemetery with the caveat that plowing would take place the next day or shortly after a storm. Arrangements could be made by the Sexton if there

is a funeral scheduled. The Director of Public Works will report back at the next meeting.

- Sexton Duties

Members agreed that the Sexton should continue with the work she is doing.

- Cost of Plots

After reviewing the information on the cost of plots in area towns provided by the Sexton, the Committee agreed, with the Finance Director's concurrence, that an increase is neither warranted nor would it make an impact on the budget.

Ms. Trahan will update the Finance Committee regarding the discussion of the Cemetery Committee. Mr. Favretti offered to attend the Finance Committee meeting, if needed.

3. Update on Jacobs Cemetery Damage

- The insurance money has been received by the Town and the repair work is being scheduled.

The meeting adjourned at 4:28 p.m.

Mary Stanton, Town Clerk