



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
Tuesday, October 14, 2014
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

AGENDA

	Page
CALL TO ORDER	
ROLL CALL	
APPROVAL OF MINUTES	1
OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL	
REPORT OF THE TOWN MANAGER	
REPORTS AND COMMENTS OF COUNCIL MEMBERS	
OLD BUSINESS	
1. Community/Campus Relations, UConn Master Plan (Item #2, 09-08-14 Agenda)	23
2. Mansfield Housing Code, Expansion of Rental Certification Zone (Item #5, 09-08-14 Agenda).....	25
3. Use of Code Red and QNotify Community Notification Systems for Referendum Notice (Item #5, 09-22-14)	43
4. Storrs Center Update (Item #2, 09-22-14 Agenda) (Oral Report)	
NEW BUSINESS	
5. Resolution to Join the Capitol Region Council of Governments Metropolitan Planning Organization	51
6. Proposed Additional Appropriations FY2014/15	57
7. BlumShapiro Proposal to Perform a Financial Operations Control Assessment	67
8. New Local Option Property Tax Exemptions.....	79
QUARTERLY REPORTS (www.MansfieldCT.gov)	
REPORTS OF COUNCIL COMMITTEES	
DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS (www.MansfieldCT.gov)	
PETITIONS, REQUESTS AND COMMUNICATIONS	
9. C. Rowe (09/20/14).....	93
10. A. Smith (09/22/14)	95
11. J. Kaufman (09/19/14)	99
12. B. Barnes re: University of Connecticut, Main Accumulation Area.....	101
13. Connecticut Recreation and Parks Association re: 2014 Program of Merit Award.....	103

14. State of Connecticut re: Historic Documents Preservation Grant FY 2015 107
15. Connecticut Water, In Your Community – September 2014 109
16. CCM Candidate Bulletin – Major Issues in Financing PreK-12 Public Education: Achieving a Balanced Local-State Relationship (www.MansfieldCT.gov)
17. CCM Candidate Bulletin – Property Taxes in Connecticut: How Over-Reliance Thwarts Towns’ Ability to Provide Essential Services (www.MansfieldCT.gov)
18. CCM Candidate Bulletin – Unfunded State Mandates: The Corrosive Impact & Reasonable Relief Measures (www.MansfieldCT.gov)
19. Mystic Country re: Annual Review (www.MansfieldCT.gov)

FUTURE AGENDAS

EXECUTIVE SESSION

20. Sale or purchase of real property, in accordance with CGS §1-200(6)(D)

ADJOURNMENT

SPECIAL MEETING – MANSFIELD TOWN COUNCIL
September 2, 2014
DRAFT

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 7:00 p.m. in the Council Chamber of the Audrey P. Beck Building.

ROLL CALL

Present: Kegler, Kochenburger, Marcellino, Moran, Paterson, Raymond, Ryan, Shapiro, Wassmundt

OPPORTUNITY FOR THE PUBLIC TO COMMENT

George Rawitscher, Codfish Falls Road, thanked the staff for the questions and answers provided and reiterated his concerns regarding the environmental impact of climate change and the effect it will have on storm drainage.

Sheila Amdur, Separatist Road, urged the Council to approve sending the resolution to the voters. Ms. Amdur stated the area is the gateway to the north end of Town and its development would prevent sprawl throughout Mansfield. (Statement attached)

Ken Rawn, Codfish Falls Road, PZC member and Chair of the Four Corners Water and Sewer Advisory Committee, but speaking as an individual, stated that this would be an opportunity to add value to the community in an area of Town available for development.

Raluca Mocanu, Maple Road, stated that there is already enough development happening in Town and expressed her reluctance to support more. Ms. Mocanu also believes the property owners should pay for the sewers.

Gregory Samuels, Wormwood Hill Road, does not believe the taxpayers should pay for the system.

Mary Hirsch, Courtyard Lane, supports efforts to clean up the area.

Brian Coleman, Centre Street, questioned if the Rules of Procedures, as articulated this evening, had recently been changed. Mayor Paterson reported they had not. Mr. Coleman questioned the intent of the first resolution.

Ric Hossack, Middle Turnpike, urged the Council not to send the project to referendum and stated the distributed informational piece was propaganda. Mr. Hossack believes nothing needs to be fixed.

Arthur Smith, Mulberry Road, asked members to review Joan Buck's commentary and asked anyone having a problem hearing the recording of the meeting to call the IT department.

Tulay Luciano, Warrenville Road, read her statement previously distributed to Councilors objecting to the project citing the need for an environmental impact study and trust in government as issues of concern.

James Hanley, Storrs Heights Road, asked the Council to concentrate on long term planning. Mr. Hanley fears this project may facilitate sprawl as seen in other towns and expressed concern that there will be enormous pressure on the Four Corners area to bring in big box stores.

David Freudmann, Eastwood Road, cited his concern that development in the Four Corners area would be another public/private partnership run by the Mansfield Downtown Partnership.

Pat Suprenant, Mansfield Independent News, asked a series of questions concerning the status of the UConn wastewater facility, the need for an EIE, the ability of the Council to appropriate funds whether or not the referendum passes, and how associated costs will be handled.

September 2, 2014

OLD BUSINESS

Town Manager Matt Hart introduced the project team of Chris Wester and Derek Dilaj of Weston and Sampson Engineers, Inc., Director of Planning and Development Linda Painter, Director of Public Works John Carrington, Bill Lindsay of Independent Bond and Investment Consultants LLC, Douglas Gillette and Judith Blank of Day Pitney LLP, and Eastern Highland Health Director Rob Miller. Mr. Hart also recognized Four Corners Water and Sewer Advisory Committee members Meg Reich, Ken Rawn and Jason Coite of UConn.

1. Four Corners Sanitary Sewer Project

a. Review Election Law Restrictions with Bond Counsel

Attorney Gillette reviewed the election law restrictions imposed on a municipality once a referendum vote has been scheduled. The Town cannot use its resources to advocate a position and may only prepare and distribute neutral explanatory texts which have been approved by the Town Attorney. Town Manager Matt Hart reported that staff has removed Four Corners project documents from the Town's website in case the Council approves the resolution to set a referendum. Elected officials may state their views on the project and staff may respond to citizen requests for information. Private citizens who circulate materials must be cognizant of Political Action Committee requirements. Council members discussed the process for appropriating funds in accordance with the Town Charter.

Mr. Shapiro moved and Ms. Moran seconded that the Town Council constitute as the Mansfield Water Pollution Control Authority for the purpose of consideration of Resolution 1. The motion passed unanimously.

b. WPCA, Project Resolution

Mr. Marcellino moved and Mr. Shapiro seconded the following resolution:

RESOLVED, That Town Council of the Town of Mansfield, Connecticut, acting in its capacity as the Town's Water Pollution Control Authority, authorizes and recommends the Town undertake the following sanitary sewer system project at an estimated cost of \$9,000,000, and requests that an appropriation and borrowing authorization be approved therefor:

Sanitary sewer collection system to address water contamination and wastewater disposal in the approximately 500 acre area near the intersection of Routes 44 and 195 in northern Mansfield known as "Four Corners". The project is contemplated to serve sixty-one (61) properties and to include, but is not limited to, installation of approximately 21,700 linear feet of sewer piping (which includes the collection system, a trunk sewer and a force main to the University of Connecticut's wastewater treatment plant), two submersible pump stations, related equipment and appurtenances, and related land or easement acquisitions.

The Water Pollution Control Authority shall be authorized to determine the scope and particulars of the project and to reduce or modify the project, and the entire project appropriation may be spent on the project as so reduced or modified. The Town anticipates receiving grants administered by the State of Connecticut Department of Energy and Environmental Protection in the estimated amount of

September 2, 2014

\$3,000,000 to defray in part the appropriation for the project, for an anticipated net project cost of approximately \$6,000,000.

Members discussed the resolution including the history of the project since the 1970's; the role of sewers with regard to the effects of possible increased storms as a result of climate change; current efforts to provide septic services in the area; the method of financing the infrastructure; the process that would be necessary for the Council to appropriate other funds for the project if the referendum fails; the scope of the project; and the expected timeframe for revised zoning regulations. (Ms. Wassmundt's submitted statement attached).

The motion passed with Kochenburger, Marcellino, Moran, Paterson, Ryan, Shapiro in favor and Kegler, Raymond, Wassmundt opposed.

Ms. Moran moved and Mr. Ryan seconded to reconvene as the Town Council.
Motion passed unanimously

c. Bond Resolution

Mr. Shapiro moved to approve the resolution as set forth in the agenda.

RESOLVED,

(a) That the Town of Mansfield appropriate NINE MILLION DOLLARS (\$9,000,000) for costs related to the design, construction, installation and permitting of a sanitary sewer collection system to address water contamination and wastewater disposal in the approximately 500 acre area near the intersection of Routes 44 and 195 in northern Mansfield known as "Four Corners". The project is contemplated to serve sixty-one (61) properties and to include, but is not limited to, installation of approximately 21,700 linear feet of sewer piping (which includes the collection system, a trunk sewer and a force main to the University of Connecticut's wastewater treatment plant), two submersible pump stations, and related equipment and appurtenances. The appropriation may be spent for design, construction and installation costs, demolition costs, land or easement acquisition costs, equipment, materials, site improvements, study costs, grant application costs, permitting costs, engineering and other consultants' fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Water Pollution Control Authority is authorized to determine the scope and particulars of the project and to reduce or modify the project, and the entire appropriation may be spent on the project as so reduced or modified. The Town anticipates receiving grants administered by the State of Connecticut Department of Energy and Environmental Protection in the estimated amount of \$3,000,000 to defray in part the appropriation for the project, for an anticipated net project cost of approximately \$6,000,000.

Mr. Shapiro asked, with the permission of Council members, that the further reading of the resolution be waived noting that the full reading is available in the packet on file. The motion was seconded by Mr. Ryan.

The resolution in its entirety reads as follows:

RESOLUTION APPROPRIATING \$9,000,000 FOR COSTS WITH RESPECT TO THE FOUR CORNERS SANITARY SEWER PROJECT, AND

September 2, 2014

AUTHORIZING THE ISSUE OF BONDS, NOTES AND OTHER OBLIGATIONS TO FINANCE THE PORTION OF THE APPROPRIATION NOT DEFRAID FROM GRANTS (ESTIMATED NET PROJECT COST OF \$6,000,000).

RESOLVED,

(a) That the Town of Mansfield appropriate NINE MILLION DOLLARS (\$9,000,000) for costs related to the design, construction, installation and permitting of a sanitary sewer collection system to address water contamination and wastewater disposal in the approximately 500 acre area near the intersection of Routes 44 and 195 in northern Mansfield known as "Four Corners". The project is contemplated to serve sixty-one (61) properties and to include, but is not limited to, installation of approximately 21,700 linear feet of sewer piping (which includes the collection system, a trunk sewer and a force main to the University of Connecticut's wastewater treatment plant), two submersible pump stations, and related equipment and appurtenances. The appropriation may be spent for design, construction and installation costs, demolition costs, land or easement acquisition costs, equipment, materials, site improvements, study costs, grant application costs, permitting costs, engineering and other consultants' fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Water Pollution Control Authority is authorized to determine the scope and particulars of the project and to reduce or modify the project, and the entire appropriation may be spent on the project as so reduced or modified. The Town anticipates receiving grants administered by the State of Connecticut Department of Energy and Environmental Protection in the estimated amount of \$3,000,000 to defray in part the appropriation for the project, for an anticipated net project cost of approximately \$6,000,000.

(b) That the Town issue its bonds, notes or obligations, in an amount not to exceed NINE MILLION DOLLARS (\$9,000,000) to finance the appropriation for the project. The amount of bonds, notes or obligations authorized shall be reduced by the amount of grants received by the Town for the project and applied to pay project costs. The bonds, notes or obligations shall be issued pursuant to Section 7-259, Section 7-234 or Sections 22a-475 to 22a-483 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts, as applicable. The bonds, notes or obligations shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(c) That the Town issue and renew its temporary notes or interim funding obligations from time to time in anticipation of the receipt of the proceeds from the sale of the bonds, notes or obligations or the receipt of grants the project. The amount of the notes or interim funding obligations outstanding at any time shall not exceed NINE MILLION DOLLARS (\$9,000,000). The notes or interim funding obligations shall be issued pursuant to Sections 7-264 and 7-378, or Sections 22a-475 to 22a-483 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes or interim funding obligations shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a

September 2, 2014

and 7-378b of the General Statutes with respect to any temporary notes if the notes do not mature within the time permitted by said Sections 7-264 or 7-378, and the Town shall comply with the provisions of Section 22a-479(c) with respect to any interim funding obligations.

(d) The Town Manager, the Director of Finance and the Treasurer, or any two of them, shall sign any bonds, notes, temporary notes or other obligations by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds, notes, temporary notes or other obligations. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds, notes, temporary notes or other obligations; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds, notes, temporary notes or other obligations to provide for the keeping of a record of the bonds, notes, temporary notes or other obligations; to designate a financial advisor to the Town in connection with the sale of the bonds, notes, temporary notes or other obligations; to sell the bonds, notes, temporary notes or other obligations at public or private sale; to deliver the bonds, notes, temporary notes or other obligations; and to perform all other acts which are necessary or appropriate to issue the bonds, notes, temporary notes or other obligations.

(e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes, temporary notes or other obligations authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(f) That the Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes, temporary notes or other obligations authorized by this resolution to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes, temporary notes or other obligations.

(g) That the Water Pollution Control Authority is authorized to apply for and accept federal and state grants to help finance the appropriation for the sewer project. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes, temporary notes or obligations. The Town Manager or any other proper officer or official of the Town, on behalf of the Town, is authorized to apply for and accept State of Connecticut grants to finance the

September 2, 2014

project and State loans to finance the project, and to enter into any grant or loan agreement prescribed by the State, and that the Town Manager, the Director of Finance, the Treasurer and the Water Pollution Control Authority are authorized to take any other actions necessary to obtain such grants or loans pursuant to Section 22a-479 of the Connecticut General Statutes, Revision of 1958, as amended, or to any other present or future legislation, or to implement such grant or loan agreements.

(h) That the Town Manager, the Director of Finance, the Treasurer, the Water Pollution Control Authority and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the Project and to issue bonds or notes and temporary notes and obtain grants, if available, to finance the aforesaid appropriation.

The motion passed with Kochenburger, Marcellino, Moran, Paterson, Ryan, Shapiro in favor and Kegler, Raymond, Wassmundt opposed.

d. Scheduling of Resolution

RESOLUTION ESTABLISHING A REFERENDUM FOR THE FOUR CORNERS SANITARY SEWER PROJECT, AND AUTHORIZING THE ISSUE OF BONDS, NOTES AND OTHER OBLIGATIONS TO FINANCE THE PORTION OF THE APPROPRIATION NOT DEFRAIDED FROM GRANTS (ESTIMATED NET PROJECT COST OF \$6,000,000).

RESOLVED,

(a) That pursuant to Sections 406 and 407 of the Town Charter the resolution adopted by the Council under Item _ of this meeting, appropriating \$9,000,000 for costs with respect to the Four Corners Sanitary Sewer Project, and authorizing the issue of bonds, notes, temporary notes and other obligations to finance the appropriation, shall be submitted to the voters at referendum to be held on Tuesday, November 4, 2014 in conjunction with the election to be held on that date, in the manner provided by said Charter and the Connecticut General Statutes, Revision of 1958, as amended, including the procedures set out in Section 9 369d(b)(2) of said Statutes, and in accordance with "Ordinance Regarding the Right of Voters Who Are Not Electors to Vote at Referenda Held in Conjunction with an Election", adopted by the Mansfield Town Council on August 25, 1997.

(b) That the aforesaid resolution shall be placed upon the paper ballots or voting machines under the following heading:

"SHALL THE TOWN OF MANSFIELD APPROPRIATE \$9,000,000 FOR THE FOUR CORNERS SANITARY SEWER PROJECT, AND AUTHORIZE THE ISSUE OF BONDS, NOTES AND OTHER OBLIGATIONS TO FINANCE THE PORTION OF THE APPROPRIATION NOT DEFRAIDED FROM GRANTS (ESTIMATED NET PROJECT COST OF \$6,000,000)?"

Voters approving the resolution will vote "Yes" and those opposing said resolution shall vote "No".

(c) That the Town Clerk shall publish notice of such referendum vote as part of the notice of the election to be held on November 4, 2014. Absentee ballots will be available from the Town Clerk's office.

September 2, 2014

(d) That, in their discretion, the Town Clerk is authorized to prepare a concise explanatory text regarding the resolution and the Town Manager is authorized to prepare additional neutral explanatory materials regarding the resolution, such text and neutral explanatory material to be subject to the approval of the Town Attorney and to be prepared and distributed in accordance with Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended.
The motion passed with Kochenburger, Marcellino, Moran, Paterson, Ryan, Shapiro in favor and Kegler, Raymond, Wassmundt opposed.

PETITIONS, REQUESTS AND COMMUNICATIONS

2. J. Buck Correspondence

ADJOURNMENT

Mr. Shapiro moved and Ms. Moran seconded to adjourn the meeting at 9:24 p.m.
The motion passed unanimously.

Elizabeth C. Paterson, Mayor

Mary Stanton, Town Clerk

September 2, 2014

Sheila B. Amdur

860-208-1480 • 49 Separatist Road • Storrs, CT 06268 • sheilabamdur@gmail.com

TO: Members of the Mansfield Town Council, also acting as the WPCA
FROM: Sheila B. Amdur
RE: Sanitary sewer system for the Four Corners area
DATE: September 2, 2014

I was not able to attend any of the public meetings held by the WPCA/Town Council regarding the proposed sanitary sewer system for the Four Corners. I wanted to express my strong support for this project and urge the Council to approve the resolution to take this to the voters in November.

I was an elected member of one of the Town Council shortly after it was formed, and was on the Council when the expansion of sewers was brought to the voters in the early 1970's. I was a strong proponent of including in that proposition the expansion of sanitary sewers to the Four Corners. There were already environmental issues, given the poor soils and high water tables in that area, and the Four Corners has always been a draw for business, given its accessibility and its location as a junction of two main roads in our region. Unfortunately, we did not take that action and the Town has been dealing with environmental problems in the Four Corners since then.

The Four Corners is also a gateway to our town, and one that does not present Mansfield very well. With the addition of sewers and public water systems to this area, we will realize economic benefits and a revitalization of the area. I believe that it is astute and on-target planning to address major environmental issues, as well as economic development that is focused on a compact area, preventing sprawl and growing environmental problems.

I first moved to Mansfield in 1970, raised my family here, and left in 2002 to live in West Hartford. However, I missed my community, and returned in 2012. I have been very impressed with the changes in the Town since that time--a thriving Storrs downtown, an extraordinary community center, and a renewed vibrancy in the Town. I commend all of you who have helped our town to prosper.

Dear Fellow Council Members:

First, understand, a vote to Authorize the Project does just that; it says: this Project goes forward. Management needs only to find the money. A vote to Authorize the Project is not dependent in any way upon the Referendum vote. ~~There can be an overwhelming NO vote and management will still be authorized to go find the money. Past experience proves that management is adept at finding large sums of money with no requirement for the taxpayer's vote. Remember the Downtown. This council lost the taxpayer's trust on that project. Don't do it again.~~

There is no cost/benefit analysis of this Project, expected to be about \$11 million, excepting for an analysis, not provided to us for review, which predicts a possible \$255,000 tax return ten years from now. That's like saying: Give me \$1100 today, trust me, and maybe I'll give you \$25 ten years from now – Boy have I got a deal for you! In fact, based on a cost of \$9 million, the cost per property is over \$150,000; that is unjustified. Please add \$2 million in interest and other cost and, what about preparing for inflation and construction cost overruns. This is an extraordinary cost per property.

The cost allocation of this Project amongst the beneficiaries and the town taxpayers is arbitrary. This cost allocation was never discussed in open session either at Council or at the Four Corners Water & Sewer Committee. One night, the former Director of Public Works arrived at a meeting of the Four Corners Water & Sewer Committee and announced that this is what will happen. I was there. The taxpayer is subsidizing the beneficiary/developer. Is this allocation of cost another "back room" decision? Again, this erodes the public's trust.

The resolutions to be voted on tonight do not guarantee the cost allocation as presented. A YES vote to Authorization the Project subsequently allows the WPCA to expand the Project, possibly to decrease the Project and, possibly to charge the entire Project cost to the taxpayers or, to the residential homeowners in the Sewer District. I can hear councilors saying: we wouldn't do that. The public is saying: we have reason not to trust you. The cost allocation should be discussed in public session and should be made part of the resolutions.

The resolutions to be voted on tonight do not provide for the possibility that the \$3 million Public Act money may not be funded by the State Bond Commission. That is a possibility; these resolutions should provide for that possibility.

A serious flaw in this process is that possible additional sources of funding have not been explored.

Other sewer projects I've researched have applied for grants to:

- A. The Connecticut Department of Environmental Protection Clean Water fund.
- B. The United States Department of Agriculture Rural Development program.
- C. Special federal grants.

All possible funding sources should be explored before this council authorizes this Project.

Another cost relates to the sewer agreement with Uconn. This town needs to know its cost and, people in the Sewer District need to know how much they will pay for sewer usage. Especially the Jensen's residents need to know this. The Agreement for sewer use with Uconn should be in place before any vote is taken on this Project. Here comes trust again; we need to have the agreement with Uconn accomplished.

Now, at the informational sessions no credible data was presented to show contamination due to sewerage in the Four Corners area:

1. There is no abatement order to the town from DEEP
2. There is no specific, current septic failure data. In fact, it was noted that the gas station currently under new construction had a septic failure and now has a permit for a new septic.
3. There is no ground water contamination from septic failure. If such existed, surely the town and Deep would require connection to the sewers and that is not the case.

Conclusion: contamination is not a reason for the sewers; the Project is simply to promote development.

Mansfield Tomorrow surveyed many community members. The participants voiced one common cause; they advocated for preservation of Mansfield's rural character. The public was told that the town's new Plan of Conservation and Development and new zoning regulations would guarantee that. By voting YES to authorize this sewer Project, this council is providing for possible major development without having the PoCD and zoning regulations in place. Has council and/or town management been honest with the public? Again, this is an issue of trust in government.

Development in the expanded Sewer District, as now presented, certainly will impact both the environment and the rural ambiance of Mansfield. Mansfield citizens must rely on their elected officials for protection of their environment. Development in this expanded Sewer District undoubtedly will impact the Cedar Swamp. It will create traffic with the attendant pollution. Citizens have asked for an environmental impact study. That should be done before any vote to authorize this Project.

This town's zoning regulations are outdated. Even just a few years ago we, the general public, didn't have the information we now have regarding the impact of global climate change to New England. New England may be subject to severe storms which we're not used to. Climate change and the possible impact to the Four Corners area should be considered. Four Corners is a low, high water table area. Yes, it was an economic center from years ago but the population density was dramatically different and there was not the development that seems to be planned. Perhaps Four Corners is not the place for major development now. Current scientific data should be a consideration in planned development. Zoning regulations need to be in place to allow for controlled development of the area.

Having attended all but one informational session and having spoken with many other residents, it is my responsibility to vote based on what I hear from the public. Accordingly, I will vote NO.

I humbly ask my fellow council members to recognize the serious issues with this Project. Longstanding and knowledgeable members of this community have come to point them out to us. This Project needs further scrutiny. Please vote NO to the Authorization of this Project. Thank you.

Betty Wassmundt
Town Council

SPECIAL MEETING – MANSFIELD TOWN COUNCIL

September 22, 2014

DRAFT

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 6:45 p.m. in the Conference Room C of the Audrey P. Beck Building.

ROLL CALL

Present: Kegler, Kochenburger, Marcellino, Moran, Paterson, Raymond, Shapiro, Wassmundt

Excused: Ryan

Mr. Shapiro moved and Ms. Moran seconded to move into executive session to discuss Personnel in accordance with Connecticut General Statutes §1-200(6)(a)
The motion passed unanimously.

EXECUTIVE SESSION

Personnel in accordance with Connecticut General Statutes §1-200(6)(a)

Present: Kegler, Kochenburger, Marcellino, Moran, Paterson, Raymond, Shapiro, Wassmundt

The Council reconvened in regular session.

Ms. Moran, Chair of the Personnel Committee, moved that the amended Town Manager's evaluation statement and goals for 2014 be approved. Seconded by Ms. Raymond the motion passed unanimously.

ADJOURNMENT

Mr. Shapiro moved and Mr. Kegler seconded to adjourn the meeting at 7:20 p.m.
The motion passed unanimously.

Elizabeth C. Paterson, Mayor

Mary Stanton, Town Clerk

September 22, 2014

REGULAR MEETING – MANSFIELD TOWN COUNCIL
September 22, 2014
DRAFT

Mayor Elizabeth Paterson called the regular meeting of the Mansfield Town Council to order at 7:30 p.m. in the Council Chamber of the Audrey P. Beck Building.

I. ROLL CALL

Present: Kegler, Kochenburger, Marcellino, Moran, Paterson, Raymond, Shapiro, Wassmundt

Excused: Ryan

II. APPROVAL OF MINUTES

Ms. Moran moved and Mr. Shapiro seconded to approve the minutes of the September 8, 2014 meeting as presented. Motion passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, questioned the location and use of shotguns and noise meters purchased a number of years ago; the line item for the Council Chamber furniture renovation; and commented on a statement by Ms. Moran during the Finance Committee meeting regarding the formation of public opinion.

Brian Coleman, Centre Street, spoke to the proposed tree removal on Dog Lane and Gurleyville Road by CL&P and the approach taken by some states to deal with the Emerald Ash borer. (Statement attached)

Steve Child, Arborist with Connecticut Light and Power, described the process by which the trees were identified for trimming and removal. Mr. Child thanked the Planning and Zoning Commission and Tree Warden Mark Kiefer for their work.

Arthur Smith, Mulberry Road, posed a number of questions and asked those who note a problem with the microphone to contact the Information Technology Department.

(Statements attached, other submitted documents to be included in the October 14, 2014 packet.)

Pat Suprenant, Mansfield Independent News, requested updates on the property revaluation process and UConn's request for an additional three million dollars for upgrades and repairs to the wastewater plant.

IV. REPORT OF THE TOWN MANAGER

In addition to his written report the Town Manager offered the following comments including responses to questions posed during public comments:

- UConn staff will be invited to the October 14, 2014 Council meeting to discuss and update the Council on the Master Plan including plans for an Environmental Impact Evaluation
- The Town Manager will provide an update on the shotguns and noise meters purchased a number of years ago
- The updates to the Council Chamber will be charged against a 270 account funded through recording fees
- The Town Manager is not aware of any plans for development of Biosafety Level 4 Laboratories but noted that would be an appropriate question when UConn staff meets with Council on October 14, 2014
- The Town Manager has not heard of any concerns regarding the Attorney General's review of the agreement with the Community Council for the Arts
- There are no plans for the Town Manager to retain private legal counsel regarding travel records for the Board of Education as Mr. Hart sees no need to do so
- The Personnel Committee will address the Town Manager's evaluation and provide a summary statement which is shared with the public in public session

September 22, 2014

- The pump station in Storrs Center was financed and built with state and federal grant money received for the Storrs Center project and under the rules of those grants the infrastructure needs to be owned and maintained by the Town
- An update on the revaluation is planned for October
- The Town Manager is not aware of any recent requests by UConn for additional funds for the wastewater treatment plant but will find out more details
- Ashford's 300th Birthday is in October, Council members wishing to participate in the parade should let the Town Manager's office know.

Mr. Shapiro asked if the bus shelter will be all encompassing and asked if the contract for the Community School for the Arts has been completed. The Town Manager reported the shelter will be similar in style to those in Storrs Center but will provide additional protection, have a bench, and be wheel chair accessible. Mr. Hart will provide an update on the status of the contract.

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Ms. Moran reported that she was recently invited to speak to journalism students and welcomed members of that class to the meeting. Ms. Moran addressed questions raised regarding her comments during the Finance Committee meeting.

Mayor Paterson noted the very successful 11th Annual Celebrate Mansfield Festival and thanked all the volunteers who participated. Ms. Moran noted that business people she spoke to in the area reported a positive impact on their traffic.

VI. OLD BUSINESS

1. Community Water and Wastewater Issues

The Town Manager and Director of Planning and Development attended the quarterly UConn Water and Wastewater Policy Advisory Committee and Mr. Hart updated the Council on the subjects discussed.

Ms. Raymond asked about the status of Connecticut Water Company's permit for the transfer of water from the Tolland aquifer. Mr. Hart reported the permits are expected to be received by the end of the calendar year. He will keep the Council updated.

2. Storrs Center Update

Mr. Hart thanked parade chairs Millie and Ric Brosseau for their efforts as well as the tireless work of the Mayor, Cynthia vanZelm and Kathleen Paterson. Mr. Hart noted the successful event affirmed the vision of Storrs Center. Mr. Hart also noted a panel discussion sponsored by the International Council of Shopping Centers (ICSC) will be held on September 23, 2014 to discuss public-private partnerships and reported the Storrs Center parking garage yielded a net income of \$180,120.94 for the year.

In response to Councilors' questions, Mr. Hart described the current construction projects; reported the garage is used by residents, patrons, construction workers and employees with monthly passes; and will provide details as to expected net revenues from the entire Storrs Center Project.

VII. NEW BUSINESS

3. MRRA, Multi-family Trash & Recycle Rates

Ms. Moran moved and Mr. Shapiro seconded to constitute as the Mansfield Resource Recovery Authority.

Motion passed unanimously.

Ms. Moran moved and Mr. Shapiro seconded to approve the following resolution:

Resolved, by the Mansfield Resource Recovery Authority, to amend section A196-12(G) of the Mansfield Solid Waste Regulations, which amendments shall be effective September 22, 2014 with language, as written in the October 22, 2014 Town Council packet on pages 9,10, and 11 to be included as part of the resolution.

Motion passed unanimously.

September 22, 2014

Level of Service	Description	Monthly Fee
64 gallon service	<p>Weekly automated refuse pickup of a 64-gallon cart per dwelling unit at a designated area for said cart</p> <p>Automated pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers) at the same designated area every week</p> <p>Unlimited refuse pickup on the regular pickup day 1 week in the winter, as designated by the Town</p>	\$25.25
96 gallon service	<p>Weekly automated refuse pickup of a 96-gallon cart per dwelling unit at a designated area for said cart</p> <p>Automated pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers) at the same designated area every week</p> <p>Unlimited refuse pickup on the regular pickup day 1 week in the winter, as designated by the Town</p>	\$31.75
96 gallon service (six times per week) - extra handling	<p>Refuse pickup requiring extra handling of a 96-gallon cart six times per week</p> <p>Pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers) six times per week that requires extra handling</p>	\$240.00
8-cubic-yard recycling container (six	<p>Providing and emptying an 8-cubic-yard covered recycling container six times per week</p>	\$590

September 22, 2014

Level of Service	Description	Monthly Fee
times/week)		
2-cubic-yard recycling container (once/week)	Providing and emptying an 2-cubic-yard covered recycling container once per week	\$31.00
4-cubic-yard recycling container (once/week)	Providing and emptying an 4-cubic-yard covered recycling container once per week	\$62.00
6-cubic-yard recycling container (once/week)	Providing and emptying an 6-cubic-yard covered recycling container once per week	\$83.00
Extra dumpster collections		
	2-cubic-yard dumpster	\$35.00
	4-cubic-yard dumpster	\$45.00
	6-cubic-yard dumpster	\$55.00
	8-cubic-yard dumpster	\$65.00
	10-cubic-yard dumpster	\$75.00

Motion passed unanimously.

Mr. Shapiro moved and Ms. Moran seconded that members cease to act as the Mansfield Resources Recovery Authority and resume as the Town Council.

Motion passed unanimously.

4. Scenic Road Alterations, Dog Lane and Gurleyville Road

Mr. Shapiro moved and Mr. Kegler seconded effective September 22, 2014, to authorize CL&P to remove the trees along Gurleyville Road identified as numbers 16-25 on the 8/27/2014 list, subject to the condition that CL&P repair and/or restore any stone walls damaged during the removal process. This action is taken based on a finding that the loss of these trees will not significantly impact the scenic character of the road. CL&P shall not be authorized to remove tree number 15 as CL&P has indicated that the tree can be trimmed instead of removed, an alteration that will have less impact on the scenic character of the road than the proposed removal.

And also move, effective September 22, 2014, to authorize CL&P to remove the trees along Dog Lane identified as numbers 1, 3, 4, 5, 7, 9, 10, 11, 12, 13, and 14 on an

September 22, 2014

8/27/2014 list, subject to the condition that CL&P repair and/or restore any stone walls damaged during the removal process. This action is taken based on a finding that the loss of these trees will not significantly impact the scenic character of the road. CL&P shall not be authorized to remove tree numbers 2 and 6 as CL&P has indicated that these trees could be trimmed in lieu of removal, an alteration that will have less impact on the scenic character of the road than the proposed removal. CL&P shall not be authorized to remove tree number 8 as the removal of this tree would significantly impact the scenic character of the road.
Motion passed unanimously.

5. Use of Code Red Community Notification System for Referendum Notice
Mr. Marcellino moved and Mr. Shapiro seconded, effective September 22, 2014, to authorize the Mayor to approve use of the Code Red community notification system to send a notification in the week preceding November 4, 2014 to remind residents of the time and location of the upcoming bond referendum on the Four Corners Sanitary Sewer Project. The notice distributed may also include the ballot question and explanatory text as prepared by the Town Clerk and approved by the Town Attorney.
The motion passed with all in favor except Ms. Wassmundt who voted against the motion.

VIII. QUARTERLY REPORTS (www.MansfieldCT.gov)

Since these reports were posted today this agenda item will be included on the October 14, 2014 agenda.

IX. REPORTS OF COUNCIL COMMITTEES

Peter Kochenburger, Chair of the Committee on Committees, offered the recommendations of Maggie Ferron and Carol Norrish as appointments to the Mansfield Advocates for Children for terms ending June 30, 2017.

The motion to approve passed unanimously.

Ms. Moran, Chair of the Personnel Committee, reported the Town Manager's evaluation statement, including a set of goals will be ready for presentation at the next Council meeting. A copy of the survey instrument will also be made available to the public.

Ms. Moran, Chair of the Responsible Contractors, reported that the Committee will be meeting with Attorney Deneen to discuss how identified goals might be met and should have a final report shortly thereafter.

Mr. Shapiro, reporting for Mr. Ryan Chair of the Finance Committee, stated that the Committee is considering a thorough review of fiscal procedures and has requested the scope of the proposal offered by Blum Shapiro be expanded to include additional areas. The Finance Committee will consider the proposal at their next meeting.

X. DEPARTMENTAL AND COMMITTEE REPORTS

No comments offered.

XI. PETITIONS, REQUESTS AND COMMUNICATIONS

No comments offered.

XII. FUTURE AGENDA

Ms. Moran suggested that once a month an individual department presents a short 15 minute report identifying issues and achievements, thereby eliminating the departmental presentations during the budget cycle and making the information more available for Council members and the public. Mr. Marcellino suggested the Public Works Department be the first departmental presentation. Mr. Hart was in agreement with the idea. Mr. Kochenburger requested a presentation from the Zoning Enforcement Officer or the Police to get a sense of the growth of multiple people living in single family houses and to ascertain if there is an increase in the incidences of nuisance ordinance violations.

September 22, 2014

Based on comments made at this evenings meeting, the Town Manager noted the other issues raised included presentations on the UConn Master Plan and updates on construction, tax revenues, garage operation and design of Storrs Center. Mayor Paterson suggested these subjects be alternated with the aforementioned departmental reports.

Mr. Shapiro recused himself from participating in the executive session due to his professional relationship with one of the attorneys involved.

Mr. Marcellino moved and Ms. Raymond seconded to move into executive session to discuss sale and purchase of real property, in accordance with CGS§1-200(6)(D) and to include Town Manager Matt Hart and Natural Resources and Sustainability Coordinator Jennifer Kaufman. Motion to approve passed unanimously.

XIV EXECUTIVE SESSION

Sale and purchase of real property, in accordance with CGS§1-200(6)(D).

Present: Kegler, Kochenburger, Marcellino, Moran, Paterson, Raymond, Wassmundt

Also included: Town Manager Matt Hart and Natural Resources and Sustainability Coordinator Jennifer Kaufman

The Council reconvened in regular session.

XV. ADJOURNMENT

Ms. Moran moved and Mr. Kegler seconded to adjourn the meeting at 9:45 p.m.

Motion passed unanimously.

Elizabeth C. Paterson, Mayor

Mary Stanton, Town Clerk

September 22, 2014

September 22, 2014

Dear Town Council,

I am here to speak in regard to the proposed tree removal on Dog Lane and Gurleyville Road by CL&P. I wish not to offer any opinion to the council on how they should vote in regards to the tree removal. I just hope that this very important factor was taken into consideration by CL&P and our tree warden. I am referring to the loss of another one of our majestic New England trees, Fraxinus americana the White Ash. It is threatened by the Emerald Ash borer an invasive insect which was discovered in 2002 in Michigan. It has quickly spread east killing tens of if not hundreds of millions of healthy ash trees in 25 states and 2 provinces in Canada. It was discovered in Connecticut in 2012 and expected to wreak havoc on our forests. It looks as though the ash will go the way of the mighty chestnut in the early 20th century. This should sadden us all.

The approach in neighboring states has been to eradicate the healthy ash trees and use it for lumber and fire wood before it becomes infested and is rendered uneconomical. There is some hope for the ash tree in our landscape though, through the use of systemic pesticides but it can be costly.

It may be prudent for the property owners that have white ash near the power lines to investigate the use and economics of systemic pesticides or consider the complete removal of the ash trees.

Brian Coleman

Centre St.

Arthur A. Smith
74 Mulberry Road
Mansfield, CT 06250

September 22, 2014

Dear Town Council Members:

I was in attendance at the Special Finance Committee Meeting held last Tuesday, September 16, 2014 and was flabbergasted when former Deputy Mayor Toni Moran, now the current chairperson told those in attendance the voting public didn't know and I quote "what to think until we tell them."

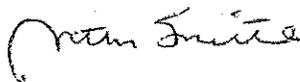
This posturing puts into perspective the difficulty the public has had in recent years in obtaining information in this public forum, control of information is control of the narrative which appears to be more important than transparency in local government.

But questions remain and since information is the currency of democracy and not control of the narrative, the story line, I will continue to ask them.

- 1) Have either Cherie Trahan or Matthew Hart given our town attorney or the investigating police notice that they have retained legal counsel to assist them as the police investigation of our town's finances is pursued?
- 2) Is the Town Council willing to disclose the performance measures used to evaluate the performance of the town manager?
- 3) Was a secret meeting held to which the town was not given notice when Matthew Hart gave authorization to assume the operating cost of the pumping station near the post-office condominiums, if not how did the obligation without Town Council approval, and the cost associated with the obligation get past the scrutiny of our CFO, Cherie Trahan?
- 4) Our Town Manager, appears to take down the questions raised during these public comment periods but since we fail to receive replies, can his notes be subject to FOIA retrieval, as documents with a public interest that outweighs an interest in withholding?
- 5) Has the University of Connecticut in any forum, Town and Gown meetings included, stated that they have not and will not consider partnering or constructing with state money Biosafety level 4 Laboratories in the Storrs/Mansfield area?
- 6) I have noticed that the Mayor and the Town Manager inaudible conversations during these Town Council meetings and the public is unable to hear their conversations, given the final ruling in Docket #FIC 2013-221, are you in compliance with CTFOIA mandates?

I look forward to hearing back from you on all of these issues raise at your earliest convenience.

Thank you,



Jeffrey Ziplow in attendance

Blum & Shapiro has completed the fiscal auditing for the town of Mansfield for the last two years.

Blum & Shapiro audits are based upon the Yellow Book Standard

Blum & Shapiro would be answerable in the proposed Financial Operations Controls Assessment not to the Town Manager but to the Finance Committee

Ziplow... "honesty and direct information... more than pointing fingers... I look for remedies... you will know as soon as I know... wouldn't be sitting across the table today if you wanted it [my work] sugar coated."

There is no contract with Blum & Shapiro for this consulting at this time.

How is this Contract to be obtained? Trahan, the Purchase Ordinance specifies that contracting is based on "best value" for the town not lowest bid. RFPs or REQs can be used but are not required. We usually piggy back the state process threshold costs.

What was the selection process here based on, Jeff gave proposal after being asked to do so from our last meeting.

Qualifications: no head-time/per hour allocation is in place in Mansfield for shared services, shared services are not currently included in the proposal before the Committee. Virginia, an analytical discussion of shared services giving the risks, with no contracts currently in place, with hidden costs and hidden benefits to those services, lack of overhead should be studied. Ziplow, New London looking into shared services and Windham has implemented. Chain of command – mitigating risks of people doing dumb things-policy, if only implemented, is in place. Workflow may not include hiring and firing practices.

Paul, calling Virginia big spenders because of her request for a comprehensive overview of current practices.

Toni, if favor of the using practice used by state, rather than bidding, to resolve the issues sooner rather than later. Allowable by town Purchasing Ordinance to seek best value.

PUBLIC DOESN'T HAVE AN OPINION UNTIL WE GIVE IT ONE. (7:00 pm)

[Virginia, no tracking of time given to shared services and the overhead costs]

Toni, I would never vote against shared services happening whenever possible.

Mayor, I agree basically with what Toni has said. In other towns, where I was on the town council, getting information from the board of Education was very difficult.

Mayor, how will you compare towns because of our students during the year we are different-shifts in population. Who do you answer to?

Who are the pre-qualified firms-scope expanded to include transaction testing, and cost of shared services but the analytic analysis would happen later.

Transaction testing- do forms used comport with the policy used. Testing is needed before and after testing. Interview with employees to be done, knowing role and assessing the actual implementation of that role is necessary to create a culture of compliance. Periodic transaction testing is needed to insure that culture is maintained.

Such studies are not in the current proposal that would be an additional 10-12 k in addition to the proposed 35.5k.

Submitted by Arthur Smith September 22, 2014

Cost of Shared Services has at this time an unknown value. Property, space and IT overhead value is not assessed. CCM study may not be "apples to apples" Should the Trahan work be worked with or should those assumptions be abandoned for a fresh start? CCM spreadsheet analysis. Due diligence would require calling around to see how it is implemented elsewhere.

Flow diagram is needed-who reports to whom?

Deliverables-will the committee be cc'd on all drafts/reports? Status meetings during the process is envisioned.

Conflict of interest-Vanessa will not be looking at my work, she will not influence my report. Toni, Chinese Wall to divide interests.

Trahan, the Bd. of Educ. Is responsible for knowing its own budget, didn't create a document filled in printed copy of words and gave assumptions about places of origin.

Contact person would be identified as the Committee Chair.

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Linda Painter, Director of Planning and Development
Date: October 14, 2014
Re: Community-Campus Relations, UCONN Master Plan

Subject Matter/Background

As discussed at the previous meeting, I have invited UCONN staff to attend the next Town Council meeting to discuss the status of the UCONN Master Plan as well as the environmental impact evaluation (EIE) process for that project. I will also provide a brief update concerning the status of the impact study for the *Next Generation Connecticut* initiative.

**PAGE
BREAK**



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Michael Ninteanu, Director of Building and Housing Inspection
Date: October 14, 2014
Re: Mansfield Housing Code, Expansion of Rental Certification Zone

Subject Matter/Background

At the regular Council meeting held on September 8, 2014, Council conducted a public hearing regarding the expansion of the rental certification zone under the Mansfield Housing Code. This item was tabled to the October 14, 2014 regular meeting of the Council.

As you will recall, staff has presented a proposal to expand the rental certification zone under the Mansfield Housing Code to include all rental dwelling units within the entire town. If the Town Council were to take this action, it would eliminate the need to have a separate rental certification zone.

At the July 28, 2014 meeting, staff provided Council with a briefing regarding the potential expansion of the rental certification requirements. At this time, we also reported on the need for a technical fix to remove ambiguity within the code concerning the expiration of the biennial rental certificates.

Financial Impact

Revenue - Funds would be generated by two sources if the rental certification requirements are extended town-wide. The program would require staff to administer both the Housing Code and the Residential Off Street Parking ordinance in the expanded area, adding 366 units requiring housing certificates and 103 units requiring compliance with the off street parking requirement. The housing certificates would generate \$27,450 annually and the parking ordinance would generate \$3,605 as a one-time sum payable over a two-year period.

Expenses - In 2013, Director of Building and Housing Inspection Mike Ninteanu audited the department's quarterly reports to estimate the expense of expansion. We currently inspect approximately 1,250 units within the two-year cycle stipulated by the code. Taking into account other departmental duties such as the Landlord Registry, parking enforcement, nuisance enforcement against landlords, blight inspections, complaint investigation, training and duties related

to the Mansfield Community Campus Partnership, Mr. Nintean estimates the department could inspect approximately 50 more units with the current inspection staff. This would leave 316 units requiring additional staff to inspect.

Consequently, the department would require approximately eight hours per week of inspection time and an additional four hours per week to handle the associated administrative duties typically provided by inspection staff. If we hire a part-time employee at an hourly rate of \$29.96 the cost would be \$18,695 per year.

I anticipate the cost of any professional development would be absorbed within the department's current budget.

Legal Analysis

The Town Attorney has prepared the proposed amendments to §130-35, Chapter 9, Rental Certification and Inspection, of the Mansfield Housing Code and it is his opinion that the changes can be legally implemented. Per the Council's request, the Town Attorney has also provided the attached opinion regarding the legality of the Housing Code.

In addition, subsequent to the last meeting I was asked whether the proposed amendment or the Housing Code in its entirety would be subject to a petition properly filed under Section C309 of the Town Charter. I raised this issue with the Town Attorney, and he has issued the attached opinion.

Recommendation

If the Town Council decides to adopt the proposed amendments to the code, the following motion would be in order:

Move, to accept the proposed amendments to the Mansfield Housing Code, which amendments shall be effective 21 days after publication in a newspaper having circulation within the Town of Mansfield.

Attachments

- 1) Proposed Amendments to Mansfield Housing Code, Chapter 9 (black-line & clean copies)
- 2) K. Deneen re: Rental Certifications and Inspections
- 3) K. Deneen re: Petitions Pursuant to Section C309 of the Mansfield Charter
- 4) M. Nintean Memo July 9, 2014
- 5) M. Nintean Memo July 18, 2014

CHAPTER 9, RENTAL CERTIFICATION AND INSPECTIONS:

SECTION 901 CERTIFICATION

Findings. The Town Council of the Town of Mansfield finds that inadequate maintenance of some residential rental property within the community is especially prevalent and concentrated in certain areas of the Town, and that since the Town of Mansfield has limited resources to regulate and control such inadequate maintenance Town-wide, it is necessary to concentrate deployment of said limited resources in areas of the Town in which the is a detriment to the public welfare, health and safety caused by inadequate maintenance of residential rental property is more prevalent and concentrated.

901.1 Scope. No owner, agent or person in charge of a residential rental housing unit offered for rent within the ~~Rental Certification Zone~~ Town of Mansfield shall allow any person to occupy the same as a tenant or lessee for a valuable consideration, unless the owner, agent or person in charge holds a valid certificate of compliance issued by the Code Official for the specific housing unit.

~~Rental Certification Zone: The provisions of this chapter shall apply only to those residential rental housing units located within the Rental Certification Zone, hereinafter referred to as the "Certification Zone," or to any residential rental dwelling or dwelling unit whose owner requests such status and treatment by the Town of Mansfield. A map of the Certification Zone is attached as an appendix to this code.~~ [1]

[Amended 3-26-2007, effective 4-20-2007]

Exception: The provisions of this chapter shall not apply to those housing units that are:

1. Age-restricted to persons aged 55 and older.
2. Owned by the Mansfield Housing Authority.
3. Owned by the State of Connecticut. This exception shall not include those dwellings or dwelling units located within the ~~Certification Zone~~ Town of Mansfield that are owned by an entity leasing real property from the State of Connecticut.
4. Newly constructed housing units for the first five years after issuance of an initial certificate of occupancy by the Town of Mansfield Building Department.
5. Housing units in any building consisting of no more than four units, one of which is the owner's primary place of residence in which he or she remains for more than half of the calendar year.
6. Single-family dwelling units rented or leased for a period not to exceed one year when the original owner occupant will return to that unit as his or her primary residence at the end of the rental term or lease.
7. Single-family dwelling units sold and rented or leased by the buyer to the seller as a condition of the sale to provide the seller with extended occupancy for a period not to exceed one year.

Implementation Schedule: The provisions of this chapter shall be implemented pursuant to a schedule, hereinafter referred to as the "implementation schedule," developed and maintained by the Code Official. No owner, agent or person in charge of a dwelling or dwelling unit located within the ~~Certification Zone~~ Town of Mansfield shall be found in violation of this chapter until such time as he/she

fails to obtain a valid certificate of compliance within the period of time specified by the implementation schedule.

Term of Certificate: Every rental certificate of compliance shall expire pursuant to the date set forth within the implementation schedule. ~~at the end of two years following the date of issuance.~~ The fee for a certificate of compliance shall be \$150 for the two-year period established pursuant to the schedule.

901.2 Conditions for issuance of certificates. Upon request of the owner, agent or other person authorized to rent a dwelling unit (hereinafter referred to as the "applicant"), the Code Official will be available at an appointed time, within a reasonable amount of time, agreed upon by the Code Official and the applicant, or later if the applicant requests, to inspect such dwelling or dwelling unit. If such inspection establishes that the dwelling or dwelling unit is in substantial compliance with this code, the Code Official shall issue a certificate of compliance for said dwelling or dwelling unit, provided that all fees or other assessments charged against the dwelling or dwelling unit pursuant to this Housing Code have been paid. One copy of the certificate of compliance shall be handed to or sent by mail to the applicant; a second copy shall be posted by the owner or his/her designated agent in a conspicuous location inside the dwelling or dwelling unit for the information of the tenant and shall not be removed by or at the direction of anyone other than the tenant; and a third copy shall be kept on file in the Code Official's office. After the issuance of a certificate, if, upon reinspection pursuant to this code it is determined by the Code Official that the dwelling or dwelling unit is no longer in substantial compliance with this code, the certificate may be revoked by the Code Official in a writing stating the reasons for the revocation.

901.3 Reinspections. If said dwelling or dwelling unit does not comply with the code standards, the Code Official shall furnish the applicant with a written list of the specific violations, which would have to be corrected before a certificate of compliance could be issued for the dwelling or dwelling unit. Upon the representation of the applicant that the listed violations have been corrected, the Code Official shall reinspect said dwelling or dwelling unit and issue a certificate of compliance or a list of violations, as above provided.

901.4 Waiver pending correction. Any applicant who is delayed in correcting violations necessary to entitle him/her to a certificate of compliance and who has a valid contract in writing with a person for the performance of the work may petition the Code Official in writing for a temporary waiver of compliance. The petition shall contain the information therein which is reasonably necessary for a decision and shall include a written and signed statement by the person under contract to correct the violation, specifying the date of beginning and completion of the work. If the Code Official shall find that the delay in the correction of the violation is reasonable, taking into consideration the availability of persons to do the work and the current work load, and that the work can reasonably be undertaken and completed while the premises are occupied or that appropriate provision has been made for housing the tenant elsewhere during the necessary period when the dwelling or dwelling unit will not be habitable because of the work of correcting the code violation, the Code Official shall issue a temporary waiver of compliance expiring on the date when the corrective work should be completed. The applicant shall, on or before that date, request a reinspection. The Code Official shall reinspect the dwelling or dwelling unit and issue the certificate of compliance or list any remaining violations as above provided.

901.5 Appeals. Any applicant aggrieved by the decision of the Code Official to issue a certificate of compliance may appeal to the Housing Code Board of Appeals as set forth in Section 111, above.

901.6 Violations and penalties. Any owner, agent or other authorized persons who lets for occupancy any dwelling or dwelling unit in the Town of Mansfield and who does not hold a valid certificate of compliance from the Code Official shall be given written notice by said official of said violation by personal service or by certified mail, addressed to said owner, agent or other authorized person in control of the subject property at his/her last known address. Any such person or entity who or which fails to cure such violation within 15 days after the date of such written notice may be assessed a fine of not more than \$100 per day for each and every day that such violation continues, as each day of such continued violation shall be considered a separate violation of this chapter.

SECTION 902 INSPECTIONS

902.1 Scope. The Code Official is hereby authorized and directed to make periodic inspections within the purview of this chapter and such inspections as are required by a code compliance program of the Town of Mansfield, by and with the consent of the owner, occupant or person in charge, to determine the condition of dwellings, dwelling units, rooming units and premises within this Town for the purpose of determining compliance with the provisions of this chapter or this code. Occupants may also request inspections under this chapter or this code.

A. For the purpose of making such inspections, the Code Official, with the consent of the owner, occupant or person in charge, is hereby authorized to enter, examine and survey all dwellings, dwelling units, rooming units and premises at such time mutually satisfactory to and agreed upon by the Code Official and the owner or occupant of a dwelling, dwelling unit or rooming unit or the person in charge thereof. Such inspection, examination or survey shall not have for its purpose the undue harassment of the owner or occupant, and such inspection, examination or survey shall be made so as to cause the least amount of inconvenience to said owner or occupant, consistent with an efficient performance of the duties of the Code Official. To further ensure that the policy of this chapter, which is to achieve compliance through cooperation of owners and occupants, shall be successfully maintained, it shall be the practice of the Code Official, whenever practicable, to provide reasonable advance notice to owners and/or occupants of projected special inspections or inspections of a routine nature. Ultimately, no owner or occupant of a residential rental housing unit or rooming unit may unreasonably withhold from the Code Official consent to access the premises for the purpose of performing any inspection authorized by this code.

B. The occupant of each dwelling, dwelling unit, rooming unit or premises, or the person in charge thereof, upon presentation by the Code Official of his/her proper credentials, may give the Code Official entry to the dwelling, dwelling unit, rooming unit or premises and free access to every part thereof.

C. Whenever an owner, occupant or person in charge of a dwelling, dwelling unit, rooming unit or premises shall deny the Code Official right of entry for the purpose of inspection, examination or survey, the Code Official shall not enter until he/she presents a duly issued search warrant or other written authorization describing the dwelling, dwelling unit, rooming unit or premises to the owner, occupant or person in charge thereof.

D. Nothing in this section shall be construed to preclude the entry of the Code Official at any time when, in his/her judgment, an emergency tending to create an immediate danger to the public welfare or safety exists, or when such entry is requested by the owner, occupant or person in charge of the

dwelling, dwelling unit, rooming unit or premises, or when the Code Official presents a duly issued search warrant to said owner or occupant or person in charge thereof.

902.2 Access to remedy. Per Connecticut General Statutes Section 47a-16, every occupant of a residential rental housing unit or rooming unit shall not unreasonably withhold from the owner thereof, or his/her agent or employee, consent to access any part of such dwelling, dwelling unit or rooming unit, or its premises, for the purpose of making such repairs or alterations as are necessary to effect compliance with the provisions of this chapter or with any lawful rule or regulation adopted or any lawful order issued pursuant to the provisions of this chapter.

{1}:

~~Editor's Note: A copy of the Certification Zone Map is included at the end of this chapter.~~

CHAPTER 9, RENTAL CERTIFICATION AND INSPECTIONS:

SECTION 901 CERTIFICATION

Findings. The Town Council of the Town of Mansfield finds that inadequate maintenance of residential rental property within the community detriment to the public welfare, health and safety.

901.1 Scope. No owner, agent or person in charge of a residential rental housing unit offered for rent within the Town of Mansfield shall allow any person to occupy the same as a tenant or lessee for a valuable consideration, unless the owner, agent or person in charge holds a valid certificate of compliance issued by the Code Official for the specific housing unit.

Exception: The provisions of this chapter shall not apply to those housing units that are:

1. Age-restricted to persons aged 55 and older.
2. Owned by the Mansfield Housing Authority.
3. Owned by the State of Connecticut. This exception shall not include those dwellings or dwelling units located within the Town of Mansfield that are owned by an entity leasing real property from the State of Connecticut.
4. Newly constructed housing units for the first five years after issuance of an initial certificate of occupancy by the Town of Mansfield Building Department.
5. Housing units in any building consisting of no more than four units, one of which is the owner's primary place of residence in which he or she remains for more than half of the calendar year.
6. Single-family dwelling units rented or leased for a period not to exceed one year when the original owner occupant will return to that unit as his or her primary residence at the end of the rental term or lease.
7. Single-family dwelling units sold and rented or leased by the buyer to the seller as a condition of the sale to provide the seller with extended occupancy for a period not to exceed one year.

Implementation Schedule: The provisions of this chapter shall be implemented pursuant to a schedule, hereinafter referred to as the "implementation schedule," developed and maintained by the Code Official. No owner, agent or person in charge of a dwelling or dwelling unit located within the Town of Mansfield shall be found in violation of this chapter until such time as he/she fails to obtain a valid certificate of compliance within the period of time specified by the implementation schedule.

Term of Certificate: Every rental certificate of compliance shall expire pursuant to the date set forth within the implementation schedule. The fee for a certificate of compliance shall be \$150 for the two-year period established pursuant to the schedule.

901.2 Conditions for issuance of certificates. Upon request of the owner, agent or other person authorized to rent a dwelling unit (hereinafter referred to as the "applicant"), the Code Official will be available at an appointed time, within a reasonable amount of time, agreed upon by the Code Official and the applicant, or later if the applicant requests, to inspect such dwelling or dwelling unit. If such

inspection establishes that the dwelling or dwelling unit is in substantial compliance with this code, the Code Official shall issue a certificate of compliance for said dwelling or dwelling unit, provided that all fees or other assessments charged against the dwelling or dwelling unit pursuant to this Housing Code have been paid. One copy of the certificate of compliance shall be handed to or sent by mail to the applicant; a second copy shall be posted by the owner or his/her designated agent in a conspicuous location inside the dwelling or dwelling unit for the information of the tenant and shall not be removed by or at the direction of anyone other than the tenant; and a third copy shall be kept on file in the Code Official's office. After the issuance of a certificate, if, upon reinspection pursuant to this code it is determined by the Code Official that the dwelling or dwelling unit is no longer in substantial compliance with this code, the certificate may be revoked by the Code Official in a writing stating the reasons for the revocation.

901.3 Reinspections. If said dwelling or dwelling unit does not comply with the code standards, the Code Official shall furnish the applicant with a written list of the specific violations, which would have to be corrected before a certificate of compliance could be issued for the dwelling or dwelling unit. Upon the representation of the applicant that the listed violations have been corrected, the Code Official shall reinspect said dwelling or dwelling unit and issue a certificate of compliance or a list of violations, as above provided.

901.4 Waiver pending correction. Any applicant who is delayed in correcting violations necessary to entitle him/her to a certificate of compliance and who has a valid contract in writing with a person for the performance of the work may petition the Code Official in writing for a temporary waiver of compliance. The petition shall contain the information therein which is reasonably necessary for a decision and shall include a written and signed statement by the person under contract to correct the violation, specifying the date of beginning and completion of the work. If the Code Official shall find that the delay in the correction of the violation is reasonable, taking into consideration the availability of persons to do the work and the current work load, and that the work can reasonably be undertaken and completed while the premises are occupied or that appropriate provision has been made for housing the tenant elsewhere during the necessary period when the dwelling or dwelling unit will not be habitable because of the work of correcting the code violation, the Code Official shall issue a temporary waiver of compliance expiring on the date when the corrective work should be completed. The applicant shall, on or before that date, request a reinspection. The Code Official shall reinspect the dwelling or dwelling unit and issue the certificate of compliance or list any remaining violations as above provided.

901.5 Appeals. Any applicant aggrieved by the decision of the Code Official to issue a certificate of compliance may appeal to the Housing Code Board of Appeals as set forth in Section 111, above.

901.6 Violations and penalties. Any owner, agent or other authorized persons who lets for occupancy any dwelling or dwelling unit in the Town of Mansfield and who does not hold a valid certificate of compliance from the Code Official shall be given written notice by said official of said violation by personal service or by certified mail, addressed to said owner, agent or other authorized person in control of the subject property at his/her last known address. Any such person or entity who or which fails to cure such violation within 15 days after the date of such written notice may be assessed a fine of not more than \$100 per day for each and every day that such violation continues, as each day of such continued violation shall be considered a separate violation of this chapter.

SECTION 902 INSPECTIONS

902.1 Scope. The Code Official is hereby authorized and directed to make periodic inspections within the purview of this chapter and such inspections as are required by a code compliance program of the Town of Mansfield, by and with the consent of the owner, occupant or person in charge, to determine the condition of dwellings, dwelling units, rooming units and premises within this Town for the purpose of determining compliance with the provisions of this chapter or this code. Occupants may also request inspections under this chapter or this code.

A. For the purpose of making such inspections, the Code Official, with the consent of the owner, occupant or person in charge, is hereby authorized to enter, examine and survey all dwellings, dwelling units, rooming units and premises at such time mutually satisfactory to and agreed upon by the Code Official and the owner or occupant of a dwelling, dwelling unit or rooming unit or the person in charge thereof. Such inspection, examination or survey shall not have for its purpose the undue harassment of the owner or occupant, and such inspection, examination or survey shall be made so as to cause the least amount of inconvenience to said owner or occupant, consistent with an efficient performance of the duties of the Code Official. To further ensure that the policy of this chapter, which is to achieve compliance through cooperation of owners and occupants, shall be successfully maintained, it shall be the practice of the Code Official, whenever practicable, to provide reasonable advance notice to owners and/or occupants of projected special inspections or inspections of a routine nature. Ultimately, no owner or occupant of a residential rental housing unit or rooming unit may unreasonably withhold from the Code Official consent to access the premises for the purpose of performing any inspection authorized by this code.

B. The occupant of each dwelling, dwelling unit, rooming unit or premises, or the person in charge thereof, upon presentation by the Code Official of his/her proper credentials, may give the Code Official entry to the dwelling, dwelling unit, rooming unit or premises and free access to every part thereof.

C. Whenever an owner, occupant or person in charge of a dwelling, dwelling unit, rooming unit or premises shall deny the Code Official right of entry for the purpose of inspection, examination or survey, the Code Official shall not enter until he/she presents a duly issued search warrant or other written authorization describing the dwelling, dwelling unit, rooming unit or premises to the owner, occupant or person in charge thereof.

D. Nothing in this section shall be construed to preclude the entry of the Code Official at any time when, in his/her judgment, an emergency tending to create an immediate danger to the public welfare or safety exists, or when such entry is requested by the owner, occupant or person in charge of the dwelling, dwelling unit, rooming unit or premises, or when the Code Official presents a duly issued search warrant to said owner or occupant or person in charge thereof.

902.2 Access to remedy. Per Connecticut General Statutes Section 47a-16, every occupant of a residential rental housing unit or rooming unit shall not unreasonably withhold from the owner thereof, or his/her agent or employee, consent to access any part of such dwelling, dwelling unit or rooming unit, or its premises, for the purpose of making such repairs or alterations as are necessary to effect compliance with the provisions of this chapter or with any lawful rule or regulation adopted or any lawful order issued pursuant to the provisions of this chapter.

O'MALLEY, DENEEN, LEARY, MESSINA & OSWECKI

ATTORNEYS AT LAW

20 MAPLE AVENUE

P. O. BOX 504

WINDSOR, CONNECTICUT 06095

TELEPHONE (860) 688-8505

FAX (860) 688-4783

THOMAS J. O'MALLEY (ret)

DONALD J. DENEEN (ret)

ANDREW G. MESSINA, JR.

(1940-2000)

WILLIAM C. LEARY
VINCENT W. OSWECKI, JR.
MICHAEL P. DENEEN
KEVIN M. DENEEN
RICHARD A. VASSALLO

September 4, 2014

Mr. Matthew W. Hart, Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield, Connecticut 06268-2599

Re: Rental Certifications and Inspections

Dear Matt:

I have reviewed the proposed amendments to Chapter 9 of the Code of Ordinances and made suggestions to change certain of those provisions. You have asked me to review any potential statutory or constitutional issues which might be raised by such a program, and its extension to the entire town of Mansfield.

A very similar ordinance was adopted by the City of New Haven, which required inspection and certification of virtually every residential rental unit in the city. An association of property owners challenged the ordinances in court, alleging that the City did not have the authority to adopt such an ordinance, and that the ordinance also violated various state and federal constitutional guarantees. The trial court found in favor of the City on all aspects of the challenge.

The property owners then appealed to the Connecticut Supreme Court. The Supreme Court affirmed the decision of the trial court and upheld the ordinance. Greater New Haven Property Owners' Association v. City of New Haven, 288 Conn. 181 (2008).

The Town does have the authority to adopt and expand this program. Please feel free to contact me with any further questions.

Very truly yours,



Kevin M. Deneen

KMD/ilc

O'MALLEY, DENEEN, LEARY, MESSINA & OSWECKI

ATTORNEYS AT LAW

20 MAPLE AVENUE
P. O. BOX 504
WINDSOR, CONNECTICUT 06095

TELEPHONE (860) 688-8505
FAX (860) 688-4783

WILLIAM C. LEARY
Of Counsel
VINCENT W. OSWECKI, JR.
MICHAEL P. DENEEN
KEVIN M. DENEEN
RICHARD A. VASSALLO
JAMES P. WELSH

THOMAS J. O'MALLEY (ret)
DONALD J. DENEEN (ret)
ANDREW G. MESSINA, JR.
(1940-2000)

October 8, 2014

Mr. Matthew W. Hart, Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield, Connecticut 06268-2599

Re: Petitions Pursuant to Section C309 of the Mansfield Charter

Dear Matt:

As I understand it, the following questions have been posed:

If the Town Council should adopt an amendment to an ordinance, and subsequently a petition is filed pursuant to Section C309 of the Charter, would the petition be limited to sustaining or overturning the amendment passed by the Council, or would the Town Meeting's action repeal the entire ordinance?

Section C309 of the Charter provides that if a valid petition is filed following the publication of an ordinance, "the Council shall call a Town Meeting, to be held not less than 10 nor more than 60 days after the filing of the petition. The Town Meeting may vote to sustain the action of the Council, vote to nullify the Council's action or vote to submit the ordinance to a referendum to be held within 60 days. If the Town Meeting sustains the Council's actions or fails to act on the Council's proposal, in accordance with this section, the ordinance shall go into effect upon adjournment of the meeting. If the Town Meeting votes to nullify the Council's action, the ordinance is dead unless the Council, at its next meeting, by a favorable vote of at least six members present, votes to send the ordinance to a referendum of the voters. A referendum shall be held within 60 days of this action. If a majority of those voting on the issue in a referendum vote for the ordinance, it shall go into effect as soon as the vote is confirmed."

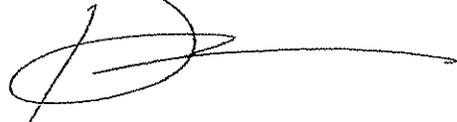
The Town Meeting is limited to deciding whether to "sustain the action of the Council, vote to nullify the Council's action or vote to submit the ordinance to a referendum." If the action taken by the Town Council is to amend an existing ordinance, "the action of the Council" is the approval of the amendment to the ordinance. If the Town Meeting votes to "nullify the Council's action" it would do precisely that; i.e., nullify the adoption of the amendment to the ordinance. If the Town Meeting voted to nullify the Town Council's action, the underlying (current form) ordinance would then continue in effect.

Second, could a petition be filed to delete the housing code in its entirety?

A petition to repeal any ordinance, including the housing code/inspection/licensing ordinance could be filed, however it would be filed pursuant to Section C310, Initiative, of the Charter rather than Section C309. Pursuant to Section C310, a petition could be filed to repeal any existing ordinance.

Please feel free to contact me with any further questions.

Very truly yours,

A handwritten signature in black ink, consisting of a large, stylized 'D' with a horizontal line through it, followed by a long horizontal stroke extending to the right.

Kevin M. Deneen

KMD/ilc

TOWN OF MANSFIELD
OFFICE OF BUILDING AND HOUSING INSPECTION

Michael E. Ninteau, CBO MCP, Director

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3324 TELEPHONE
(860) 429-3388 FACSIMILE

July 9, 2014

To: Matt Hart, Town Manager

From: Mike Ninteau, Director of Building & Housing Inspection

RE: Housing Inspection Zone Expansion

Pursuant to your request I have studied the impact of extending the current Housing inspection zone to encompass additional rental units within the Town of Mansfield. This is an update of the March 20, 2013 document.

Reason for Proposal

The Housing program instituted in August of 2006 has been extremely successful to date. We are currently well within the fourth 2 year cycle and it is my belief the quality of the housing stock has improved and is safer than prior to the program. It is also my belief that we have made positive improvements regarding behavioral aspect within the rental community as a result of other regulations adopted in concert with the Housing code.

As you may recall we initially started with a small zone situated around the UConn campus. After initial implementation it was determined staff could enforce the code over a larger district allowing the benefits of the program to aid in quality of life for additional residents both renter and neighbors alike.

I am in agreement the time has come to investigate the positives and potential negatives of expanding again. When expanding the zone previously no additional staff was required because we had built in a buffer to allow for appeals and unforeseen issues that might have arisen as we proceeded with code implementation. Those issues did not materialize nor have they to date. Based on this I offer the following information and recommendations for your use and consideration.

Approach

I took a similar approach to the last expansion, first quantifying the number of units within the program and then looking at the most appropriate geographical areas in which to explore. Last time I presented a plan A and B. This made sense at that time because we were only inspecting approximately 25% of the geographical area in Mansfield. This time however once my initial research was completed I noted Plan A would cover approximately 96% of the units in Town so I determined it would make sense to present a plan to cover the entire Town if expansion is deemed warranted.

Dwelling Units

The department currently inspects approximately 1250 units within the Implementation Zone. That constitutes about 75% of the rental dwelling units in Town.

I quantified the remaining rental dwelling units within the Town. The following table depicts the results of that research.

<i>Dwelling Units</i>							
	Single	2 Family	3 Family	4-6 Family	Multi-Family	Condominium	Total
Current	290	122	21	34	713	68	1249
Expansion	101	2	0	10	208	45	366
Total	391	124	21	44	921	113	1615
*Estimated	7/2014						

Revenue

Revenue will be generated by 2 sources if expansion is adopted. The program will require staff to administer the Housing Code and Residential Off Street Parking ordinance in the expanded area. There will be an additional 366 units requiring Housing certificates and 103 units requiring compliance for off street parking. The Housing certificates will generate \$27,450 annually and the parking \$3,605 as a one-time sum payable over a 2 year period.

Expenses

In 2013 I audited the department's quarterly reports to estimate the expense of expansion. We currently inspect approximately 1250 units within the 2 year cycle stipulated by the code. Taking into account other departmental duties such as the Landlord Registry, parking enforcement, nuisance enforcement against landlords, blight inspections, complaint investigation, training and duties related to the MCCP I estimate the department could inspect approximately 50 more units with current inspection staff. This would leave 316 units requiring additional staff to inspect.

The department would require approximately 8 hours per week of inspection time and an additional 4 hours to handle the associated administrative duties. If we hire a part-time employee at an hourly rate of \$29.96 the cost would be \$18,695 per year.

I anticipate the cost of any professional development would be absorbed within the department's current budgeted amount.

Possible Issues

If we do expand the zone additional staff will be required. We are short on office space at this time so we will need to determine where the new employee would work from.

The Town is short on vehicles and while we would try to coordinate field and office work of inspectors I believe the new inspector would be required to use their own vehicle at times and paid a mileage reimbursement pursuant to Town policy. This cost should be minimal and I anticipate the cost could be absorbed by the current travel budget.

With the construction of the Storrs Center project several units will come into the program on a regular basis starting in August of 2017. This will undoubtedly require more inspection and administrative staff to implement properly.

Conclusion

It is my recommendation that we propose a Town wide expansion of the Housing Certificate Zone. This will provide health and safety benefits for all tenants within Mansfield. It will also level the playing field among the landlord community by equalizing the cost of doing business with regard to Town regulation.

Based on my revenue versus expense calculations I estimate positive annual revenue of approximately \$8,485. I suggest using the parking revenue to help cover any one time expenses such as office supplies, business cards, ICC certification and additional administrative staff overtime related to expansion.

TOWN OF MANSFIELD
OFFICE OF BUILDING AND HOUSING INSPECTION

Michael E. Nintean, CBO MCP, Director

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3324 TELEPHONE
(860) 429-3388 FACSIMILE

July 18, 2014

To: Matt Hart, Town Manager

From: Mike Nintean, Director of Building & Housing Inspection

RE: Housing Code Certificate Expiration Language Modification

As you are aware we are trying to obtain search warrants for the 32 units at Woodsedge apartments for the purpose of Housing inspection. The State Housing prosecutor, Judith Dicine, while doing her due diligence noticed that there is conflicting language within Section 901 of our code. The "Implementation Schedule" provision requires a valid permit within the period of time specified by the schedule. The "Term of Certificate" states that it expires 2 years after the date of issuance. Therefore in Judy's opinion we must go by the "Term of Certificate" language. I agree with her finding and for that reason we will be unable to apply for search warrants until after the current certificates expire in August, even though they are expired pursuant to the implementation schedule. The reason this occurred is because as the 2 year cycle repeats, due to scheduling, waiver pending correction or late fee payment certificates were being issued after the implementation schedule required date. While unaware of the complete ramifications, we did identify this issue and adjusted policy accordingly some time ago. We now require the date of implementation be used and not the date of issue for certificate renewal.

Also, regarding this particular matter staff has question whether or not fines should begin to accrue now. It is my opinion based on the ambiguity that the fines should be delayed as well.

Going forward I propose we ask Council to amend the ordinance language to state:

"Term of Certificate: Every rental certificate of compliance shall expire pursuant to the date set forth within the implementation schedule. The fee for a certificate of compliance shall be \$150 for the two-year period established pursuant to the schedule."

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt H*
CC: Maria Capriola, Assistant Town Manager; Linda Painter, Director of Planning and Development; Jaime Russell, Director of Information Technology; Mary Stanton, Town Clerk
Date: September 22, 2014
Re: Use of Code Red and QNotify Community Notification Systems for Referendum Notice

Subject Matter/Background

This item has been placed on the agenda for two reasons:

- 1) To clarify the planned use of the Code Red community notification system to distribute the approved explanatory text for the bond referendum on the proposed Four Corners Sanitary Sewer Project; and
- 2) To request that the Town Council authorize the Mayor to use the QNotify community notification system to distribute the approved explanatory text for the bond referendum.

As a reminder, Public Act 13-247 allows municipalities to use a community notification system to remind voters of the time and location of an upcoming referendum. A community notification system is defined as a system that is available to all residents of a municipality and one which allows residents to opt to be notified. The recently implemented Code Red system and the existing QNotify system both meet the terms of this definition.

The notification sent using a community notification system may include the time and location of the referendum, the ballot question and any previously authorized explanatory text describing the subject of the referendum. No other information can be distributed using this system. Authorization from the chief elected official of the municipality to use a community notification system for this purpose is required per the Public Act.

At the meeting on September 22, 2014, the Town Council authorized the Mayor to use the Code Red system to send a reminder to the voters of the upcoming bond referendum on the Four Corners Sanitary Sewer Project. Per the Council's authorization, this notification may also include the ballot question and explanatory text as prepared by the Town Clerk and approved by the Town

Attorney. Staff's intent is to distribute the reminder in the form of the explanatory text and the poll locations ONLY to those who have voluntarily subscribed to or "opted in" to the Code Red system. We will NOT treat this notification as an emergency notification using AT&T's telephone database. Furthermore, we will only distribute the community notification via email, not by telephone or text message. There are currently 281 subscribers who have opted in to receive Code Red community notifications by email.

Similarly, we are requesting the Council's authorization to use our existing QNotify community notification system to distribute the explanatory text. The QNotify system allows subscribers to receive information by email on a variety of topics related to Town government, programs and services. We would plan to distribute the notification to the QNotify press release list, which consists of 524 subscribers.

Recommendation

If the Town Council concurs with the recommendation to use the QNotify community notification system to distribute the explanatory text and poll locations for the bond referendum on the proposed Four Corners Sanitary Sewer Project, the following motion would be in order:

Move, effective September 22, 2014, to authorize the Mayor to approve use of the QNotify community notification system to send a notification in the week preceding November 4, 2014 to remind residents of the time and location of the upcoming bond referendum on the Four Corners Sanitary Sewer Project. The notice distributed may also include the ballot question and explanatory text as prepared by the Town Clerk and approved by the Town Attorney.

Attachments

- 1) Changes to the Referendum Law Regarding Automated Calling Systems
- 2) Four Corners Sanitary Sewer Project Ballot Question and Explanatory Text
- 3) Mansfield QNotify Distribution Groups



Changes to the Referendum Law Regarding Automated Calling Systems

(Effective July 1, 2013)

The rules have changed for school administrators that utilize automated calling systems to remind parents and students about referenda. In the past, the law permitted such school-wide systems to be used for the purpose of sending time, date and place reminders concerning referenda to parents and students. As of July 1, 2013, superintendents and other school officials will no longer be permitted to use automated calling systems in this way.

Public Act 13-247 enacts restrictions for the use of such automated calling systems when referenda are pending. Now, only *community notification systems*—and not systems that reach only a subset of the entire community—are permitted to be used for the limited purposes of reminding voters of the time and location of upcoming referenda, the ballot question itself, and any previously authorized explanatory text describing the subject matter of the question. Community notification systems are defined as systems that are available *to all residents of a municipality* and permit any resident to opt to be notified. Under the new law, only the chief elected official of the municipality can authorize the use of such a system for this purpose.

Other than as authorized by this Public Act, no one may use municipal funds to send an unsolicited communication to a group of residents (such as the parents of school children) regarding a referendum via electronic mail, text, telephone or other electronic or automated means for the purpose of reminding or encouraging such residents to vote in a referendum. This prohibition does not apply to regularly published newsletters or similar publications.

As in the past, the use of public funds to advocate for a certain result in a referendum is strictly prohibited during the pendency of the referendum. A referendum is considered pending when all of the necessary legal conditions have been satisfied to require the publication of a warning (notice) that a referendum question will be submitted to a vote on a certain date.

For further reference, please see Connecticut General Statutes § 9-369b, as amended by Public Act 13-247. Questions should be directed to the State Elections Enforcement Commission (860-256-2940), or to local town attorneys.

Text of Amendment to General Statutes 9-369b (from P.A. 13-247)

Sec. 501. Section 9-369b of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2013):

(a) (1) Except as provided in ~~[subsection (b)]~~ subdivision (2) of this ~~[section]~~ subsection, any municipality may, by vote of its legislative body, authorize the preparation and printing of concise explanatory texts of local proposals or questions approved for submission to the electors of a municipality at a referendum. In a municipality that has a town meeting as its legislative body, the board of selectmen shall, by majority vote, determine whether to authorize an explanatory text or the dissemination of other neutral printed material. Thereafter, each such explanatory text shall be prepared by the municipal clerk, subject to the approval of the municipal attorney, and shall specify the intent and purpose of each such proposal or question. Such text shall not advocate either the approval or disapproval of the proposal or question. The municipal clerk shall cause such question or proposal and such explanatory text to be printed in sufficient supply for public distribution and shall also provide for the printing of such explanations of proposals or questions on posters of a size to be determined by said clerk. At least three such posters shall be posted at each polling place at which electors will be voting on such proposals or questions. Any posters printed in excess of the number required by this section to be posted may be displayed by said clerk at the clerk's discretion at locations which are frequented by the public. The explanatory text shall also be furnished to each absentee ballot applicant pursuant to subsection (d) of section 9-140. ~~[Except as provided in subsection (d) of this section, no expenditure of state or municipal funds shall be made to influence any person to vote for approval or disapproval of any such proposal or question.]~~ Any municipality may, by vote of its legislative body and subject to the approval of its municipal attorney, authorize the preparation and printing of materials concerning any such proposal or question in addition to the explanatory text if such materials do not advocate the approval or disapproval of the proposal or question. ~~[This subsection shall not apply to a written, printed or typed summary of an official's views on a proposal or question, which is prepared for any news medium or which is not distributed with public funds to a member of the public except upon request of such member.]~~

~~[(b)]~~ (2) For any referendum called for by a regional school district, the regional board of education shall authorize the preparation and printing of concise explanatory texts of proposals or questions approved for submission to the electors of a municipality at a referendum. The regional school board of education's secretary shall prepare each such explanatory text, subject to the approval of the regional school board of education's counsel, and shall undertake any other duty of a municipal clerk, as described in ~~[subsection (a)]~~ subdivision (1) of this ~~[section]~~ subsection.

(3) For purposes of this subdivision, "community notification system" means a communication system that is available to all residents of a municipality and permits any resident to opt to be notified by the municipality via electronic mail, text, telephone or other electronic or automated means of community events or news. At the direction of the chief elected official of a municipality, a municipality that maintains a community notification system may use such system to send a notice informing residents of an upcoming referendum to all residents enrolled in such system. Such notice shall be limited to (A) the time and location of such referendum, (B) a statement of the question as it is to appear on the ballot at the referendum, and (C) if applicable, the explanatory text approved in accordance with subdivision (1) or (2) of this subsection. Any such notice shall not advocate the approval or disapproval of the proposal or question or attempt to influence or aid the success or defeat of the referendum. Other than a notice authorized by this subdivision, no person may use or authorize the use of municipal funds to send an unsolicited communication to a group of residents regarding a referendum via electronic mail, text, telephone or other electronic or automated means for the purpose of

reminding or encouraging such residents to vote in a referendum, provided such prohibition shall not apply to a regularly published newsletter or similar publication.

(4) Except as specifically authorized in this section, no expenditure of state or municipal funds shall be made to influence any person to vote for approval or disapproval of any such proposal or question or to otherwise influence or aid the success or defeat of the referendum. The provisions of this subdivision shall not apply to a written, printed or typed summary of any official's views on a proposal or question, which is prepared for any news medium or which is not distributed with public funds to a member of the public except upon request of such member.

[[c]] (b) The State Elections Enforcement Commission, after providing an opportunity for a hearing in accordance with chapter 54, may impose a civil penalty on any person who violates [subsection (a) or (b) of] this section by authorizing an expenditure of state or municipal funds for a purpose which is prohibited by [subsection (a) of] this section. The amount of any such civil penalty shall not exceed twice the amount of the improper expenditure or one thousand dollars, whichever is greater. In the case of failure to pay any such penalty imposed under this subsection within thirty days of written notice sent by certified or registered mail to such person, the superior court for the judicial district of Hartford, on application of the commission, may issue an order requiring such person to pay the penalty imposed. Notwithstanding the provisions of sections 5-141d, 7-101a and 7-465, any other provision of the general statutes, and any provision of any special act or charter, no state or municipal officer or employee shall be indemnified or reimbursed by the state or a municipality for a civil penalty imposed under this subsection.

[[d]] (c) Any municipality may provide, by ordinance, for the preparation and printing of concise summaries of arguments in favor of, and arguments opposed to, local proposals or questions approved for submission to the electors of a municipality at a referendum for which explanatory texts are prepared under subsection (a) [or (b)] of this section. Any such ordinance shall provide for the establishment or designation of a committee to prepare such summaries, in accordance with procedures set forth in said ordinance. The members of said committee shall be representatives of various viewpoints concerning such local proposals or questions. The committee shall provide an opportunity for public comment on such summaries to the extent practicable. Such summaries shall be approved by vote of the legislative body of the municipality, or any other municipal body designated by the ordinance, and shall be posted and distributed in the same manner as explanatory texts under subsection (a) of this section. Each summary shall contain language clearly stating that the printing of the summary does not constitute an endorsement by or represent the official position of the municipality.

TOWN OF MANSFIELD

*Explanatory Text – November 4, 2014 Referendum
Prepared by Mary L. Stanton, Mansfield Town Clerk
in accordance with C.G.S. § 9-369b*

“SHALL THE TOWN OF MANSFIELD APPROPRIATE \$9,000,000 FOR THE FOUR CORNERS SANITARY SEWER PROJECT, AND AUTHORIZE THE ISSUE OF BONDS, NOTES AND OTHER OBLIGATIONS TO FINANCE THE PORTION OF THE APPROPRIATION NOT DEFRAIDED FROM GRANTS (ESTIMATED NET PROJECT COST OF \$6,000,000)?”

If approved at referendum, the resolution will appropriate NINE MILLION DOLLARS (\$9,000,000) for costs related to the design, construction, installation and permitting of a sanitary sewer collection system to address water contamination and wastewater disposal in the approximately 500 acre area near the intersection of Routes 44 and 195 in northern Mansfield known as “Four Corners”. The project is contemplated to serve sixty-one (61) properties and to include, but is not limited to, installation of approximately 21,700 linear feet of sewer piping (which includes the collection system, a trunk sewer and a force main to the University of Connecticut’s wastewater treatment plant), two submersible pump stations, and related equipment and appurtenances. The appropriation may be spent for design, construction and installation costs, demolition costs, land or easement acquisition costs, equipment, materials, site improvements, study costs, grant application costs, permitting costs, engineering and other consultants’ fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing.

This resolution adopted by the Mansfield Town Council at its meeting held on September 2, 2014 shall be submitted to a referendum vote of electors of the Town and persons qualified to vote in town meeting who are not electors to be held on **Tuesday, November 4, 2014 between the hours of 6:00 a.m. and 8:00 p.m.** in conjunction with the election to be held on that date, in the manner provided by the Mansfield Town Charter and the Code of Ordinances, and the Connecticut General Statutes. The full text of the resolution as approved by the Town Council is on file and available for public inspection in the office of the Town Clerk, Audrey P. Beck Building, 4 South Eagleville Road in Storrs, during normal business hours.

Electors shall vote on the question at their respective polling places. Voters who are not electors shall vote on the question at the following location: Registrars of Voters Office, Audrey P. Beck Building, 4 South Eagleville Road in Mansfield. Application for an absentee ballot should be made to the Town Clerk’s office.

Print Email Residents > Online Services > Mansfield QNotify E-Mail Lists

Home

Goodwin School >

Middle School >

Southeast School >

Vinton School >

School District Office >

School Documents >

About Us >

Boards & Committees >

Business >

Departments & Services >

Document Center >

Schools

Visitors >

Mansfield QNotify Email Lists

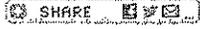
(you can also [Click Here](#) to sign-up for Mansfield's [CodeRED Emergency Notification System](#))

To be emailed about the items below, enter your email address, select the items, and click "Join".

Email Address:

- Agendas & Minutes: Board of Education
- Agendas & Minutes: Board of Ethics
- Agendas & Minutes: Downtown Partnership Board of Directors
- Agendas & Minutes: Housing Code Board of Appeals
- Agendas & Minutes: Library Advisory Board
- Agendas & Minutes: Mansfield Advocates for Children
- Agendas & Minutes: Planning & Zoning Commission/Inland Wetlands Agency
- Agendas & Minutes: Town Council
- Agendas & Minutes: Town Council: Ad-Hoc Committees
- Agendas & Minutes: Town Council: Committee on Committees
- Agendas & Minutes: Town Council: Finance Committee
- Agendas & Minutes: Town Council: Personnel Committee
- Agendas & Minutes: Town Council: Regionalism Committee
- Agendas & Minutes: Town-University Relations Committee
- Agendas & Minutes: Zoning Board of Appeals
- At the Library: Adult Programs
- At the Library: Children's Programs
- At the Library: Library Newsletter
- At the Library: New Books
- At the Library: Teen Programs
- Environmental Programs
- Goodwin School News
- Goodwin School Priority & Emergency Notices
- Goodwin School PTO (Parent Teacher Organization)
- Gurleyville Range
- Mansfield Community Playground
- Mansfield Discovery Depot
- Mansfield Middle School News
- Mansfield Middle School Priority & Emergency Notices
- Mansfield Minute
- Press Releases
- Southeast School News
- Southeast School Priority & Emergency Notices

- Southeast School PTO (Parent Teacher Organization)
 - Town Manager: Manager's Report to Council
 - Vinton School News
 - Vinton School Priority & Emergency Notices
 - Zoning Board of Appeals Public Hearing Notices
-





**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Linda Painter, Director of Planning and Development
Date: October 14, 2014
Re: Resolution to Join the Capitol Region Council of Governments Metropolitan Planning Organization

Subject Matter/Background

As part of the recent consolidation of regional councils of government, the Federal Highway Administration (FHWA) and the Connecticut Department of Transportation (ConnDOT) have laid out a process for the re-designation of Connecticut's various transportation metropolitan planning organizations (MPO).

The Capitol Region Council of Government (CRCOG) MPO is a federally mandated transportation policy-making organization for the capitol region. As a member of the MPO, Mansfield would have access to federal transportation improvement funding, including those the CRCOG MPO receives under the STP-U program, the Congestion and Mitigation Air Quality (CMAQ) Program, the Transportation Alternatives Program and other federal funding sources. In addition, Mansfield would be included in the transportation planning program and related services that CRCOG provides. Some of these sources and funding are allocated via the MPO through a competitive process.

Here are the steps required for Mansfield to join CRCOG's MPO as laid out by the state and federal agencies:

- The town's legislative body must pass a resolution expressing the desire to join the MPO. Although we have already passed a resolution to join CRCOG, a separate resolution is needed to join the MPO as part of the process outlined by the FHWA.
- CRCOG must vote (either by individual town resolution or the Chief Elected Officials) affirmatively to accept the change in the MPO structure by a vote representing at least 75% of the CRCOG population, including the largest city. CRCOG will complete this task by individual municipal resolutions.

- The Governor must then approve the MPO re-designation. With the Governor's approval, the MPO re-designation process will be complete.

Recommendation

Staff recommends the Town Council approve the resolution to allow Mansfield to join the CRCOG MPO.

If the Town Council supports this recommendation, the following resolution is in order:

RESOLUTION TO JOIN THE CAPITOL REGION COUNCIL OF GOVERNMENTS (CRCOG) MPO

WHEREAS, as the result of the State of Connecticut's reorganization of regional planning organizations and councils of government the Windham Region Council of Governments (WINCOG), of which Mansfield was a member, was dissolved as of June 30, 2014; and

WHEREAS, the Town of Mansfield voted to join the Capitol Region Council of Governments (CRCOG), effective July 1, 2014; and

WHEREAS, CRCOG is the region's Transportation Management Area (TMA)/Metropolitan Planning Organization (MPO); and

WHEREAS, the Federal 23 CFR 450.310, MPO Designation and Re-designation Process requires that units of general purpose local government vote in favor of MPO Re-designation in order for such re-designation to take effect;

NOW THEREFORE, BE IT RESOLVED, that the Mansfield Town Council hereby votes to join the Capitol Region Council of Governments Transportation Management Area / Metropolitan Planning Organization.

Attachments

- 1) L. Wray re: Joining the CRCOG Metropolitan Planning Organization
- 2) CRCOG MPO Brochure

Memorandum

Date: September 25, 2014
To: Town Council, First Selectman and Mayors of:
Columbia, Coventry, Mansfield, Stafford and Willington
From: Lyle Wray, Executive Director *Lyle Wray*
Subject: Joining the CRCOG Metropolitan Planning Organization

The Federal Highway Administration (FHWA) and Connecticut Department of Transportation (CTDOT) have laid out a process for the transportation Metropolitan Planning Organization (MPO) redesignation and towns joining or leaving the MPO. It is CRCOG's understanding that your town, in addition to being a member of CRCOG, will want to join CRCOG's Metropolitan Planning Organization (MPO).

Here are the steps required for your town to join CRCOG's MPO as laid out by our state and federal agencies:

- The town must pass a resolution expressing the desire to join the MPO. A sample resolution is attached. Although you have already passed a resolution to join CRCOG, a separate resolution is needed to join the MPO as part of the process outlined by the FHWA.
- CRCOG must vote (either by individual town resolution or the Chief Elected Officials) affirmatively to accept the change in the MPO structure by a vote representing at least 75% of the CRCOG population, including the largest city. CRCOG will do this by individual town resolutions.
- The Governor must then approve the MPO redesignation and with this approval the MPO redesignation process is complete.

CRCOG's MPO is a federally mandated transportation policy making organization for the Capitol Region. As a member of the MPO, your town will have access to federal transportation improvement funding including those the CRCOG MPO receives under the STP-U program, the Congestion and Mitigation Air Quality (CMAQ) Program, the Transportation Alternatives Program, and other federal funding sources; and will be included in the transportation planning program and services that the CRCOG provides. Some of these sources and funding are allocated through a competitive process via the MPO.

If you have any questions, or if I can provide any additional information, please feel free to call me at 860-522-2217 extension 232.

Thank you.

What is a Metropolitan Planning Organization (MPO)?

In every urbanized area in the United States, a Metropolitan Planning Organization (MPO) is designated to conduct regional transportation planning and to select federally funded projects. This MPO system was established by the federal government to give people who are affected by transportation decisions a say in how those decisions are made.

Although the State Department of Transportation has the primary role of administering the expenditure of these funds, all federally funded transportation projects in the Region must be approved by the MPO.

The **Capitol Region Council of Governments (CRCOG)** is the designated MPO for the Capitol Region. Every year, CRCOG makes decisions that influence the improvement of the Region's transportation system. As members of the **CRCOG Policy Board**, chief elected officials from each community vote on transportation decisions.

The general public has significant opportunity to comment on these decisions before a vote is taken, and CRCOG undertakes special public outreach efforts for major projects and planning studies. We also conduct special outreach efforts to include people who are traditionally not involved in the decision-making process: minorities, low-income and persons who do not speak English well.

Types of Projects the MPO Approves

Federal transportation funds can be used for many different types of transportation projects. Examples include:

- ◆ Bus purchases
- ◆ Bike and pedestrian improvements
- ◆ Road construction projects
- ◆ Intersection improvements
- ◆ Bridge repairs and replacements
- ◆ Railroad crossing safety projects

How the MPO Plans for the Capitol Region – and How You Can Become Involved

CRCOG conducts many planning studies and approves the expenditure of millions of transportation dollars. Some of the key planning and funding activities CRCOG conducts include:

◆ **Regional Transportation Plan (RTP)**

The Capitol Region RTP provides a twenty-five year overview of the major transportation investments in the Region and addresses long-range solutions to meet the Region's greatest transportation needs. This plan must be updated every 4 years.

◆ **Transportation Improvement Program (TIP)**

The TIP is a list of all federally funded projects that will be undertaken in the Capitol Region over a 4-year period. This list can be amended at any time, but a full update must be undertaken at least every 4 years.

Amendments to the TIP are considered at the Transportation Committee and Policy Board meetings each month. A copy of amendments to be considered are available with the agenda for those meetings.

◆ **Corridor Planning**

CRCOG occasionally conducts specialized studies for transportation corridors and other subregions. Traffic conditions and land use are analyzed, and a strategic plan is developed to address any problems identified. Such studies have been conducted for the Bradley Airport Area, and Routes 4, 10, 44, 190, 175 and 5/15.

Corridor studies are conducted with the input of town-appointed Local Advisory Groups (LACs) and the general public.

◆ **Transit Planning**

In 2001, CRCOG adopted the Regional Transit Strategy, a plan to make public transportation more accessible, attractive, user-friendly, and a true alternative to the automobile. The Strategy calls for several Bus Rapid Transit (BRTs) corridors connecting nearby communities to Hartford, a circulator system in downtown Hartford, a new commuter rail service with access to Bradley Airport, and improvements to the local bus system.

CRCOG has also been instrumental in planning for transit-oriented development near the stations of the proposed New Britain-Hartford BRT, and has conducted a traffic and circulation study for the area near a proposed BRT station in Newington.

◆ **Bicycle and Pedestrian Planning**

CRCOG is responsible for both bicycle and pedestrian planning in the Region. A comprehensive bicycle plan was adopted in April 2000 and a pedestrian plan was adopted more recently, in May 2005.

CRCOG staff have helped move the recommendations in the both plans forward to implementation and continue to work with the towns to make the Region more bike and pedestrian friendly. Information about the Bicycle and Pedestrian Planning Subcommittee activities is available on the Bicycle & Pedestrian page of the CRCOG website. A bicycle advocacy group has also been formed to promote bicycling in the Region. Information about that group can be found on their website at www.wecyclect.org.

◆ **Current Projects**

If you would like to receive notification about meetings associated with these special projects currently underway, or about to get underway, please contact CRCOG and we will add your name to the appropriate mailing list. Ways to contact CRCOG are described on the back panel.

- ◆ Update of the Regional Transportation Plan
- ◆ Corridor Studies for Route 305 in Bloomfield and Windsor and for Route 195 in Tolland
- ◆ New Britain/Hartford Busway Transit Oriented Development Implementation Project: will provide technical resources for advancing previously completed Station Area Plans
- ◆ Northwest Corridor Study: development of a bus service plan for the Day Hill Road area in Windsor and an improvement plan for downtown Hartford bus circulation

What is CRCOG?

The Capitol Region Council of Governments is an association of 29 municipalities in the Hartford area. As a council of governments, CRCOG is guided by the mayors, first selectmen, and town council chairs of its 29 member municipalities. They make up the governing Policy Board that establishes policy, and sets the CRCOG work agenda.

The Policy Board functions as the MPO on transportation issues, but they also address a much broader range of issues than just transportation.

CRCOG works to enable the implementation of regional solutions to regional challenges on a range of issues. Most of this work is carried out through CRCOG's standing committees:

- ❖ **Community Development Committee** — responsible for providing policy guidance and oversight on issues, projects and programs affecting the development of communities.
- ❖ **Regional Planning Commission** — prepares the Regional Plan of Development and reviews municipal projects that affect regional land use.
- ❖ **Municipal Services Committee** — carries out projects to improve town governmental efficiency through cooperative purchasing, shared services, and related initiatives.
- ❖ **Public Safety Committee** — promotes regional public safety programs.
- ❖ **Transportation Committee** — prepares transportation plans and selects federally funded transportation projects in the Region.

Become Involved

CRCOG's Policy Board and Transportation Committee meetings are held monthly. Agendas are available through the local town clerk's offices and posted on our website at www.crcog.org. By contacting CRCOG, you can be added to our MPO mailing list and be kept informed of our meeting activities, as well as the implementation of our transportation programs.

There are other ways to get involved in CRCOG's planning activities. Contact us if you would like to be added to special study mailing lists. Visit our website often to learn about new and on-going projects. If you have a special interest, such as the involvement of under-represented groups like minorities or the disabled, let us know and we may be able to provide you with information about advocacy groups. **Get involved, stay involved!**

Contact us:

CAPITOL REGION COUNCIL OF GOVERNMENTS
241 Main Street, Hartford, CT 06106
Fax: 860-724-1274 Email: info@crcog.org

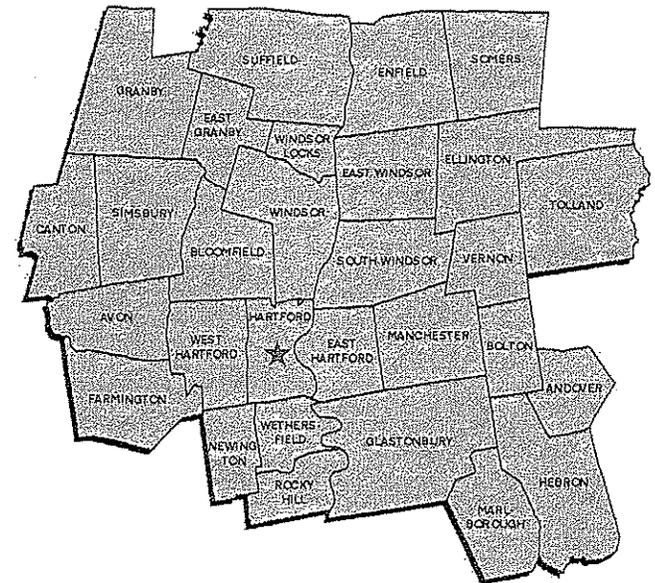
Telephone: 860-522-2217
Website: www.crcog.org

Prepared by the Capitol Region Council of Governments, in cooperation with the U.S. Department of Transportation (including its participating agencies) and the Connecticut Department of Transportation.

CAPITOL REGION COUNCIL OF GOVERNMENTS

Metropolitan Planning Organization

FOR THE CONNECTICUT CAPITOL REGION



PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; John Carrington, Director of Public Works Director; David Dagon, Fire Chief; Cherie Trahan, Director of Finance
Date: October 14, 2014
Re: Proposed Additional Appropriations FY14/15

Subject Matter/Background

Final grant estimates from the State exceed the Adopted FY 2014/15 Budget by over \$809,000. The two grants primarily affected are the payment in lieu of taxes (PILOT) grant, which exceeds budget by \$691,268, and the Municipal Revenue Sharing grant, which exceeds budget by \$118,004. This additional funding provides the opportunity to fund needed capital improvement projects as well as to continue our efforts to increase fund balance.

With the additional State funding, management recommends funding for the purchase of a refurbished ambulance unit to replace Ambulance 607; a pavement management system study; a road sign inventory study and replacement signs; and a financial control review for a total of \$212,500. Staff is presenting evaluating additional capital improvements needs in an amount not to exceed \$195,000 to submit for Council consideration later this fiscal year. We are also recommending that the Council leave \$401,500 of this additional state revenues as unappropriated, to be contributed directly into fund balance.

In addition, management recommends the purchase of a transfer station vehicle, roll off dumpsters and a compactor for a total estimated cost of \$241,000. We currently contract for this service at a cost of over \$40,000 per year to the Solid Waste Fund. This equipment would be purchased by the Solid Waste Fund over a five-year period through a lease purchase agreement. The Solid Waste Fund would see an annual operating increase of approximately \$8,200 for the first five years.

Attached are communications from John Carrington, Director of Public Works and David Dagon, Fire Chief regarding their recommendations. Funding for the Financial Control Review is contingent on a recommendation from the Finance Committee.

Financial Impact

Management recommends the following projects be funded at this time from the additional State revenue:

Replacement for Ambulance 607	\$ 50,000
Pavement Management System Study	50,000
Street Sign Inventory/Replacement	60,000
Financial Control Review	<u>52,500</u>
Total	\$212,500

Management recommends the following projects be funded from the Solid Waste Fund:

Transfer Station Vehicle	\$180,000
Dumpsters	45,000
Compactor with Box	<u>16,000</u>
Total	\$241,000

Recommendation

The Finance Committee will review these recommendations at its October 14th meeting. If the Finance Committee wishes to recommended approval of the appropriations, the following motions would be in order:

Move, effective October 14, 2014, to increase the FY2014/15 General Fund Transfer to Capital/CNR by \$212,500, to funded by the additional State payment in lieu of taxes grant.

Move, effective October 14, 2014, to amend the Capital Non-recurring Fund and the Capital Improvement Program Fund budgets to fund a replacement for Ambulance 607 (\$50,000); a pavement management system study (\$50,000); street sign inventory/replacements (\$60,000); and a financial control review (\$52,500).

Move, effective October 14, 2014, to amend the Capital Improvement Program Fund budget for the purchase of a Transfer Station vehicle, roll off dumpsters, compactor and boxes for \$241,000, to be funded by the Solid Waste Fund.

Attachments

- 1) Recommendations for Additional Appropriations
- 2) D. Dagon re: Ambulance 607
- 3) J. Carrington re: Pavement Management System
- 4) J. Carrington re: Additional Funding
- 5) J. Carrington re: Transfer Station Vehicle and Roll Off Dumpsters

Town of Mansfield
Recommendations for Additional Appropriations

From FY 2014/15 State Grants

Grant	Adopted 2015	State Revised Estimates 06/12/14 2015	Chg. State Over Adopted 2015
PILOT *	\$ 6,957,610	\$ 7,648,878	\$ 691,268
Municipal Revenue Sharing	6,434	124,438	118,004
Total	\$ 6,964,044	\$ 7,773,316	\$ 809,272

Total Available for Appropriation \$ 809,000

Capital Improvement Projects:

Replacement for Ambulance 607	50,000
Pavement Mgmt System Study	50,000
Street Sign Inventory/Replacement	60,000
Financial Control Review	52,500

Recommended Appropriation (212,500)

Other Capital Improvement Needs - *Future Action* (195,000)

Fund Balance Reserve \$ 401,500

* PILOT grant received on 9/30/14 for \$7,656,351

From Solid Waste Fund

Purchase of Transfer Station vehicle, roll off dumpsters and compactor

Vehicle Replacement	\$ 180,000
Dumpsters	45,000
Compactor with compactor box	16,000
	<u>241,000</u>

Note: Above equipment will be purchased and paid over 5 years from the Solid Waste Fund operating budget via a lease purchase agreement. Estimated annual cost = \$48,200. Currently paying Willimantic Waste Paper over \$40,000/annually for hauling.



Town of Mansfield Fire and Emergency Services

To: Matthew W. Hart, Town Manager
From: David J. Dagon, Fire Chief
Date: October 3, 2014
Subject: Ambulance 607

During Ambulance 607's annual preventive maintenance (PM) in July, Eastford Fire and Rescue (EF&R) discovered significant corrosion on the chassis frame rails and offered their opinion that the vehicle should be removed from service. Deputy Chief Jordan and I went to their shop to assess the vehicle's condition and concur with their opinion that the vehicle is unsafe to operate. Ambulance 607 was a 2002 International with 170,119 miles.

When purchased in 2003, Ambulance 607's planned service life was 10 years; five years as first line and five years as a spare. In 2012, based on call volume and maintenance experience service life projections of ambulances was reduced to four years as first line and four years as a spare. Still, the department had hoped Ambulance 607 would remain in service for at least two more years and implemented an ambulance rotation program in an effort to extend the life of the fleet and ensure that maintenance issues were quickly identified and corrected.

The department has two ambulances remaining in service. Ambulance 507, a 2008 GMC, with 100,403 miles and Ambulance 707, a 2013 GMC, with 26,699 miles. Ambulance 707's mileage reflects fifteen (15) months of service that included an ambulance rotation program intended to extend the vehicle's useful service life. The department responds to approximately 2,000 calls for service each year and EMS calls represent more than 75% of total calls.

The department has seen positive operational benefits from having three ambulances available to respond to calls. During peak periods of overlapping and multiple calls for service we are able to staff the additional ambulances. We can satisfy requests for nonemergency ambulance standbys at community events without degrading our operational readiness and we maintain ambulances in service when one or more require maintenance. Perhaps most significant is ensuring an ambulance is available for volunteer members to staff Duty Crews. I believe the department is best able to serve the residents and conduct operations more efficiently if we maintain a minimum of three ambulances in service.

To ensure the department has adequate EMS resources Deputy Chief Jordan, EMS Officer Landry, and I have explored the following available options:

- Purchase a new ambulance to replace Ambulance 607
 - Estimated cost: \$235,000

- Purchase a new chassis, remove the patient compartment section from Ambulance 607 and remount it onto the new chassis.
 - Estimated cost: \$125,000
 - Estimated time to complete: Six months
 - Warranty: Chassis 1 year
Patient compartment 3 years

- Purchase a refurbished ambulance.
 - Quoted cost: \$106,000
 - Warranty: 5 years, bumper to bumper

A refurbished ambulance is currently available from EF&R. The ambulance is a trade-in that it received from the sale of a new ambulance. The refurbished unit was originally sold by EF&R and has been serviced by them since it was new. Please see attached email from Christopher Bowen, owner of EF&R that details the work that has been done to the vehicle and the list of optional equipment and features.

Recommendation

I believe the refurbished ambulance is the best option available at this time and recommend that the Town purchase the 2007 Ford F450 ambulance being offered by EF&R.

If you concur I believe the fire department may be able to provide up to \$50,000 from its 2014/15 Capital Budget through adjustments to the specifications for the replacement of ET 507, savings from other projects and deferred purchases.

TOWN OF MANSFIELD
DEPARTMENT OF PUBLIC WORKS



John C. Carrington, P.E., Director of Public Works

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE RD
MANSFIELD, CT 06268-2599
(860) 429-3332
Fax: (860) 429-6863
Carrington.JC@mansfieldct.org

To: Matt Hart, Town Manager

From: John C. Carrington, Director of Public Works

Copy: Cherie Trahan, Director of Finance; Mark Kiefer, Superintendent of Public Works

Date: September 16, 2014

Subject: Pavement Management System

At your request, I would like \$50,000 to contract with an Engineering firm, selected by qualifications, to develop a pavement management system. A pavement management system will assess and rate all our roads to an industry standard and make recommendations for future pavement techniques and budgeting to maintain or increase our road ratings.

I estimated the \$50,000 amount using history from my previous employment. In 2006, the Town of Groton contracted with an Engineering firm to create a pavement management system for \$25,000. Groton had a good internal road rating system using the U. S. Army Corps of Engineers Micropaver program, which helped to reduce the cost of the effort. The Town of Mansfield does not have that exportable data, so the contractor will have to spend time getting background data. Both towns have essentially the same road mileage. I established the \$50,000 estimate by considering the cost of the background work and the inflation rate since 2006.

The Town of Mansfield has just over 100 paved road miles. The Department just paved one mile of Bassetts Bridge Road at a cost of over \$250,000. The road work involved cold in-place recycling and the placement of a final course of 1.5 inches of new asphalt. Cold in-place recycling is a rehabilitation technique in which the existing road is reused in place. The surface course (2 to 4 inches) of the road is milled off and mixed in-place without the application of heat. Virgin aggregate or recycling agent or both are added to the recycled product which is put back down on the road and compacted. Cold in-place recycling can restore distressed roads to the desired profile, restore the crown and cross slope, and eliminate ruts, potholes, cracks and rough areas. The \$250,000 cost is for asphalt work only, no drainage work is included. As asphalt prices change with oil prices, the trend over the last 5 years has been an increase in total cost. Not all Town roads will have a good base like Bassetts Bridge Road and may require full depth reclamation which is the milling all asphalt and a couple inches of the existing base. The recycled product becomes the new gravel road base and then two distinct 1.5 inches layers of new asphalt are applied atop this new base. The cost of a mile of road requiring full depth reclamation is over \$350,000 per mile.

Using either cold in-place recycling or full depth reclamation, the cost of a new road mile, asphalt work only, is between \$250,000 and \$350,000 which means the Town of Mansfield's 100 paved road miles have a value between \$25 and \$35 million. An average road lasts 20 to 25 years. The Town budgets approximately \$330,000 per year in the CIP for road resurfacing. This amount is insufficient as it represents less than 2% of the total value of our roads and we could only rebuild/replace one mile of road annually. The Town has approximately 20+ miles of road that due to years of chip seal have failed in a way that causes excess liquid asphalt to "bleed" or "wick" to the surface reducing the roadway coefficient of friction. This condition can only be corrected by cold in-place recycling or full depth reclamation. Many of our roads have deteriorated to the point where they must be completely rebuilt, like the recent Bassetts Bridge Road project. A pavement management system and study is necessary to properly assess our roads and to provide a budgetary plan for the future.

TOWN OF MANSFIELD
DEPARTMENT OF PUBLIC WORKS



John C. Carrington, P.E., Director of Public Works

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3332
Fax: (860) 429-6863
CarringtonJC@mansfieldct.org

To: Matt Hart, Town Manager
From: John Carrington, Director of Public Works
Copy: Cherie Trahan, Director of Finance
Mark Kiefer, Superintendent of Public Works
Date: October 6, 2014
Subject: Additional Funding

At your request, the Department of Public Works desires \$60,000 for the following:

1. To contract with a firm to conduct a road sign inventory and replace regulatory and warning signs to make our signs compliant with the regulations of the Manual of Uniform Traffic Control Devices (MUTCD). Emphasis would be on replacing signs first and at a minimum getting these new signs into an inventory. The compliance date, for implementation and continued use of an assessment or management method that is designed to maintain traffic sign retroreflectivity at or above the established MUTCD minimum levels, was June 13, 2014 and applies to regulatory and warning signs.
2. To replace all street signs. We have many street signs that are unreadable, not the correct color, and need to be replaced. I would consider adding Town seal, if desired, to all new street signs.

The above amount is an estimate and will be used as a not to exceed number for contracted work.

TOWN OF MANSFIELD
DEPARTMENT OF PUBLIC WORKS



John C. Carrington, P.E., Director of Public Works

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3332
Fax: (860) 429-6863
CarringtonJC@mansfieldct.org

To: Cherie Trahan, Director of Finance
From: John C. Carrington, Director of Public Works
Copy: Mark Kiefer, Superintendent of Public Works
Virginia Walton, Recycling Coordinator
Scott Sheldon, Transfer Station Crew Leader
Date: September 9, 2014
Subject: Transfer Station Vehicle and Roll Off Dumpsters

Willimantic Waste Paper (WWP) currently charges the Town of Mansfield \$160 per load to haul our roll off dumpsters from the Transfer Station to its facility in Willimantic. This rate will be adjusted for inflation in January 2015 and may increase to \$164.80 per load. Recent history indicates that they haul over 250 loads per year for us. For 250 loads, the cost is \$40,000 at \$160 per load and \$41,200 at \$164.80 per load. My staff and I believe that we can find a more economical way to dispose of our waste while reaping some ancillary benefits.

Instead of paying WWP over \$40,000 per year, we should use that money to lease purchase our own hauling truck to haul our roll off dumpsters. Major truck manufacturers, like Peterbilt, have municipal leasing programs which would allow us to pay for a vehicle over a 5 year period using the \$40,000 that we would have paid WWP. The current price of a new vehicle is approximately \$180,000. Over 5 years the annual lease fee would be less than the current \$40,000 we pay WWP. After the lease period, we can purchase the vehicle for \$1. The truck would have a useful life of at least 15 years.

We would also like to purchase our own dumpsters as we would have to rent the existing ones from WWP. Currently WWP charges us \$360 monthly to rent 2 compactors with boxes. We would like to purchase over a period of time 5 – 50 cubic yard (CY) boxes, 3 – 40 CY boxes, and 1 compactor with compactor box. The 5 – 50 CY boxes would be for light scrap metal, cardboard, rotational spare and 2 for bulky waste. The 3 – 40 CY boxes would be for heavy scrap metal and 2 for recycling. The 50 CY boxes will bring us in compliance with OSHA height requirements. The average price for a 50 CY box is approximately \$6,000 and 40 CY box is approximately \$5,000.

There are other benefits to having this truck. We can use it to can haul the roll off dumpsters ourselves and use the vehicle to support snow removal from downtown Storrs. We can use it to support debris removal during major storms. We can use it to haul Board Of Education roll off dumpsters.

This proposal gives the Town control over the ever escalating prices of hauling and dumpster rental. Please support it.

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Cherie Trahan, Director of Finance
Date: October 14, 2014
Re: BlumShapiro Proposal to Perform a Financial Operations Control Assessment

Subject Matter/Background

The Finance Committee has been discussing shared services and internal controls. As part of its discussion, the committee has asked Jeff Ziplow, Partner with BlumShapiro, to prepare a proposal to review our financial operations and the cost of shared services.

Attached is the BlumShapiro Proposal to Perform a Financial Operations Controls Assessment, dated October 6, 2014.

Financial Impact

The cost of this proposal will not exceed \$52,500 and will be billed at the hourly rate set in BlumShapiro's contract with the State of Connecticut (#11PSX0010).

The Finance Committee will review this item at its October 14th meeting. If the committee recommends moving forward with the assessment, I suggest the Council finance the project by using some of the additional state funding the Town will receive for FY 2014/15.

Recommendation

If the Finance Committee recommends approval to execute a contract with BlumShapiro, the following motion would be in order for consideration by the Town Council:

Move, effective October 14, 2014, to authorize the Town Manager to execute a contract with BlumShapiro to perform the scope of services detailed in BlumShapiro's Proposal to Perform a Financial Operations Controls Assessment, dated October 6, 2014.

Attachments

- 1) BlumShapiro Proposal to Perform a Financial Operations Controls Assessment, dated October 6, 2014

Proposal to Perform a Financial Operations Controls Assessment

Town of Mansfield

October 6, 2014

DRAFT

BlumShapiro

Accounting | Tax | Business Consulting

BlumShapiro

Accounting | Tax | Business Consulting

October 6, 2014

Mr. Matthew W. Hart
Town Manager
Audrey P Beck Municipal Building
4 S. Eagleville Road
Mansfield, Connecticut 06268

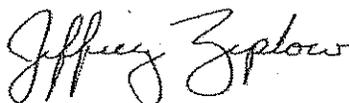
Dear Matt:

As per our discussion at the last Council Finance Committee meeting, BlumShapiro has extensive experience working with many municipalities, school districts and private organizations to evaluate their internal operations, re-engineer processes and develop/document policies and procedures in order to enhance controls. Our goal for this project is to provide realistic recommendations that will enhance internal controls and overall operations with the Finance Department that are accountable, transparent, and efficient. As part of these efforts, we will take advantage of Best Business practices that we have developed over many years of working with Connecticut Municipalities and School Districts. Based on our discussions, our services will include:

- Reviewing the current operational processes, management systems, and controls of key operational areas within the Mansfield's Finance Department.
- Performing a risk assessment of management's ability to override controls.
- Identifying control weaknesses within these areas and developing control improvements.
- Assessing the roles and responsibilities of Finance Department staff.
- Reviewing internal control procedures.
- Documenting the accounting policies and procedures in support of staff roles and responsibilities.
- Assessing the current workflow practices and controls of the key financial operational areas.
- Reviewing the current technologies used to process the aforementioned information.
- Documenting findings and gaps observed as part of the review.
- Testing of both current and proposed controls
- Updating the accounting policies and procedures manual.
- Performing a cost analysis on services provided by the Finance Department
- Providing constructive and practical recommendations for re-engineering processes, enhancing internal controls and achieving potential change.

We appreciate the opportunity to perform this work and look forward to a successful business partnership. I welcome the opportunity to discuss further, at your convenience, any of the matters covered in this proposal. Should you require any additional information or clarification, please call me at (860) 561-6815.

Very truly yours,



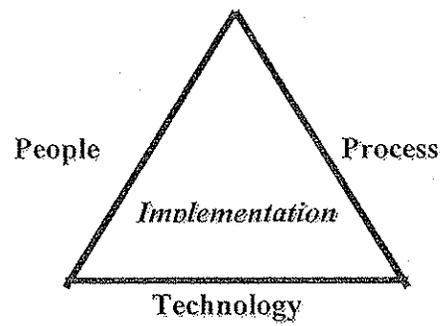
Jeffrey Ziplow, Partner

I. STATEMENT OF SERVICES PROPOSED

Blum Shapiro helps organizations take an accurate picture of where they are today and how they can improve to reach their goals for tomorrow. Based on discussions at the Mansfield Council Finance Committee meeting, we are knowledgeable of, and responsive to, the needs and requirements of the Town of Mansfield. Our goal is to evaluate financial processes, operational controls, technology and professional staff's roles to help improve processes and/or improve controls within Mansfield's financial operations and to update the accounting policies and procedures as required.

PROJECT APPROACH

Mansfield has reached a critical milestone and is looking to enhance accountability, transparency, and controls within the financial operations. As such, our project centers around three key elements:



Process -- The way municipal departments function is key to meeting operational and managerial goals. As part of this project, we take a cross-functional and cross-organizational view of the key processes in order to remove any workflow bottlenecks or unnecessary tasks, and enhance controls.

Technology -- Utilizing technology can be a major component of improving controls, performance, and achieving efficiencies. Our goal is to review the technologies currently in place within the Town and rethink how to enhance the technologies used in order to increase controls, efficiencies, and enhance the overall quality of services.

People -- It is important to ensure people have the appropriate skill sets and training for their respective positions. Our assessment helps to confirm employee's roles, responsibilities, overall position objectives, as well as the current organizational structure and staffing levels. This helps to re-engineer processes and/or operational areas. Additionally, documented policies and procedures will provide direction to existing staff and serve as a training guide for future employees.

I. STATEMENT OF SERVICES PROPOSED

PROJECT OBJECTIVES

Our objectives for this project are to:

- Review the current operational processes, management systems, and controls of key operational areas within the Mansfield's Finance Department.
- Perform a risk assessment of management's ability to override controls.
- Identify control weaknesses within these areas and developing control improvements.
- Assess the roles and responsibilities of Finance Department staff.
- Review internal control procedures.
- Document the accounting policies and procedures in support of staff roles and responsibilities.
- Assess the current workflow practices and controls of the key financial operational areas.
- Review the current technologies used to process the aforementioned information.
- Document findings and gaps observed as part of the review.
- Testing of both current and proposed controls
- Updating the accounting policies and procedures manual.
- Performing a cost analysis on services provided by the Finance Department
- Provide constructive and practical recommendations for re-engineering processes, enhancing internal controls and achieving potential change.

A. PROJECT METHODOLOGY

Blum Shapiro has developed and refined a structured approach to help successfully complete the project on time, within a designated budget, and meet Mansfield's needs. Our proposed approach is based on our experience and current methodology, which has been customized to meet your specific goals and objectives. As part of our efforts, acquiring an understanding of the current operational and management systems along with the core functions/policies of the Mansfield's Finance Department is imperative.

Recognizing that the Finance department is comprised of many functional areas with many diverse needs is a crucial factor to the success of this project. As such, we will actively engage and request the involvement of staff and management from the aforementioned area. By understanding the systems and operations both individually and collectively, we can help identify the common opportunities that will benefit Mansfield. Our approach to performing this assessment is to meet and work with many of the professionals to fully understand their core processes, integration, and opportunities for change.

B. BEST BUSINESS PRACTICES FOR MUNICIPALITIES

Experience has shown that opportunities for improved efficiencies and controls often exist by utilizing or integrating the automated systems of various departments and/or operations.

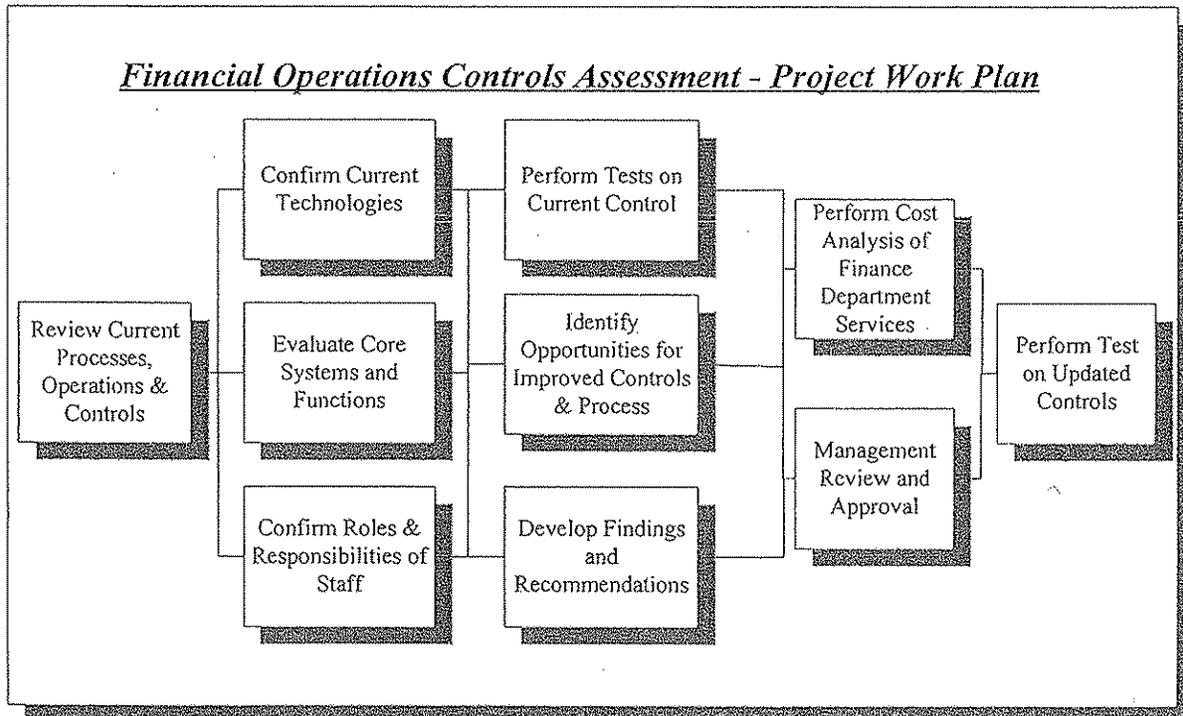
Based on the scope and depth of this project, the project team needs to review, evaluate, and ultimately recommend best business practices within the Mansfield's Finance Department.

As part of our methodology and project approach, we have specific protocols to help review and recommend the re-design of processes in order to implement best practices and improve controls. We will develop process design models of the various operational and managerial workflows, obtain user input, and then incorporate these best business practice processes into our recommendations.

I. STATEMENT OF SERVICES PROPOSED

C. PROJECT APPROACH

We will obtain an in-depth understanding of the current operational and management systems within the Mansfield Finance Department. In addition, we will identify cross-functional systems and processes to understand their impact to all affected departments. We plan to accomplish this using the project approach outlined on the following pages.



Based on this, Blum Shapiro Consulting recommends a project approach that is comprised of the following tasks.

I. REVIEW CURRENT PROCESSES, OPERATIONS AND CONTROLS

During this task, we will obtain an in-depth understanding of the operations and management systems in place within the Mansfield's Finance Department. The project team will review the procedures and physical processes managing the flow of information within and between the various operating areas. This includes the following:

- Purchasing/Accounts Payable
- Grants Management
- Accounts Receivable
- Revenue
- Cash Management
- Financial Reporting
- Closing Procedures
- Debt
- System Interfaces
- Bank Reconciliations
- General Ledger
- Payroll
- Capital Assets
- Budget
- General Reconciliations
- Accrued Expenses
- Credit Cards/P Cards
- Process for Other Entities

We plan to accomplish this task by using the approach outlined below:

I. STATEMENT OF SERVICES PROPOSED

- Individual Interviews - Interviews will be conducted with key management personnel to gain specific information and perspectives on relevant issues. These sessions have proven to be an effective method for identifying user obstacles, concerns, and segregation of duties/responsibilities. The interviews are useful in obtaining operational information and for involving department personnel in the review process.
- Documentation Reviews – Throughout the information collection process, we will review the policies, procedures, and any other related documents developed to manage the current operational and management systems along with the core functions/policies of the departments.

2. CONFIRM CURRENT TECHNOLOGIES

A review of the current technology initiatives implemented by the Town will help identify the strengths and weaknesses of these systems and their effect on overall operations. The project team will review the use of the financial management software applications and interfaces in order to assess the effectiveness of these systems in the current business environments.

3. EVALUATE CORE SYSTEMS AND FUNCTIONS

Working from the information collected in the previous steps, we will compile and categorize the operational and management systems in place and the core functions that impact operations. The project team will document the key processes and controls in order to identify major bottlenecks and other factors that impact productivity and governance. We will also identify control weaknesses and suggest corrective action. Specific tasks will include:

- Developing process high-level flow diagrams of the current and proposed operational and management systems. This includes the following processes:
 - ✓ Purchase requisition process
 - ✓ Purchase order process
 - ✓ Reimbursements process
 - ✓ Accounts payable process
 - ✓ Bank reconciliation process
 - ✓ Time entry process
 - ✓ Payroll process
 - ✓ Extra duty process
 - ✓ Stipend process
 - ✓ Vacation process
 - ✓ Journal entry Process
 - ✓ Accounts receivable process
 - ✓ Position change process
 - ✓ Hiring process
 - ✓ Termination process
 - ✓ Budget process
 - ✓ Student activity fund process
 - ✓ Credit Card/P Card process
 - ✓ Administrative Office processes
 - ✓ Capital Asset Process
- Identifying control weaknesses and developing control improvements.
- Confirming and evaluating core functions that impact efficiencies within the Town.
- Identifying workflow bottlenecks.
- Summarizing streamlining opportunities.

I. STATEMENT OF SERVICES PROPOSED

4. CONFIRM ROLES AND RESPONSIBILITIES OF STAFF

As part of this task, we will identify the roles and responsibilities of key personnel within the Finance Department, looking for overlap of tasks and duties. Typically, in projects of this type, it becomes apparent where inefficiencies, control problems, and duplication of efforts exist. Our assessment will also consider the organizational structure and current staffing level of the department.

5. PERFORM TESTS ON CURRENT CONTROLS

Based on our previous tasks, BlumShapiro will develop a list of controls by functional area that are currently in place within the Mansfield financial operations. Our goal as part of this task is to test and evaluate if the current controls are working effectively. As such, BlumShapiro will identify the control population (number of potential items to test per control) and based on the size of the population, randomly select and sample the associated transactions/controls. As part of this task, BlumShapiro will also identify controls that were implemented successfully along with control weaknesses or other potential issues/problems with the controls tested.

6. IDENTIFY OPPORTUNITIES FOR IMPROVED CONTROLS AND PROCESSES

Having completed the workflow, control review, control testing and organizational analysis, we will proceed to develop proposed process changes for improvements. Part of our goal is to help ensure that our proposed processes enhance overall operations and controls. As part of this effort, we will document proposed workflows/processes and internal/operational controls to consider as part of "best practices."

7. DEVELOP FINDINGS AND RECOMMENDATIONS

Having completed the workflow, control review, and organizational analysis, we will proceed to develop recommendations for improvements. Part of our goal is to help ensure that our recommendations are both practical and cost effective. As part of this process, we will document proposed workflows/processes, their costs (if any), and overall benefits to the respective departments.

8. UPDATE ACCOUNTING POLICIES AND PROCEDURES MANUAL

After completing the previous steps, we will assist with updating the Accounting Policy and Procedures manual for the Town. We will work with the Director of Finance to confirm the required information in the manual. Updated sections of this manual include:

- | | |
|----------------------------|-------------------------------|
| ✓ General Ledger | ✓ Purchasing/Accounts Payable |
| ✓ Receivables | ✓ Payroll |
| ✓ Cash Receipts/Management | ✓ Bank Reconciliation |
| ✓ Budgeting | ✓ Interfaces |
| ✓ Capital Assets | ✓ Capital Projects |
| ✓ Financial Reporting | ✓ Credit/P card tracking |
| ✓ Closing Procedures | ✓ Student Activity Fund |

I. STATEMENT OF SERVICES PROPOSED

9. PERFORM COST ANALYSIS OF FINANCE DEPARTMENT SERVICES

The Town of Mansfield is looking for BlumShapiro to analyze the current costs associated with the Finance Department and develop a schedule to compare these costs to the services provided both internally (Town and Mansfield Schools) and externally (outside organizations such as Region 19, Eastern Highlands Health District, Discovery Depot and Mansfield Downtown Partnership). BlumShapiro will obtain the cost information associated with personnel, benefits, technology, miscellaneous expenses, etc.; in order to develop a comprehensive cost model. We will also confirm the services provided to and revenue generated from the external organizations. Our goal is to analyze, evaluate and compare costs versus revenue generated. As such, BlumShapiro will develop a revenue/cost model to evaluate the value of services provided by the Finance Department.

10. MANAGEMENT REVIEW AND APPROVAL

At the conclusion of the project, we will meet with the Town Manager and Finance Director to review our findings and recommendations. Following that, we plan on meeting with the Council Finance Committee (as required) to further discuss and answer questions regarding the report or other discussion points of the project. These onsite presentations will include an analysis and supporting data for our recommendations. After this review, the project team will make the necessary changes to the report and submit the final document to the Town.

11. PERFORM TESTS ON UPDATED CONTROLS

Based on our previous findings and control recommendations, BlumShapiro will develop a list of controls by functional area that either initially failed or are newly implemented within the Mansfield financial operations. Our goal as part of this task is to test and evaluate if the updated/newly implemented controls are working effectively. As such, BlumShapiro will identify the control population (number of potential items to test per control) and based on the size of the population, randomly select and sample the associated transactions/controls. As part of this task, BlumShapiro will also identify controls that were implemented successfully along with control weaknesses or other potential issues/problems with the controls tested.

BlumShapiro will need to wait 3 to 6 months after the completion of the project before these updated/newly implemented controls can be tested. We need to make sure that there is an appropriate population of transactions to select from.

I. STATEMENT OF SERVICES PROPOSED

D. PROJECT WORK PLAN TIMELINE

Outlined below is a proposed timetable for the project. We expect that all tasks of the project will be completed in approximately 10 to 12 weeks from the start of the project. This time estimate includes all of the steps described in this proposal. The initiation or completion of certain steps may be affected by several time consuming activities, primarily:

- Scheduling individual interview sessions.
- Scheduling the review of the draft report with the Project Management Team.
- Holidays and/or vacations.

Every effort will be made to minimize the impact of these activities on the schedule to ensure the project completion date is met. Blum Shapiro has built its reputation by delivering quality services on time and within budget. We will use our project management experience and structured methodology to focus our resources on the tasks outlined in the project work plan.

** Please note that the timeframe identified above does not include the second round of control testing.

II. PROFESSIONAL FEES AND EXPENSES

A. PROJECT FEE SCHEDULE

Outlined below is our project fee schedule, which includes the all-inclusive not-to-exceed price.

In order to estimate the effort required to perform this project, the following assumptions were made:

1. Interview sessions will be performed on-site. Each interview session will typically last approximately 1.5 to 2 hours.
2. The Town of Mansfield will assist in setting up the interview sessions.
3. Mansfield has a policy and procedures manual and it has been updated within the past few years. BlumShapiro will assist with providing changes to the manual.
4. Our fees include all travel and miscellaneous out-of-pocket expenses.
5. Additional consulting time and services outside the scope of this project would be on a time and expense basis.

To minimize project costs, BlumShapiro will utilize hourly rates as provided in the State of Connecticut's Department of Administrative Services/Procurement Services, Government Contract Accounting and Auditing Services to State Agencies, Municipalities and Not For Profit Organizations (RFP – 11PSX0010). BlumShapiro won this contract and will use the same reduced hourly rates as identified below.

Labor Classification Title	Labor Rate Per Hour
Partner/Member	\$280.00
Director	\$265.00
Manager	\$240.00
Senior	\$148.00
Staff	\$120.00

Based upon the scope and assumptions detailed in this proposal, we estimate our fees for this project will be a maximum of \$52,500. The total amount billed will not exceed this figure unless previously discussed and approved.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Cherie Trahan, Director of Finance; Irene Luciano, Assessor; Christine Gamache, Collector of Revenue
Date: October 14, 2014
Re: New Local Option Property Tax Exemptions

Subject Matter/Background

I have placed this item on the agenda to inform the Town Council of two new local option property tax exemptions.

PA 13-224 An Act Establishing a Municipal Option to Provide an Additional Property Tax Exemptions for One Hundred Percent Disabled Veterans

Public Act 13-224 allows a municipality to increase the existing property tax exemption for 100% disabled veterans with limited income from two to three times the veteran's base exemption of \$12,000. In order to qualify for this benefit, the applicant's adjusted gross annual income cannot exceed \$21,000 for married persons or \$18,000 for non-married persons.

Unlike most other exemptions, the state would reimburse the municipality for both the existing exemption and any additional exemption (two or three times the base) adopted by the town. If Mansfield were to adopt the additional benefit, the local exemption would be \$24,000 (double) or \$36,000 (triple), which would amount to a reduction in taxes of \$670.80 (24,000 X .02795) or \$1,006.20 (36,000 X .02795) at the current mill rate of 27.95 mills. This would be in addition to the unreimbursed \$6,000 regular (no income requirement) exemption for 75-100% disabled veterans.

According to our Assessor, Mansfield does not at present have any low-income 100% disabled veterans claiming the base exemption. We do have four veterans claiming the low income disabled exemption for persons over 65 years old and four veterans claiming the 75-100% VA Disabled Veterans exemption. The exemptions for these two categories are \$12,000 and \$6,000 respectively.

PA 14-33 An Act Concerning the Assessment of Horses and Ponies and Farm Machinery and the Transfer of Land Classified as Farmland, Open Space Land, Forest Land and Marine Heritage Land

Section 1 of Public Act 14-33 allows a municipality to exempt horses and ponies of any value from personal property taxation. According to our Assessor, there are few horses and ponies on the current personal property list. Those property owners that do declare their horses and ponies generally list the values at less than \$1,000, which is presently exempt under state law.

Please let me know if the Town Council is interested in pursuing any of these new local option property tax exemptions.

Attachments

- 1) OPM re: PA 13-224
- 2) PA 13-224
- 3) PA 14-33

Matthew W. Hart

From: Corona, Shirley <Shirley.Corona@ct.gov>
Sent: Wednesday, August 20, 2014 1:47 PM
Subject: Public Act 13-224 An Act Establishing a Municipal Option to Provide an Additional Property Tax Exemption for One Hundred Per Cent Disabled Veterans
Attachments: Public Act No. 13-224.docx; M59(AdVetsApp).doc



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

TO: Chief Executive Officers and Municipal Assessors

FROM: W. David LeVasseur, Acting Undersecretary 
Intergovernmental Policy Division

SUBJECT: **Update:** Public Act 13-224 An Act Establishing a Municipal Option to Provide an Additional Property Tax Exemption for One Hundred Per Cent Disabled Veterans

DATE: August 20, 2014

PA 13-224 allows municipalities, upon approval of its legislative body or town meeting, to increase the property tax exemption for "100% disabled" veterans with limited income from two to three times the veteran's base exemption.

This Public Act requires the Office of Policy and Management to adopt regulations that establish procedures for this exemption. Although the amended regulations are still in process, please note that the amended regulations do not change the current process, only incorporate this added local option exemption and make technical and conforming changes to the existing Regulations of Connecticut State Agencies - Additional Veterans Exemption: Eligibility and State Reimbursement Procedures Sec. 12-81g-1 to 12-81-5.

Additionally, Public Act 13-224 provides for state reimbursement for this local option property tax exemption. The state will reimburse municipalities for revenue lost subject to proportionate reduction if the total amount payable exceeds the amount appropriated. The procedure in which the assessor will accept applications, determine eligibility and apply for reimbursement will remain the same.

Although the current M-59a Application for Additional Veteran's Exemption is acceptable in its current format, the Application has been updated to reflect this municipal option.

A copy of Public Act 13-224 and the M-59a Application is attached for your convenience.

If you have any questions or concerns, please contact Shirley Corona at (860) 418-6221 or via e-mail at Shirley.corona@ct.gov.

450 Capitol Avenue Hartford, Connecticut 06106-1379
www.ct.gov/opm

Substitute Senate Bill No. 383

Public Act No. 13-224

AN ACT ESTABLISHING A MUNICIPAL OPTION TO PROVIDE AN ADDITIONAL PROPERTY TAX EXEMPTION FOR ONE HUNDRED PER CENT DISABLED VETERANS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 12-81g of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2013, and applicable to assessment years commencing on and after said date*):

(a) Effective for the assessment year commencing October 1, 1985, and each assessment year thereafter, any person entitled to an exemption from property tax in accordance with subdivision (19), (20), (21), (22), (23), (24), (25) or (26) of section 12-81, reflecting any increase made pursuant to the provisions of section 12-62g, shall be entitled to an additional exemption from such tax in an amount equal to twice the amount of the exemption provided for such person pursuant to any such subdivision, provided such person's qualifying income does not exceed the applicable maximum amount as provided under section 12-81l, except that if such person has a disability rating of one hundred per cent as determined by the [Veterans' Administration of the] United States Department of Veterans Affairs, the total of such adjusted gross income, individually, if unmarried, or jointly, if married, in the calendar year ending immediately preceding the assessment date with respect to which such additional exemption is allowed, is not more than twenty-one thousand dollars if such person is married or not more than eighteen thousand dollars if such person is not married. [Any claimant who, for the purpose of obtaining an exemption under this section, wilfully fails to disclose all matters related thereto or with intent to defraud makes any false statement shall forfeit the right to claim such additional veteran's exemption.]

(b) (1) Effective for the assessment year commencing October 1, 2013, and each assessment year thereafter, any municipality may, upon approval by its legislative body or, in any town in which the legislative body is a town meeting, by the board of selectmen, provide that, in lieu of the additional exemption prescribed under subsection (a) of this section, any person entitled to an exemption from property tax in accordance with subdivision (20) of section 12-81, reflecting any increase made pursuant to the provisions of section 12-62g, who has a disability rating of one hundred per cent, as determined by the United States Department of Veterans Affairs, shall be entitled to an additional exemption from such tax in an amount equal to three times the amount of

the exemption provided for such person pursuant to subdivision (20) of section 12-81, provided such person's total adjusted gross income as determined for purposes of the federal income tax, plus any other income not included in such adjusted income, excluding veterans' disability payments, individually if unmarried, or jointly with spouse if married, during the calendar year ending immediately preceding the filing of a claim for any such exemption, is not more than twenty-one thousand dollars if such person is married or not more than eighteen thousand dollars if such person is not married.

(2) The provisions of this subsection shall not limit the applicability of the provisions of subsection (a) of this section for persons not eligible for the property tax exemption provided by this subsection.

(c) Any claimant who, for purposes of obtaining an exemption under this section, wilfully fails to disclose all matters related thereto or with intent to defraud makes any false statement shall forfeit the right to claim such additional veteran's exemption.

[(b)] (d) Effective for the assessment year commencing October 1, 1986, and each assessment year thereafter, any person entitled to an exemption from property tax in accordance with subdivision (19), (20), (21), (22), (23), (24), (25) or (26) of section 12-81, reflecting any increase made pursuant to the provisions of section 12-62g, and who is not receiving or is not eligible to receive the additional exemption under subsection (a) or (b) of this section, shall be entitled to an additional exemption from such tax in an amount equal to one-half of the amount of the exemption provided for such person pursuant to any such subdivision.

[(c)] (e) The state shall reimburse each town, city, borough, consolidated town and city and consolidated town and borough by the last day of each calendar year in which exemptions were granted to the extent of the revenue loss represented by the additional exemptions provided for in [subsection (a)] subsections (a) and (b) of this section. The Secretary of the Office of Policy and Management shall review each claim for such revenue loss as provided in section 12-120b. Any claimant aggrieved by the results of the secretary's review shall have the rights of appeal as set forth in section 12-120b. In the fiscal year commencing July 1, 2003, and in each fiscal year thereafter, the amount payable to each municipality in accordance with this section shall be reduced proportionately in the event that the total amount payable to all municipalities exceeds the amount appropriated.

[(d)] The Secretary of the Office of Policy and Management shall adopt regulations, in accordance with the provisions of chapter 54, establishing: (1) A procedure under which a municipality shall determine eligibility for the additional exemption under subsection (a) of this section, provided such procedure shall include a provision that when an applicant has filed for such exemption and received approval for the first time, such

applicant shall be required to file for such exemption biennially thereafter, subject to the provisions of subsection (e) of this section; (2) the manner in which a municipality shall apply for reimbursement from the state for the revenue loss represented by the additional exemptions provided for in subsections (a) and (b) of this section, which shall provide a penalty for late filing of such application for reimbursement of two hundred fifty dollars but shall also provide that the secretary may waive such forfeiture in accordance with procedures and standards contained in such regulations; and (3) the manner in which the Office of Policy and Management may audit and make adjustments to applications for reimbursement from municipalities for a period of not more than one year next succeeding the deadline for such application.]

~~[(e)]~~ (f) Any person who has submitted application and been approved in any year for the additional exemption under subsection (a) ~~or (b)~~ of this section shall, in the year immediately following approval, be presumed to be qualified for such exemption. If, in the year immediately following approval, such person has qualifying income in excess of the maximum allowed under ~~[said] subsection (a) or (b) of this section~~, such person shall notify the tax assessor in the town allowing the additional exemption on or before the next filing date for such exemption and shall be denied such exemption for the assessment year immediately following and for any subsequent year until such person has reapplied and again qualified for such exemption. Any person who fails to notify the tax assessor of such disqualification shall make payment to the town in the amount of property tax loss related to the exemption improperly taken. Not more than thirty days after discovering such person's ineligibility for the exemption, the assessor shall send written notification of such person's identity to the Secretary of the Office of Policy and Management. If any payment was remitted under subsection ~~[(c)]~~ (e) of this section with respect to a period for which such person was not eligible for the exemption, the amount of the next payment made to the town shall be reduced by the amount of payment made erroneously.

(g) The Secretary of the Office of Policy and Management shall adopt regulations, in accordance with the provisions of chapter 54, establishing: (1) A procedure under which a municipality shall determine eligibility for any additional exemptions under subsections (a), (b) and (d) of this section, provided such procedure shall include a provision that when an applicant has filed for either of such exemptions and received approval for the first time, such applicant shall be required to file for such exemption biennially thereafter, subject to the provisions of subsection (f) of this section; (2) the manner in which a municipality shall apply for reimbursement from the state for the revenue loss represented by the additional exemptions provided for in subsections (a) and (b) of this section, which shall provide a penalty for late filing of such application for reimbursement of two hundred fifty dollars, but shall also provide that the secretary may waive such forfeiture in accordance with procedures and standards contained in such regulations; and (3) the manner in which the Office of Policy and Management may audit and make adjustments to applications for reimbursement from

municipalities for a period of not more than one year next succeeding the deadline for such application.

Approved June 21, 2013

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
APPLICATION FOR ADDITIONAL VETERAN'S EXEMPTION
FILE BIENNIALLY
FILING PERIOD FEB. 1 - OCT. 1

GRAND LIST

1. NAME (Last)	(First)	(Middle Initial)	YOUR SOCIAL SECURITY NO.
2. SPOUSES NAME (Last)	(First)	(Middle Initial)	SPOUSES SOCIAL SECURITY NO.
3. PROPERTY LOCATION (No. and Street)	CITY OR TOWN	STATE	ZIP CODE
MAILING ADDRESS (If different from above)			TELEPHONE NO.
4. MARITAL STATUS: <input type="checkbox"/> MARRIED <input type="checkbox"/> UNMARRIED (Single, Divorced, Widow/Widower, or Legally Separated)			

5. QUALIFYING INCOME (INCOME FROM ALL SOURCES FOR LAST CALENDAR YEAR):

NOTE: VETERANS' DISABILITY PAYMENTS ARE NOT CONSIDERED INCOME FOR THIS PROGRAM.

- a. GROSS INCOME - Examples: Wages, Bonuses, Commissions, Fees, Gratuities, Payment for Jury Duty (excluding travel allowance), Lottery winnings, Taxable portion of Annuities and Pensions (including Veteran's), Taxable portion of IRA's, Interest, Dividends, Net rent or proceeds from sales of property, etc. If you are required to file a Federal Income Tax Return, enter the amount of Adjusted Gross Income Plus any other income and attach a copy of the return to this application. a. \$ _____
- b. NON-TAXABLE INTEREST - Example: Interest from Tax Exempt Government Bonds b. \$ _____
- c. SOCIAL SECURITY OR RAILROAD RETIREMENT INCOME - (GROSS AMOUNT) *Exclude if 100% disabled.* c. \$ _____
- d. ANY INCOME NOT REFLECTED IN THE ABOVE - Examples: Federal Supplemental Security Income, State of Connecticut public assistance payments, General Assistance, Veteran's Pensions, and any other income not listed above. d. \$ _____
- e. TOTAL Add lines 5a through 5d e. \$ _____

6. Are you presently receiving a 100% disability rating from the Veteran's Administration? Yes No

7. APPLICANT'S AFFIDAVIT: The Applicant herein claims a property tax exemption under provisions of the General Statutes, deposes that the above statements are true and complete and that he/she is not receiving a State exemption in accordance with Section 12-81g in any other town or city. The signature below indicates that this affidavit has been read and understood.

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT: _____ Date signed (Mo, Day, Yr) _____

STOP! DO NOT WRITE BELOW THIS LINE - FOR ASSESSOR'S USE ONLY

8. THE APPLICANT IS RECEIVING THE FOLLOWING VETERAN'S EXEMPTION ("A" Code): _____ Amount \$ _____

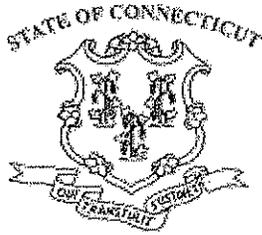
9. ADDITIONAL EXEMPTION ALLOWED ("B" Code):
(If less than full additional exemption used, NOTE FULL EXEMPTION here \$ _____) \$ _____

10. ADDITIONAL EXEMPTION ALLOWED: PUBLIC ACT 13-224 MUNICIPAL OPTION
(If less than full additional exemption used, NOTE FULL EXEMPTION HERE \$ _____) \$ _____

11. EXEMPTION APPLIED TO: Real Estate Motor Vehicle Personal Property Supplemental Motor Vehicles

12. ASSESSOR'S AFFIDAVIT: _____ - I am satisfied that the above named applicant meets all the necessary statutory requirements
_____ - This claim is disallowed for the following reason: _____

SIGNATURE OF ASSESSOR OR MEMBER OF ASSESSOR'S STAFF: _____ Date signed (Mo.,Day,Yr.) _____



Substitute House Bill No. 5057

Public Act No. 14-33

AN ACT CONCERNING THE ASSESSMENT OF HORSES AND PONIES AND FARM MACHINERY AND THE TRANSFER OF LAND CLASSIFIED AS FARM LAND, OPEN SPACE LAND, FOREST LAND AND MARINE HERITAGE LAND.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (*Effective October 1, 2014, and applicable to assessment years commencing on or after said date*) Notwithstanding the provisions of subdivision (68) of section 12-81 of the general statutes and section 12-91 of the general statutes, as amended by this act, any municipality may, by vote of its legislative body or, in a municipality where the legislative body is a town meeting, by vote of the board of selectmen, exempt from property taxation horses or ponies of any value.

Sec. 2. Section 12-91 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2014, and applicable to assessment years commencing on or after said date*):

(a) All farm machinery, except motor vehicles, as defined in section 14-1, to the assessed value of one hundred thousand dollars, any horse or pony which is actually and exclusively used in farming, as defined in section 1-1, when owned and kept in this state by, or when held in trust for, any farmer or group of farmers operating as a unit, a partnership or a corporation, a majority of the stock of which corporation is held by members of a family actively engaged in farm operations, shall be exempt from local property taxation; provided each such farmer, whether operating individually or as one of a group, partnership or corporation, shall qualify for such exemption in accordance with the standards set forth in subsection (d) of this section for the assessment year for which such exemption is sought. Only one such exemption shall be allowed to each such farmer, group of farmers, partnership or corporation. Subdivision (38) of section 12-81 shall not apply to any person, group, partnership or corporation receiving the exemption provided for in this subsection.

(b) Any municipality, upon approval by its legislative body, may provide an additional exemption from property tax for such machinery to the extent of an additional assessed value of one hundred thousand dollars. Any such exemption shall be subject to the same

limitations as the exemption provided under subsection (a) of this section and the application and qualification process provided in subsection (d) of this section.

(c) Any municipality, upon approval by its legislative body, may provide an exemption from property tax for any building used actually and exclusively in farming, as defined in section 1-1, or for any building used to provide housing for seasonal employees of such farmer. The municipality shall establish the amount of such exemption from the assessed value, provided such amount may not exceed one hundred thousand dollars with respect to each eligible building. Such exemption shall not apply to the residence of such farmer and shall be subject to the application and qualification process provided in subsection (d) of this section.

(d) Annually, on or before the first day of November or the extended filing date granted by the assessor pursuant to section 12-42, each such individual farmer, group of farmers, partnership or corporation shall make written application for the exemption provided for in subsection (a) of this section to the assessor or board of assessors in the town in which such farm is located, including therewith a notarized affidavit certifying that such farmer, individually or as part of a group, partnership or corporation, derived at least fifteen thousand dollars in gross sales from such farming operation, or incurred at least fifteen thousand dollars in expenses related to such farming operation, with respect to the most recently completed taxable year of such farmer prior to the commencement of the assessment year for which such application is made, on forms to be prescribed by the Commissioner of Agriculture. Failure to file such application in said manner and form on or before the first day of November shall be considered a waiver of the right to such exemption for the assessment year. Any person aggrieved by any action of the assessors shall have the same rights and remedies for appeal and relief as are provided in the general statutes for taxpayers claiming to be aggrieved by the doings of the assessors or board of assessment appeals.

Sec. 3. Subsection (g) of section 12-107d of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2014, and applicable to assessment years commencing on or after said date*):

(g) A report issued by a certified forester pursuant to subsection (c) of this section shall be on a form prescribed by the State Forester and shall set forth a description of the land, a description of the forest growth upon the land, a description of forest management activities recommended to be undertaken to maintain the land in a state of proper forest condition and such other information as the State Forester may require as measures of forest stocking, distribution and condition and shall include the name, address and certificate number of the certified forester and a signed, sworn statement that the certified forester has determined that the land proposed for classification conforms to the standards of forest stocking, distribution and condition established by the State Forester. An application to an assessor for classification of land as forest land shall be made upon a form prescribed by such assessor and approved by the Commissioner of Energy and Environmental Protection and shall set forth a description of the land and the date of the issuance of the certified forester's report and a statement of the potential liability for tax under the provisions of sections 12-

504a to 12-504e, inclusive, as amended by this act. The certified forester's report shall be signed and dated by the certified forester not later than October first and shall be attached to and made a part of such application. [No later than October first, such application shall be submitted to the assessor.]

Sec. 4. Subsection (a) of section 12-504a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2014, and applicable to assessment years commencing on or after said date*):

(a) If at any time there is a change of ownership for any property that is classified as farm land pursuant to section 12-107c, forest land pursuant to section 12-107d, as amended by this act, open space land pursuant to section 12-107e or maritime heritage land pursuant to section 12-107g, a [revised] new application shall be filed with the assessor pursuant to said section 12-107c, 12-107d, 12-107e or [section] 12-107g, provided such change of ownership is not an excepted transfer pursuant to section 12-504c, as amended by this act.

Sec. 5. Section 12-504c of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2014, and applicable to assessment years commencing on or after said date*):

(a) The provisions of section 12-504a, as amended by this act, shall not be applicable to the following: (1) Transfers of land resulting from eminent domain proceedings; (2) mortgage deeds; (3) deeds to or by the United States of America, state of Connecticut or any political subdivision or agency thereof; (4) strawman deeds and deeds [which] that correct, modify, supplement or confirm a deed previously recorded; (5) deeds between [husband and wife] spouses and parent and child when no consideration is received, except that a subsequent nonexempt transfer by the grantee in such cases shall be subject to the provisions of said section 12-504a as it would be if the grantor were making such nonexempt transfer; (6) tax deeds; (7) deeds of foreclosure; (8) deeds of partition; (9) deeds made pursuant to a merger of a corporation; (10) deeds made by a subsidiary corporation to its parent corporation for no consideration other than the cancellation or surrender of the capital stock of such subsidiary; (11) property transferred as a result of death when no consideration is received and in such transfer the date of acquisition or classification of the land for purposes of sections 12-504a to 12-504f, inclusive, as amended by this act, or section 12-107g, whichever is earlier, shall be the date of acquisition or classification by the decedent; (12) deeds to any corporation, trust or other entity, of land to be held in perpetuity for educational, scientific, aesthetic or other equivalent passive uses, provided such corporation, trust or other entity has received a determination from the Internal Revenue Service that contributions to it are deductible under applicable sections of the Internal Revenue Code; (13) land subject to a covenant specifically set forth in the deed transferring title to such land, which covenant is enforceable by the town in which such land is located, to refrain from selling, transferring or developing such land in a manner inconsistent with its classification as farm land pursuant to section 12-107c, forest land pursuant to section 12-107d, as amended by this act, open space land pursuant to section 12-107e or maritime heritage land pursuant to section 12-107g, for a period of not less than eight years from the date of transfer, if such covenant is violated the conveyance tax set forth in this chapter shall be applicable at the rate multiplied

by the market value as determined by the assessor which would have been applicable at the date the deed containing the covenant was delivered and, in addition, the town or any taxpayer therein may commence an action to enforce such covenant; (14) land the development rights to which have been sold to the state under chapter 422a; and (15) deeds to or from any limited liability company when the grantors or grantees are the same individuals as the principals or members of the limited liability company. If action is taken under subdivision (13) of this [section] subsection by a taxpayer, such action shall commence prior to the ninth year following the date of the deed containing such covenant and the town shall be served as a necessary party.

(b) Any person who obtains title to land as a result of a change of ownership enumerated in subsection (a) of this section shall provide notice of such change of ownership to the assessor by completing a form prescribed by (1) the Commissioner of Agriculture if such land is classified as farm land pursuant to section 12-107c or open space land pursuant to section 12-107e; (2) the State Forester if such land is classified as forest land pursuant to section 12-107d, as amended by this act; or (3) the Secretary of the Office of Policy and Management if such land is classified as maritime heritage land pursuant to section 12-107g. In addition to the notice required under this subsection, any person who obtains title to land classified as forest land shall submit a report issued by a certified forester in accordance with section 12-107d, as amended by this act, if such a report has not been submitted within ten years prior to the date of the change of ownership.

(c) For any change of ownership enumerated in subsection (a) of this section except subdivision (7), the ten-year period provided under section 12-504a, as amended by this act, shall not be affected by the date of such change of ownership and shall be measured as follows: (1) For land classified as farm land pursuant to section 12-107c or forest land pursuant to section 12-107d, as amended by this act, such period shall be measured from the date on which such land was classified as farm land or forest land or the date on which the transferor acquired title to such farm land or forest land, whichever is earlier; and (2) for land classified as open space land pursuant to section 12-107e or maritime heritage land pursuant to section 12-107g, such period shall be measured from the date on which such land was classified as open space land or maritime heritage land.

Sec. 6. Section 12-504f of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2014, and applicable to assessment years commencing on or after said date*):

The tax assessor shall file annually [, not later than sixty days after the assessment date,] with the town clerk a certificate for any land [which] that has been classified as farm land pursuant to section 12-107c, as forest land pursuant to section 12-107d, as amended by this act, as open space land pursuant to section 12-107e or as maritime heritage land pursuant to section 12-107g, which certificate shall set forth the date of the initial classification and the obligation to pay the conveyance tax imposed by this chapter. [Said] Such certificate shall be filed not later than sixty days after the assessment date, except that in a year in which revaluation required under section 12-62 becomes effective, such certificate shall be filed not later than January thirty-first following the assessment date. Such certificate shall be

recorded in the land records of such town. Any such classification of land shall be deemed personal to the particular owner who requests such classification and shall not run with the land. The town clerk shall notify the tax assessor of the filing in the land records of the sale of any such land. Upon receipt of such notice the tax assessor shall inform the new owner of the tax benefits of classification of such land as farm land, forest land, [or] open space land or maritime heritage land.

Approved May 29, 2014

9-20-14

Public Works Dept.

Thank you for the great job your men are doing on Bassetts Bridge Rd. I appreciate their efforts.

I especially want to single out the crew chief, John, who was very patient with my questions and did a nice job on my driveway apron. I wasn't expecting that! He has a great work ethic and seems to take pride in the details of the job. I was impressed.

Sincerely,
Caroline Rowe

Carol Rowe
34 Bassetts Bridge Rd.
Mansfield Ctr, CT 06250-1301

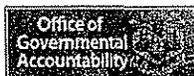
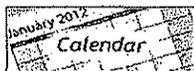
PAGE
BREAK



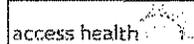
OFFICE OF GOVERNMENTAL ACCOUNTABILITY FREEDOM OF INFORMATION COMMISSION

[Home](#)
[About Us](#)
[FOI News and Resources](#)
[Forms](#)
[Contact Us](#)


Colleen M. Murphy
Executive Director
& General Counsel

[The FOI Act](#)
[Regulations](#)
[Declaratory Rulings](#)
[Commission and Court
Decisions](#)
[Agendas / Minutes](#)
[Contested Case Hearings](#)

[Citizen's GUIDE](#)

[Highlights](#)
[Toques de Luz](#)

[Regulations of CT
State Agencies](#)


Address:
18-20 Trinity Street
1st Floor
Hartford, CT 06106

Phone:
Tel: 860-566-5682
Fax: 860-566-6474
Toll-free Number (CT Only)
866-374-3617

Final Decision FIC2013-221

In the Matter of a Complaint by

FINAL DECISION

Richard Saluga,
Complainant

against

Docket #FIC 2013-221

Chairman, Board of Assessment
Appeals, Town of Brookfield; and
Board of Assessment Appeals, Town
of Brookfield,
Respondents

January 8, 2014

The above-captioned matter was heard as a contested case on October 15, 2013, at which time the complainant and the respondents appeared and presented testimony, exhibits and argument on the complaint.

After consideration of the entire record, the following facts are found and conclusions of law are reached:

1. The respondents are public agencies, within the meaning of §1-200(1), G.S.
2. By letter of complaint, dated April 11, 2013 and filed April 15, 2013, the complainant appealed to this Commission, alleging that the respondents violated the Freedom of Information (FOI) Act by engaging in "secretive" conduct during their meetings held in the month of March, in that they:
 - (a) failed to post on their website the agendas and minutes for the meetings that occurred on March 4, 7, 9, 12, and 18, 2013;
 - (b) with regard to the March 18, 2013 meeting, intentionally failed to speak loudly enough during their deliberations so that the public could hear what was being said, thereby effectively excluding the public from the meeting.¹

¹ In his complaint, the complainant also stated, in the context of allegations of open meetings violations, that "a listing of whose hearing was scheduled when was produced but refused access to the public when requested." At the hearing in this matter, the complainant claimed that this statement alleged a records violation. The respondents objected to any evidence pertaining to this "allegation" on the ground that the complaint can only reasonably be interpreted as alleging a meetings violation and that they did not have proper notice of an alleged records violation. After careful review of the complaint, the hearing officer ruled that the complaint did not provide the respondents with sufficient notice of a records violation, and stated that any such allegation would not be further addressed at the hearing. The Commission notes that the complainant in this matter has another complaint against these same respondents pending before the FOIC pertaining to records violations.

3. Section 1-225(a), G.S., provides, in relevant part:

[t]he meetings of all public agencies . . . shall be open to the public. The votes of each member of any such public agency . . . shall be reduced to writing and made available for public inspection within forty-eight hours and shall also be recorded in the minutes of the session at which taken. Not later than seven days after the date of the session to which such minutes refer, such minutes shall be available for public inspection and posted on such public agency's Internet web site, if available, except that no public agency of a political subdivision of the state shall be required to post such minutes on an Internet website. Each public agency shall make, keep and maintain a record of the proceedings of its meetings. [Emphasis added].

4. Section 1-225(d), G.S., provides, in relevant part:

Notice of each special meeting of every public agency...shall be posted not less than twenty-four hours before the meeting to which such notice refers on the public agency's Internet web site, if available, and given not less than twenty-four hours prior to the time of such meeting by filing a notice of the time and place thereof...in the office of the clerk of such subdivision for any public agency of a political subdivision of the stateThe . . . clerk shall cause any notice received under this section to be posted in his office The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by such public agency. . . .

submitted by Arthur Smith 9/22/14
-95-

5. Section 1-206(b)(1), G.S., provides, in relevant part:

Any person denied the right to inspect or copy records under section 1-210 or wrongfully denied the right to attend any meeting of a public agency or denied any other right conferred by the Freedom of Information Act may appeal therefrom to the Freedom of Information Commission, by filing a notice of appeal with said commission. A notice of appeal shall be filed not later than thirty days after such denial . . . [Emphasis added].

6. With regard to the allegations described in paragraph 2(a), above, it is found that the complaint, with respect to the March 4, 7, and 9, 2013, meetings, was not filed within thirty days of such alleged violations, and that therefore, the Commission lacks jurisdiction to consider such allegations.

7. The Commission takes administrative notice of the fact that the respondent board's website indicates, with regard to its' meeting schedule, that "[t]he Board of Assessment Appeals hold [sic] meetings in March to hear Real Estate, Personal Property and Supplemental Motor Vehicle appeals. They [sic] hold meetings in September for Motor Vehicle appeals." As such, it is found that the respondents' meetings held on March 12 and 18, 2013, were special meetings.

8. The complainant testified, with regard to the allegations described in paragraph 2(a), above, that he believed the respondents are required to post both their meeting agendas and minutes on their website. The complainant further testified, and it is found, that he did not make a request to the respondents for copies of, or to inspect, such agendas or minutes, but rather, only searched the respondents' website for such agendas and minutes. It is further found that the complainant did not go to the town clerk's or tax assessor's office to determine whether the agendas were posted there, or whether the minutes were on file there.

9. With regard to the allegations described in paragraph 2(a), above, pertaining to the failure to post minutes, it is found that the requirement that minutes be posted on the websites of municipal public agencies, which would include the respondent board, was repealed, effective October 1, 2010, by Public Act 10-171. See §1-225(a), G.S., referenced in paragraph 3, above.

10. It is therefore concluded that the respondents did not violate the FOI Act, as alleged in paragraph 2(a), above, with respect to the minutes of the March 12 and March 18, 2013 meetings.

11. However, with regard to the allegation described in paragraph 2(a), above, pertaining to the failure to post agendas, it is found that the respondents failed to post the agendas for the March 12 and 18, 2013 special meetings, as required by §1-225(d), G.S.

12. Accordingly, it is concluded that the respondents violated §1-225(d), G.S.

13. With regard to the allegation described in paragraph 2(b), above, it is found that the respondent board consists of three members. The complainant testified at the hearing in this matter, and it is found, that during the March 18, 2013 meeting, at which he was present, the respondent board discussed among themselves the assessment appeals they had heard during the March 12, 2013 meeting, including the complainant's assessment appeal. The complainant further testified that the respondents "huddled in the corner of the room" and deliberately kept their voices low in volume, such that the members of the public who were present, including the complainant, could not hear, specifically, what was being discussed.

14. John Hooker, who is a member of the respondent board, and who was present and participated in the March 18, 2013 meeting, testified that "no one has ever been excluded from a meeting of the BAA." However, Mr. Hooker acknowledged that "it was possible" that they kept their voices lower than normal during the March 18th meeting, but that if they did so, it was not intentional.

15. It is found that, in an email dated February 26, 2013, the chairman of the respondent board, in response to an inquiry regarding whether board meetings are open to the public, stated "[B]y law, our meetings are open to the public. However, in practice, only those affected by the cases have tended to attend."

16. Based upon the evidence and testimony provided, and, after an assessment of the credibility of the witnesses in this matter, it is found that the respondents lowered their voices during their discussion of the assessment appeals during the March 18th meeting so that members of the public in attendance could not hear, specifically, what was being discussed.

17. It is concluded, therefore, that the March 18, 2013 meeting was not "open to the public" within the meaning of §1-225, G.S. See Robert Noiseux, et al. v. Board of Directors, Connecticut Clean Energy Fund, Docket #FIC 2009-254, January 13, 2010 (board violated open meetings provisions when members of public seated in "overflow room" during public meeting were unable to hear what was being discussed due to inadequate audio system and failure of board members to identify themselves when speaking); Advisory Opinion #41, In the Matter of a Request for Advisory Opinion, Town Counsel, Town of Seymour (1980) (a "minimum condition" that must be met is that "all those in attendance at the meeting...must be able to hear and identify adequately all participants in the proceedings, including their individual remarks and votes.")

18. It is concluded that the respondents violated the FOI Act, as alleged in paragraph 2(b), above.

19. The Commission notes that an FOI workshop was conducted by the Commission's Public Information Officer, at the respondents' request, after the filing of the complaint in this matter. The respondents are commended for their efforts to educate themselves regarding the requirements of the FOI Act.

The following order by the Commission is hereby recommended on the basis of the record concerning the above-captioned complaint:

1. Henceforth, the respondents shall strictly comply with the requirements of §§1-225(a) and (d), G.S.

Approved by Order of the Freedom of Information Commission at its regular meeting of January 8, 2014.

Cynthia A. Cannata
Acting Clerk of the Commission

PURSUANT TO SECTION 4-180(c), G.S., THE FOLLOWING ARE THE NAMES OF EACH PARTY AND THE MOST RECENT MAILING ADDRESS, PROVIDED TO THE FREEDOM OF INFORMATION COMMISSION, OF THE PARTIES OR THEIR AUTHORIZED REPRESENTATIVE.

THE PARTIES TO THIS CONTESTED CASE ARE:

Richard Saluga
32 Great Heron Lane
Brookfield, CT 06804

Chairman, Board of Assessment Appeals, Town of Brookfield;
and Board of Assessment Appeals, Town of Brookfield
c/o Nathan Zezula, Esq.
Cohen and Wolf, P.C.
158 Deer Hill Avenue
Danbury, CT 06810

Cynthia A. Cannata
Acting Clerk of the Commission

FIC/2013-221/FD/cac/1/8/2014

Content Last Modified on 1/13/2014 3:45:48 PM

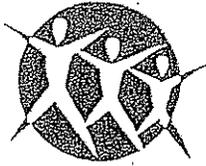
[Printable Version](#)

18-20 Trinity Street, 1st Floor, Hartford, CT 06106 / Toll-Free: 866-374-3617 (CT Only)

Home | [CT.gov Home](#) | [Send Feedback](#) | [Login](#) | [Register](#)
State of Connecticut [Disclaimer](#), [Privacy Policy](#), and [Web Site Accessibility Policy](#). Copyright © 2002-2014 State of Connecticut.



PAGE
BREAK



Mansfield Town of Mansfield
Community Parks and Recreation
Center Department



*Jennifer Kaufman
Natural Resources and
Sustainability Coordinator*

10 South Eagleville Road
Storrs/Mansfield, Connecticut 06268
Tel: (860) 429-3015 x6204
Email: KaufmanJS@MansfieldCT.org
Website: www.MansfieldCT.gov

Item # 11

September 19, 2014

Dear Mr. Oliver:

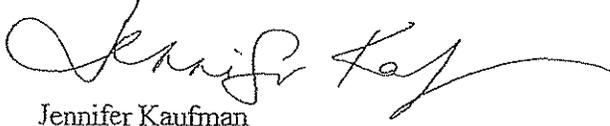
I write to recognize Patrick Komegay's achievements in making trail improvements at Dunhamtown Forest, one of Mansfield's largest preserves. His project included the construction of a pedestrian bridge across a stream to make an essential trail connection in the preserve that will be used by the region for years to come.

From the start, Patrick presented himself professionally. He took initiative by researching different construction options that would be safe, long lasting, and cause minimal impact to the wetland in which he would locate the bridge. As part of his project, he was required to prepare a wetlands permit application and present his work to Mansfield's Inland Wetlands Agency. He developed and coordinated all of the construction materials and recruited the necessary labor to transport the materials a far distance into the preserve and get the project done.

The work that Patrick has completed as part of his Eagle Scout project, as well as his other community and academic achievements, demonstrate that Patrick is a leader. It is due to the dedicated service of volunteers like Patrick that Mansfield has an extensive, well managed trail system. We are grateful for Patrick's efforts and service to the Town of Mansfield and are confident that Patrick will continue to be a leader in his future endeavors.

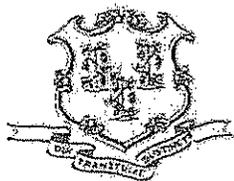
If you would like to discuss Patrick's project with me further you may reach me at 860-429-3015 x6204 or KaufmanJS@MansfieldCT.org.

Sincerely,



Jennifer Kaufman

PAGE
BREAK



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

OFFICE OF THE SECRETARY

July 25, 2014

Richard Miller
Director of Environmental Policy
University of Connecticut
31 Ledoyt Road, Unit 3055
Storrs, CT 06269-3055

Re: University of Connecticut, Main Accumulation Area

Dear Mr. Miller,

Thank you for your letter dated July 9, 2014, which identified several design changes that are planned for the Main Accumulation Area (MAA) on Parcel G of the University of Connecticut (UConn) Tech Park. These design changes have come about subsequent to the formal determination by the Office of Policy and Management (OPM) on April 11, 2014 that the subject Environmental Impact Evaluation and Record of Decision (EIE/ROD) satisfied the requirements of the Connecticut Environmental Policy Act (CEPA).

I understand that the proposed MAA re-design represents a 2,700 Sq. Ft. (46%) increase to the originally proposed facility. However, your letter indicates that the majority of this increase comes in the form of additional administrative workspace and does not significantly change the storage capacity of the MAA facility. In fact, you state that the resulting 390± Sq. Ft. increase in storage room floor space is required to meet current building code requirements for multiple access/egress points and that the overall development area for the MAA remains unchanged.

Based on my review, I agree with UConn's finding that the revised design has no significant impact to the environment. OPM hereby finds that the proposed design changes do not substantively change the direct and indirect environmental impacts addressed in the EIE/ROD and furthermore, would not have influenced the outcome of the evaluation of alternatives. OPM, therefore, concurs that the subject EIE/ROD remains adequate.

I would also like to commend UConn for its continuing outreach efforts to members of the Siting Advisory Committee on this important matter.

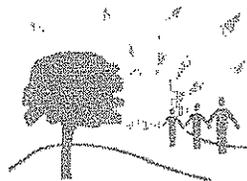
Please feel free to contact Bruce Wittchen, at 860-418-6323 or bruce.wittchen@ct.gov, if you have any further questions.

Sincerely,

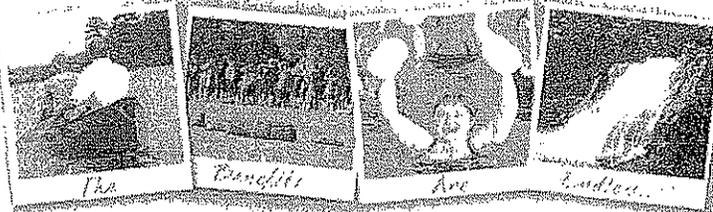
A handwritten signature in black ink, appearing to be 'Ben Barnes', written in a cursive style.

Benjamin Barnes
Secretary

Cc: Thomas Callahan
Jason Coite
David LeVasseur
Daniel Morley



CONNECTICUT RECREATION
AND PARKS ASSOCIATION



October 1, 2014

Item #13

Mansfield Parks & Recreation - Mansfield Mustangs
Attn: Amanda Wilde
10 South Eagleville Rd
Storrs, CT 06268

Dear Amanda,

On behalf of the Connecticut Recreation and Parks Association, Inc., congratulations on being having the Mansfield Mustangs selected as the **2014 Program of Merit Award winner!** This year's awards selection committee reviewed many deserving nominations and had the difficult task of narrowing down each category to just one nomination and our selection committee chose your nomination above all others. This is truly a testament to your hard work and dedication within the field of Parks and Recreation.

The awards luncheon will take place on **Tuesday, November 25th, at 12:20 pm**, at the **Mohegan Sun Hotel & Convention Center**. **Award recipients should arrive by 12:00 pm** and check in at the conference registration desk located in the Uncas Ballroom pre-function area. The luncheon is free for all award recipients and one guest. Any additional guests will be required to pay \$40.00 per person.

Please RSVP to the CRPA with the total number attending by **Thursday, October 31, 2014** via the enclosed form.

Once again, congratulations on your selection as a Connecticut Recreation and Parks Association, Inc. 2014 award winner! We look forward to honoring you on November 25th.

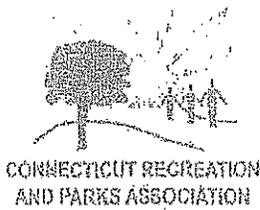
Sincerely,

CRPA Awards Committee Co-Chairs:
Dale Izzo, *Branford Parks & Recreation*
Eileen Cicchese, *Town of Groton Parks and Recreation*



FOLLOW US ON:    

Valeri



Connecticut Recreation and Parks Association
54th Annual Awards & Scholarships
Nomination Form

I would like to nominate Mansfield Parks + Recreation for the following Award:

**Please note: one award category submission per person or facility.*

- | | |
|--|--|
| <input type="checkbox"/> Distinguished Service | <input type="checkbox"/> Selected Organization |
| <input type="checkbox"/> Therapeutic Recreation | <input type="checkbox"/> ABCD |
| <input type="checkbox"/> Peter Ledger Young Professional | <input type="checkbox"/> Youth Leadership |
| <input type="checkbox"/> Outstanding Professional | <input type="checkbox"/> Student Scholarships (2) |
| <input type="checkbox"/> Public Service | <input type="checkbox"/> Facility of Merit |
| | <input checked="" type="checkbox"/> Program of Merit |

PLEASE FILL OUT THE FOLLOWING INFORMATION COMPLETELY:

Nominee

Name: Mansfield Parks + Recreation (Mansfield Mustangs)
 (Facility of Merit) Facility Name: _____
 Address: 10 South Eagleville Rd
 City: Storrs State: CT Zip: 06268
 Telephone: (Day) 860-429-3015, ext 6112
 Email: wildeag@mansfieldct.org

Nominator

Name: Amanda Wilde
 Organization: Mansfield Parks + Recreation
 Address: 10 South Eagleville Rd Storrs, CT 06268
 Telephone: (Day) 860-429-3015, ext 6112
 Email: wildeag@mansfieldct.org

Please return this form by September 12, 2014 to:

CRPA
135 Day Street, 2nd Floor, 2H
Newington, CT 06111
Phone: 860.721.0384
Fax: 860.529.8708
E-mail: valerie.stolff-collins@crpa.com

Please submit this nomination form along with the criteria requested on the next page.

CRPA Program of Merit Award Nomination-Mansfield Parks & Recreation

1. Name of Program: Mansfield Mustangs
2. Award Category: Program of Merit
3. Brief Description of Program:
Mansfield Mustangs is a 6-week youth community-care group helping nature, animals and the environment. The program just completed its fifth summer. Mustangs was designed in response to a need for providing a non-traditional summer program option different than summer camp, athletic or art camps. The target group is made up of non-working age. The goals of the program are simple; 1) connect kids with peers 2) provide a welcoming, non-threatening environment where kids feel good about themselves 3) get kids outdoors and 4) strive to make their experience so much fun that they wanted to come back the next year. The program began with a core group in year one. All returned the following year and the group has been at maximum or near maximum the three following years. We have since extended the program from 4 weeks to 6 weeks this past year and established "junior leaders" as kids move up in age each year they return. All participants receive a t-shirt, certificate, a nice group photo and are rewarded with an end of season trip to Hammonassette Park and ice cream (of course!).
4. Year Program was Developed: 2010
5. Funding Sources for Program:
Combination of program user fees and town general fund.
6. Population of town/city: 26,685
7. Number of people program serves & age range: Since the program's inception in 2010, there have been 65 total participants. The program can only accept 14 participants per summer, due to town van capacity. The program serves those ages 10-14, but some will exceed those ages that have a desire to remain with the program and serve as "junior leaders".
8. Marketing Material: Please see attached

MANSFIELD MUSTANGS!

A 6-week youth community-care group helping nature, animals and the environment. Entering our fifth summer the Mustangs has been a very popular program and space is limited to 14.

July 7-Aug. 6: Spend time with kids your age, 10-14, or entering Grades 6-9) that have interests in the outdoors, animals and helping your local communities.

Some Highlights

- Providing meaningful volunteer work, enjoying friendships and working as a team!
- Work some, play some, come back for more!!
- Help maintain Mansfield parks and/or trails. Simple landscape plantings, trail clearing
- Complete farm related work to support the care of horses and other farm animals at Tara Farm Rescue in Coventry. Most farm visits will include time for you to interact with the animals.
- End most days at the Mansfield Community Center where you can enjoy a swim and use of teen center.
- Typically we plan 4 days volunteering at the farm, 3 days volunteering at local parks or trails and...
- Our last day we will take the day off entirely from work and visit a state park such as Hammonasset State Beach, as a final thank you for your hard work this summer!

What if I can't come on all dates?
That's fine. Attend on the days you can! Also, if you are part of Camp Mansfield and want to participate we can make that happen, just give us a call and we will work out transportation and other details with you.

What about lunch?
Pack a lunch, snacks and a drink.



What does the fee cover?
It helps cover the cost of program transportation, t-shirt and miscellaneous expenses.

Instructor: Elizabeth Sangree
Location: Mansfield Community Center (meet/end site)

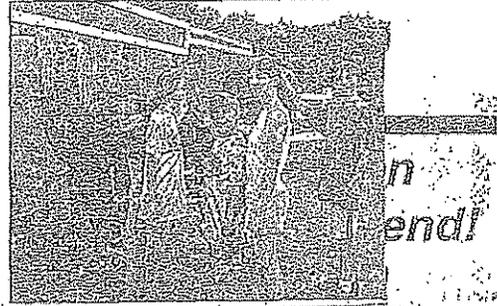
Dates: Mon., and Wed., July 7-August 6
Time: 9 a.m.-1 p.m.
Fee: \$25 for residents \$35 for non-residents
Dress: For the weather of the day. A pair of work gloves is helpful.

MANSFIELD

'Mansfield Mustangs' Program

Mansfield Parks & Recreation offered a four-week summer youth service program called the Mansfield Mustangs. The slogan was "Serving the Community Through Nature, Animals & Hard Work."

Nine children entering grades six through nine completed 21 hours of community volunteer work, helping local animals and creating hiking trails in Mansfield's open space areas.



Mansfield Mustangs help local communities

Mansfield Parks & Recreation offered a 4-week summer youth service program called the Mansfield Mustangs. Their group slogan was "Serving the Community Through Nature, Animals & Hard Work" which was displayed on their blue and white tie-dyed tee shirts. Nine children entering grades 6-9 worked with Jay O'Keefe, Assistant Director of Parks & Recreation to complete 21 hours community volunteer work helping local animals in need of care and creating hiking trails in Mansfield open space areas. Each day consisted of three hours of community work and the final hour of each day the Mustangs were rewarded with swimming and playing games at the Mansfield Community Center. They also were treated to ice cream at the UConn Dairy Bar and pizza from Red Rock Cafe. On Mondays the group traveled to

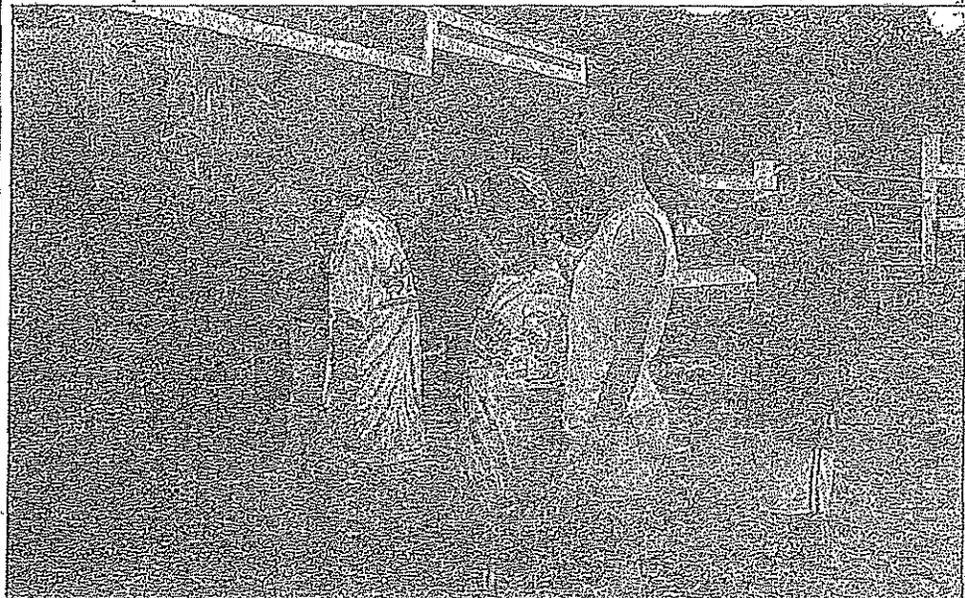
Tara Animal Rescue in Coventry to care for horses, mules, goats, pigs, cats and other farm animals. On Wednesdays the group marked trails, cleared brush and moved lumber for bridge building at the Albert E. Moss Wildlife Sanctuary in Mansfield.

The newly created Mansfield Mustangs was initiated after Mr. O'Keefe heard from children and parents that they were seeking an alternative to traditional summer camps and programs. "My thought was that the alternative had to include being outside. I recognized that we had kids in town who may be interested in helping the community. There was so much they could do if they were connected to areas in need of help.

Jennifer Kaufman, Mansfield Parks Coordinator mentioned that an open space area called the Moss Sanctuary could cer-

tainly use some help and Bonnie Jean Gordon at Tara Rescue Farm was also a great resource for the group. With it being summer I felt it was also important to reward the kids for their hard work in the hot sun. So, each day they returned to the Mansfield Community Center to have lunch, go for a swim and hang out in the teen center playing ping pong, air hockey and creating new friendships. The kids worked really well as a team and understood the value their contributions made to the community this summer. I was very impressed with all of them. We have spoken of continuing the group during the school year, meeting once a month or so to lend our help to a community project.

Anyone in grades 6-9 would like to join the Mansfield Mustangs can contact okeefejm@mansfieldct.org or 860-429-3015, 104.





STATE OF CONNECTICUT

CONNECTICUT STATE LIBRARY

231 Capitol Avenue • Hartford, Connecticut 06106-1537



June 30, 2014

Town Clerk Mary Stanton
Town of Mansfield
4 South Eagleville Rd.
Mansfield, CT 06268

Item #14

RE: Historic Documents Preservation Grant # 078-OI-15, Cycle 1, FY 2015

Dear Town Clerk:

The State Library is pleased to inform you that the Historic Documents Preservation Grant application for the Town of Mansfield in the amount of \$7,500.00 has been approved.

To receive the grant award, the municipality must now enter into a contract with the State Library. Please find the following documents enclosed:

1. Targeted Grant Contract
2. Certified Resolution Form
3. Instructions for Completing the Contract Documents

Please return the Targeted Grant Contract and Certified Resolution Form within 30 days. Follow the enclosed instructions carefully.

Once returned, the contract will be signed by the State Librarian. We will mail a copy of the fully executed contract to the MCEO and notify you by email.

Grant work and expenditures can begin only after the municipality has received its copy of the fully executed contract and must be completed by June 30, 2015. Grant award payments will be processed within 30 days after the contract has been fully executed. The final report must be submitted by September 1, 2015. For complete grant administration requirements, see the FY 2015 targeted grant guidelines (www.ctstatelibrary.org/public-records-programs/historic-documents-preservation-program).

Again, please complete and return the enclosed documents within 30 days from your receipt of these documents. To request an extension of this deadline, or if you have questions or need assistance, please contact Kathy Makover at kathy.makover@ct.gov or (860) 566-1100 ext. 303.

Sincerely,

LeAnn R. Power, CRM
Public Records Administrator

Enclosures (3)

cc: Town Manager Matthew W. Hart

PAGE
BREAK

Be Prepared



Providing a product that 300,000 people in 56 communities across the state depend on is a unique responsibility. As a water utility, being prepared is a must! Providing a reliable supply of high-quality water is essential to public health and public fire protection.

We are prepared for power outages by installing backup generators at our key facilities. However, recent experience has taught us that fall and winter storms can cause widespread and prolonged power outages. Help us serve your community by ensuring that we are on your priority restoration list for power restoration. Our backup generators are not designed to run for days on end, and timely power restoration reduces the risk of service disruptions to families, communities and public fire protection.

Investing in critical infrastructure is also essential in being prepared. As you'll read in this issue, Connecticut Water is planning major treatment upgrades to the Rockville Water Treatment Plant that supplies about one third of the water used by our customers in Northern Connecticut. This plant has served us well, and we have made significant improvements over the years to ensure it continues to produce high-quality water. After nearly 45 years of continuous service, it is time to leverage new treatment technologies to serve current and future customers.

This issue also includes articles on how we are holding operating expenses down, the success of our E-Billing initiative, and the results of our most recent customer satisfaction survey.

If you have any thoughts on how we can better serve you and your community, please let us know. You can call a member of the management team at your local Connecticut Water office, or call me at 1-800-286-5700 or send an e-mail to info@ctwater.com.

Regards,

Eric W. Thornburg
President and CEO

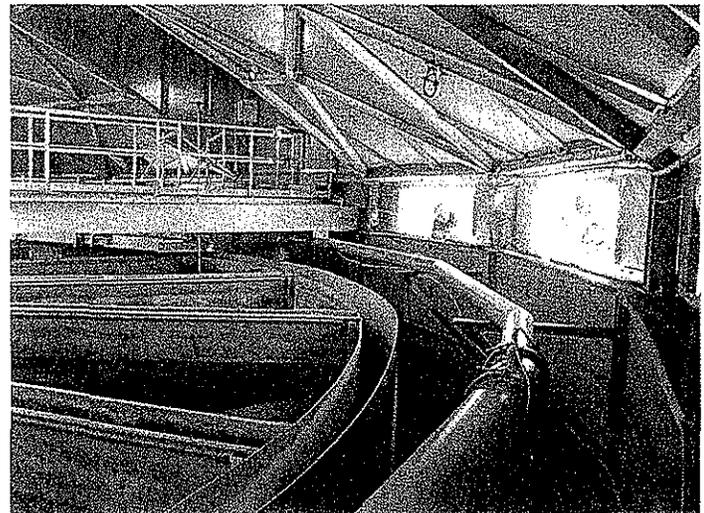
Connecticut Water's Oldest Surface Water Treatment Plant Due for Upgrade

Connecticut Water has announced plans to make major treatment improvements to the Rockville Water Treatment Plant (RWTP). The RWTP is the Company's oldest surface water treatment plant, having gone into service in 1970. The plant provides approximately one third of the supply for our Northern-Western Water System.

Major improvements were made to the plant in the 1980s and 1990s to meet increasingly stringent water quality standards of the Safe Drinking Water Act. Since the 1990s, Connecticut Water has been making plant upgrades while exploring the best long term treatment options for the plant.

New, cost effective technologies and construction techniques have now made it possible to make improvements at the facility that will enhance treatment, provide operating efficiencies, provide greater reliability, and meet current and future water supply needs for the 50 year planning period, as required in the Water Supply Plans submitted to the Department of Public Health (DPH).

When the improvements are completed, the plant will use Dissolved Air Flotation treatment technology. The Company is currently working with AECOM, our design/build partner on the project, and the DPH to secure the necessary approvals. Complete cost estimates of the project are not finalized yet. However, Connecticut Water fully expects to cover the cost of the project through its annual capital budgeting, which in 2014 is more than \$35 million. The company will seek to recover the costs for this project, along with other capital projects across the company, at the time of our next general rate increase request.



One of the treatment units at the Rockville Water Treatment Plant

WC On Your Priority Restoration List?

cane season is here and winter storms are not far behind. Connecticut Water wants to work with you to make sure that our public water facilities are on your community's priority restoration list during power outages. Following the power restoration efforts almost two years ago following Storm Irene, it became clear that power companies rely on municipalities to coordinate power restoration efforts. We rely on local town leaders to include Connecticut Water's critical infrastructure, treatment plants, wells and pump stations as part of your community's priority list, to ensure the water supply remains in service to meet the public health and safety needs of your residents. We have backup generators at key facilities to maintain treatment and distribution capabilities in the event of a power outage. However, it's important that we minimize the amount of time we rely on backup generators. We top off our fuel supplies at each location before storms, but access to additional fuel supplies during prolonged storm events can be a challenge. In addition, generators are not designed to run for extended periods of time so the longer we rely on them, the greater risk to our service.

Connecticut Water superintendents will be contacting the municipalities where we have critical infrastructure to discuss the prioritization of power restoration. In the meantime, if you have any questions please contact Don Schumacher at 860-664-6067 or dschumacher@ctwater.com.



Alfred wreaked havoc with power lines in 2012

Customer Satisfaction Tops 90 Percent—Again!

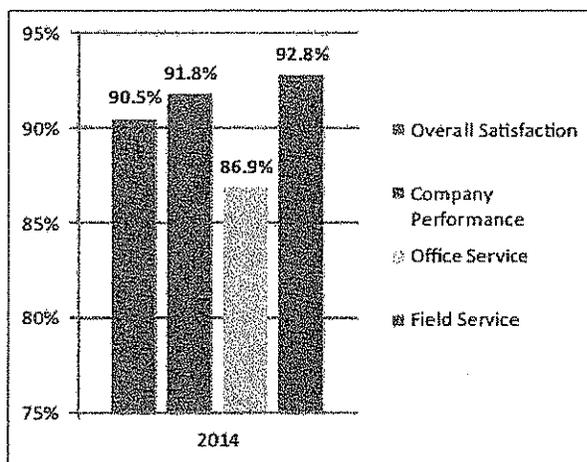
Customers are overwhelmingly satisfied with the water and service they receive from Connecticut Water. A phone survey of 600 randomly selected customers found that more than 90 percent said they were either very satisfied or satisfied with Connecticut Water. The survey measures satisfaction with the company, customer service staff and field personnel and helps us identify areas where we can enhance customer satisfaction.

Additionally, customers were asked about the Water Infrastructure and Replacement Adjustment (WICA) program that allows us to proactively replace aging pipes in the communities we serve.

Nearly 80 percent agreed that a reliable public water system with an abundant supply of water is important to support local communities and provide for the public safety by meeting fire fighting needs.

Nearly 75 percent agreed that WICA improves water system reliability, enhances fire fighting capabilities and conserves water and energy.

The survey was conducted on our behalf by Great Blue Research, an independent research firm based in Cromwell, Connecticut. An additional 600 customers will be surveyed in the late fall.



CWC measures customer satisfaction by combining the ratings of 'company performance,' 'office customer service,' and 'field customer service.'

Annual Public Opinion Leader Survey

Connecticut Water will be conducting its seventh Annual Public Opinion Leader Survey this September. Again this year, the survey will be conducted by an independent research firm in Connecticut, GreatBlue Research. One hundred randomly selected government, community, and business leaders will be surveyed on their views on CWC's customer service, water quality, rates, community involvement, responsiveness in emergencies, communication, and personnel.

The survey is conducted via telephone and takes about 10 to 15 minutes to complete. Specific ratings and comments are strictly confidential and are not attributed to a name or title.

As we know that public opinion leaders have hectic schedules, we want to help them carve out some time to participate in the survey as it is such an important tool for CWC. It helps us know what is on your mind so we can provide world-class service to our communities.

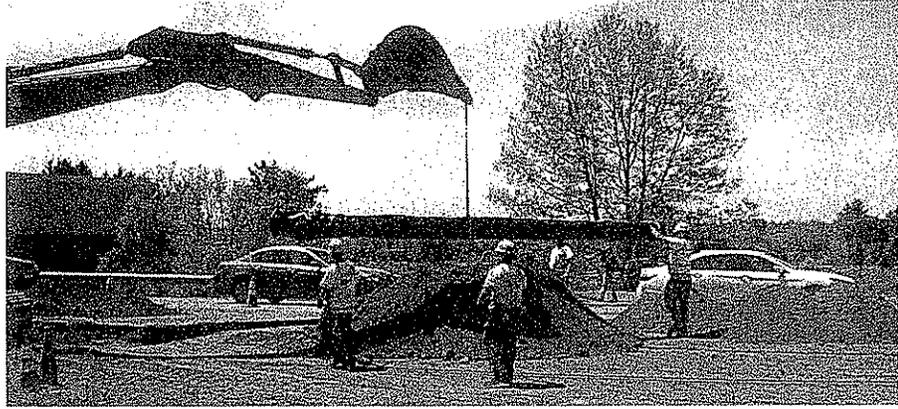
Therefore, customers and community leaders don't have to wait for a survey to tell us what they think. You can always contact a member of our local management team if you have any comments, concerns, or suggestions.



Connecticut Water understands that a reliable supply of water for public fire protection is one of the most vital services it provides in many local communities.

Investing In Customers

Unlike budgeting in the public sector, where larger capital items may require the establishment of 'special funds' or referendums to authorize specific projects, Connecticut Water has an annual capital budget of approximately \$35 million that is tapped for small and large projects alike. Most of our major capital projects are construction related and extend over more than a single year. That allows us to continue funding WICA at approximately \$15 million a year, while taking on larger projects such as the upcoming Rockville Water Treatment Plant (details on page 1). It also allows us to be nimble and prioritize projects to quickly address water quality or service.



Water main installation in Taylor Road in Enfield this spring to serve Crescent Lake customers

For example, the customers of our Crescent Lake Water System in Enfield had been getting their water through an interconnection with a neighboring water system. For much of 2013, water quality testing at Crescent Lake indicated that levels of Total Trihalomethanes, a disinfection by-product created when chlorine reacts with organic matter in the water, were higher than allowed.

After a comprehensive review of the issue, it was decided that a \$650,000 water main extension from our own Northern-Western Water System, about three-quarters of a mile away, was the best long-term solution to ensure water quality for these customers. The project was included in our 2014 capital budget and designed, bid, and in service in less than seven months!

Providing Great Water and Service More Efficiently



Connecticut Water's senior managers continue to look for ways to lower operating expenses. Their anticipated savings this year is in excess of \$400,000.

All expense reduction opportunities are fully evaluated to ensure they are consistent with our commitment to deliver high-quality water and world-class service to the families and communities that rely on us.

Two of the items being implemented this year include in-house bacteria testing of water quality samples. We already have three state certified labs located at our facilities. By adding equipment to these facilities to allow our existing staff to perform bacteria testing, we expect to save more than \$30,000 annually, compared to the costs of having those samples processed by a third-party lab.

The remaining third-party lab services were then put out in a competitive bid process, in a joint effort by our Water Quality and Procurement Team. The result is an anticipated savings of approximately \$50,000 per year. We remain committed to operating as efficiently as possible to serve our customers and reduce the size of future rate increases.

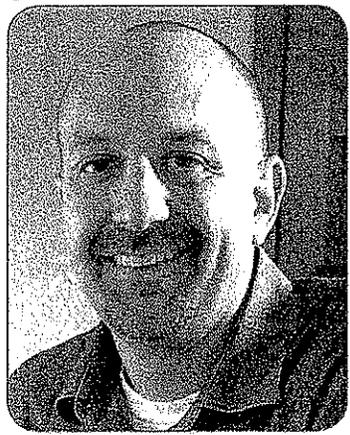
E-Billing is a Hit with Customers!

More than 20 percent of Connecticut Water customers have signed up for E-Billing since we launched the service a little more than a year ago. Recently, we updated to a newer version of the service that provides additional features to further enhance customer satisfaction with the service.

In addition to providing a convenience to our customers, E-Billing and online bill pay have reduced postage costs by nearly \$40,000 a year. The savings help us to offset increased costs elsewhere in the business, such as the cost of power and insurance. In addition, E-Billing is good for the environment, by reducing paper consumption and energy costs associated with printing and delivering paper bills.

Customers can enroll at www.ctwater.com by clicking the 'Pay Your Bill' button.

Meet Jeff Racicot
Eastern Superintendent



Jeff Racicot is the Superintendent of Connecticut Water's Eastern Region that serves customers in the 12 towns of Hartford, Brooklyn, Columbia, Griswold, Killingly, Lebanon, Mansfield, Plainfield, Thompson, Voluntown, Willington, and Woodstock. Jeff came to Connecticut Water in 2007 with more than 15 years of water and wastewater experience. His first responsibility at Connecticut Water was as the Pump Station Supervisor in our Northern Region, based in East Windsor. In 2012, Jeff was promoted to Superintendent of the Eastern Region, where he has responsibility for field customer service, water system operations, and water quality and treatment.

Jeff says he really enjoys working with the team. "I am surrounded by men and women who are passionate about serving customers and delivering high-quality water. It's exciting to see employees take the seed of an idea to better serve customers and watch it through to fruition." He notes that one of the challenges his team is working toward is having better maps and information on some of the small acquired systems, which did not maintain records the way we would.

Jeff says he knows first hand how loss of water service impacts every part of one's life. On several occasions over the past few years he has had no water for days at a time at his own home, which has a private well, because of prolonged power outages. He says customers of Connecticut Water's systems are more fortunate, noting that all systems have backup generators to keep the water flowing to customers when the power goes out.

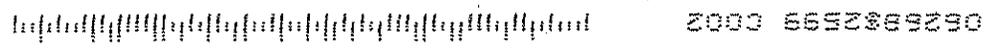
Jeff is active in the water industry and currently serves as the Connecticut State Director of the New England Water Works Association (NEWWA). NEWWA is a section of the American Water Works Association and is very active in drinking water issues and providing continuing education for water professionals. If you need to reach Jeff, he is available at 860-292-2856 or jraticot@ctwater.com.

Connecticut Water Company Local Leadership Team Contacts

Jeff Racicot Eastern Superintendent	jraticot@ctwater.com 800-428-3985, ext. 2856	Paul Lowry Northern Superintendent	plowry@ctwater.com 800-428-3985, ext. 2809
Tom Ross Regional Superintendent	tross@ctwater.com 800-428-3985, ext. 6120	Reed Reynolds Western Superintendent	rreynolds@ctwater.com 800-428-3985, ext. 6241
David Schumacher Superintendent of Operations	dschumacher@ctwater.com 800-428-3985, ext. 6067	Dan Lesnieski Infrastructure Rehabilitation Manager	dlesnieski@ctwater.com 800-428-3985, ext. 2834

www.ctwater.com

Printed on recycled stock



Mr. Matthew W. Hart
 Town Manager
 Town of Mansfield
 4 South Eagleville Road
 Mansfield, CT 06268

PRESORTED
 FIRST CLASS
 U.S. POSTAGE
 PAID
 GUILFORD, CT
 PERMIT NO. 2

Connecticut Water
 93 West Main Street
 Clinton, CT 06413