

TOWN OF MANSFIELD
Ethics Board
Thursday, July 17, 2014
Audrey Beck Municipal Building, Council Chambers

Minutes

Members Present: John DeWolf, Denise Keane, Saul Nesselroth, Win Smith, Nora Stevens (Chair)

Staff Present: Maria Capriola, Assistant Town Manager, Kevin Deneen, Town Attorney

The meeting was called to order at 4:35pm. The meeting was moved (and posted) from Conference Room B to Council Chambers due to the number of guests in the audience and room size.

Keane voted during the meeting of 7/17/14 since Raynor was unable to attend the meeting.

I. PUBLIC COMMENT

Toni Moran, Mansfield. Ms. Moran disclosed her affiliation as a Town Council and Mansfield Downtown Partnership Board member, but indicated that she was speaking as an individual. Ms. Moran spoke in support of the Ethics Code applying to Mansfield Board of Education employees. Ms. Moran spoke in opposition to the end of year gift giving tradition to teachers. She also spoke to the importance of maintaining a good relationship with the Board of Education and trying to find an internal way of resolving the differences between the Town and Board's gift provisions.

Jay Rueckl, Mansfield. Mr. Rueckl disclosed his affiliation as a Mansfield Board of Education member, but indicated that he was speaking as an individual. Mr. Rueckl spoke to the issue of the Ethics Code applying to Mansfield Board of Education employees and that the Board's legal counsel advised them to adopt their own Ethics Policy (for employees). Mr. Rueckl noted that the Board's policy does address gifts, just differently, and that the Town's Code and Board's Policy are similar in most ways. He acknowledged that the Code does apply to the elected officials of the Mansfield Board of Education.

II. APPROVAL OF MINUTES

The minutes of April 17, 2014 were approved as presented. The minutes were adopted with all voting in favor except for Keane (abstention).

III. CODE APPLICABILITY TO MBOE EMPLOYEES

Attorney Deneen reviewed the issue of Code applicability to Mansfield Board of Education employees, in particular jurisdictional issues, applicability of the gift provisions of the Ethics Code v. the MBOE Ethics Policy, and possible ways to resolve the differences in the gift provisions. By consensus, the Ethics Board decided to issue a

letter to the Town Council and Mansfield Board of Education, respectfully requesting that the two policy bodies review the gift provisions of the Code and Policy and attempt to find a resolution(s) to the differences between the two documents. Keane agreed to prepare a draft letter on behalf of the Board.

IV. ADVISORY OPINION

Members reviewed a draft advisory opinion regarding Human Services Advisory Committee members' participation/recusal in the review of applications for "grants to area agencies" when the reviewer is an employee or Board member of a requesting agency. Smith made the motion, seconded by DeWolf to issue the advisory opinion as amended. Motion passed unanimously.

V. FY 13-14 ANNUAL REPORT

The Board reviewed its accomplishments for FY 13-14 and plans for FY 14-15. The Board reviewed, discussed, and agreed to its annual report submission to the Town Council.

Due to scheduling conflicts for several members, the October 16th regular meeting will be cancelled and rescheduled for October 22nd at 4:30pm.

Smith made the motion, seconded by Nesselroth to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 5:30p.m.

Respectfully Submitted,
Maria Capriola, Assistant Town Manager

Eastern Highlands Health District

Board of Directors Regular Meeting Minutes

Mansfield Community Center, Community Room

Thursday, August 21, 2014 4:30 PM

Members present A. Bray (Chaplin) J. Elsesser (Coventry), R. Field (Tolland), M. Kurland (Mansfield), J. Luiz (Columbia – via phone), E. Paterson (Mansfield), J. Stille (Bolton), D. Walsh (Coventry),

Staff present: R. Miller, C. Trahan, A. Meriwether, K. Dardick, M. Brosseau

Call to order: E. Paterson called the meeting to order at 4:44pm.

Approval of minutes April 24, 2014: R. Field made a MOTION, seconded by J. Stille to approve the minutes of the April 24, 2014 meeting. MOTION PASSED unanimously.

Public Comments:

None

Old Business

None

New Business

J. Elsesser made a MOTION, seconded by D. Walsh to add to the agenda the communication: **MEMO - COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE**, dated August 4, 2014. MOTION PASSED unanimously.

Board Development/Orientation Policies and Procedures

R. Miller informed the board that the development of this was an effort to achieve a goal specified in the strategic plan. This document establishes basic standards to assure board members have an adequate understanding of the health district's mission, programs and services, and duties and responsibility of the board.

D. Walsh made a MOTION, seconded by R. Field to approve the "Eastern Highland Health District Policies and Procedures, Board Development/Orientation", document as presented on August 21, 2014. MOTION PASSED unanimously.

FY 14/15 Per Capita Grant Application

R. Miller reported to the board that this annual per capita grant has been submitted and the district has been paid in full for the grant. At this point R. Miller is seeking ratification of the authorization.

J. Elsesser made a MOTION, seconded by J. Stille to ratify the Eastern Highlands Health District's Fiscal Year 2014/2015 State of Connecticut Department of Public Health Per Capita Funding Application as presented August 21, 2014. MOTION PASSED unanimously.

Tolland Employee Wellness Contract

R. Miller informed board that this is a renewal of contract for services that the district has been providing to Tolland with a slight modification. Due to Tolland being a member of ECHIP, EHHD will no longer provide HRA services.

R. Field made a MOTION, seconded by D. Walsh to authorize the Director to execute the Town of Tolland/Eastern Highlands Health District Employee Wellness Service Agreement, as presented August 21, 2014.

CNR FY 14/15 proposed budget amendment

R. Miller requested the board authorize the spending of funds identified for the IT infrastructure upgrade.

J. Elsesser made a MOTION, seconded by D. Walsh to approve the proposed amendment to the Fiscal Year 2014/2015 Capital Non-recurring Budget, as presented August 21, 2014. D. Walsh stated that the amount, \$100,000.00 should be specified. MOTION PASSED unanimously.

Committee Reports

Personnel Committee

R. Miller, on behalf of M. Hart, reported that the personnel committee met July 16, 2014 and approved a motion and recommends to the board to establish a Durational Employee Designation.

D. Walsh made a MOTION, seconded by M. Kurland to approve the amendment to the personnel rules, which establishes the Durational Employee designation, as present on August 21, 2014. MOTION PASSED unanimously.

Finance Committee: Financial Reports – period ending June 30, 2014

R. Miller reported that the finance committee met prior to the regular board meeting where they reviewed and approved the financial report with one qualification. There was a booking omission of \$5019.98 that will be updated. R. Miller noted that the fee for services have met or exceeded the expectations for the fiscal year.

MEMO – Communication with those charged with Governance, dated August 4, 2014

C. Trahan informed the board that this communication is to inform the board of the audit process, timeline and responsibilities of the auditors and management. Memo also provided contact information if there are any areas of concern that should be brought to the attention of the auditors.

Addendum to Personnel Committee Report

R. Miller informed the board that Rita Kornblum, Community Health and Wellness Coordinator, has resigned. J. Luiz asked if exit interviews were conducted. R. Miller stated that they are not at this time. D. Walsh agreed that it was a good idea to conduct exit interviews. General consensus by the board was that this would be a good item for future discussion by the Personnel Committee.

Town Reports

Coventry – J. Elsesser reported that DEEP has accepted the sewer study. Also they are evaluating the extension of public water supply with CT Water Company. Submission of an application to state DPH for a water tower is under consideration.

J. Elsesser informed the board that Patriots Park was closed only for 1 day this summer. R. Miller surmised that a rain event was the probable cause. J. Elsesser also reported that CT Water is doing major line replacement in the Village area.

Bolton – J. Stille reported that the sewer project is in Phase 5. She also informed the board that Bolton Middle Lake is having an algae bloom.

Tolland – R. Field reported that work is progressing on the new water line; Tolland is investigating selling the water company. And there is a new bank coming into town, SI Financials.

Mansfield – E. Patterson reported that Public hearings on the sewer project are ongoing. The project will hopefully be taken to referendum in November; Tech Park road has been started; CT Water project to bring water into Mansfield is progressing.

R. Miller informed the board that the CT Water Advisory Committee has convened their first meeting, at which roles and responsibilities were reviewed. EHHD is represented at these meetings.

D. Walsh asked if EHHD is involved at all with the Downtown Partnership and the development of the downtown. R. Miller stated that EHHD is involved only with regulation of Food Service Establishments and the daycare that is being built. EHHD is also developing relationships with healthcare entities in new downtown.

Director's Report

Community Transformation Grant - Presentation

R. Miller presented an overview of the CTG grant. Originally a 5 year grant it has been terminated early after 3 years. This does not impact the budget. Focus of the grant was to promote policies targeting healthier behaviors.

K. Dardick inquired if the district has taken a position on smoking in outdoor public areas and informed R. Miller of the opportunity to testify at a Town Council meeting on 8/25/14 regarding the banning of smoking in public parks.

E. Patterson left the meeting at 5:45, J. Elsesser assumed the role of chairing the meeting.

Meeting adjourned at 5:45pm due to loss of quorum.

Quarterly Activity Reports – 3rd Quarter & 4th Quarter

R. Miller stated that the Quarterly Reports show revenues are up and stabilization of the economy is evident.

Strategic Plan/Information Technology Plan update

R. Miller informed the board that the IT committee is in the process of selecting a vendor. The committee is split on the choice, therefore they are doing due diligence and seeking reference on the vendors. Once the vendor is in place, this will meet many of the objectives of the strategic plan. D. Walsh asked if there was a target date for selecting the vendor. R. Miller stated that Oct 1st is the target date.

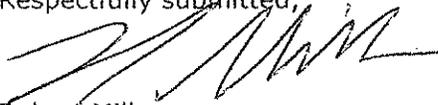
R. Miller informed the board of a new policy from DPH for a director of health's absence. This new policy requires written agreements between health departments for coverage in the case of a director of health's absence.

R. Miller brought to the board's attention that DEEP has issued a general permit regarding the installation of water treatment systems. The permit provides guidelines about how they are to be installed.

Meeting ended 6:11 p.m.

Next Board Meeting – October 16, 4:30 PM at Coventry Town Hall Annex

Respectfully submitted,



Robert Miller
Secretary

EHHD Finance Committee
Special Meeting
Coventry Town Hall Annex
August 21, 2014
Minutes

Call to Order at 4:03pm

Present: J Elsesser, E Paterson, J Stille, R Field, C Trahan, A Meriwether, R Miller

J Elsesser MOVED, J Stille seconded to approve the minutes for the 6/19/14 meeting as presented.
Motion PASSED unanimously, with R Field abstaining.

J Elsesser MOVED, J Stille seconded to accept the financial reports for the period ending 6/30/14, with a \$5019.98 adjustment increase for total expenditures. Motion PASSED unanimously.

R Miller notified committee of recommendation to full board to authorize spending on IT initiative.

R Miller notified committee of full payment received from DPH on FY14/15 per capita grant.

Meeting adjourned at 4:16pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R Miller', written in a cursive style.

Robert Miller
Secretary



MANSFIELD ADVOCATES FOR CHILDREN
EXECUTIVE COUNCIL
Monday, September 15, 2014
MINUTES

Members Present: Sara Anderson (staff), Cindy Guerreri, Rachel Leclerc, Jordana Frost, Sarah Delia (staff), and Mary Sposito.

Regrets: Patricia Schneider (staff)

Regrets:

WHAT (Topic)	DISCUSSION	OUTCOME
Call to Order	Sara Anderson called the meeting to order at 9:05 am.	
Consent Agenda	Approval of the Minutes of August 18, 2014 meeting.	<i>There was no quorum for the August 18 meeting so the minutes will not be able to be approved.</i>
Team Updates	<p>Health: Jordana Frost</p> <ul style="list-style-type: none"> • Rita Kornblum is no longer with EHHD. • The Health Committee consists of Jillene Woodmansee and Jane Goldman. • Need a healthcare provider for MAC to fulfill the SR requirements. • Will communicate with Rachel Leclerc and the School principals about work hours covering MAC meetings → per Rachel, MAC meetings would be volunteer hours. • Cindy Guerreri mentioned a state or regional approach regarding LICC. Could we collaborate through them for MAC. • Funding for the CHART coalition has terminated. There will be a replacement staff member for Rita Kornblum (within EHHD), but it may take several months to hire that person. • The Health Team will be participating in the Celebrate Mansfield Festival on September 21. • There was a suggestion to consider UConn student nurses for the healthcare provider on MAC. <p>Community Connectedness: Sara Anderson</p> <ul style="list-style-type: none"> • Sara Anderson will meet with the elementary schools to talk about creating a welcome packet for each school on September 29. • Sara Anderson and Rachel Leclerc are meeting with the PTA/PTO presidents to request a Youth Services Liaison specifically to increase 	

	<p>communications between Youth Services and the schools.</p> <ul style="list-style-type: none"> • There are lots of fundraisers happening for the Playground. There is an informational meeting scheduled for October 14; this may be re-scheduled because of other events at the same time. 	
New Business	<p>Graustein Budget Revision: Sara Anderson</p> <ul style="list-style-type: none"> • Sara A. reviewed the 2013-14 Final Fiscal Report. • Revised the 2014-15 Graustein Budget; there was discussion of specifics from the revised budgets and possible duplication of budget lines. <p>Collaborative Performance Measures:</p> <ul style="list-style-type: none"> • Measuring meetings: what do we want to measure? • What are members planning in doing before the next meeting? 	
MAC Meeting Agenda	<p>Teams:</p> <ul style="list-style-type: none"> • Drill down into strategies and create specifics. • Health Team has a list of sub-strategies for 95210. • Community Connectedness will look at Transportation. • Successful Learners will look at School Readiness. • Sara A. mentioned an implementation form that would be filled out and entered into Scorecard by Linda Williams. Linda will create a second scorecard using the organization of the Mansfield Plan. 	<p><i>Sara Anderson will create an implementation form to be used at MAC meetings.</i></p>
Announcements	<p>Cindy Guerreri mentioned that MAC is eligible for Technical Assistance (TA) funding for \$2400 each year. MAC can use this money to get Scorecard up and running or to continue work with Amy Seville-Nelson to complete the work started on CAN.</p>	
Adjournment	<p>Meeting adjourned at 10:34 am</p> <p>Next MAC meeting:</p> <p style="text-align: center;">Wednesday, October 1, 2014 5:00pm – 5:30pm Arrival and Dinner 5:30pm – 7:30pm MAC Meeting</p> <p>Next MAC Executive Council meeting:</p> <p style="text-align: center;">Monday, October 20, 2014 9-10:30 AM Conference Room B</p>	

Agenda topics: Please send to Sara Anderson at andersonsd@mansfieldct.org

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

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

ANNUAL MEETING MINUTES

Housing Authority Office

September 18, 2014

8:30 a.m.

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

The meeting was called to order at 8:38 a.m. by the Chairman.

ELECTION OF OFFICERS

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to re-elect the current slate of officers to their positions. Motion approved unanimously.

MINUTES

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to accept the minutes of the August 20, 2014 Regular Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

The Chairman presented a letter of resignation from Ms. Ward. Ms. Ward joined the Board of Education which made her ineligible to serve on the Board of the Housing Authority. The Board is sorry to lose Ms. Ward as a member and wishes her well in her new position with the Board of Education.

Ms. Fields presented a letter from Spectra Energy regarding an information meeting on the Algonquin Gas Transmission, LLC proposed Atlantic Bridge Expansion Project.

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

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

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

General Reports

Wrights Village had a picnic on September 17th with over 20 residents attending. Facilitated by the Resident Service Coordinator, a group of residents planned and organized the party together. They are considering a holiday party and another spring picnic.

Mr. Eddy suggested we remove the rest of the metal cans which had been used for salt and sand last year. They are unsightly and are usually buried in snow (due to their location) when needed.

Mr. Eddy noted that the sewer vent pipes on a couple of the buildings have white on them and suggested that birds sit on the sewer pipes and bird dropping run down the exterior side of the pipe. He suggested a cover for the pipe that would keep the birds from sitting there. Ms. Fields will follow up.

COMMITTEE REPORTS

Development Committee

None

Quality of Life Committee

Wright's Village Fence – Living or Non-Living

The results of the survey were presented by Ms. Fields. The results were inconclusive and it was determined that a plan should be done with pictures and invite residents to view and comment on the plan(s).

UNFINISHED BUSINESS

Resident Rent Increase Meetings and Resolution

Ms. Fields reported that no one attended the rent increase meetings on September 17, 2014. No written objections or phone calls with objections were received by the Housing Authority.

RESOLUTION

WHEREAS, it is necessary that the Housing Authority of the Town of Mansfield to increase the base rent at Holinko Estates and Wright's Village to meet increased costs of management and capital needs of the property,

THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE TOWN OF MANSFIELD THAT:

The Base Rent at Holinko Estates will be increased, effective May 1, 2015, as follows:

- a. Two Bedroom Flats from \$565 to \$575 per month.
- b. Two Bedroom Townhouse from \$595 to \$605 per month.

- c. Three Bedroom Flats from \$630 to \$640 per month.
- d. Three Bedroom Townhouse from \$660 to \$670 per month.
- e. Four Bedroom Townhouse from \$730 to \$740 per month.

The Base Rent at Wright's Village will be increased, effective January 1, 2015, as follows:

- a. Small One Bedroom from \$295 to \$305 per month.
- b. Large One Bedroom from \$305 to \$315 per month.

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the above Resolution. Motion approved with the exception of Mr. Eddy who recused himself.

Sale of the Section 8 Vehicle

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to sell the 2000 Subaru Legacy Wagon Section 8 vehicle to Holinko Estates and Wright's Village for \$4000, to be paid for equally by Holinko Estates and Wright's Village. Motion approved unanimously.

Budgets

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the budgets for Holinko Estates, Wright's Village, and Section 8 as presented. Motion approved unanimously.

NEW BUSINESS

Snow Blower for Tractor (Wright's Village)

Ms. Fields requested approval to purchase a snow thrower attachment for the John Deere tractor. It will allow the sidewalks to be more thoroughly cleared of snow and help throw the snow further when the plow attachment is unable to push the snow. The cost would be approximately \$3,500.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the purchase of a snow thrower attachment for the tractor. Motion approved unanimously.

Section 8 Administrative Plan Changes

Ms. Fields submitted the following changes to the Administrative Plan: (1) updates provided by Nan McKay reflecting required changes to comply with the 2013 Reauthorization of VAWA by Congress; (2) changes authorized under the 2014 appropriations act regarding the establishment of utility allowances and the definition of extremely low income; (3) changes provided by the 2014 appropriations act allowing the option for housing authorities to inspect biennially; and (4) Chapter 8 Owner and Family Inspection Attendance, minor wording changes. Ms. Fields and Ms. Vangsness recommended the acceptance of the option for biennial inspections.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the changes as submitted. Motion approved unanimously.

MEETING DATE REVIEW

No changes were made to the October, November or December meeting date.

OTHER BUSINESS

None

ADJOURNMENT

The Chairman declared the meeting adjourned at 10:25 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairman

TOWN OF MANSFIELD
SPECIAL MEETING OF THE FINANCE COMMITTEE
MINUTES OF SEPTEMBER 16, 2014

Members Present: Bill Ryan (Chair), Paul Shapiro, Virginia Raymond

Other Council Members Present: Betty Wassmundt, Toni Moran, Betsy Paterson

Guests Present: Jeff Ziplow, Partner - BlumShapiro

Staff Present: Cherie Trahan

1. Meeting called to order at 6:00pm.
2. Opportunity for Public Comment – Rick Hossack, Middle Turnpike objects to the contract with BlumShapiro as they serve as our audit firm and work with the Finance Department. Arthur Smith, Mulberry Road, questioned whether Matt Hart or Cherie Trahan have been put on notice regarding a criminal investigation and whether they sought legal counsel. David Freudmann, Eastwood Road voiced concerns regarding the cost of shared services and whether other agencies are being charged appropriately.
3. BlumShapiro Proposal to Perform a Financial Operations Controls Assessment – Cherie Trahan reviewed the Purchasing Ordinance with the Committee and explained the Best Value Source Selection and the use of State contracts. Jeff Ziplow, Partner with BlumShapiro answered questions from the Committee regarding conflict of interest, current and ongoing transaction testing, analysis of the agency billings for shared services, and chain of command review. Jeff Ziplow recommended a couple of status meetings with the Finance Committee to review findings and recommendations. The Committee agreed that they would like transaction testing and an analysis of the cost of services to be included in the scope of services. Jeff Ziplow will come back to the Committee at their meeting on October 14th, 2014 with a revised proposal. The Committee agreed to discuss a further review of shared services after this assessment is complete.
4. Adjournment. The meeting adjourned at 7:31pm.

Motions:

Motion to adjourn.

Respectfully Submitted,
Cherie Trahan, Director of Finance

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF SEPTEMBER 8, 2014

Members Present: Bill Ryan (Chair), Paul Shapiro, Virginia Raymond

Other Council Members Present: Steve Kegler, Alex Marcellino, Betty Wassmundt (6:05pm), Toni Moran (6:40pm), Betsy Paterson (6:45pm)

Guests Present: Vanessa Rossitto, Partner and Jeff Ziplow, Partner - BlumShapiro

Staff Present: Matt Hart, Cherie Trahan

1. Meeting called to order at 6:00pm.
2. Minutes from 8/25/14 meeting approved with correction noting Alex Marcellino was in attendance.
3. Opportunity for Public Comment – David Freudmann, 22 Eastwood Road voiced concerns regarding hiring consultants to support management interests; whether we are billing properly for services; where are the shared IT costs and are we billing properly for them.
4. BlumShapiro Proposal to Perform a Financial Operations Controls Assessment – Jeff Ziplow, Partner with BlumShapiro walked through a presentation of their Proposal to Perform a Financial Operations Controls Assessment and answered questions from the committee members and Council members present. Estimated timeframe for completion is 8 weeks. Cost not to exceed \$35,500.

The Committee agreed to read the proposal and hold a special meeting on September 15th to decide whether to move forward.

5. Proposed Yearend Transfers FY 2013/14 – Cherie Trahan reviewed the proposed yearend transfers with the Committee and answered questions. Cherie explained that the appropriation of additional State revenues would allow us to pay cash for (4) projects previously approved with bond funding, thereby avoiding the additional cost of bond issuance expenses and interest charges. In addition, these yearend results will increase our fund balance by approximately \$493,047 from \$2,823,216 to \$3,316,263 or 7.1% of the FY 2014/15 budget. Over the past five years, we have increased fund balance from \$1.8 mil to \$3.3 mil – an 82% increase. In addition, the proposed transfers align the budget with actual expenses for the fiscal year. The Committee discussed the proposed transfers and voted to recommend acceptance.
6. Proposed Capital Improvement Program Adjustments FY 2013/14 – Cherie Trahan reviewed the proposed capital improvements adjustments with the Committee and answered questions. These adjustments close completed projects, adjust funding for ongoing projects, and change the funding source from bonding to Capital Nonrecurring funding for four projects. The Committee discussed the proposed transfers and voted to recommend acceptance.
7. Quarterly Financial Statements dated June 30, 2014 – Cherie Trahan reviewed the quarterly financial statements dated June 30, 2014 with the Committee and answered questions. The Committee discussed the Health Insurance Fund and the recent increase in claims. Matt Hart informed the Committee that in an effort to control costs, we have gone out to bid for insurance services. The Committee discussed the financial statements and voted to recommend acceptance.

8. Communications/Other business/future agenda items –
 - ⇒ Parameters for building permit fee reductions
 - ⇒ General discussion on collection procedures – Christine Gamache will attend the October meeting
9. Adjournment. The meeting adjourned at 7:20 pm.

Motions:

Motion to approve the August 25, 2014 minutes by Paul Shapiro. Seconded by Virginia Raymond. Motion passed unanimously.

Motion to recommend approval of the yearend transfers by Paul Shapiro. Seconded by Virginia Raymond. Motion passed 2 to 1, Shapiro & Ryan for, Raymond against.

Motion to recommend approval of the Capital Improvement Program adjustments by Paul Shapiro. Seconded by Bill Ryan. Motion passed unanimously.

Motion to recommend acceptance of the Quarterly Financial Statements dated June 30, 2014 by Bill Ryan. Seconded by Virginia Raymond. Motion passed unanimously.

Motion to adjourn.

Respectfully Submitted,
Cherie Trahan, Director of Finance

Presentation For:

Town of Mansfield

FINANCIAL OPERATIONS CONTROLS ASSESSMENT

September 8, 2014

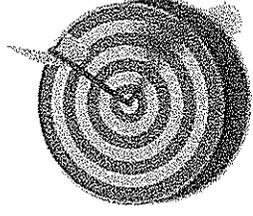
BlumShapiro

Accounting Tax Business Consulting

The passion to unlock potential

I. PROJECT GOALS AND OBJECTIVES

- 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.
- Update the accounting policies and procedures manual.
- Provide constructive and practical recommendations for re-engineering processes, enhancing internal controls and achieving potential change.

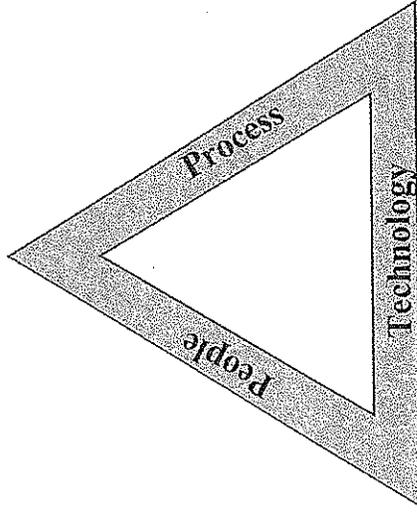


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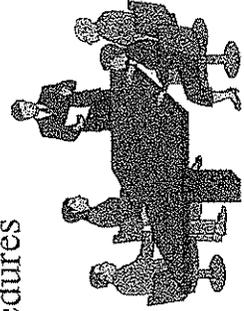
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II. PROJECT OVERVIEW AND APPROACH

- Our Philosophy



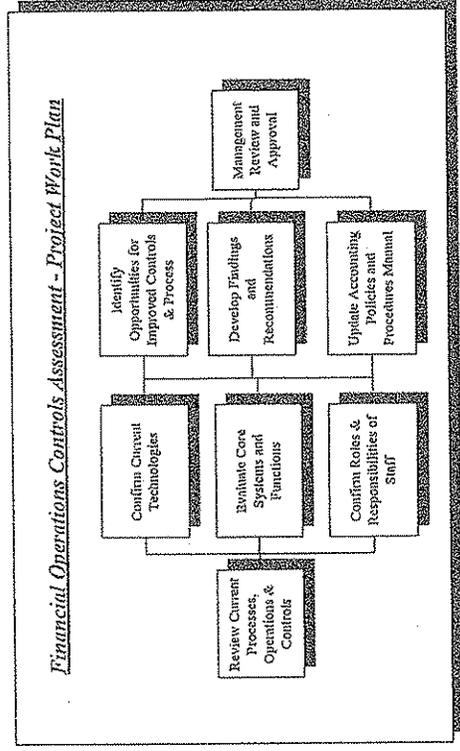
- Review Current Operations
 - Initial project meeting
 - Individual interviews
 - Process walk-throughs
 - Documented policies/procedures



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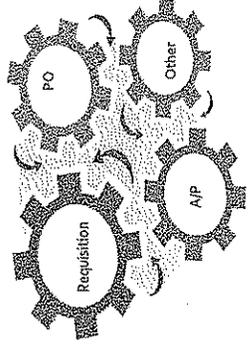
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- Proven Methodology



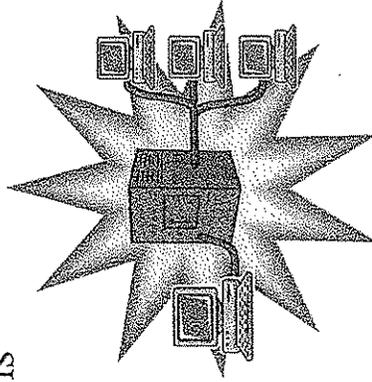
- Evaluate Current Workflows and Controls

- Identify current process flows
- Confirm key controls
- Identify opportunities to enhance controls



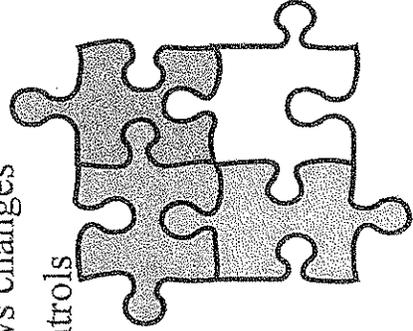
II. PROJECT OVERVIEW AND APPROACH

- Assess Technology that support internal controls



- Develop Gap Analysis and Recommendations

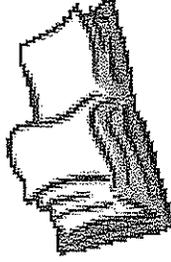
- Proposed workflows changes
- New/improved controls



BlumShapiro

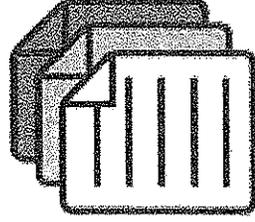
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- Assess Roles and Responsibilities
 - Organizational structure
 - Staffing levels
 - Sign-offs, control issues



- Update Accounting Policies and Procedures Manual

- Identify policies to be created/updated
- Document policies and procedures



Proposal to Perform a Financial Operations Controls Assessment

Town of Mansfield

September 5, 2014

BlumShapiro

Accounting | Tax | Business Consulting

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BlumShapiro

Accounting | Tax | Business Consulting

September 5, 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.
- Updating the accounting policies and procedures manual.
- 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,



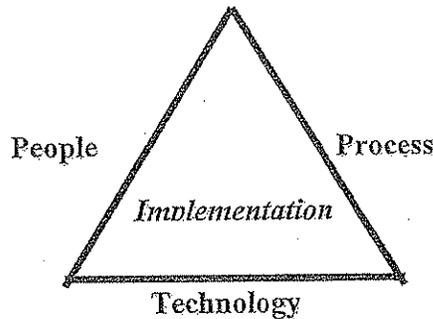
Jeffrey Ziplow, Partner

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.
- Update the accounting policies and procedures manual.
- 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.

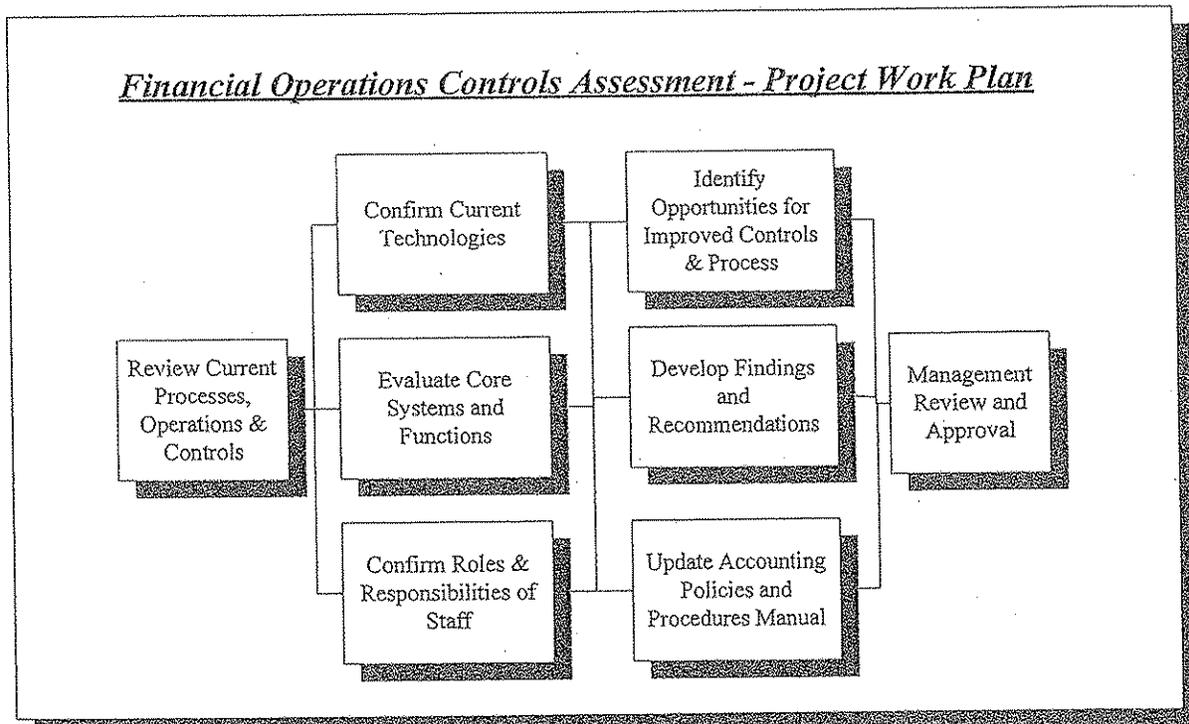
B. BEST BUSINESS PRACTICES FOR MUNICIPALITIES

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.

1. 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. IDENTIFY OPPORTUNITIES FOR IMPROVED CONTROLS AND PROCESSES

Having completed the workflow, control review, 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."

6. 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.

7. 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 |

8. 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.

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 8 to 10 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.

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	8 weeks
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 \$35,500. The total amount billed will not exceed this figure unless previously discussed and approved.

Sustainability Committee
Minutes of Meeting
September 10, 2014

Present: Lynn Stoddard, Shawn Santasiere, Bill Lennon, Susannah Everett, Paul Shapiro, Kristin Schwab, Rich Miller, Erin O'Neill (guest), Addison Weinstein (guest), Don Hoyle (guest), Joyce Rawitscher (guest), George Rawitscher (guest), Virginia Walton (staff)

The meeting was called to order at 5:35 by Stoddard.

The June 25 and July 9, 2014 minutes were approved on a motion by Shapiro/Everett.

Erin O'Neill with Addison Weinstein from Next Step Living presented their company's whole home energy approach by providing not only home energy assessments, but also installations of insulation, replacement windows, photovoltaic systems and ductless mini split heating systems. They have partnered with communities in Massachusetts and Connecticut and would like to partner with Mansfield. Staff will look at the MOU they signed with the Town of Thompson, discuss it with the Town Manager and bring this information to a future meeting.

Members reported on various bike/pedestrian access activities. Stoddard stated that CRCOG is getting ready to bid on service for a "Gateways to UConn Corridor Study", and includes Routes 195 from I-84 in Tolland, 66 in Windham and 44 from I-384 in Bolton to 195. The study will include pedestrian and bicycle accessibility. Miller stated that there will be a 5 foot wide bike lane on the Hillside Road Extension that will connect with the bike path on Route 44. He also stated that the UConn master plan, which is underway, will have opportunities for public input. Miller will notify the sustainability committee when there are public forums. A complete streets policy and bike master plan has been included in the goals of the Mansfield Tomorrow Plan. Some of Schwab's students were involved in counting bikes at several intersections this week. A bike advisory group has started meeting, initiated by Lon Hultgren. CRCOG will assist in exploring striping a bike lane where there is water main construction on Route 195.

Miller reported that UConn is looking to replace steam lines with the savings from building energy efficiency measures. They are looking to enter into energy performance contracts for 1 million square feet of building space. Two more electric vehicle charging stations will be installed in the parking garage and be free of charge for the public.

Walton reported that a municipal action plan is part of the Clean Communities Pledge that the Town made in June 2013. TitanEnergy, an energy consultant used by the Town, has offered to draft a municipal energy efficiency action plan for review at the next staff sustainability management meeting. The draft will be discussed a future meeting.

Everett stated that the Board of Education has not met this summer, but she will bring the idea of climate change themed school science fairs. Rawitscher reported on the upcoming Teale lecture series, in the Dodd Center, starting on Sept 25 at 4 pm. He mentioned the film, *Disruption*, which can be viewed at

www.watchdisruption.com that goes along with the climate change march that is scheduled in Washington, DC on Sept 21, 2014.

Walton reported on a few Solid Waste Advisory Committee-supported activities. There is an upcoming Repair Café in Willimantic. A new multi-family contract will be going into effect in December 2014 which will offer apartment and condominium owners the option of using distinctively different looking dumpsters for recycling. The intent is to raise the multi-family recycling rate of 12%. They are working on offering an organic land care workshop series in the spring. It was suggested that a future agenda item should include that organic land care strategies for municipal properties.

Future agenda items – forming a climate change committee, municipal sustainable land care, municipal action plan, partnership with Next Step Living, bike/pedestrian access.

The meeting was adjourned at 7:05 pm.

Respectfully submitted,

Virginia Walton

**Ad hoc Committee on Responsible Contracting
Friday, September 12, 2014
Council Chambers, Beck Municipal Building**

Minutes

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

Other Council Members Present: Steve Kegler, Alex Marcellino

Staff Present: Matt Hart, Town Manager; Attorney Kevin M. Deneen, Jessie Shea, Acting Secretary

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

1. MINUTES

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

2. PUBLIC COMMENT

None.

3. DISCUSSION ON RESPONSIBLE CONTRACTING ORDINANCE

- *Topics for Further Discussion (Town Attorney Feedback on Procurement Ordinance:*

Town Attorney Kevin M. Deneen summarized his 9/10/14 memo regarding the purchasing ordinance and noted the difficulty in challenging the term "fair and equitable".

Wassmundt MOVED, Paterson seconded, that the Committee prepare a report to the Town Council detailing the extensive review we have conducted with a short summary, and then listing a recommendation that the town staff incorporate this type of review to the existing bidding process under the existing purchasing ordinance. MOTION PASSED UNANIMOUSLY.

- *Committee Wrap-Up.* To be discussed at next meeting.
- *Recommendations to Town Council.* It was agreed that Hart and Moran would work on a draft and bring back to the Committee for acceptance prior to sending it to the Town Council.

The meeting adjourned at 9:40am.

Respectfully submitted,
Jessie L. Shea, Acting Committee Secretary
Town of Mansfield

TOWN/UNIVERSITY RELATIONS COMMITTEE
Tuesday, September 9, 2014
Council Chambers, Beck Municipal Building

Minutes

Present: J. Armstrong, P. Barry, J. Coite, M. Gilbert, M. Hart, S. Kegler, M. Kirk, A. Kuegler, E. Paterson, H. Rynhart, N. Silander, W. Simpson

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

Meeting was called to order at 4:00 pm.

1. Meeting Minutes

Armstrong made the motion, seconded by Paterson to approve the minutes of the August 12, 2014 meeting as presented. The motion passed unanimously.

2. Community-Campus Policing

Rynhart provided an update regarding UCONN Police Department activities. UCONN police officers are now enforcing Town ordinances. Hart stated that 101 citations have been written recently in regards to Town ordinance violations: 19 for Nuisance Ordinance violations; 25 open container violations; 46 possession of alcohol by a minor violations; and 11 dual open container/possession of alcohol by a minor violations. These citations have been issued by both Mansfield Resident Troopers and UCONN police officers.

3. Updates:

a. Mansfield Downtown Partnership. van Zelm reminded the group that the annual Festival on the Green will be held on 9/21 and that Wilbur Cross Way will be closed through 3/31. CVS is opening in Storrs Center in September and Bruger's Bagels will open in October. Parking garage operations are going well; the garage is busy and is making a profit.

b. MCCP. Armstrong provided an update. Off Campus Student Services staff and MCCP members have visited over 50 single family homes, 10 apartment complexes, reaching over 1,500 off-campus students. The Resident Trooper's Office makes referrals to the Off Campus Student Services Office every Monday morning. Contact is made with students for every referral. Depending on the nature of the issue(s) giving rise to the referral, outreach can vary from written communication to in-person educational visits to students being required to attend off-campus educational workshops.

c. USG. Kuegler provided an update. Clare Price is filling in as Acting USG President. USG is working to re-establish Guard Dogs (Safe Rides). USG will participate in the Festival on the Green by having a booth and providing volunteers to help staff the event.

d. *Four Corners Project*. Hart announced that the Town Council has scheduled a bond referendum vote for the Four Corners Sewer project for November 4th. If the project is approved, funding sources for the project were provided.

e. *Next Generation Impact Study*. Hart provided an update on the project's status. Reference checks are being conducted on potential firms. Once initiated, the study is anticipated to take approximately 90 days to complete.

3. Other Business

Coite provided an update on the construction of North Hillside Road. Construction on extension of the road is expected to be complete in late 2015. The entrance to campus at the North Hillside Road and Route 44 intersection will have a traffic light and turning lanes; this work will begin in March 2015.

Coite announced the voluntary water conservation notice that was issued to the University's water customers. Beginning this week, the University will issue a mandatory water conservation notice to its water users and customers.

4. Opportunity for the Public to Address the Committee

None.

The meeting adjourned at 4:33 p.m.

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



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

YSB Advisory Minutes
September 9th, 2014
12:00 noon @ Mansfield Town Hall
Conf. Rm. B

Board Members

Present:

Ethel Mantzaris, Chair
Patricia Michalak, YSB Coordinator
Kate Bohannan, YSB Social Worker
Jared Redmond, Mansfield Recreation Coordinator
Stephen King, State Trooper
Makayla Lamson, E.O Smith Student Representative
Larry Barlow, MMS Assistant Principal
Frank Perrotti, Assistant Chair, Resident

I. Call to Order

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

II. Approval of minutes

- 6/10/2014 Minutes (correction of previous Advisory Board meeting date)

III. Reports

- Director's Report – Patricia Schneider
 - Pat Schneider was unable to attend this month's meeting.
- Coordinator's Report – Patricia Michalak
 - Pat Michalak was unable to attend this month's meeting. Kate Bohannan, Youth Services Social Worker, reported.
 - Middle School Transitional Support: YSB staff facilitated mentoring relationships between high school students and rising EO Smith freshmen.
 - Elementary School Transitional Support: YSB staff in collaboration with middle school counselors hosted a luncheon and private tour for incoming

fifth grade students for whom the transition to middle school may be difficult.

- Middle School Girls' Leadership Group: Middle school girls attended a confidence and leadership building trip to the Storrs Adventure Park. Makayla Lamson, an EO Smith senior, worked in conjunction with YSB staff to help organize this opportunity as part of her senior project.
- Ongoing Groups: Multi-Family Group, Parent Support Groups, Grief Group, and Grandparents Raising Grandchildren Group all met throughout the summer to provide ongoing support to children and families.
- Crisis Intervention: YSB staff intervened in crisis situations and supported children and families this summer at the request of summer camps, summer school, school administrators, and community members, including a young family whose father was killed in a traffic accident.
- Adventure Learning Training: Kate Bohannon attended a week long adventure learning training hosted by the High 5 Adventure Learning Center. Kate learned leadership, confidence, and trust building activities as well as how to safely operate high and low ropes course elements.
- Fundraising for the Mansfield Community Playground: The playground committee sold popcorn and lemonade at the MCC Summer Concerts and raised \$355. The 5K Run for the Playground (put on by the Windham Athletic Club) and the Kids Run for the Playground occurred on July 12th. A total of \$1961 was raised. The Town of Mansfield received \$100,000 in State Bond money for the playground. The total raised to date is \$370,000.
- School Readiness: All 18 School Readiness slots have been filled for the 2014-15 academic year. There are seven full-time slots, five part-time slots, and 6 school day slots.
- Teen Center Update- Jared Redmond
 - The Teen Center was updated during the Community Center shutdown week and new supplies and activities were purchased. Jared reports that the teen center is well attended and the Community Center staff continues to explore news ways to attract teens.

IV. Old Business:

- Betsy Hamill Memorial Campership Fund
 - YSB staff distributed all available campership funds to help over 100 Mansfield children attend various camps this summer.

V. New Business:

- Southeast School Psychologist position support
 - YSB staff will be providing school psychological support for Southeast students until a new school psychologist is hired.

- Integration of Early Childhood Services into Youth Services
 - This integration extends services and supports to families with younger children, making it easier for Mansfield families to access clinical supports, advocacy, positive youth development, and community resources.

VI. Other:

VII. Adjournment

- Meeting adjourned at 12:30, October 14th, 2014 is the next meeting.

RECREATION ADVISORY COMMITTEE
MEETING MINUTES – April 23, 2014 (approved 7/23/14)

ATTENDING: Sheldon Dyer, Don Field, Michael Gerald, Howard Raphaelson
STAFF: Jay O’Keefe, Curt Vincente
GUESTS: none

- A. Call to Order –S. Dyer called the meeting to order at 7:34pm.
- B. Approval of Minutes – D. Field moved and M. Gerald seconded that the minutes from the January 22, 2014 meeting be approved and the motion passed unanimously.
- C. Co-Sponsorship Update – C. Vincente explained the request submitted by the Mansfield Little League for a new scoreboard sponsorship sign on Southeast Field B. RAC has already approved this at the last meeting, but the proposal is awaiting Town Council approval.
- D. Old Business – C. Vincente gave a brief update on membership, facility usage and discussed current marketing campaigns. M. Gerald suggested providing information packets to UConn Human Resources for any new UConn faculty or staff. This has been done in the past but J. O’Keefe will talk to staff about following up on this opportunity. C. Vincente discussed the status of the Fee Waiver Ordinance review by the Town Council’s Ordinance Development and Review Sub-Committee (ODRS) on fee waivers. ODRS will make recommendations to the full Town Council for improvements to the Fee Waiver Ordinance in the near future and a public hearing will be necessary for any changes to the ordinance. H. Raphaelson provided an article on concussions in sports. J. O’Keefe noted that staff is looking into community wide baseline screening for kids in youth sports, much like the high schools now do for their athletes.
- E. Correspondence – None
- F. New Business – C. Vincente briefly reviewed the winter quarterly report. J. O’Keefe gave a brief update on winter programs and reviewed ongoing spring programs. J. O’Keefe also noted the emergence of the new lacrosse program. C. Vincente discussed the Parks and Recreation Fund budget for the 2014-15 fiscal year and the upcoming Annual Town Meeting on the Budget.

Having no other business, the meeting was adjourned at 9:21pm.



COMMITTEE ON COMMITTEES

September 12, 2014
Room C

1. CALL TO ORDER

The meeting was called to order by Peter Kochenburger, Chair of the Committee, at 8:15 a.m.

Present: Steve Kegler, Peter Kochenburger, Alex Marcellino,

Also attending: Virginia Walton, Recycling Co-coordinator

2. APPROVAL OF THE MINUTES

Mr. Kegler moved and Mr. Marcellino seconded to approve the minutes of the July 11, 2014 meeting as presented. Motion passed unanimously.

3. OPPORTUNITY FOR PUBLIC COMMENTS

No members of the public were in attendance.

4. SOLID WASTE ADVISORY COMMITTEE

Ginny Walton Recycling Co-coordinator explained the roles of the Sustainability Committee and the Solid Waste Management/Recycling Committees and the differences between them.

The Sustainability Committee maintains a broad focus on town policies and provides guidance to the Town Council regarding principles to be adopted and monitored. It also collaborates with other boards and commissions in town on sustainability issues and acts in an administrative capacity.

The Solid Waste Committee deals with residential issues relating to the transfer station, refuse, recycling, and hazardous and bulky waste disposal.

She feels the two committees do not overlap but could possibly be a sub-committee to each other.

5. TRANSPORTATION ADVISORY COMMITTEE

By consensus it was noted that the recommendation on January 13, 2014 for the appointment of Lon Hultgren to the Transportation Advisory Committee contained a typographical error and that the effective date should read February 4, 2014.

6. APPOINTMENTS/RESIGNATIONS

It was noted that Paul Aho was appointed to the Transportation Advisory Committee as a Planning and Zoning Representative.

Recycling Co-coordinator Ginny Walton will contact members of the Sustainability Committee to see if anyone is interested in serving on the Connecticut Water Company Water System Advisory Committee.

Mr. Marcellino moved and Mr. Kegler seconded to recommend the appointments of Carole Norrish and Maggie Ferron to the Mansfield Advocates for Children for terms ending June 30, 2017.

It was noted that Peter Plante indicated his willingness to continue to serve as a representative from the Planning & Zoning Commission on the ad hoc Four Corners Water and Sewer Study Advisory Committee.

A discussion was held on vacancies on the Conservation Commission, Historic District Commission, Parks Advisory Committee, Recreation Advisory Committee, Tourism, and the University-Town Relations.

7. ADJOURNMENT

Mr. Marcellino moved and Mr. Kegler seconded to adjourn the meeting at 8:52 a.m. Motion passed unanimously.

Respectfully submitted,

Christine Hawthorne, Assistant Town Clerk

EHHD Personnel Committee
Special Meeting Minutes
July 16, 2014
Audrey Beck Municipal Building
Conference Room B

Call to Order at 4:05 PM

Present: M Hart, E Paterson, J Luiz (conference call), S Werbner (conference call), M Capriola, R Miller

E Paterson MOVED, S Werbner seconded to approve the April 10, 2014 meeting minutes as presented. Motion PASSED, unanimously.

R Miller presented proposal to amend personnel rules to include an "Interim Employee" designation. The objective is to reduce turnover and improve retention of qualified staff by improving benefits available to grant funded positions. Discussion ensued. By consensus, the proposal is to be revised to "Durational Employee" dropping the term "interim". E Paterson MOVED, S Werbner seconded to recommend the EHHD board approve the amendment to the personnel rules, which establishes the "Durational Employee" designation. Motion PASSED unanimously.

S Werbner MOVED, E Paterson seconded to authorized an increase in the maximum end of the Chief Sanitarian pay range by 2%, effective July 1, 2014. Motion PASSED unanimously.

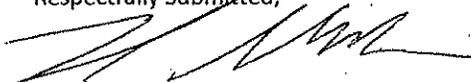
R Miller presented the methodology of establishing proposed broadband pay ranges. With the exception of the Registered Sanitarian and Community Health and Wellness Coordinator (CHWC), the minimum rate for each position was adjusted to the survey mean/average. Then a 1.35 factor was applied to the adjusted minimum rate to establish the maximum rate for each position. Discussion ensued. Members questioned the CHWC range.

M Capriola presented the draft language for the pay plan change. Discussion ensued. Member comments addressed the following salient issues: the wage increase at the end of probation; the establishment of a maximum rate on the individual annual increase and the characterization of such; the 401(a) eligibility of lump sum payments; and, the implications of establishing provisions for annual board adjustments to maximum end of ranges. Next steps include further revisions of language to address member comments for next meeting.

Discussion ensued regarding timeline for Directors performance evaluation. The Draft memo to the board will be updated to include the following milestones and dates: DOH self evaluation submitted to Board (7/31/14); Board members complete performance review online (7/31 to 8/22); Personnel Committee prepares draft evaluation (9/11/14); Board meets in executive session to discuss performance review (10/16/14); Board meets in executive session with Director (10/16/14); and, Board adopts review and makes changes to compensation plan, if any (10/16/14).

Meeting adjourned 5:18PM

Respectfully Submitted,



Robert Miller

Secretary